



**2021  
YEAR 11  
COLLEGE  
INFORMATION  
HANDBOOK**



## Contents

Welcome .....	4
School Vision .....	4
Executive Staff.....	5
School Administration and Contact Details .....	5
Office Hours .....	5
Year 11 Application and Enrolment Process.....	6
Important Dates.....	6
Unique Year 11 and Year 12 Campus Location .....	7
School Day Duration and Lesson Times .....	7
Curriculum and Subjects .....	7
Homework.....	8
Classes and Year Groups .....	8
Assessment Policy .....	8
Record of School Achievement (RoSA) and Higher School Certificate (HSC) .....	8
School Reports .....	9
Attendance.....	9
What to Wear to School?.....	10
Student ID Cards .....	10
Public Transport.....	10
Students Driving to School.....	10
Access to Purchasing Food During Breaks .....	11
Supervision During Break Times (Kibble Park).....	11
Assemblies .....	11
Student Behaviour Management.....	11
Positive Behaviour Reward System.....	12
Classroom Behaviour .....	13
Consequences for Breaches of Expected Behaviour – Warnings, School Contracts and Expulsion.....	13
Banned Items .....	14
Mobile Device Policy – Phones, iPods, MP3 Players etc.....	14
Newsletter & Notes .....	14
Excursions .....	14
Security Video Surveillance.....	15
School Equipment.....	15
Computer - iPad Usage Policy .....	15
Stationery and Textbooks .....	16
Child Protection .....	16
Complaints Resolution Policy.....	17

Procedural Fairness.....	18
Emergency Procedures .....	18
Medical Matters.....	18
<b>Accidents</b> .....	18
<b>Immunisations</b> .....	19
School Fees and Accounts.....	19
Email.....	20
Interviews with Teachers .....	20
Contacts .....	21

## Welcome

Welcome to ET Australia Secondary College (ETASC), a Year 7 to Year 12 Secondary College, a dynamic school model that is proving to be popular with, and successful for, students and their families. Our school provides students and their families the opportunity to be part of a school community that creates a safe and nurturing environment for students and staff and welcomes input from all stakeholders.

The school's success factors are:

- Our highly experienced and well-regarded teaching team have worked in a number of different educational settings all over the world. Our teachers deliver quality and specialised teaching across all key learning areas. Together with Teacher Assistants in every class, our team draw out the best academic results possible for each student
- Our anti-bullying policy is enforced
- Our focus on literacy and numeracy skills for each student creates great results
- Our individual student pathway plans ensure that each student who graduates is professionally guided towards a career in the workforce or further study
- All students are encouraged and nurtured to succeed to their own potential

We encourage parents/carers to actively participate in the education of their child by maintaining regular contact with the classroom teacher and by sharing an interest in all aspects of school activities.

Please contact us whenever we can be of assistance.

## School Vision

ET Australia Secondary College (ETASC) aims to provide every student with the required academic skills to succeed in employment and in future study. As a non-for profit organisation that has been offering adult education to the people of the Central Coast since 1977, ET Australia understands the importance of having the required literacy and numeracy skills and positive work habits required to succeed beyond the classroom.

ETASC provides students a safe and positive learning environment that mirrors the rules that govern the world of work. Suitable adjustments to teaching and learning are made where possible to ensure every student is afforded opportunities to learn. Teacher assistants are utilised to foster learning opportunities and assist students who require additional support. The College has invested in learning programs and provides free afternoon tutoring for students with many options to progress their learning in addition to normal classroom teaching and learning. This support is for students across the learning spectrum and includes extension classes offered after school.

## Executive Staff



Principal

Mr Tony Mylan



Assistant Principal

Mr Lachlan Scott



Curriculum Coordinator

Ms Christina Clark



Student Development  
Coordinator

Ms Elissa Cosentino

## School Administration and Contact Details

### College Reception:

- Call 4323 1233 and request to speak with the relevant contact.
- Email [ETASC@etaustralia.com](mailto:ETASC@etaustralia.com)
- School Office Contacts  
Kaylene Laidlaw [Kaylene.Laidlaw@etaustralia.com](mailto:Kaylene.Laidlaw@etaustralia.com)

## Office Hours

### School Office and Reception:

- Weekdays 8:30am to 5.00pm

The school reception is open during school days and school holidays. The school office is usually closed for a period over the Christmas break. These times will be published in the term newsletter that is available online at [www.etaustralia.com](http://www.etaustralia.com) by navigating to the Secondary College page.

## Year 11 Application and Enrolment Process

ETASC has an open and continuous enrolment process where students can enrol at any time during the school year depending on vacancies, class numbers, NESA requirements and other administrative factors. The Principal and Assistant Principal manage this process at their discretion.

Every prospective Year 11 student attends an interview, including current Year 10 ETASC students planning to enrol at ETASC for Year 11. At the interview, the school's Year 11 and Year 12 curriculum, Code of Conduct and Student Behaviour Management Policy is explained to the student and parents/carers. Students and parents/carers must sign the Enrolment Contract that includes the Expected Behaviour and Consequences document as part of a comprehensive application process.

At the interview, the potential student is also required to provide evidence that shows their suitability to enrol in the HSC course at the College. Evidence of this can include:

- Previous school reports that highlight the student's positive attitude, engagement with their learning, and suitability to successfully achieve the HSC
- NAPLAN, HSC Minimum Standards Testing, VALID or other standard testing results
- Evidence of a regular pattern of study if the student is enrolling in Year 11 mid-year or in Year 12.

