



ARMIDALE SECONDARY COLLEGE

Our Future, Our Learning

Year 7 Information Handbook 2020

Armidale Secondary College

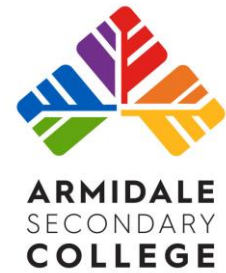
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Principal's Message

Welcome to the Armidale Secondary College community!

Armidale Secondary College is the combination of two schools with a long and proud history and is a school that will strive to foster in all young people the ability to collaborate, reflect critically, communicate and express themselves creatively, while developing a strong sense of community engagement and global responsibility.

We are not just preparing learners for future pathways in the 21st century, but also to open our thinking to see the possibilities for innovation and to inspire learners to create their own unique opportunities for the future.

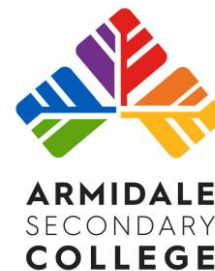
At Armidale Secondary College, the personalised learning needs of all young people will be realised via a highly-differentiated curriculum which will be a feature of our middle-school model. A student advisory program known as CREW will be a central tenet in the social and emotional aspects of learning and will see every student supported on a daily basis by a member of staff known as a CREW leader.

Our programs will be supported by contemporary resources and the latest research on teaching and learning. Students will build their skills, self-confidence, leadership abilities and community spirit through a rigorous but rich and varied curricular and co-curricular program.

The Armidale Secondary College vision statement of '*Our Future, Our Learning*' reflects a commitment to an environment that will create strong and open partnerships between our students, home, staff, community and local industry, training and further education providers.

Armidale Secondary College is committed to all members of the school community working together to provide a safe, caring and responsive learning environment. Such a learning culture can be developed when based on the core expectations of 'Respect, Responsibility and Resilience'.

Ms Carolyn Lasker



Vision

Our Future, Our Learning

Mission Statement

Armidale Secondary College provides the skills and attributes to be confident, resourceful, responsible, lifelong learners as well as active and informed global citizens. Our community promotes creativity, collaboration and success for every learner through a safe, inclusive environment, and a personalised, relevant curriculum.

Goals and Values

Armidale Secondary College prides itself on catering for all students, providing them with opportunities to develop their talents and skills and preparing them for their futures and the challenges of the 21st century.

A committed, enthusiastic and professional staff and an innovative and challenging curriculum promote excellence and outstanding academic, cultural, sporting and technological performance in a safe, caring and happy environment.

Armidale Secondary College recognises that all students have the capacity to learn and reach their full potential and is committed to the promotion of excellence.

Armidale Secondary College also recognises the importance of promoting values in students that ensure that a safe, happy and positive learning environment is maintained.

These values are developed through:

- the broad curriculum, which incorporates an ethical and moral dimension
- the teaching and learning methods employed
- the general organisation and management of the school
- the fostering of positive relationships between all groups and individuals within the school community
- a recognition of the value of teachers and support staff as role models

Armidale Secondary College's goal, therefore, is to create through its curriculum, organisation and operation, students who are:

- confident and committed
- caring and compassionate
- civic-minded and challenged by the future

Such students have a clear understanding of their rights, their responsibilities and expectations.

POSITIVE BEHAVIOUR FOR LEARNING (PBL)

Armidale Secondary College (ASC) uses the Positive Behaviour for Learning (PBL) framework to explicitly teach and reward positive behaviour. PBL is a proactive, research-based approach to behaviour management and is used widely in NSW Schools. PBL ensures that there are consistent expectations across the school, that all students know what these expectations are, and that they are rewarded for meeting these expectations.

PBL is an integral part of ASC's Wellbeing and Student Management System. The PBL Team is led by 2 co-ordinators and supported by a Deputy Principal. Weekly PBL lessons are a significant component of the CREW Learning Advisory program for all students.

Behaviour expectations will be taught explicitly and reinforced during all lessons. Learning Advisors will focus on specific expectations during PBL lessons to explain what our core expectations look like in different settings.




FEATURES OF POSITIVE BEHAVIOUR FOR LEARNING

- Positive behaviour is rewarded and acknowledged
- Focus on prevention of problem behaviours
- Ongoing collection of data supports identification of school needs and assists decision making




Armidale Secondary College has a PBL team with cross-faculty, parent and student representation. This team sets goals, develops strategies, and selects interventions that are individualised for our school.

Armidale Secondary College PBL Expectations Matrix

As a student at ASC I will follow the expectations of:

<p>RESPECT</p> 	<ul style="list-style-type: none">• Using appropriate language and tone of voice• Following reasonable instructions• Being inclusive• Celebrating success and being a proud ambassador for my school
<p>RESPONSIBILITY</p> 	<ul style="list-style-type: none">• Being organised, prepared and punctual for all activities• Showing pride in my environment• Looking after myself and others• Working safely
<p>RESILIENCE</p> 	<ul style="list-style-type: none">• Having a positive attitude towards myself, school and others• Aiming for my personal best• Knowing how to seek assistance

ASC PBL Expectations in Shared Areas

We show:	In the Assembly This looks like:	In the Canteen This looks like:	In the Toilets This looks like:	In the Bus lines This looks like:	In the Corridors This looks like:	In the Playground Active This looks like:	In the Playground Passive This looks like:
Respect 	<ul style="list-style-type: none"> *Using correct assembly etiquette *Being engaged with the speaker *Celebrating the achievement of others appropriately 	<ul style="list-style-type: none"> *Using your manners * Take your turn ordering at the counter * Being mindful of other people's personal space 	<ul style="list-style-type: none"> *Being considerate of other people's privacy *Using resources carefully *Maintaining cleanliness 	<ul style="list-style-type: none"> * Waiting in an orderly fashion, avoid shoving * Allowing others off the bus first * Talking politely to the bus driver 	<ul style="list-style-type: none"> *Keeping left to avoid walking into people * Keeping noise at an acceptable level * Avoiding loitering 	<ul style="list-style-type: none"> * Following instructions * Demonstrating polite, positive and appropriate behaviour * Taking pride in surroundings 	
Responsibility 	<ul style="list-style-type: none"> *Following correct seating procedure *Food and technology away *Collecting awards promptly with grace 	<ul style="list-style-type: none"> *Purchasing and consuming of food before class *Being ready to order promptly *Caring for the environment and by using the correct bins 	<ul style="list-style-type: none"> *Using hygienic practices *Reporting safety and cleanliness issues *Using at appropriate times *Ensuring you have an out of class 	<ul style="list-style-type: none"> *Acting safely and following staff instructions *Making sure you are on time *Reporting inappropriate behaviour 	<ul style="list-style-type: none"> *Moving efficiently and directly to class * Lining up quietly outside of classroom * Ensuring you have an out of class pass 	<ul style="list-style-type: none"> *Using sports equipment appropriately * Being in the correct playground zone *Playing fairly and following game expectation 	<ul style="list-style-type: none"> *Using appropriate language and tone *Keeping your area calm * Adhering to sports activity free zone requirements
Resilience 	<ul style="list-style-type: none"> * Being proud of your achievements and receive recognition with pride * Speaking with confidence *Demonstrating patience 	<ul style="list-style-type: none"> *Being patient *Being considerate of those around you * Being decisive and ordering for yourself 	<ul style="list-style-type: none"> * Reporting bullying and loitering 	<ul style="list-style-type: none"> * Having a plan B * Waiting with patience 	<ul style="list-style-type: none"> * Asking politely for people to move * Accepting and giving apologies * Being patient and keeping calm 	<ul style="list-style-type: none"> * Being an upstander * Being accepting 	
						<ul style="list-style-type: none"> * Showing sportsmanship 	<ul style="list-style-type: none"> * Seeking help and support *Keeping good company

School Organisation

DATES OF COMMENCEMENT

Thursday, 30 January 2020 Years 7, 9, and 11 students and Peer Leaders

Friday, 31 January 2020 Years 8, 10 and 12 students

SCHOOL HOURS

- CREW/Roll Call each morning is at 8.50am
- School ends at 3.25pm with the exception of early release day (2.55pm)

TERM DATES FOR 2020

Term 1

Tuesday, 28 January 2020 to Thursday, 9 April 2019

Term 2

Monday, 27 April 2020 to Friday, 3 July 2020

Term 3

Monday, 20 July 2020 to Friday, 25 September 2020

Term 4

Monday, 12 October 2020 to Friday, 18 December 2020

School Development Days (ie. pupil-free days) occur at the beginning of Terms 1, 2 and 3 and the last two days of the school year.

