



# Student Information Handbook 2021

## Our Mission

Our school provides a high standard of educational practice that engages all students, preparing young people for their future post school.

## Learning and Teaching Principles

Students and teachers at GRC Oatley share an enjoyable and productive learning and working environment in a climate of mutual respect and understanding.

Students at GRC Oatley:

- Take responsibility for their own learning and contribute to the learning of others;
- Are happy and motivated;
- Are inquiring, organised, cooperative and enthusiastic;
- Understand how they learn;
- Employ problem solving and critical thinking skills, are collaborative and technologically competent;
- Willingly seek assistance, and are able to deal with setbacks to develop resilience;
- Have effective communication skills;
- Test the limits of their ability and achieve their potential.

Teachers at GRC Oatley:

- Assist students to identify goals, develop organisational skills and maintain motivation.;
- Create a learning environment which is safe, enjoyable, nonthreatening, stimulating and motivating;
- Are enthusiastic about student learning and welfare;
- Implement strategies to ensure best practice;
- Teach to individual learning needs and learning styles;
- Have high expectations of their students;
- Are facilitative. They provide a core of knowledge and a suite of skills and model lifelong learning;
- Reflect on their practice and seek ongoing professional growth.

## Ethical Principles

- Everything is judged by its impact on student outcomes.
- We deal with the action, not the person.
- People are more important than things.
- The good of the group is more important than the good of one or a few.
- We practise respect and tolerance for others and have a sense of social responsibility.



## Oatley Teachers

Are the finest. They are highly competent and skilled practitioners and masters of the relevant educational pedagogy. They are enthusiastic, approachable and caring and are committed to achieving the best possible outcomes for each student. Responsive to the needs of young adults, they create positive and inclusive, student-focussed and harmonious classrooms. They are hardworking in a sharing, collaborative, professional manner and are receptive to new ideas. They enjoy each other's company and that of their students. They enjoy their work.

## Oatley Students are supported by

Explicit feedback concerning: intended learning; positive reinforcement; clear consequences; consistent and high expectations and guidelines; non-confrontationist behaviour management; respect and tolerance. They love their school and enjoy coming here each day.

## Useful Information

Further information will be provided on enrolment.

Address

The campus address is: Cnr Oatley Avenue and Hurstville Road, Oatley. 2223.

OR Post Office Box 288, Oatley. 2223.

## Assessment

Assessment tasks contribute to your preliminary and HSC results. A timetable of assessment tasks is also issued in each course. Assessments begin in Year 11 Week 6 Term 1. All students are issued with a copy of the GRC Assessment Policy. Students must complete tasks worth more than 50% of total course marks to satisfactorily complete the course. (See N Awards for further information). Assessment tasks must be handed in or completed on the due date. If you are affected by illness or misadventure prior to or during an Assessment task or miss a task, you need to apply to the Principal, with your evidence, on an Illness/Misadventure Appeal form.

## Attendance

Attendance will be recorded through Finger Scanning technology on arrival every day. If you are late you will need to go to reception for a late slip. Teachers will check attendance every lesson. We expect every student to attend all timetabled lessons. Frequent absences can jeopardize your position in a course, as this limits your ability to sufficiently meet course outcomes and students with excellent attendance are recognised every term with awards.

Unfortunately poor attendance, even for genuine reasons, may mean unsatisfactory completion of a course under NESAs requirements. Student attendance including lateness to school and class, is audited every two weeks.

The Attendance Policy is included in the Appendices.

## Awards

A merit award system operates at Oatley. This encompasses academic performance, attitude, effort towards study and participation in school activities. These awards can be collected over the two years and lead to Bronze, Silver, Gold and Platinum Certificates for your portfolio. The aim of these awards is to recognise those students who are performing to the best of their ability.

## Absences

Absence notes must be brought to reception when returning to school, or within 7 days of your return. Medical certificates are required for absences over 3 days. If notes are not submitted within a week of return, the absence will be officially entered as 'Unexplained'. This can jeopardize a student's position in a course as well as adversely affect things like Youth Allowance payments. Unexplained absences are recorded on your reports and followed up with parents through the attendance audit.

The school also informs parents by SMS each day if a student is absent (unexplained) or late. Parents are able to reply by voicemail to phone number 8567 3761 or by letter the next day. This has been very successful in monitoring student absences and allowing parents and the school to work together.

Letters regarding unexplained absences are also sent to parents/caregivers at regular intervals.



### **Bell Times**

Bell times can be found in the Appendices.

### **Brightest and Best**

Certificates of Academic Achievement are awarded to the top 10% of students in every subject at midcourse and end of course examinations.

### **Bullying**

Bullying or any form of harassment is not accepted at GRC Oatley.

Bullying includes physical, verbal and psychological bullying, homophobia, sexual harassment, discrimination and any form of intimidation, including that via any form of social media.