Students must have a genuine desire to work within the ETASC goals, aims, and objectives and be committed to following College policy and procedures. Enrolment into ETASC therefore expresses a commitment by parents/carers and students to fully support school policies, practices, and activities.

Where the interests of a student or parents/carers cannot be met within the school, an alternative education facility will be suggested to help meet the family's needs.

In accepting an offer of enrolment, parents/carers agree to pay all school fees and charges by the due date. If a genuine financial need exists, parents/carers are encouraged to apply for a scholarship to assist with the payment of school fees.

The Principal determines the size of the classes, mindful of the educational (and other) needs of the students. In exceptional circumstances, the Principal may vary the enrolment process and priorities to suit particular circumstances prevailing at the time.

## Important Dates

### 2021 School Terms

2021	Commence Term	Last Day of Term
Term 1	Wednesday, 3 February	Thursday, 1 April
Term 2	Wednesday, 21 April	Friday, 25 June
Term 3	Tuesday, 13 July	Thursday, 16 September
Term 4	Wednesday, 6 October	Wednesday, 15 December

## Unique Year 11 and Year 12 Campus Location

The ETASC Year 11 and Year 12 campus is located at 125 Donnison Street, in the centre of Gosford, only 500 metres from the Gosford Railway Station. The ET Australia owned building at 125 Donnison Street Gosford is also home to ET Australia's Adult Training College, located on the ground floor. The ETASC Year 11 and Year 12 school campus is located on the first floor. The school and training colleges complement each other and create a boutique education institution assisting students to gain career-making education and training.

## School Day Duration and Lesson Times

The duration of the Year 11 and Year 12 school day is designed with the contact hours required for students to cover the NESA curriculum over two years to achieve the HSC. Lesson times and break times are different to the ETASC's Years 7 to 10 campus times to ensure Year 11 and Year 12 are using Kibble Park for their breaks when students from the Years 7 to 10 campus are either in class or on their way back to class.

### Year 11 and 12

Start of the school day:	8:45am
Lesson 1:	8:45am to 9:45am
Lesson 2:	9:45am to 10:45am
Break 1:	10:45am to 11:15am
Lesson 3:	11:15am to 12:15pm
Lesson 4:	12:15pm to 1:15pm
Break 2:	1:15pm to 1:45pm
Assembly/D.E.A.R/Meditation	1:45pm to 2:00pm
Lesson 5:	2:00pm to 3:00pm
End of school day:	3:00pm
After school assistance	3:00pm to 4:00pm

## Curriculum and Subjects

ETASC offers 6 subjects for all Year 11 and Year 12 students, there are no electives. The subjects have been selected to complement subjects undertaken in Year 9 and Year 10 to provide continuity in a range of interest areas. Every subject will contribute to the achievement of an ATAR and the HSC. The subjects are:

- Standard English – mandatory
- Standard Mathematics
- Biology
- Modern History
- Business Studies
- PDHPE

In order to be eligible to achieve the HSC, students will be required to complete all six subjects in Year 11, with the option of dropping one subject in Year 12. Standard English is a mandatory subject that students must complete in both Year 11 and Year 12 to be eligible to achieve the HSC.

Comprehensive information on specific subject content and course details are provided on the NESA curriculum website at <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/Understanding-the-curriculum/syllabuses-a-z>

More information about how these subjects will be taught at ETASC will be available in the ETASC Year 11 and Year 12 Student Handbook.

## Homework

Due to the volume of content and complexity of the HSC course, Year 11 and Year 12 students will be required to complete homework. The amount of homework required, and complexity of what students are asked to complete in their own time, will vary from subject to subject. Failure to complete set homework will result in a student falling behind in their studies and result in a request for a meeting with parents/carers and the Assistant Principal to discuss the student's continued progress at the College.

Students will also be required to complete assessments in their own time. This includes examination preparation and assignments. These form a major part of the course requirements and will formulate a student's Preliminary and HSC course marks.

The penalties for failing to complete an informal or formal assessment task during Stage 6 will be outlined in the ETASC Year 11 and Year 12 Student Handbook.

## Classes and Year Groups

Stage 6 will consist of four classes – two Year 11 classes and two Year 12 classes. Students will be assigned a class in the appropriate year group when they commence their enrolment. Class colours for 2021 are:

### Year 11

- Emerald
- Ruby

### Year 12

- TBA
- TBA

## Assessment Policy

More information regarding ETASC's HSC assessment policy is made available in the ETASC Year 11 and Year 12 Student Handbook located on the ETASC website. This document provides a copy of the College's assessment policies regarding the attainment of the HSC. We encourage students, parents/carers to read this documents and contact the Stage 6 Curriculum Coordinator if you have any questions.

## Record of School Achievement (RoSA) and Higher School Certificate (HSC)

The Record of School Achievement (RoSA) provides a record of student achievement in Stage 5 and is only issued to students if they leave school before completing the HSC. To be eligible to receive the RoSA, students must maintain a minimum of 85 per cent attendance and complete every assessment task. Failure to complete an assessment task in any of the mandatory courses offered will result in an 'N determination' being awarded to the student for that subject. Once an 'N determination' is awarded the student is no longer eligible to achieve the RoSA in that calendar year. Before an 'N determination' is awarded, two warning letters will be sent to parents/carers advising their child is at risk of receiving an 'N determination'.