School Holiday dates - <https://education.nsw.gov.au/public-schools/going-to-a-public-school/calendars>

PERIOD AND BELL TIMES FOR EACH DAY - 2020

60 MINUTE PERIODS

(10 Day Cycle – Week 1 and Week 2)

Monday, Tuesday, Thursday, Friday	
8:50 am	CREW/Roll Call
9:15 am	Period 1
10:15 am	Period 2
11:15 am	Recess 1
11:30 am	Recess 2
11:45 am	Period 3
12:45 pm	Period 4
1:45 pm	Lunch 1
2:05 pm	Lunch 2
2:25 pm	Period 5
3:25 pm	End of School

Wednesday	
8:50 am	CREW/Roll Call
9:15 am	Period 1
10:15 am	Period 2
11:15 am	Recess 1
11:30 am	Recess 2
11:45 am	Period 3
12:45 pm	Assembly/ Year Meetings
1:15 pm	Lunch 1
1:35 pm	Lunch 2/ Sport travel
1:55 pm	Period 5/ Sport Years 8, 9, 10
2:55 pm	End of School

SUPPORT STAFF FOR YEAR 7, 2020

Principal

Co-Principal

Deputy Principal - Stage 4 (Yrs 7/8)

Head Teacher - Stage 4 (Yrs 7/8)

Year 7 Advisers

Head Teacher - Wellbeing

Student Advisers

School Counsellors

Head Teacher - Aboriginal Education

Aboriginal Education Officers

Anti-Racism Officers

English/Alternative Languages

Gender Diversity Officer

First Aid Officer

Ms Carolyn Lasker

Mr Stafford Cameron

Mr Scott Breen

Mr Peter Harris

Mrs Jessica Brennan Mrs Tanya Williams

Ms Annette Callister

Ms Fiona Smee (Girls)

Mr Bernard O'Baoill (Boys)

Mr Michael Sciffer, Ms Andrea Pozo de Bolger

Mr Kevin Wright

Mr Jason Walker (Relieving)

Ms Leonie Donovan, Mrs Natasha Griffiths (Rel)

Ms Erica Smith, Ms Sarah Mills

Ms Sarah Mills, Ms Renee Thomas

Mr Matthew Mulligan

Ms Anne Ceapa

School Uniform Policy

Purpose

- To ensure all Armidale Secondary College students have the opportunity to wear an appropriate, affordable and safe uniform.
- To engender in Armidale Secondary College students a sense of belonging and pride in their school.

Aims

- To encourage all students to wear the school uniform
- To develop pride in the wearing of school uniform
- To further promote the image of the school in our community

Rationale

Armidale Secondary College will promote the wearing of a school uniform as it relates to the overall image and tone of the school and reflects the school's expectations of resilience, respect and responsibility. The wearing of a school uniform reflects our high community standards and expectations and ensures that the school is easily identifiable within the community. It contributes to our students' feeling of equality, belonging and pride in their school. Requirements of work health and safety and discrimination and equal opportunity legislation have been considered in the wearing of school uniform.

Procedures and Standards

- Our school uniform policy takes into account the diverse nature of our student population.
- The new school uniform was decided upon by the whole school community (students, parents and staff) and this policy has been developed within the local school community.
- It is the responsibility of the Principal to provide parents and carers with the school's uniform policy statement and uniform requirements.
- The student dress code, including details of uniform items and places of purchase will be published in the newsletter and on the school website.
- It is the responsibility of the whole school community to encourage and support the wearing of school uniform.
- The school uniform is available from selected retailers
- Uniform requirements will be reviewed at least every five years and necessary changes made.
- Parents will be advised about ways they can access financial support if they are unable to purchase uniform items.
- Parents are encouraged to clearly label all uniform items with their child's name.
- Reminders relating to the wearing of uniform, particularly in relation to Work Health and Safety matters (eg unsafe jewellery and inadequate footwear) will be communicated regularly by the Principal in the school newsletter.

The ASC uniform has been developed as a result of widespread consultation with students, parents and school community. It is intended to be a non-gender specific multiform, where items can be mixed and matched as desired, allowing students to express their individuality within a range of acceptable uniform items.

Parents are requested to endorse the wearing of school uniform. Families who are experiencing financial difficulty in acquiring the school uniform can seek assistance through the administration team at ASC.

GENERAL

- For **all** practical subjects, students must have solid leather uppers and heel support. No open-toed shoes, sandals or canvas shoes are allowed in order to comply with Work Health and Safety Regulations.
- Socks: it is expected that they are able to be seen.

- A note must be brought from home if a student is unable to wear full uniform for that day. It is expected that this will not be a regular occurrence.
- Repeated occurrences for not adhering to the formal uniform when representing the school may result in not being able to represent the school.
- Year 11 hoodies and 12 jerseys: These must compliment the school uniform in colour and style and must meet with the approval of the Principals. They are only worn for non-formal representation of the school.

NOTES

- If a student wishes, he/she may wear full school uniform on sports day and then change at their sports venue. Students who do change, but not into sports uniform (e.g. swimmers etc), will be required to change back into school uniform before going home.
- Full uniform is required when representing the school on excursions or inter-school visits.
- Sports uniform may be worn instead of school uniform to sporting excursions (e.g. zone trials, knockout games).
- Senior students may be required to have an ASC sports shirt when representing the school in sporting events.
- School blazers, ties and jumpers may be borrowed from the Office for formal school representation.
- An appropriate hat/cap should be worn for PE/Sport and other outdoor activities.

The Department of Education insists that correct footwear be worn in practical classes. Students not wearing the correct footwear may be excluded from such classes for safety reasons. The correct footwear consists of shoes which have leather uppers and heel support.

SUMMER & WINTER UNIFORM

Skirt	-	teal tartan skirt (6-gore pleated or tailored) – all year
Dress	-	teal tartan dress with white collar – all year
Pants	-	black pants (tailored)
	-	grey long trousers or grey shorts (brown or khaki not acceptable)
Shorts	-	navy shorts (tailored) for summer
	-	navy sports shorts
	-	grey shorts
Blouse	-	plain white buttoned shirt with collar
Polo shirt	-	polo shirt with ASC logo – all year
Jumper	-	teal, with or without Armidale Secondary College logo
Hoodie	-	navy with or without Armidale Secondary College logo
Socks	-	preferably white or black
Stockings	-	black tights (must be worn as under wear, not acceptable as outer wear)
Shoes	-	must have sturdy uppers (preferably leather) and heel support
Jacket	-	an approved navy jacket will be available for purchase from the school
Accessories	-	coats, gloves, hats, scarves etc must be navy

SPORT & PHYSICAL EDUCATION UNIFORM

Shorts	-	navy (not leggings or tights)
Tracksuit pants	-	plain navy (not leggings or tights)
Socks	-	white sports socks
Shirt	-	ASC sports shirt
Hat	-	any hat - preferably navy (Cancer Council recommends full, broad brimmed hat)
Shoes	-	sports

FORMAL REPRESENTATION OF SCHOOL

The following uniform items are mandatory when representing the school:

White buttoned shirt
ASC tie (able to be borrowed from the school)
Teal jumper
Blazer (able to be borrowed from the school)
Black enclosed shoes
White socks or black stockings
Grey or black long pants
ASC skirt or dress

Uniform is about pride and equity and we urge all members of the school community to support us.

Inappropriate items of uniform

It is important that the students promote a positive image in our local community. We are asking parents to support us by ensuring that students do not wear any inappropriate or non-uniform items to school. The school has developed a definitive list of inappropriate items i.e. items which are not included in the dress code of our school. Many of these items are not allowed because they constitute a danger or a health hazard under the Workplace Health and Safety Act. Other cosmetics and fashion changes are regarded as inappropriate for school wear. These are listed below.