Bullies will receive a warning, their parents will be contacted and they must attend counselling sessions to modify their behaviour. Further incidents may lead to suspension and isolation from the rest of the student body.

All students who experience, or witness bullying should tell a staff member or parent. Parents are asked to contact the school immediately if they become aware of bullying. Schools must be informed so the problem can be dealt with.

It is important that all students value our safe environment and send a clear message to bullies that their behaviour is not accepted in our school. The GRC Anti-bullying Policy can be found in Appendix F.

### **Cafeteria**

The cafeteria is run under private contract and is open throughout the day for food and drink. The cafeteria management has developed healthy food initiatives. The tables immediately outside the cafeteria are for patrons only. Students are expected to leave the cafeteria *rubbish free*.

### **Calendar of Events**

This will be issued in Term 1.

### **Cars: Driving and Parking**

There is plenty of onsite parking for parents visiting the campus. Student drivers must complete a Car Policy form and provide their registration number to Head Teacher Administration before they can park on site. They must display the parking permit at all times while on school grounds. Students driving irresponsibly will not be allowed to park on school grounds. Students are not to drive off campus in free lessons or carry passengers without parent/caregiver permission.

### **Change of Personal Details**

The school will do regular parent/caregiver mailouts. Our policy is to phone parents/caregivers immediately if there is a problem. Please notify any changes in personal details to reception as soon as known.

### **Change of Subjects**

There will be a limited opportunity for subject change requests in Week 4 Term 1 in Year 11. Change of Subject Request Forms are available from the Deputy Principal.

### **Code of Behaviour**

All students who enrol in our school agree to follow our Code of Behaviour – see the Appendices. The Academic Integrity cover page for assignments is also included in the Appendices.

### **Computer Access**

Students have access to computers in the Library and other locations throughout the school. There are over 500 computer outlets on site. Each student is allocated memory space in their DEC Portal. This can be accessed from home. So too can the school website and intranet. Wireless access is available throughout the school to support use of the DER laptops.



### **Counsellor**

There is a counselling service available on campus Monday - Friday every week. This is located in the on level 3.

### **Daily Announcements**

Announcements are screened on the monitors on levels 3 & 2.

Students are expected to check the messages daily.

Announcements are also read to students by their teachers at the end of session 2 each day.

### **Deferred Exams**

If you are absent for an exam or assessment task you can apply to do a deferred paper. Deferred exams give you exam practice and may be used to generate a mark for you. If you miss any exam or task, you must follow the school's assessment policy. Deferred exams are NOT available in the actual HSC.

### **Drugs (including alcohol)**

Students, even if of legal age, are not permitted to consume or bring alcohol to the campus, or enter licensed premises while in school uniform.

Any student in possession of illegal drugs will be suspended immediately. Police will be called. Students will be required to undertake drug counselling as a condition of their return to school.

### **Early Leavers**

If you need to leave school early you will require an Early Leaver's Pass. This may be obtained by handing in a note signed by your parent/caregiver, *before the start of school* to Deputy Principal. You can collect your pass during breaks.

### **Email**

Our email address is: [oatleysnr-h.school@det.nsw.edu.au](mailto:oatleysnr-h.school@det.nsw.edu.au)

### **Excursions**

These are a valuable part of the curriculum. Many subjects have mandatory field trips which are assessable. Written permission slips are required for all excursions. Where there are costs involved, students must pay by the due date unless specific arrangements have been made with the relevant Head Teacher. In most cases excursion costs are non-refundable if a student misses the excursion. See Financial Assistance.

### **Extra Curricular Activities**

Musical performances, clubs, sporting knockouts, public speaking, mufti days, barbecues, debating and sports carnivals are all planned.

### **Fax and Phone**

Office hours are 8.10 am to 4.00pm.

The school phone number is 8567 3700 and the Fax number is 9570 3622

### **Fees**

While tuition is free in government schools, the cost of textbooks and resources is mostly funded by schools. The Department of Education pays for all site maintenance, utilities and so forth as well as a core amount of teaching resources and textbooks. Parents/caregivers paying school fees are an important sign of tangible support for the school. They also enable us to enhance the quality of the resources we provide and the educational opportunities we offer. All students are expected to pay school fees.

There are five types of school fees.

1. The School Contribution Fee covers the costs of general services which include:



- The SMS absence notifications
  - Tutorial and Mentor programs
  - ID cards
  - Graduation presentation portfolios and photograph
2. Subject fees (mandatory). Students are required to pay their subject fees which cover consumable items.
  3. Textbook Hire of \$50 which covers 2 years and is payable on Orientation Day before beginning Year 11. Alternatively students can purchase textbooks privately.
  4. Resource and Technology Levies - these cover maintenance and update of equipment, software and hardware and provide services beyond those funded through the Annual Grant which covers utilities and site maintenance.
  5. P&C School Support levy - funds donated to the school to provide other student services

A number of subjects have large practical components that are very expensive in terms of consumables. If you select to study one or more of these subjects you will be required to pay the subject fee in total or 25% deposit which pays for your consumables for practical components of the course by Week 3 of Term 1. Unless you pay the subject fee in a practical subject you will not be able to participate in sufficient practical activities to meet minimum course outcomes.