The RoSA is only awarded to students who nominate to leave secondary education to continue their education in other educational institutions (TAFE), to enter full time employment or to undertake a traineeship or apprenticeship. The NSW Education Standards Authority (NESA) issues the Record of School Achievement (RoSA) to eligible students who leave school before completing the Higher School Certificate (HSC).

The RoSA is a cumulative credential, meaning it contains a student's record of academic achievement up until the date they leave school. This could be between the end of Year 10 up to and including some results from Year 12.



The RoSA records completed Stage 5 (Year 10) and Preliminary Stage 6 (Year 11) courses and grades, HSC (Year 12) results, and where applicable, participation in any uncompleted Preliminary Stage 6 courses or HSC courses.

The Higher School Certificate (HSC) is the highest educational award in New South Wales secondary schools. It is awarded to NSW students who have satisfactorily completed Years 11 and 12 at secondary school. To be eligible, students must meet the HSC course requirements and sit the state-wide HSC examinations. The HSC is an internationally recognised credential that provides a strong foundation for students wishing to pursue tertiary qualifications, vocational training, or employment.

If you have any questions regarding the RoSA or the HSC, please contact the Stage 6 Curriculum Coordinator.

## School Reports

Each year, Year 11 and Year 12 students will receive two formal academic reports on their achievements at school.

Each subject in Year 11 and Year 12 has a single page report with 6 elements:

- Number of lessons attended
- Overall Grade – 5 point scale: High Achievement (A), Very Good Achievement (B), Good Achievement (C), Satisfactory Achievement (D), Elementary Achievement (E)
- Assessment Results – Cumulative Mark (%)
- Learning Profile – 4 point scale: Excellent, Very Good, Acceptable, Needs Attention
- Teacher comment.

## Attendance

The NSW Government requires students to attend school except in cases of illness or exceptional circumstances. The Government requires parents/carers to submit to the Principal an Application for Exemption from Attendance at School in the case of a planned absence. The Principal then considers the application and issues a Certificate of Exemption or declines the application. For example, if you have to take your child for a specialist's appointment, you need to submit an application; if you wish to take your children on a holiday during term time, you must submit an application well ahead of the proposed holiday date. Our preference is that family holidays are planned for school holiday periods. An application form can be provided by the Assistant Principal upon request.

### Absences

Please email [attendance@etaustralia.com](mailto:attendance@etaustralia.com) or phone reception on 4323 1233 after 8:30 am to inform the College your child will be absent for the day. In the event your child is absent from school and we have not been notified we will send an SMS message to your mobile phone informing you of their absence.

It is a government requirement for parents/carers to notify the school and provide a reason for their child's absence on every occasion. Notifications can be sent by parents/carers via email, text message or written note.

### Late Arrivals

If your child is late, they must go to reception to sign in and receive a late note before proceeding to class. Students who are late without a valid reason (medical appointment, transport issues etc) will be required to surrender their mobile phone for the day.

Where a child is frequently absent or late, this will be discussed with parents/carers and a Medical Certificate may be required to be produced for every future occasion.

## Leaving Early

If students need to leave school before the end of the school day, parents/carers must contact the school so that staff are aware that the absence is genuine. Late arrivals and early departures are recorded as any absences must be explained.

## What to Wear to School?

ETASC allows students to wear clothing to school they are comfortable in and lets them express who they are. There is no school uniform. ETASC provides a learning environment that mirrors the work place so students are asked to wear clothing that is appropriate and is suitable for each and every lesson.

Students are asked to avoid wearing clothing that is tight or revealing, has offensive logos or slogans and provides suitable comfort or protection for the activities being conducted during the school day – i.e. enclosed shoes to conduct science experiments or active wear for PDHPE.

If a student's choice of attire is deemed unsuitable for the College, the student will be informed and asked to wear clothing that is more functional, appropriate, or non-offensive.

## Student ID Cards

Every student is issued with a student ID card on enrolment to be used to identify themselves as a student of the school. Students are encouraged to take a photograph of their student ID card on their mobile device in case they forget to bring their student ID to school.

Replacement of lost or stolen ID cards can be obtained from the Assistant Principal at the cost of \$10 and a receipt will be issued.

## Public Transport

The majority of ETASC students travel to and from school by public transport. Students travelling on public transport are representatives of the school and should conduct themselves appropriately when travelling. The school, local bus companies or Sydney Trains may revoke transport passes if students fail to comply with transport guidelines. Students travelling on school buses and trains require an Opal Card. You can apply online at [www.opal.com.au](http://www.opal.com.au)

If a student's travel pass is lost or stolen, parents/carers will need to report this to Sydney Transport. A replacement card can be ordered from [www.opal.com.au](http://www.opal.com.au)

## Students Driving to School

There is no provision for ETASC student parking at the Year 11 and Year 12 campus. Students driving to school must park elsewhere in Gosford and surrounding areas and then walk to school. ETASC does not allow students to leave class during the day to move their cars if they are parked in a metered or time specified parking spot.

Allowing students to drive to school is absolutely at parents'/carers' discretion, and is an entirely private matter for families. It is not regulated, encouraged or discouraged by the school. One of the major reasons for ET Australia locating ET Australia Secondary College in the Gosford city centre is its proximity to Gosford Railway Station. The use of public transport is highly recommended for all staff and students.

Students who are licensed to drive and have access to private vehicles will normally not be permitted to drive to and from school excursions, camps, or special events. Suitable transport arrangements for all students for school activities will always be provided by the school. Special transport considerations may be arranged by exception.