- Tights as outerwear
- Canvas shoes
- Strappy sandals or floppy shoes, thongs
- Colourful accessories
- Shirts that are low cut, unbuttoned and/or do not cover the midriff
- Shirts or hats with offensive slogans or pictures
- Clothing with prominent brand names
- Singlet tops
- Jeans of any sort (including black jeans and jeggings)
- Pin-striped pants
- Ugg boots
- Coloured socks
- Hoop/long earrings
- Short shorts

In cases where the clothing is inappropriate, offensive and/or constitutes a health hazard under the Workplace Health and Safety Act parents will be notified. Parents will have the choice to either:

- Provide the correct uniform item, or
- Collect the student from school

Alternatively, the student will be restricted to doing class work under the supervision of an executive member and will be excluded from classroom or playground areas.

The wearing of school uniform has been supported by the Department of Education and our P & C has endorsed the uniform requirements of this booklet.

Your attention is drawn to the following section of the Department of Education uniform policy:

A school's response to a student not wearing uniform should be appropriate, fair and consistent, and a student cannot be suspended or expelled for not wearing school uniform. Schools should positively encourage the wearing of a school uniform. Principals may consider making exemptions for not wearing a uniform, if considered appropriate after discussions with parents or carers.

General Information

ACADEMIC SELECTIVE CLASS

In 2010, AHS and DHS became partially selective schools with the commencement of the first selective class in Year 7. Primary students who wish to be considered for a place in the Year 7 selective class need to nominate at the end of Year 5. Students across the state then sit the selective schools test early in Year 6 and places are offered in several rounds according to student choice in any partially or fully selective public school. All primary schools have the required nomination form.

The selective stream will continue at Armidale Secondary College in Year 7 to 10.

ACCIDENTS OR ILLNESS

In the case of a minor accident, the student should report to the teacher on playground duty, office or first aid officer. Where the injury may be serious, the student should not be moved and one of the above people listed should be contact by other students.

- If necessary, an ambulance may be called and contact made with the parent to effect admission to hospital. In this situation, students are covered for ambulance through the Department of Education.
- Parents may be contacted to take a student home if they become sick at school. Sick students must be signed out by the office.
- Please ensure that daytime contact phone numbers for parents are updated if they change at any time, and also that the school has phone numbers for emergency contacts in the event that parents are unable to be reached.

ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Everyone who is a member of the school community or visits Armidale Secondary College has the **legal right** to freedom from unlawful discrimination or harassment. At the same time, everyone at the school has the legal obligation to make sure that other members or visitors can enjoy that right.

Consequently, Armidale Secondary College has established a multi-layered Wellbeing system to support students, staff and parents who are concerned about issues related to racism or harassment. This includes CREW, Year Advisors, Stage and Wellbeing Head Teachers, Stage Deputy Principal, Wellbeing Teacher and Counsellors. Furthermore, ASC has available several trained Anti-Racism Contact Officers (ARCOs) and a Gender Diversity Officer.

All Year 7 students complete an Anti-Harassment program as a part of their transition to high school. These issues are also covered in the PD/H/PE courses in Years 8, 9 and 10. Through CREW lessons, students will continue to engage with content around positive relationships, respect, resilience and personal responsibility.

DEFINITIONS

- **Discrimination** means treating others unfairly because they happen to belong to a particular group of people.
- **Harassment** is any form of repeated behaviour that is NOT welcome, not asked for, or not returned AND that offends, intimidates or humiliates.
- **Bullying** is intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure. This includes cyber-bullying.
- **Cyber-bullying** includes sending harassing or threatening emails or text messages, making repeated phone calls to students or teachers and posting information about, or photographs of, a person on web pages.

APPOINTMENTS

Parents who may be concerned about their child's progress or welfare are invited to contact the school. Please ring the office for appointments with the Year Adviser, Deputy Principal, Principal or any other member of staff.

ASSEMBLIES

Assemblies and showcase events will be a regular feature of the school calendar and may include the presentation of awards, reports by the SRC, Principal and sports organisers, and for general school business or guest speakers. At least once per term, year meetings are held for discussions by year advisers with their respective years.

ATTENDANCE AND ABSENCE

Regular attendance at school is essential for learning. The Department of Education requires all students to attend school unless there is a legitimate reason for the absence.

- Parents and carers are required to explain **all** whole day or partial absences from school **within seven (7) days** of the first day of the absence period. To explain absences please contact the school by phone on 6772 1266 or email armidale-s.school@det.nsw.edu.au . Alternatively, a signed note detailing date(s) and reason(s) may be lodged in the box marked "Absentee Notes" at the school office on the day on which he/she returns.
- If a student arrives late at school, he/she should present a note explaining the lateness at the school office immediately on arrival.
- Supervision at the school is provided from 8.25am, so no student should arrive at school before this time (bus travellers excepted), nor should a student remain on the grounds after school unless under the direct supervision of a teacher.
- Permission to leave the school grounds during school hours must be requested with a note, signed by a parent/guardian, and presented at the school office **before 8.45am**, or a phone call/email. Wherever possible appointments should be made outside of school hours.
- For students travelling in Australia or overseas for a period of two (2) weeks or more, an *Application for Extended Leave – Travel* form should be completed and provided to the School Principal supported by copies of appropriate travel documents.

AWARDS

Student achievement in all areas of school life will be recognised on a regular basis in a variety of ways.

Demonstration of the core expectations of Respect, Responsibility and Resilience will be acknowledged through "free & frequent" Wings which will contribute to a fortnightly draw for prizes on assembly.

Commendations for outstanding class work and demonstration of the core expectations are awarded during year meetings, school assemblies and formal Term assemblies. Subject awards for academic achievement and application are presented at Presentation Night in Term 4.

Commendations are registered by the student and are used to determine eligibility for one of Armidale Secondary College's student awards. These include:

Stage 4 - Bronze, Silver and Gold Awards

Stage 5 - Ruby, Sapphire and Diamond Awards

Stage 6 - Award of Achievement, Senior Wings Award, and Award of Excellence

BICYCLES

Extreme care should be exercised by students riding a bicycle to school because of the heavy traffic in the vicinity before and after school hours.

- Bicycles must be placed in the racks provided adjacent to the north-west gate of the school. Students are advised to have a bicycle lock and identifiable markings on their bicycle.
- Students are not permitted in the bicycle area during the day. Any interference to a bicycle should be reported to the Deputy Principal.
- All riders are required by law to wear helmets.
- As there is no provision for skateboards to be secured at school, students are requested not to bring them to school.

BOYS' ADVISER

The Boys' Adviser for Armidale Secondary College is Bernard O'Baoill. The special duties allocated to the Boys' Adviser include counselling and guidance of boys. Parents are welcome to contact the Boys' Adviser by arranging an interview through the office.

BUSES AND EXITING THE SCHOOL AT THE END OF THE DAY

Application for bus travel needs to be completed online at: transportnsw.info/school-students

- Students travelling by bus must exercise good behaviour while waiting for and travelling on their bus.
- Bus travellers should proceed immediately into the main school area on arrival and not loiter at the front entrance or bus shelter.
- After school, bus travellers must wait for their bus at its normal stopping point. A teacher is on duty until 4:00pm and students remain under his/her supervision while waiting for their bus.
- Students are required to stay in the sheltered area or on the lawn inside the school while waiting for their bus.
- Students are to exit the school via the marked crossing at the intersection of ASC and Crest Roads or by the exit at the south-east corner of the school.
- Students who walk home are requested to keep clear of the bus-loading area.
- Parents are required to collect or drop off students at the following places only:
 - in the 'No Parking' space in Crest Road provided you are only waiting for a 2 minute period
 - in the ¼ hour parking space provided in Crest Road and Duval Street
- Parents are not to collect or drop off students:
 - in Monroe Street
 - in the 'No Stopping' zones
 - in the staff car park

BYOD@ASC

"Bring Your Own Device" (BYOD) refers to students bringing a personally-owned device to school for the purpose of learning. The use of computers is becoming increasingly common and our students need to be prepared for their future workplaces. While the school maintains a number of sets of computers, many students prefer to use their own computer that they are familiar with. The laptop must follow the required specifications (available on the school's website), must be able to connect to the school WiFi and have specific software or apps installed. Students are responsible for their own device and ensuring it is charged. The school will take reasonable precautions to protect student devices, but ultimately the school cannot be held responsible for any damage to, or theft of, a BYO device.