Students in such subjects will be required to pay the subject fee by start of Week 3 Term 1 *or they will be unable to continue the subject*. The school will assist you to find an alternative subject with *no practical requirements*. Fees can be paid to reception. Fees can be paid by periodic payment.

A separate schedule of fees is provided on enrolment. Fees are reviewed annually by the School Council. Accounts are sent out at the start of each term.

### Financial Assistance

The school does receive some Student Assistance Scheme Funds. Where families are experiencing financial difficulties some assistance can be provided by contacting the Principal or Deputy Principal. Students who receive Youth Allowance are expected to use these funds to contribute towards their education.

### First Aid

Reception staff are trained in First Aid. Assistance is available at reception.

### Grounds

There are passive and active spaces. You will enjoy exploring the university-style grounds and are expected to keep them in a clean condition.

### High Expectations

We expect students to uphold the GRC Way and its core values of respect, responsibility and excellence. Adherence to these values is demonstrated via:

- attendance, punctuality, uniform, courtesy
- maintaining a high standard of academic and personal excellence
- being a responsible member of the GRC and wider community.

### Home-school Communication at Oatley

- Two reports are issued each year as well as a progress letter at the end of Term 1 in Year 11. An SMS is sent to parents when the reports are issued.
- School newsletters are emailed to families who have supplied an email address - as well as being placed on the school website.
- There are 2 Parent Teacher Evenings, one for each year.
- Approximately every 5 weeks an attendance check is done and course progress checks re made. Letters are



sent to parents regarding any student whose attendance or progress is of concern. Attendance letters are sent for unexplained absences.

- Non Award (N) Warnings are sent any time a student is deemed to be not meeting course requirements or when an assessment task is missed. This could put their course in jeopardy since NESAs requires students to attempt tasks in excess of marks worth 50%.
- SMS are sent each day a student is absent. For repetitive or serious misbehaviour and partial truancy a Suspension Warning Letter is sent.
- If we have any concerns about a student's wellbeing we phone home.
- The school has an Annual Parent Welcome Function in Term 1.
- The school offers parents the opportunity to attend events that showcase student achievement and talents such as; Musical Performance evenings and HSC Expos in Visual Arts, Dance, Drama and Music.
- A website is available and being further developed for students and their families.
- The P & C holds Parent Information Sessions addressing issues of interest to parents of adolescents.

### Houses

Students are placed in one of four houses:

- Animus, which means courageous
- Fortis, which means strong
- Mirabilis, which means wonderful or
- Virtus, which means powerful

### Illness

If you are not well at school you should see your teacher for a note and then report to reception. They will phone home for permission for you to go home if needed. A sick bay is also available. We cannot provide medical treatment beyond first aid assistance.

### International Students

The Campus has a welfare coordinator to assist our international students. A lunchtime English club operates for students who wish to improve their English and an additional English tutorial every 2 weeks.

### Internet

Student access to the Internet is provided for the purposes of educational research and learning. Students must read and sign the student Acceptable Usage Agreement prior to accessing the Internet via a campus computer. The signed agreement must be returned to the school with your enrolment forms.

### Lateness

We value punctuality. Students are expected to be at school 10 minutes before the first lesson starts. Punctuality is monitored by the Head Teachers Wellbeing. If you are late you interrupt the learning of all the other students in class.

The school starting time has been chosen so that all students travelling by public transport can get to school on time. If you live too far away to guarantee punctual arrival you should consider attending a school closer to home.

If lateness is unavoidable report to reception, where your attendance will be marked and you will receive a printed slip to show your teacher. In short: you are required to be in the right place at the right time, that is, in class and working.

### Learning Agreement

All students and their parent/caregiver sign a Learning Agreement on enrolment in Year 11 and students are required to sign the agreement again before they proceed to Year 12. The Learning Agreement is available on the school website and can be viewed in Appendix C.



## Lessons

The duration of most lessons is 80 minutes. Thus students have time to practise what they have learned and to complete a significant amount of meaningful work.

## Library

The Library is open every day. It is continually updated to reflect student research needs according to the assessment tasks given by their teachers. Library hours for 2020 will be published early in Term 1.

## Lifts

Students may not use the campus lifts. They are not to be used by anyone in site evacuations for safety reasons. Students who have an injury which makes it difficult to climb the stairs can apply for a lift pass from the Deputy Principals.