## Access to Purchasing Food During Breaks

Year 11 and Year 12 ETASC students are permitted to purchase food during their break times from the Shop 3 café located on Donnison Street and from the Imperial Shopping Centre Food Court. Parent/carer permission will be required, and a permission note will be emailed to parents/carers at the beginning of the school year and later included in the enrolment form. Students must buy food and directly return to Kibble Park to eat in the designated area. Students will be supervised by staff in Kibble Park during their breaks.

## Supervision During Break Times (Kibble Park)

ETASC uses the south-eastern corner of Kibble Park Gosford for recess and lunch breaks. We provide effective and suitable supervision during breaks. ETASC provides appropriate staff to student supervision ratios at all times to ensure our very high level of duty of care is effective and keeps students safe and supervised.

## Assemblies

This information will be provided as this document is updated in preparation for the 2021 school year.

### **Year 12 Graduation**

The annual Year 12 Graduation celebrates the student's completion of their studies at ETASC. At the Graduation, awards are presented to students for academic and personal achievement, recognition of significant effort and the Principal's Award – for all round performance throughout the year. Final school reports are also presented at the Graduation.

Details regarding the Graduation and invitations are sent out in advance to encourage everyone to attend.

## Student Behaviour Management

ETASC uses a student behaviour management system to monitor and record student behaviour. The number of positive and negative behaviour reports is always monitored by the Teacher on Duty and reported regularly to the Assistant Principal. This ensures that student behaviour, both positive and negative, is recognised and can be acted upon if required.

### **Positive Behaviour**

When a student displays positive behaviour in class or during breaks, a member of staff can enter a positive behaviour report into the student management system. The number of positive behaviour reports issued to every student is collated and used to determine which students qualify for short term, medium term and long term rewards. The rewards are designed to be desirable and include a choice of rewards such as a free lunch, listening to music during independent tasks, and attendance at College reward days. Students are made aware of the rewards on offer and the number of positive behaviour reports required to achieve those rewards at the beginning of each school year.

If a student does something meritorious, they may be issued with a Gold Card. The Gold Card provides a number of privileges available to the student for a specified period of time. The rewards may include listening to music in class for a week, receiving an early mark at the end of the day for a week, \$5 off a lunch order of the students' choice and other incentives the student deems valuable. Once a student has used their Gold Card it is returned to the Assistant Principal.

## Negative Behaviour

When a student displays negative behaviour in class or during breaks, a member of staff can enter a negative pastoral report into the student management system. The number of negative reports a student has received will be taken into account when dealing with serious breaches of the school's code of conduct.

A tiered response is applied to incidents of unacceptable behaviour, as set out below.

## Positive Behaviour Reward System

ETASC rewards positive student behaviour and offers a range of rewards to students who have shown consistent positive behaviour and attendance. Students who exhibit positive behaviour, maintain a regular pattern of attendance and who are up to date with their school fees are eligible to receive rewards in accordance with the College's two tiered rewards system based on short term and medium term rewards.

### Short Term Rewards – Fortnightly Basis

Short term rewards occur on a fortnightly basis and are awarded to one student from each class based on their behaviour in the previous two weeks. Teachers take into account the number of positive behaviour reports or in class points awarded, the student's attendance during this time and any noticeable changes in a student's behaviour. Students will be informed of their positive award in a manner that is comfortable to them – during the whole school assembly, stage assembly, class time or on an individual basis. Short term rewards include, but are not limited to:

Chocolates

- Free lunch – pizza etc
- Books
- Trinkets, toys, stationery etc

### Medium Term Rewards – Term Basis

The accumulation of positive behaviour reports over a term will earn students medium term rewards. A schedule of rewards will be provided to the students at the beginning of each term. The accumulation of positive behaviour reports over the term will earn a student rewards according to the number they accumulate over the term. The number of positive behaviour reports required to achieve specific medium term rewards are outlined below:

# of Positive Behaviour Reports	Reward
25	Qualifies student to attend semester reward day
30	Listen to music during class time for one week
40	5 minute early mark at the end of the school day for one week
50	Free lunch order to the value of \$10

In determining whether students are entitled to attend a reward day the following will be taken into account:

- The number of positive and negative behaviour reports a student has received
- School attendance – students need to maintain a regular pattern of attendance
- Outstanding school fees – A student's school fees need to be no more than 1 month in arrears to be eligible to attend reward days
- School Contract – if a student has been placed on a School Contract, they are deemed ineligible to attend reward days. Exceptions on a case-by-case basis may be considered by the Assistant Principal but this is not negotiable.

If parents/carers have questions regarding the positive behaviour system, we welcome feedback and questions so please contact the Assistant Principal.

## Classroom Behaviour

Students are expected to maintain respectful behaviour in class, allowing the teacher to deliver lessons without interruption and fellow students to engage in meaningful discussion without undue noise and disruption. For consistent application of these requirements all staff use a 'Going, Going, Gone' system of warnings and affirmative action in the classroom. A pastoral record is entered for every instance where a staff member records 'Gone'.

Under this system students whose conduct comes under adverse notice are given two warnings and then sent to the Assistant Principal.

On the first occasion this occurs, the Assistant Principal will endeavour to take a pastoral approach and may contact parents/carers to try and resolve the issue at this level.

On the second occasion the student reaches 'Gone' they are referred to the Assistant Principal again, who will contact parents/carers and send the student home for the day or place the student on a School Contract.