Students who do not have their own device will not be disadvantaged in any way as there are many school-owned units available for student use throughout the day.

CALCULATORS AND COMPUTERS

All students are required to bring a scientific calculator to mathematics lessons. The school currently sells CASIO scientific calculators and these are available from the Mathematics department. If a student wishes

to purchase this calculator through the school he/she will need to pay the money at the front office and take the receipt to the Mathematics staffroom where he/she will be given a calculator.

Note: These calculators are approved for use by NESA (e.g. for the Higher School Certificate examinations).

CANTEEN

The canteen is operated by the P & C with the assistance of volunteers and a manager. It provides hot and cold lunches, fruit and drinks at reasonable prices. Lunch must be ordered by recess each day; bags are provided at the counter and lunch orders are written on these.

- Profits from the canteen are used to provide equipment and other requirements for the school through the canteen committee and P&C.
- Parents, friends and relatives are requested to contact the canteen on 6771 2430 with offers to join the canteen roster. Such help benefits all students and is greatly appreciated.

CAREERS

Careers information may be obtained from the Careers Advisers, Mrs Lana Hardman, who is located in the careers room in upper E block or Mr Tim Polson, located in S01.

Year 10 have Careers classes in their core class. Some Year 10 students can select Year 10 Work Education. In Year 10 work experience is normally undertaken for one week. Senior students may contact the Careers Adviser at a convenient time by arrangement.

Guest speakers often visit the school to provide up-to-date information on various career pathways.

Armidale Secondary College has an active School-to-Work planning program, which includes careers and work education for selected Year 9 to Year 11 students.

CARNIVALS

A school Twilight Swimming Carnival and a day time Athletics Carnival are held each year. All students are expected to attend both and support their house teams - either by competing, joining the cheer squad or by general encouragement.

ASC representatives are eligible to be selected to compete in zone, regional and state carnivals as well as Armidale inter-school carnivals.

CARS

The Department of Education has indicated cars may be used by students under the following conditions:

- A licensed driver may drive a registered car/motor cycle to/from school, providing authority is given by the parent/caregiver/guardian in written form.
- Such vehicles may also be driven to/from sport provided written parental permission has been given and endorsed on the appropriate form obtainable from the office.
- Students travelling as passengers with authorised drivers must also complete a similar permission application form. The parents of the driver must also give permission for the nominated passengers to travel in that vehicle.

Student parking is on Harden Street West of the delivery drive. Students are not to park in the Staff Car Park, Harden St East or Monroe Street.

CHANGE IN ENROLMENT INFORMATION

Birth certificate confirmation of name and date of birth is given when a child commences schooling. Any change of name may only be effected by a Court Order in the Family Court or by provision of the written consent of both parents in the form of a Statutory Declaration. These requirements have been provided by the Department's Legal Officer and make provision for changes in a family's situation.

Please ensure that any information provided on enrolment forms is accurate. This is particularly important for immediate contact in the case of accident or illness. Our records show the following information:

- address
- phone number (or contact number - work and private)
- name of parent(s)

Email pushes through the school's Sentral management system are an increasingly frequent means of communication, therefore it is important that email addresses are kept current.

Please advise the office **promptly in writing** of any change in these particulars. This is important too in changes in your family situation (separation, divorce, death of parent, remarriage, custody, etc.). Any enquiries about these matters will be treated in strict confidence.

CHOIR

Our ASC choirs prepare items for Eisteddfod competitions and school, community and state performances. Rehearsal times may be before, during or after school and are negotiated with the students to ensure maximum participation.

Students are advised to watch the notices for details of practices, as there is also a tradition of involvement in the Celebration Concerts at the Sydney Town Hall in November and Schools Spectacular.

CLASS ORGANISATION

With the exception of the Selective Class, all classes in Year 7 will be ungraded/unstreamed. Class placement will be determined using a variety of sources and data including our partner primary schools.

Year 7 students will have a homeroom with as few as 6 teachers across all core subjects. When necessary, students will have access to practical rooms such as laboratories, workshops and art rooms.

Stage 4 students follow common module courses in English, Mathematics, Science, Geography, History, Art, Technology, Music, and PD/H/PE and are exposed to courses they will elect to study in Years 9 and 10. These choices are made towards the end of Year 8. Learning across disciplines will be integrated where possible and students will have the opportunity to complete projects across disciplines to enrich and deepen their learning experience. In addition, semester elective subjects are offered in Year 7 & 8.

Stage 5 students follow common module courses in English, Mathematics, Science, Geography, History and PD/H/PE. In addition, they will study three electives and Careers.

The Higher School Certificate is awarded after satisfactory completion of Year 11 and 12 courses, chosen at the end of Year 10. It is recommended that students seek the guidance of the careers teacher and their year adviser when choosing courses of study.

COMPETITIONS

Students are encouraged to participate in a host of local, state and national competitions: e.g. writing competitions, GameChanger Challenge, Da Vinci Decathlon, Let's Hang It, Tournament of the Minds, National Chemistry Quiz, ASX Sharegame, Australian Mathematics Competition, Mathematics Challenge

Competition, Mathematics Enrichment Competition, Mathematics Olympiad, UNICEF Art Awards, NSW Geography Competition, SMH-Gould League Environment Competition, Australian Schools Competitions in Computer Skills, Science, Mathematics, Writing and English. Details will be given at the appropriate time.

CONCERNS AND COMPLAINTS

There are many staff available to address issues and concerns. Students and parents are invited to raise their concerns initially through the appropriate Year Adviser or CREW Advisor, Stage Head Teacher, the HT Wellbeing, subject class teachers, Faculty Head Teacher, or the SRC.

Any complaint concerning a general matter should be discussed with the Principal by arrangement after other points of contact have been attempted. The matter may then involve other appropriate personnel as a solution is sought.

COMPUTERS

Armidale Secondary College has an extensive interconnected network of computers within the school. This has enabled students and staff a high degree of access to computers for the development of computer hardware and software skills and to support teaching and learning. Computers are valuable reference tools for all subjects, with students able to obtain filtered internet access and virtual encyclopaedia references at stations in the library and in selected classrooms.

The Technical Support Officer is Iain Taylor.

COMPUTER AND INTERNET CODE OF BEHAVIOUR

Rights

- I have the right to use the school computer network and internet facilities for classroom assignments.
- I have the right to privacy for my password and my work, however I understand that staff will supervise me to ensure that I am on task.
- I have the right to use a workstation that is well maintained and not vandalised.
- I have the right to use CDs, DVDs and flash drives with the permission of the teacher.
- I have the right to be safe and not confronted by rude, obscene or dangerous material.

Responsibilities

- I have the responsibility to maintain the computer facilities as they have been set up for use by the school community.
- I must report any problems with hardware or set up immediately to a teacher.
- I have the responsibility to respect the privacy of other people's passwords and under no circumstances will I reveal my password to other students.
- I have the responsibility to observe all copyright laws with respect to software and the internet. I will avoid plagiarism and acknowledge all sources used in my work.
- I have the responsibility to use appropriate language when using the school's computers (netiquette).
- I have the responsibility to report any sites containing offensive or inappropriate material (e.g. rude, obscene or dangerous sites).
- I have the responsibility to ensure my own personal safety and that of others by not revealing my personal details, or the personal details of any other person, on the internet.
- I have the responsibility to publish or send/receive only appropriate material (e.g. email, attachments).

Consequences

Breaches of the Code of Behaviour may result in the loss of access to the school's computer network and the internet. A parental letter informing of the breach will be sent and other actions may be required depending on the seriousness of the breach.

N.B. Each time a student logs in to a school computer, they are accepting the terms and conditions of the above Computer and Internet Code of Behaviour.

COUNSELLORS

The services of the school counsellor for academic, emotional and/or family concerns are available on certain days. Please contact the office for an appointment or information regarding the counsellor's availability. Students may make an appointment through the front office.

Appointments and referrals to the school counsellor may be made in confidence on any matter requiring specialist attention. The counsellor's office is located above the main office area.

The Senior Psychologist Education (SPE), Mrs Rachel Weymouth, can be contacted through the school office.

CREW LEARNING ADVISORY PROGRAM

The ASC CREW program is based on the understanding that students need the opportunity to develop trusting relationships with school staff, and that by doing so students will benefit in a variety of ways.

In CREW, each student in the school is assigned a staff member who works with the student in achieving his or her academic and personal goals. The program involves an advisory 'class', similar to a homeroom, and sustained individual support. Our advisory programs have many different focusses and purposes. The daily CREW session gives students a chance to discuss academic progress including any barriers that a student might be experiencing. The CREW advisor advocates on the student's behalf where appropriate.

CREW provides students with a forum in which to discuss issues they face in their day-to-day lives, such as current events or ideas and suggestions for building our school community. The Positive Behaviour for Learning (PBL) program will also be incorporated into advisory groups.

CREW commences at 8.50am every day, is compulsory for all students and will include Roll Call and distribution of the Daily Notices. The following 20 minute CREW session will cover a range of topics and focus to act as the basis for advisory at different grade levels, so that students' advisory work progresses over time. For instance, CREW lessons in year 11 and 12 may have a greater focus on study skills, time management, organisation and preparation for the transition from school to work or further study.

DAILY NOTICES

Each day a list of notices is published and read at Roll Call to inform students about events occurring that day or in the upcoming weeks. The notices are a vital part of communication within the school and are also available in hard copy at the Library, Office, and on the TV screens.

DEBATING

Debating competitions are held each year in state contests and at the local level. Aboriginal students are invited to participate in our 5-school Aboriginal Debating Competition held each term.

DISTANCE EDUCATION

In certain situations, approval may be given for undertaking lessons through a Distance Education provider within the regulations applying to this school. Please contact the Principal for details. An undertaking must be given to complete sets of work on a weekly basis.

ELECTIVE SUBJECTS

Semester electives in Stage 4 are selected at the end of Years 6 and 7 respectively. These are interest electives, and, while reported on, do not contribute to the ROSA and are not prerequisites for subjects studied in Stage 5 or Stage 6.

Electives are chosen at the end of Year 8 and Year 10 for the following two years. A wide range of subjects is available to suit all needs, although some restrictions are necessary owing to NESA requirements, staffing and timetabling restrictions. Students' preferences are surveyed before options are drawn up.

EMERGENCY EVACUATION AND EMERGENCY LOCKDOWN

Emergency evacuation and lockdown practices are carried out intermittently to ensure the safety of students should an emergency occur. A procedure for the orderly exit of students and staff from buildings is scheduled in the event of an **evacuation**. In the event of a danger from outside the school a **lockdown procedure** has been established.

Procedures for an Evacuation

An evacuation is indicated by **ONE CONTINUOUS RING OF THE BELL**.

- It is essential that students move in an orderly fashion to the Back Oval under direction of staff.
- A roll call is held to check the school has been completely evacuated.
- Students will then be instructed as to the all-clear or further safety management procedures.

Procedures in the event of a Lockdown

A lockdown is indicated by the continuous **RINGING OF ALTERNATE SHORT/LONG BELLS**.

- If this occurs during recess or lunch, students go to their roll call rooms
- If this occurs during class time, students remain in the classrooms, which the teacher will lock.
- Students out of class are to go to the Library or TAS staffroom.
- PE classes should follow their teacher's directions to a safe place (e.g. West demountables, change rooms)
- Students returning from leave should be aware of the possibility and leave the premises immediately if it is obvious that a lockdown is in place.
- All clear will be notified by either an Evacuation bell or three bells (Assembly).

ENROLMENTS

All new enrolments are required to have a meeting with the Principal. At this meeting, details of courses undertaken at the previous school should be made available, together with the latest school report. An enrolment form completed by a parent/carer is required. This form provides the school with information and personal details such as address, medical details etc. Parents/carers are also required to sign permission forms for transport of students to sport and for early release day arrangements. New enrolments are assigned a peer from their year to assist in enrolment procedures.

EXAMINATIONS

In Stages 4 and 5, there may be some occasions where examinations are used to collect data to inform teaching and learning programs, provide targeted differentiation and determine student understanding.

Stage 6 students will have several formal school-based examination periods, with the Higher School Certificate examinations for Year 12 beginning in early Term 4.

Higher School Certificate

The Higher School Certificate is awarded by NESA on the results of the school assessment combined with the HSC examinations at the end of Year 12. The results are also used for entrance to tertiary institutions. The final mark in each subject is reported, together with the assessment mark, suitably modified according to the school's pattern of examination marks.

NESA issues the Higher School Certificate report after the examinations have been completed.

EXCURSIONS

Excursions are an integral part of Armidale Secondary College's educational program. A student must return a signed permission slip for every excursion. Each student is expected to maintain the highest standard of behaviour on excursions and full school uniform is expected, unless a special exemption is granted for fieldwork etc. All costs are to be covered by students **before** departure.

Annually, each year group 7 – 10 will have the opportunity to participate in an overnight excursion. In the past venues have included Warrumbungles National Park, Coffs Harbour, Wooli, Moonee Beach, Arakoon, Canberra, Sydney and Moreton Island. The Year 11 excursion is skiing and snowboarding at Perisher Ski Resort in August.

School uniform is to be worn on most excursions unless otherwise directed by the Principal. Various subject excursions are offered where appropriate.

EXTRACURRICULAR ACTIVITIES

Announcements regarding extracurricular activities will be communicated to students through CREW sessions.

Along with a wide range of sports activities, students are most welcome to join in activities such as:

- Soul Band
- Tournament of Minds
- Choir
- Computer Club
- Public Speaking, eg Minnis Shield
- Debating
- Drama Productions
- Environmental Club
- Inter-School Christian Fellowship (ISCF)
- Interact Club
- Music Ensembles
- Musical Productions
- Shakespeare Festival Drama
- Weightlifting
- ASX Sharegame
- Table Tennis
- Cricket
- Rugby League
- Magic Club
- Table Tennis

FEES AND CONTRIBUTIONS (see also Subject Contributions)

The school provides library and text books, sporting facilities and equipment, printed information and subject notes, test and examination papers. To help provide such items, a school contribution is endorsed each year by the P&C.

General Contributions for 2020 have been set by the finance committee as follows:

General Contribution	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
	\$85	\$85	\$85	\$85	\$85	\$85

Family Maximum

If **two or more** students attend Armidale Secondary College a family maximum of \$150 only is required for the **General Contribution**.

General Contribution

The General Contribution is a fee paid which supplements the money provided to the school by the Government. This money is used to provide resources for the Library and general teaching resources. These contributions have once again been kept to a minimum and are equivalent to between \$1.50 and \$2.00 per week.

It is anticipated that most parents will be able to meet the contribution and allow the school to maintain the high level of service to students and parents.

Subject Material Fees

In addition there are subject material fees which are determined on a user pays basis and calculated according to the subjects studied. This money is used to fund consumable items used in the subjects studied. In most instances this will lead to a product being taken home (e.g. wooden or metal items, food, artworks, etc.). These fees are **mandatory** and students may be asked to provide payment for subject materials prior to completing practical components of these subjects.

Student assistance is available if financial difficulties arise in meeting these fees.

P & C Annual Voluntary Contribution

School contributions include a voluntary contribution of \$25 per family to the P&C. This contribution is used by the P&C to provide important resources and equipment.

Contribution Payments

A statement of accounts will be sent to each family in mid to late first term. Parents can pay by cheque, cash or card. EFTPOS facilities are available for payment of these fees by calling in to the Front Office. Online payments will also be available via the school's website.

Electives need to be paid for by the end of first term to ensure your student(s) can continue in their chosen elective.

Senior students having difficulty in meeting subject contributions for VET courses should contact the Principal to seek support.

Parents and caregivers who have difficulty with the payment of contributions should contact the Principal to arrange an "easy-payment" plan. A small Student Assistance Scheme is available for students in Years 7-10 to help with contributions, uniforms or calculators. All enquiries and arrangements are confidential.

FIELD STUDIES

Field studies are compulsory sections of various subjects (e.g. sciences, geography, etc.). Reports on field studies are marked for assessment purposes.