On the third occasion the student reaches 'Gone' it will be considered a breach of the School Contract and the enrolment may be terminated.

Behaviour in and around the College, on breaks, travelling to and from school and on social media are also subject to this process.

## Consequences for Breaches of Expected Behaviour – Warnings, School Contracts and Expulsion

### Daily Monitoring Sheet (DMS)

A DMS will be introduced when a student's behaviour, engagement, or interaction with others in the classroom is impacting the learning of others. The DMS provides teachers the opportunity to provide the student with instant feedback regarding their behaviour during the lesson using a grading scale of; Excellent (E), Very Good (VG), Good (G), Acceptable (A) and Unacceptable (U). The student is required to have their DMS signed by the Assistant Principal or the Teacher On Duty at the end of the school day and by their parents/carers that night and returned to school the following day. This system provides students with a way of modifying their behaviour based on feedback provided by teachers. If the student doesn't modify their behaviour while on the DMS, they run the risk of being placed on a School Contract.

### School Contracts

A School Contract is a formal contract entered into between the student, their parents/carers and the College that outlines the desired behaviour the student must demonstrate to maintain their enrolment. The Contract will stipulate a number of key behavioural standards the student must meet to maintain their enrolment and failure to do so will result in termination of their enrolment. The Contract must be signed by the student and parents/carers and will be enforced from the date the Contract is signed until the end of the calendar year. When a student is informed they are going on a School Contract they are not welcome back to the College until the Contract is signed. Failure to sign the School Contract by the student or parents/carers will result in the student's enrolment being withdrawn.

### Suspension

ETASC does not use suspensions.

### Termination of Enrolment

If a student's actions involve violence or the threat of violence, bullying, dishonesty, deceit, theft or the wilful destruction of school property, their enrolment will be terminated. This applies to all students at any time and in any place during their enrolment. If a student's enrolment is terminated, they will not be permitted to re-enrol at any time.

This is designed to maintain a safe and inclusive learning environment for all students, ensuring they are free from bullying, or any other forms of distraction. This termination process has also been designed to mirror the work place, where behaviour of the type listed herein is not tolerated.

### Banned Items

Students are prohibited from bringing certain items to school, these items will be confiscated.

Chewing Gum	Aerosol Cans	Knives	Liquid Paper
Permanent Markers	Laser Devices	Metal or Opaque Drink Bottles	
Cigarettes	e-Cigarettes	Cigarette Lighters or Matches	

Only clear plastic drink bottles containing water are allowed at school.

If a student continues to bring these items to school, appropriate measures will be taken in accordance with the consequences for breaches of expected behaviour.

### Mobile Device Policy – Phones, iPods, MP3 Players etc

Mobile telephones, iPods and other mobile devices provide a major distraction during the learning process. ETASC's mobile device policy requires every mobile device (mobile phone, iPod, iPad, MP3 player, Apple Watch etc) to be OFF and AWAY in every lesson. If a teacher or teacher assistant sees or hears a student's mobile device, they are entitled to take the device and the student will need to claim it from the Assistant Principal at the end of the school day. A negative report will be entered into the Behaviour Management System. If the student's mobile device is taken three (3) times within the space of a term, the student will be required to hand in all devices at the beginning of every school day for 10 weeks.

ETASC encourages parents/carers to contact students during their break times or alternatively contact reception and the student will be notified as soon as possible.

In special instances students are able to receive phone calls during the day but this is only done in consultation in advance with the Assistant Principal who will inform all staff.

### Newsletter & Notes

Our school publishes a newsletter every term and it is available on the school website, see [www.etaustralia.com](http://www.etaustralia.com). This can be viewed on various IT platforms from smart phones to computers.

Notes regarding excursions and other school events are sent home via email. Permission to attend a school event needs to be given in writing by following the instructions provided in the email and replying **Yes** – with your child's full name. Notes will not be reprinted at the office.

### Excursions

Excursions are organised as a part of the curriculum and play an integral part in your child's learning. The cost of excursions is included in the College school fees and it is an expectation that all students will attend.

Students may be excluded from attending excursions if their behaviour at school is deemed inappropriate or if the student's school fees are one month in arrears. If a student is excluded from an excursion, the Assistant Principal or delegate will contact parents/carers to provide clear clarification.

Advice regarding excursions will be in the form of emails sent to parents/carers and published in the College Newsletter.

If notes or additional paperwork is sent home requiring the signature of a parent/carer, it should be returned to the School Office as early as possible. Students will not be able to attend an excursion if additional paper work has not been returned.

## Security Video Surveillance

In the enrolment contract process, parents/carers and students are made aware of and agree to be protected by the school building's 24-hour closed circuit video system. People are under constant video surveillance and will be recorded while on school premises. Security cameras are located in all classrooms, common rooms, hallways, the school office, in reception, sick-bay and outside the premises (both front and rear). The information recorded is stored and can be called upon if required. Video footage is for school use only and will not be released unless required by law.

## School Equipment

Students are provided access to many different resources provided by the College. Students are expected to respect and look after these resources which range from pens, pencils and exercise books to iPads, tools and laboratory equipment. Any damage to College equipment or property through a deliberate or wilful act will result in parents/carers being asked to pay to replace or repair the damaged resource.

## Computer - iPad Usage Policy

A review of ETASC's iPad usage policy is currently underway to ensure Year 11 students have access to industry standard software. More information will be provided as this document is updated in preparation for the 2021 school year.

### **Use of the Internet**

- Students must use the internet for school related purposes only. Breaches of this requirement will result in removal of access privileges
- Students are not to access external email accounts, download and attempt to install programs, play MP3 files or other items of 'entertainment value' unless with the explicit permission of their supervising teacher
- No attempt must be made to access material which could be considered offensive and contravene the school's Code of Conduct
- Private email accounts such as Hotmail and Yahoo Mail are not to be accessed by students on school computers

### **Copyright**

Students are expected to respect and adhere to the laws concerning copyright and other people's ideas. Students must obtain permission before copying files from another user. Copying files or passwords belonging to another user or authors without their permission, may constitute plagiarism or theft.

### **Monitoring and Surveillance**

ETASC's Mobile Device Management System (MDMS) has user monitoring as a key feature to monitor the use of the College iPads. The MDMS is used to construct and administer the College's digital footprint and

enforces all restrictions of use. The MDMS provides ETASC with the ability to track the use of the device if required.

At any time and without prior notice, ETASC management reserves the right to examine email, and other information stored on the iPads. This examination assures compliance with internal policies, supports the performance of internal investigations, and assists with the management of ETASC information systems.

### **Breach of Rules**

Breaches of this policy may result in students being excluded from using the school's iPads and/or other disciplinary action. Serious breaches of the code can result in a student's enrolment in the College being withdrawn.

ETASC provides these resources to students for the purpose of achieving educational outcomes and expects them to be returned in the same condition as issued. If a device is returned broken or unfit for use and it is proven the damage occurred as a result of mistreatment, the student, parents/carers will be responsible for the cost of the repair or replacement of the device. An invoice will be issued and payment will need to be made within a specified time period. Parents/carers should also be aware that damage to school property could result in a student's school enrolment being withdrawn.

## Stationery and Textbooks

A part of the College tuition fee is dedicated to providing all required exercise books, textbooks, stationery and other resources as required for each class. Students are not required to bring any resources to school.

Students will be required to bring all required learning tools to school on a daily basis.

## Child Protection

ET Australia Secondary College (ETASC) values and actively encourages an attitude that reinforces the child protection practices and procedures developed to provide a safe environment for our students and staff. ET Australia Secondary College's Child Protection policy sets out staff responsibilities for child protection and processes that staff must follow. This policy applies to all staff members, which includes employees, contractors and volunteers.

The Child Protection policy is related to four key pieces of child protection legislation in New South Wales:

- *The Children and Young Persons (Care and Protection) Act 1998 ("Care and Protection Act")*
- *The Child Protection (Working With Children) Act 2012 ("WWC Act")*
- *The Children's Guardian Act 2019 ("Children's Guardian Act")*
- *The Crimes Act 1990 ("Crimes Act")*

There are a number of other ETASC policies that relate to child protection that staff members must be aware of and understand including (but not limited to):

- Employee Code of Conduct - sets out information about the standards of behaviour expected of all staff members;
- Complaints and Grievances – provides the steps taken by the school in addressing complaints
- Discipline – sets out our anti-bullying policy and procedures
- Work Health and Safety, Discrimination, Harassment and Bullying policies

The full version of ETASC's Child Protection policy can be reviewed here: <https://etaustralia.com/wp-content/uploads/2021/07/ETASC-Child-Protection-Policy-Ver-4.0-29-June-2020.pdf>



## Complaints Resolution Policy

ETASC encourages the resolution of problems by informal means wherever possible, provided concerns are dealt with quickly, fully and fairly and within clearly defined time limits. Our policy is designed to:

- Encourage the resolution of complaints informally and at the lowest level wherever possible
- Ensure timely, full and fair handling of all complaints
- Provide effective responses and appropriate redress
- Maintain good working relationships between all people involved with the school
- Maintain records of complaints and the determination made in each case
- Manage communication issues concerning complaints, within and outside the school

A complaint may be made by anyone who has a concern or complaint about any aspect of the school. The complaint or concern can be made verbally or in writing. Formal complaints can only be made in writing.

Complaints made may be resolved:

- Informally - Discussion and resolution by parties involved
- Formally - Investigation by the Principal or representative
- Externally – Investigation by an external body

It is stressed the majority of complaints are resolved on an informal basis, however where upheld may proceed to the next level. A complaint made to the Principal may be referred to the parties for informal resolution.

Time must be allowed to interview parties, examine documents, and review the evidence.

At all formal stages of the complaints resolution procedure, the following information should be recorded in writing and stored securely:

- The name of the complainant
- The date and time at which the complaint was made
- The details of the complaint
- The desired outcome of the complainant
- How the complaint is investigated (including written records of interviews held)
- Results and conclusions of investigations
- Any action taken
- The complainant's response (satisfaction or further pursuit of complaint)

In formal or external investigations all parties must be advised in writing of the outcome.

A complaint may be upheld (in part or in full) or not upheld. In each case reasons for this are clearly given. In the first instance, conciliation may be possible following:

- An apology
- An explanation
- An admission the situation could have been handled differently or better
- An assurance the event complained of will not recur
- An explanation of the steps that have been taken to ensure it will not happen again
- An undertaking to review school policies in light of the complaint
- Issues related to child protection, criminal investigations and employee grievances must also all be handled separately from this policy

Confidentiality is vital. All conversations and correspondence will be treated with discretion. Complainants have the right to know what use will be made of personal information and, accordingly, personal information will only be shared between staff on a 'need to know' basis. The Principal is the only person authorised to speak to the media on school issues.