FINANCIAL ASSISTANCE

A student assistance scheme is in operation for all students. Details are available from the Principal.

FUNDRAISING

The SRC organises fundraising activities for school projects or authorised charities approved by the Principal. Fundraising activities include mufti days (out of uniform), car washes, barbecues, cake stalls, charity collections, etc. for various authorised purposes by years (eg. to defray expenses for excursions or to make a presentation to the school or other body). Such activities **must have the approval of the Principal**. For safety and security reasons, students are not able to engage at school in fundraising activities for external organisations, eg. selling chocolates.

GIRLS' ADVISER

The Girls' Adviser for Armidale Secondary College is Miss Fiona Smee. The special duties allocated to the Girls' Adviser include counselling and guidance of girls. Parents are welcome to contact the Girls' Adviser by arranging an interview through the office.

HOME SCHOOL LIAISON OFFICER (HSLO)

It is compulsory for all students under the age of 17 to attend school. Departmental officers have the responsibility of following up reported cases of poor attendance. The HSLO will work with the student, school and family to improve attendance where appropriate.

Homework Centre

A Homework Centre is conducted in the Library each Tuesday afternoon from 3:45pm until 5.00pm. Students are provided with afternoon tea, they have access to the internet, and teachers are available to help with assignments and homework. A bus is provided to transport students (who live in town only) home at 5.00 pm.

INFORMATION NIGHTS

Several information nights are held during the year to present parents with such details as Year 7 Information, Year 11 subject choice and Preliminary HSC information, assessment in the senior school and HSC information. These are held in Term 3 each year. A Year 6 to 7 information night is held in Term 2.

INTERVIEWS

Interviews may be made by phoning the school office to make an appointment if parents/guardians wish to discuss any school matter. Besides the twice yearly parent/teacher interviews, you may find it necessary to arrange to speak to the year adviser or head teacher in a particular subject at another time.

INTER-SCHOOL CHRISTIAN FELLOWSHIP (ISCF)

Details of the activities of the ISCF will be published in the daily notices and on noticeboards.

LATE TO CLASS

If you have been helping a teacher in class or speaking to a teacher and you are going to be late to your next class, ask the teacher for a late note for your next teacher. Lateness without a note will be dealt with as a fractional truancy.

LATE TO SCHOOL

Students arriving late to school are required to sign in at the school office. Parents/carers should provide written or phone advice outlining the reason for lateness.

LEARNING SUPPORT TEAM

The learning support team meets regularly to consider action for students with special needs as well as organising support via district services. Please contact the HT Wellbeing for further information about this service.

LEAVING SCHOOL

A clearance form must be obtained from the school office and taken around to a student's teachers by all students leaving for employment or to attend another school. Written advice from the parent is necessary for all students who are ceasing enrolment at the school for any reason.

LEAVING SCHOOL DURING THE DAY

Students may not leave the school grounds once they are at school. Leave passes may be issued, however parents are asked to make appointments outside school hours if possible. To obtain a leave pass, bring a note signed by the parent/guardian explaining the need for the absence to the Office before school. A leave pass will be issued.

LIBRARY

Our well stocked library functions on the basis of trust. Most students honour this trust and return books without reminders. Please ensure that all books are returned when due otherwise borrowing/browsing privileges may be restricted. Photocopying facilities and computers are available and students are asked to observe the rules displayed. Internet access and printing are also available in the library.

LOST PROPERTY

To assist with limiting the amount of property lost or misplaced at school please ensure that the following issues are addressed:

- Mark all clothing/books/equipment with a clearly identifiable name.
- Return all found property to the office.
- Report any missing item to the office.
- Report any student interfering with other people's belongings to a teacher.
- Do not leave clothing or equipment around the building or grounds - put these things in a safe place.

Lost property is located outside the PE staffroom. At the end of each term unclaimed lost property will be washed and placed in the Uniform Pool or given to charity.

MEDICATION

- Students needing to take medicine at school must inform the school, in writing, when enrolling so that the correct procedure can be followed.
- **Asthma:** Students with asthma may carry their bronchodilators which they must use appropriately in line with their doctor's orders. They should also use immediately if an asthma attack occurs. They should report to the First Aid Officer in a severe attack.
- **Diabetes:** Diabetic students may carry their insulin equipment and self-administer as required.

MOBILE PHONES

At Armidale Secondary College, we encourage students not to bring mobile phones or other small electronic devices to school due to the risk of loss or theft. Although we will investigate all incidents thoroughly, the school accepts no responsibility if these items are lost or stolen.

BYOD approved devices such as ipads, laptops and chromebooks may be used at the discretion of the teacher.

If students choose to bring mobile devices to school, they must abide by the following rules:-

- **In the classroom**

Mobile phones, tablets and other devices should be turned off or on silent mode in class, and put away safely in the student's bag. However students may use mobile phones, tablets and other devices in class if the purpose of the use is educational and the use has been approved by the classroom teacher.

- **At assemblies, performances and other formal school activities**

To demonstrate respect for presenters and participants, mobile devices should be turned off or on silent mode, and put away safely in the student's bag.

- **During Examinations and Assessment Tasks**

Students must not use mobile phones or other devices during written examinations or assessment tasks. Students who bring devices to exams or tasks will be required to hand them in to the supervisor for the duration of the exam. Contravention of this equates to malpractice and will be dealt with appropriately. Students deemed to be using the device inappropriately or to gain an unfair advantage may receive a zero mark for the task and an 'N' Award warning letter.

- **Use of Games**

Students must not play games on devices in class unless specifically given permission to do so by a teacher. Games to be used in class must be for educational purposes only and meet the Department of Education guidelines on appropriate content in schools.

- **Use of Cameras**

Students may use the camera on their mobile phone or device for educational purposes, and if directed to do so by a teacher. Students may not use cameras and camera phones to take photographs or videos on school premises without direct permission from a teacher. Any photographic images or films made at school must not be posted to social media sites.

- **Parent contact**

If a student needs to contact their parents/carers for any reason, he/she should do so through the school Office during break times. Parents are encouraged to telephone the school office on 6772 1266 should they need to contact their child directly, rather than ringing the child's mobile phone. Calling the mobile can cause unnecessary disruption which should be avoided at all times.

MUSIC ENSEMBLE GROUPS

- Soul band
- String Ensemble/Orchestra – Items are prepared for performances at school and community functions and eisteddfods
- ASC Choir
- Celebration Choir
- Schools Spectacular
- Sydney Youth Rock Bands

NEWSLETTER

News of student achievement and information for parents is published in the newsletter each fortnight. The newsletter is available on the Armidale Secondary College website, via email or students may collect a copy from the school office.

PARENTS & CITIZENS ASSOCIATION

Parents are encouraged to join the P&C - a nominal subscription of \$5 for the year applies. The P&C has made valuable educational as well as financial contributions to enhance the school; its influence and voice depend on the strength of its membership.

PARENT/TEACHER INTERVIEWS

These are held towards the end of Term 1 and Term 3 when an opportunity is offered for parents to speak to each of the teachers about a student's progress. If a longer session is required, arrangements should be made with the teacher at another mutually convenient time. If parents/carers would like other information or if there is any area of concern, they should arrange an appointment with the year adviser/head teacher where appropriate.

Parents will be directed to the Parent Portal to book interviews for the parent/teacher evenings. Families new to the school will be sent a letter containing instructions on how to register on the Parent Portal.

Students can book directly with their teachers if required. Interview sheets are available from the front office. Students will be responsible for arranging booking times with each teacher.

PAYMENTS

The Main Office is open for payment of monies by students before school from 8.00am - 8.50am, at recess and at lunchtime. We accept cash, cheque and have eftpos facilities available. The website payment system is also available for online payments

PEER SUPPORT

Each incoming Year 10 group has the opportunity of training as peer support leaders to assist Year 7 students' adjustment to the differences they find at high school. They will also meet on a regular basis as notified during the first month of the school year and at peer workshops.

Peer leaders accompany Year 7 on their excursion early in the year. Year 7 students are encouraged to seek the advice and assistance of their peer leaders.

PERFORMING ARTS

Each year Armidale Secondary College showcases the talents of our Creative and Performing Arts students for parents and the community. This may take the form of a musical/drama production, Aboriginal dance group, a dedicated CAPA performance and display evening, or through our participation in events including New England Sings and the Armidale Community of Schools Arts in Concert. Advance notice of these events will appear in the school newsletter.