The Principal may write to a complainant and refuse to consider their complaint if he/she feels there are insufficient grounds to do so, if the complaint has already been considered, is frivolous or if it has been closed.

If at any stage, as the result of a complaint, a decision or course of action is taken with regards to an individual (apart from the complainant) which they feel is ungrounded, unjustified or incorrect they have the right to appeal. ETASC will use their established appeal procedures in order to facilitate this.

This complaints policy is distinct from formal staff disciplinary proceedings. Where a complaint gives rise to disciplinary procedures it will put the complaints process on hold. Should this occur, the complainant will be informed. Non-disciplinary aspects of a complaint may continue to be dealt with through the usual complaints procedures.

## Procedural Fairness

ETASC resolves all disciplinary matters under the principles of natural justice. This involves:

- Decision-makers informing people of the case against them or their interests
- Giving them a right to be heard
- Not having a personal interest in the outcome
- Acting only on the basis of logically probative evidence
- Conduct an investigation or address an issue without undue delay

While a person who is the subject of an investigation should be informed of the substance of the allegations against them and proposed adverse comment, this does not require all the information in the investigator's possession supporting those allegations to be disclosed to that person. Indeed, it may damage the effectiveness of the investigation to show the investigator's hand completely by offering too much information too early to the person who is the subject of complaint. In rare cases there may be an overriding public interest in short circuiting certain natural justice requirements. In these cases, expert external advice will always be sought and documented.

## Emergency Procedures

ETASC has well-developed and well-practised emergency evacuation plans in place. The College conducts regular evacuation, lock out and lock down drills so our staff and students are prepared for emergency situations.

## Medical Matters

Information regarding the issuing of student medication will be provided as this documented is updated.

### Accidents

If an accident occurs at school, students should notify their teacher, or if during breaks, the Teacher On Duty. In cases of injury, students will be directed to sickbay. In more serious cases, parents/carers or if they are unavailable, the emergency contact will be notified. Every member of the ETASC teaching staff is trained in First Aid, however, an ambulance will be called if a child is in need of emergency care. Any ambulance and/or medical costs will be at the parent's expense.

It is important your child's emergency details are up to date at all times. Please notify the School Office if any personal details change.

### **Immunisations**

Those students not immunised are required to stay at home during the outbreak of an infectious disease. This is for their own protection and the protection of friends and family. Parents/carers are now required to provide a vaccination history when enrolling in all New South Wales High Schools and a register is maintained to ensure the College is up to date on this information for every student.

Notification of an outbreak of an infectious disease will be via an email or text to all families.

## **School Fees and Accounts**

Information including the school fees for the current year are available on the ET Australia website at [www.etaustralia.com](http://www.etaustralia.com). School fees and accounts are managed by the Finance Manager. The College accepts payment via electronic funds transfer, by card, cash or cheque. The payment schedule for student fees is provided on enrolment as are the school's bank details.

ETASC school fees cover the provision of a student's education including all textbooks, access to technology and necessary stationery for the length of the enrolment as well as access to curriculum based excursions.

A non-refundable administration fee is applicable each year and included in the school fees. It must be paid in advance each year. The enrolment/admin fee is currently \$100. This covers the administrative tasks of enrolment, initial student ID, student locker and processing costs each year.

School fees for each term are payable, in full, prior to the end of each term. The enrolment/admin fee is to be paid at the time of enrolment in advance of a student commencing in the school each year.

### **Instalment Options**

1st instalment due on enrolment and by the 15<sup>th</sup> January of each new school year - \$100.00 (non-refundable)

2nd instalment - \$350.00

3rd instalment - \$350.00

4th instalment - \$350.00

5th instalment - \$350.00

### **Other Payment Options**

Lump Sum      \$1,500 - 1 × \$100 Enrolment/Admin Fee on enrolment and \$1400 fees

By Term      1 × \$100 on Enrolment/Admin Fee on enrolment & 4 × \$350      or 4 × \$350

By Month      1 × \$100 Enrolment/Admin Fee, then 10 × \$140      or 10 × \$140

By Fortnight      1 × \$100 Enrolment/Admin Fee, then 20 × \$70      or 20 × \$70

By Week      1 × \$100 Enrolment/Admin Fee, then 40 × \$35      or 40 × \$35

Note: Later start dates are calculated on a percentage of the term remaining. Invoices will be emailed by week five of each Term.

### **Scholarships**

ETASC offers scholarships to assist with school fees. Scholarships are awarded primarily on the basis of financial hardship and where, in the opinion of the selection committee, the student demonstrates enthusiasm in their school work, a willingness to learn, combined with a drive to achieve. Scholarships may be for to up to 50% of school fees. Scholarships do not cover any other costs. No student may hold more

than one scholarship. Scholarships will be offered in Term 1 of each school year, and will also be available throughout the year, depending on circumstances. Applications must be made in writing with supporting documentation.

### **Sibling Discounts**

In the case of siblings attending the school at the same time, the following discount will apply to the tuition fees which are current at the time of enrolment:

1 <sup>st</sup> sibling	20%
2 <sup>nd</sup> sibling	40%
3 <sup>rd</sup> and subsequent siblings	100%

### **Failure to Pay Fees**

In cases where fees are more than 1 month in arrears, students will be ineligible to attend school excursions, reward days or any other external activity where any part of the cost is met by ETASC.

In cases where fees are in arrears at the end of the Semester:

- School report/s will be withheld
- Opportunities to undertake work experience may be denied
- The school will not produce any other documentation relating to the student until the fees are paid, or an arrangement is made with the Assistant Principal.