PHYSICAL EDUCATION

All Years 7 to 10 students must take part in physical education lessons. Where illness or incapacity prevents full and active participation, a note and/or medical certificate should be sent to the teacher. Students should bring their correct PE uniform and change at the start and end of the PE lesson.

PHOTOGRAPHS

Photographs for individual, class and school teams are usually taken in Term 1.

PRIVACY

School photographs of students are taken each year for administrative purposes.

Armidale Secondary College seeks your permission to publish information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities, and recording student participation in noteworthy projects or community service.

Armidale Secondary College will not publish information that identifies or could reasonably identify a student, community member or any other individual unless the school has permission from that person.

In the case of students, consent is obtained from the student's parent/caregiver depending on the age, maturity and capacity of the student. Even when consent has been given, Armidale Secondary College will err on the side of caution when deciding what is appropriate to publish.

The communications in which students' information may be published include but are not limited to:

- Public websites of the Department of Education including the school website, the Department of Education and Communities intranet (staff only), blogs and wikis.
- Department of Education publications, the school newsletter, annual school report, promotional material published in print and electronically including on the Department's websites.
- Official Department and school social media accounts on networks such as YouTube, Facebook and Twitter.

Parents should be aware that when information is published on public websites and social media channels, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information. Published information can also be linked to by third parties.

PROPERTY

All school property and personal property should be treated with care. Please report any damage or vandalism to a teacher. Students are requested to ensure that personal property is kept under their care and supervision at all times.

RECOGNITION OF STUDENT ACHIEVEMENT

Student achievement, commitment, leadership and citizenship are recognised throughout the year in a variety of ways. See "Awards".

Annual prizes and awards are also presented at the Presentation Night at the end of the year. All students receiving awards on this occasion are requested to wear school uniform. Arrangements are advised during Term 4.

REFERENCES

An application for a reference may be obtained from the Year Adviser prior to leaving school at the end of Year 12. After filling in the details requested, the form will be circulated among class teachers for comments and ratings concerning attitude, conduct, reliability, cooperation, punctuality and attendance. The Year Adviser then processes the reference.

SCHOOL COLOURS

The school colours are: teal, navy, black and white.

The new Armidale Secondary College uniform has been designed in consultation with primary and secondary students along with their parents/carers and staff. All students are requested to wear full uniform as directed in the section on our uniform found in the first section of this booklet. Uniform enhances the prestige of our students and the school. Full uniform is required when representing the school on excursions and other activities.

SCHOOL REPORTS

Full school reports are sent via the electronic parent portal to parents at the end of Terms 2 and 4 (Terms 1 & 3 for Year 12). School reports are issued for all students for each semester. Students' reports will profile how they are progressing in their subject, accompanied by a teacher comment.

All students reports enable standard- based reporting of each student in line with NESAs requirements.

SPECIAL RELIGIOUS EDUCATION (SRE)

SRE classes are held each fortnight for Years 7 and 8 in class groups and a seminar each term for Years 9 and 10. The SRE teacher is paid by Armidale Youth Futures (AYF). By law, the Principal must allow time for special religious education where authorised representatives of approved providers are available and times are negotiated with that provider.

Parents/carers have the option to exempt their children, by writing to the Principal, if they do not wish them attend SRE. Students with this written exemption are supervised by their usual classroom teacher located in a separate physical space from the SRE classes. Students are provided with meaningful activities which neither compete with SRE nor are they lessons in the curriculum. Suitable activities include reading, private study and completing homework.

Assemblies for Easter and Christmas may also be held at relevant times for all students in Years 7 – 10 who do not have an exemption.

SPORT

Year 7

Year 7 sport is integrated into their timetable and will occur at school unless otherwise advised.

Years 8-10

Sport is on Wednesday afternoon. Sport is a mandatory requirement of NESAs. The mandatory sport program has been developed to encourage students to become involved in sport – both team and recreational. The sports offered to students take into account student preference, costs and available venues. Special conditions and signed permission notes for body contact sports apply and are available at the start of the season from the Principal/Sports Organiser.

- Students choose from a variety of sports and rotate through a cycle of sports over the year.
- Each sport cycle will last one term.
- Students will not be permitted to change their sport choice for the term unless approved by the ASC Sports Organiser.

Attendance and participation are **compulsory** except where an exemption is granted on medical grounds. Parents are asked to make appointments outside school hours where possible. Exemption requests in writing must be made in advance and will be confirmed by the sports organisers.

Transport to Sport

All students going to a venue away from the school must travel by bus to sport (at a cost of \$4.00) and should **return to school on the bus**. If students wish to walk home from the sport venue, a permission note is to be given to their sport teacher at the beginning of each sport cycle. However, there are no half fares on the bus. Buses will leave the school at the end of lunch. Each bus will carry a sign indicating its destination. Each student should make sure that he/she catches the correct bus.

- Full sport uniform must be worn.
- Each student is to check which sport they have been allocated from the sport notice board in the canteen area. This notice will give them the sport, the venue, the sport cost and the teacher in charge.
- Sick students and those recuperating from an illness etc. should bring a note to the sports organiser.
- Two school carnivals (swimming and athletics) are organised on a house competition basis. Attendance is compulsory. The school cross country which is held at Charleston Willows is voluntary but also counts towards the house competition. All the carnivals (swimming, athletics and cross country) are selection trials for representation at North West events.

TWILIGHT SWIMMING CARNIVAL

Thursday, 13 February 2020

Roll marking will take place before the start of the carnival.

Students on "out-of-town" buses will be transported from school to the pool on the Armidale Secondary College buses.

Pool Entry - \$3.00 (subject to confirmation)

Please ensure that hats are worn and sunscreen applied.

Important

In some sports it is beyond the capacity of the school to provide all protective gear (eg. mouth guards for hockey). In such instances students should provide their own if required. Please contact the school if there are any problems with this.

INTER-SCHOOL SPORT

ASC teams enter all the major Combined High Schools (CHS) state competitions in various sports as well as competing at local, zone and regional levels. Selection trials take place during lunchtimes. Students need to listen to notices and contact the appropriate organising teacher.

SPORT HOUSES

Armidale Secondary College has four sporting houses. Each student is allocated to a particular sporting house according to their surname.

Surname	House	Colour
A - E	Bradman	Blue
F - J	Fraser	Green
K - P	Freeman	Red
Q - Z	Rose	Yellow

Students represent their sporting house in the school swimming, athletics and cross country carnivals. A champion house is announced at the end of each carnival and at the end of the year.

SPORTING TEAMS

As a representative of Armidale Secondary College a student is expected to wear the team uniform and to exhibit good sportsmanship, which involves consideration for others and playing to the rules, as well as abiding by the umpire/referee's decision and exhibiting good team spirit.

SPORT REPRESENTATION AT REGIONAL/STATE LEVEL

All players, coaches, teachers and spectators are bound to observe the Department of Education's sport code. This will be distributed and discussed by coaches and PE/sport teachers. Students selected to represent at regional or state level should complete a Combined High Schools or North West application form and provide a copy to the school office. They are then recorded as 'present' while they carry out their representative duties.

Students who are selected in a North West team must fulfil this commitment otherwise a 12 month ban from representing North West in any sport will be implemented.

Important Information: In the event of injury, no personal injury insurance cover is provided by the NSW Department of Education for students in relation to school sporting activities, physical education lessons or any other school activity.

STATIONERY REQUIREMENTS (YEAR 7)

Year 7 students in 2020 will be provided with exercise books when they start school. The only items they will need are basic stationery such as pens of different colours, lead pencils, coloured pencils, rubbers and rulers.

Students will also need a calculator for \$25 and a visual art diary for \$5 which may be purchased from the school office.

STUDENT MANAGEMENT SYSTEM (SMS)

Our Student Management System aims to address student behaviour in a proactive way, aiming to develop student ownership and responsibility as a way of resolving poor behaviour. The system also strengthens that vital relationship between staff and students, so they can work together to help each student to succeed in developing appropriate behaviour.