Where fees remain unpaid the student's enrolment will be terminated.

### **Email**

Teachers' email addresses can be found in the Contacts section of this handbook. If parents/carers wish to contact teachers they are asked to contact the Assistant Principal in the first instance, who will attend to your concern and involve individual teachers if it is necessary. The Assistant Principal will usually reply to your email within 24 hours.

If you need to convey an urgent message to the Assistant Principal or any other member of staff, please phone the School Reception who will pass the message on to the Assistant Principal or his delegate as soon as possible.

### **Interviews with Teachers**

ETASC invites parents/carers to contact the College at any time during the school year to arrange a meeting with teachers to discuss your child's academic progress or behaviour at school.

Good communication between the school and home is essential to ensure an effective partnership in educating children so we encourage two way contact whenever warranted both for positive feedback and/or when problems arise. Any concern should be dealt with as soon as possible. Interviews with staff members, the Assistant Principal or Principal can be arranged through the school office.

More information including scheduled dates and times will be provided as this document is updated in preparation of the 2021 school year.

## Contacts

### **Assistant Principal:**

Lachlan Scott

Responsible for day to day operations and management of the school.

Head of students, responsible for enrolments, student welfare and behaviour.

Oversees building maintenance, forward planning and building projects.

Acts under the direction of the C.E.O./Principal and acts for the Principal in the Principal's absence.

Contact: [Lachlan.Scott@etaustralia.com](mailto:Lachlan.Scott@etaustralia.com)

ETASC is yet to confirm and appoint the teaching staff for the Year 11 and Year 12 campus. More information will be provided as the document is updated in preparation for the 2021 school year.

### **Stage 6 Curriculum Coordinator**

Christina Clark

Responsible for teaching and learning, which encompasses the College's compliance to all NESA curriculum and assessment requirements.

Responsible for leading teacher professional learning and overseeing learning support in the College.

Acts under the direction of the C.E.O./Principal and Assistant Principal.

Acts for the Assistant Principal in the Assistant Principal's absence.

Teacher of Stage 6 Business Studies.

Contact: [Christina.Clark@etaustralia.com](mailto:Christina.Clark@etaustralia.com)

### **Stage 6 Student Development Coordinator**

Elissa Cosentino

Responsible for the development of student career pathway plans, the arrangement of student work experience, and recording and reviewing of students with disabilities.

Acts under the direction of the Assistant Principal.

Teacher of Stage 6 Biology.

Contact: [Elissa.Cosentino@etaustralia.com](mailto:Elissa.Cosentino@etaustralia.com)

### **Teaching Staff**

Graham Johnston

Responsible for the design and delivery of Stage 6 Mathematics.

Acts under the direction of the Assistant Principal and the Stage 6 Curriculum Coordinator.

Contact: [Graham.Johnston@etaustralia.com](mailto:Graham.Johnston@etaustralia.com)

Joshua Wakem

Responsible for the design and delivery of Stage 6 PDHPE.

Acts under the direction of the Assistant Principal and Stage 6 Curriculum Coordinator.

Contact: [Joshua.Wakem@etaustralia.com](mailto:Joshua.Wakem@etaustralia.com)

Alexandra Body

Responsible for the design and delivery of Stage 6 English and Modern History.

Acts under the direction of the Assistant Principal and Stage 6 Curriculum Coordinator.

Contact: [Alexandra.Body@etaustralia.com](mailto:Alexandra.Body@etaustralia.com)

Kimberley Wheeler

Responsible for the design and delivery of Stage 6 English.

Acts under the direction of the Assistant Principal and Stage 6 Curriculum Coordinator.

Contact: [Kimberley.Wheeler@etaustralia.com](mailto:Kimberley.Wheeler@etaustralia.com)

**Administration:**

**College Reception:**

Kaylene Laidlaw

General enquiries: call 4323 1233 and request to speak with the relevant contact.

For general enquires - email: [ETASC@etaustralia.com](mailto:ETASC@etaustralia.com)

Contact: [Kaylene.Laidlaw@etaustralia.com](mailto:Kaylene.Laidlaw@etaustralia.com)

**ET Australia Finance and Operations Manager:**

Jan Paton

Accountable to the C.E.O. for the finance, operations and other administrative functions of the College.

Enquiries about school fees: call 4323 1233. The College receptionists accept and process payments. For all other enquires please contact the Assistant Principal in the first instance.

For subsequent enquiries, contact: [Jan.Paton@etaustralia.com](mailto:Jan.Paton@etaustralia.com)

**ET Australia Marketing and Communications Manager:**

Thomas Dickson

Accountable to the C.E.O. for the marketing, advertising and public relations functions of the College.

Contact: [Thomas.Dickson@etaustralia.com](mailto:Thomas.Dickson@etaustralia.com)

**School Administration Officer**

Judith de la Motte

Works with the Assistant Principal and Finance and Operations Manager to ensure school administration is undertaken in an informed and collaborative manner.

Contact: [Judith.deLaMotte@etaustralia.com](mailto:Judith.deLaMotte@etaustralia.com)

**ET Australia C.E.O. and College Principal:**

Tony Mylan

Chief Executive Officer accountable to the Board of Directors for the executive management of all of ET Australia's operations, including the strategic functioning of ET Australia Secondary College. Responsible for implementing the Board's policies and leading the staff and students in achieving the school vision.