The first two tiers of our system are based on behaviour in individual faculties. Classroom teachers and Faculty Head Teachers work together to address any behaviour issues that may impact on classroom learning. Students will be monitored by staff to help them develop behaviour that reflects our expectations of respect, responsibility and resilience.

The next tiers are used by the Stage Head Teachers and the Stage Deputy Principal to resolve behavioural challenges across the whole school, and to monitor students who return from suspension, persistently truant, or may be experiencing behavioural issues across several Key Learning Areas.

Major behavioural issues such as fighting, aggression, cyberbullying, and persistent defiance are addressed directly by the Deputy Principals in line with the Department of Education *Suspension Policy*.

As part of our SMS, students are required to engage in reflective practice, meeting with staff prior to any monitoring period. Students will play a key role in planning how they will return their behaviour to a level of respect and responsibility through this period by setting behavioural goals and targets. The monitoring period can be negotiated. Parents will be contacted throughout this process as they play a vital role in supporting positive behaviours at school.

Through this negotiated system, students and staff will work together to develop student ownership and responsibility of their own behaviour to support learning.

The system has been designed by staff, parents and students.

STUDENT REPRESENTATIVE COUNCIL

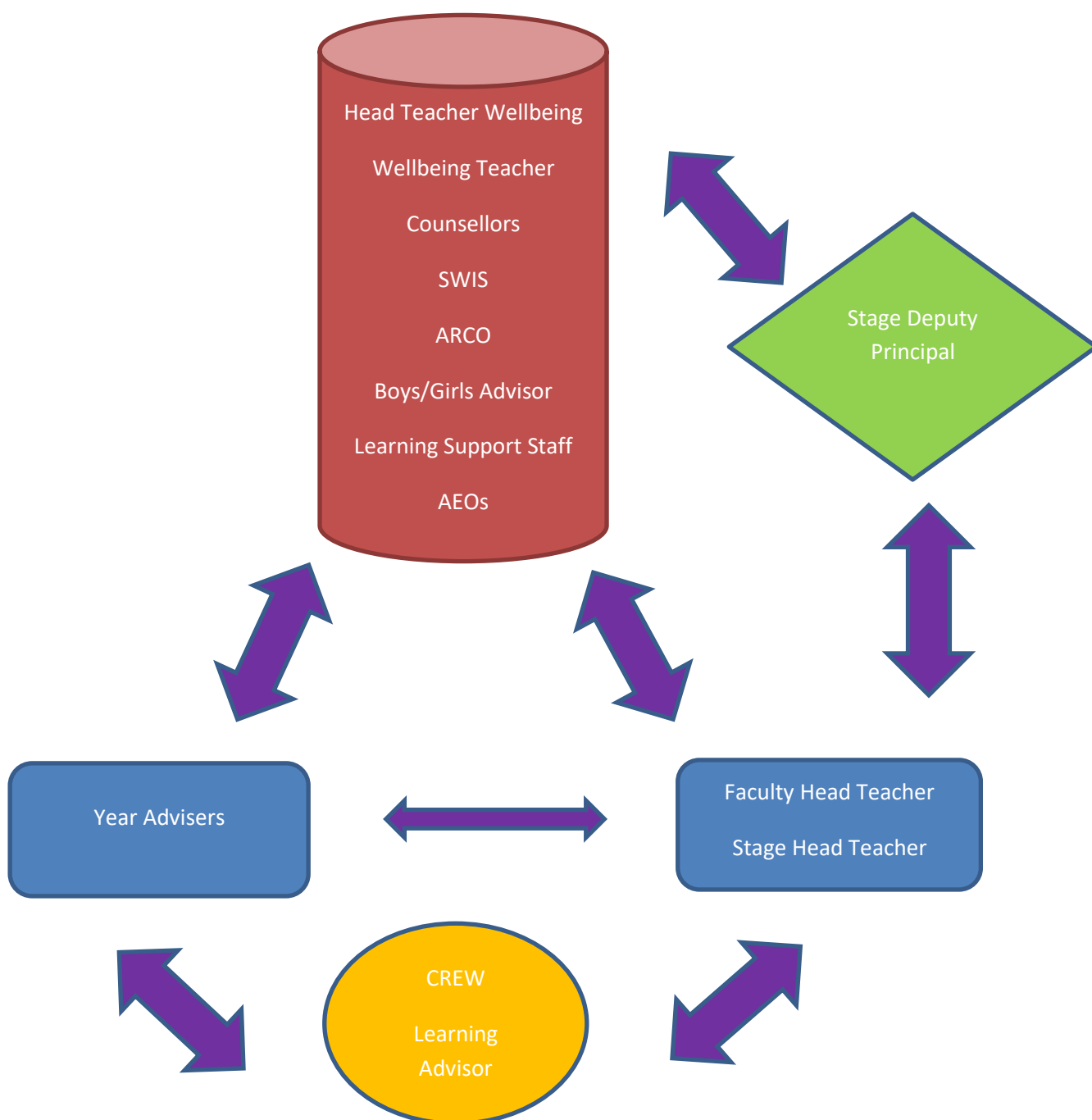
The Student Representative Council (SRC) is elected for a year. Year 7 representatives are elected at the end of first Term. Elections are held at the end of Term 3 and students in each year elect their representatives. The School Captains, Sports Captains and Arts Captains are also members of the SRC.

The responsibilities of the SRC cover a wide range of areas of concern to students and include the following activities:

- A forum for raising suggestions and dissatisfactions
- Fundraising schemes for school activities and community concerns
- Training for leadership within the school and community
- Representing the student body in the community.

STUDENT WELLBEING

Armida Secondary College Wellbeing Flowchart



STUDY AND HOMEWORK

Students are advised to set aside adequate time for a comprehensive plan for study, revision and homework. This study plan should be balanced with recreation periods. Students are encouraged to familiarise themselves with policies of the various faculties.

TERM 5

Interest electives are offered during the closing week of the year. Such activities have been highly successful and commended by the Department of Education. They have added a valuable extra dimension to our curriculum by providing students with the opportunity to develop their talents and potential in areas of interest. Attendance during Term 5 is compulsory.

TEXTBOOKS

Prescribed textbooks and class sets are provided from the school's textbook stock. Students are required to adhere to the following guidelines:

- To take proper care of all books on issue to them
- To return them in good condition or pay for repairs
- To replace lost textbooks

TRUANCY

If absence checks reveal instances of truancy, parents will be notified and the assistance of the Home School Liaison Officer (HSLO) may be sought. Students who persistently truant may be suspended from school until risk management strategies can be put in place to ensure their protection and safety.

VISITORS

Our school prides itself on maintaining a safe, happy learning environment for students. Teachers, guests, visitors, volunteers and contract employees at our school are reminded that they too will be contributing to the care and responsibility for students and maintaining a safe environment.

It is important that visitors maintain a professional and ethical code of conduct and that no inappropriate action or misconduct with any student who is in their care, or with whom they are in contact, occurs.

The Principal is required to notify all guests, visitors and employees of the Child Protection Policies of the Department of Education. Copies of these documents or more information about their implementation are available from the Principal or Deputy Principal on request.

At times the behaviour of students towards visitors may be inappropriate. Visitors should contact the Deputy Principal or Principal if students' behaviour is improper or offensive so that support can be provided.

Procedures for Visitors

These requirements are essential in order to comply with Child Protection and Work Health Safety legislation. Armidale Secondary College would like to thank you for your co-operation.

- All enquiries must be directed to the office staff.
- All visitors **MUST** sign in immediately on arrival and sign off on departure.
- Visitors will be issued with an identification badge which **MUST** be worn for the duration of the visit.
- Staff accompanying visiting students must provide a list of students' names. Identification should be provided.

WET WEATHER

Ringling of two bells during recess or lunch time indicates that students should move indoors due to wet weather.

WORK EXPERIENCE

Our work experience program comprises of a week-long placement in an approved position during Year 10. Students are advised to discuss their plans with the careers teacher and to make their application for placement.

YEAR ADVISERS

Each year group has two Year Advisors, who have the responsibility of guiding each student through the years at high school. She/he may be contacted through the office whenever the need arises for advice or assistance in any school matter. Year advisers assist in placement in class, preparing school reports, wellbeing meetings, selection of electives etc.