## Litter

Show respect for your school. We are all responsible for the cleanliness of our environment.

## Local Shopping Centre

We want to make a good impression on our neighbours. Students are asked not to loiter at the local shops or the station and to be courteous to all locals.

*All students must stay on campus during study lessons, and at recess and lunchtime.*

## Lockers

A limited number of lockers will be available during the year. Announcements will be made when they are available. A small *non-refundable* user fee is payable and a combination lock is provided.

## Lost Property

Students should enquire at the Print Room on Level 4.

## Malpractice

Cheating or malpractice is any activity that allows a student to gain an unfair advantage over other students. It includes, but is not limited to:

- copying all or part of someone else's work and presenting it as your own
- using material directly from books, journals, CDs or the internet without giving its source
- building on someone else's ideas without giving their source
- buying, stealing or borrowing someone else's work and reselling it as your own
- submitting work that someone else substantially contributed to
- using someone else's words, ideas, designs or work in projects and performance tasks without giving their source
- paying someone to write or prepare material
- breaching school exam rules
- cheating in a HSC exam
- using non-approved aids in an assessment task
- giving false reasons for not handing in work by the due date
- helping another student to engage in malpractice
- engaging in unfair advantage practices.

(NESA HSC Rules and Procedures)

It is mandatory that any breach of these rules in an in-school assessment be reported to the NSW Education Standards Authority.



## Mobile Phones

Mobile phones are permitted on campus but must not be on in class or meetings. This is phone etiquette. Like all valuables your mobile phone is *your* responsibility.

### Mobile Phone Policy

- Phones are to be on silent at all times during lessons.
- Students must not receive or send SMS or take/make calls during lessons.
- Phones used in class time may be confiscated and delivered to the Deputy Principals.
- No student should invade another person's privacy by taking photographs without their permission. Taking photos without permission can lead to suspension.
- Students must not send intimidating or unpleasant messages. This can lead to suspension.
- Students who bring a phone to school must take responsibility for it
- NESAs rules state that no mobile phones are permitted in HSC examinations/assessments.

## Monitoring Student Progress

Student academic progress will be monitored by the Principal approximately every 5 weeks and parents alerted if there is a concern regarding work in class, attitude, attendance, punctuality, and progress or homework completion. Head Teachers or Student Advisers will phone you if they have a concern. We believe in sharing the education process with parents. This way we have more successes in assisting students experiencing difficult times.

## N Awards

NESA Requirements state that N Awards be issued to be given to students who do not satisfactorily meet course outcomes. Two written warnings are issued so you have a chance to improve the situation. If an N Award is applied to a subject, you lose that subject from your Year 11 Record of Achievement or Higher School Certificate and may have to repeat or move to Pathways.

## Newsletters

There are two campus newsletters per term which are posted on our website and also emailed to parents who have supplied an email address.

## Not Coming?

If for any reason you decide not to attend GRC Oatley please write to or email us in the school holidays so that we can offer your place to a student from the waiting list.

## Not serious about your Education?

We will not let non-serious students steal learning time from those who want to learn Any student who does not take senior schooling seriously will be warned and supported but if there is no change we will assist you to find a more appropriate pathway.

## Out of Bounds

There are some areas which are out of bounds for your safety and these will be explained to you in Week 1 next year.

## Parent Concerns

Parents with concerns relating to something that happens at school should contact the Principal or a Deputy Principal. These concerns alert us to possible areas for improvement. We like working constructively with parents in this way so we can improve our school.

## Parent Organisations

Parents are invited to join the P&C. This is a forum which meets once per month during which the Principal can seek parent advice on issues that require input from our school community.





### **Parent/Teacher Evenings**

These are held in Term 2 and Term 4. A school calendar with all dates will be available online at the start of the year.

### **Prefecture**

Students are represented by the Student Representative Council. From the SRC, School Captains are elected. The Prefecture is an honour conferred at Graduation held at Sydney Town Hall. All students can qualify to be a School Prefect by documenting contribution to the school progressively in their Passport across Years 11 and 12 and presenting this to the Prefecture Panel towards the end of Year 12. A description of this is in the Appendices.

### **Preliminary Course, Year 11**

The Preliminary course lasts 3 terms. HSC programs begin in Term 4.

### **Reporting to Parents**

In Year 11 there is a Progress Report on adjustment to senior schooling at the end of Term 1 followed by Academic Reports in Terms 2 and 4.

Year 12 receive Academic Reports in Terms 2 and 3 following their midcourse and Trial HSC examinations.

### **School Rules**

There will not be many rules but those we have will be rigorously enforced. If you do not plan to behave acceptably, wear uniform and do your best academically then please go to another school. If you do not meet our requirements you will be warned, helped, warned again, and then if you are still not trying we will assist you to find a more appropriate pathway. Years 11 and 12 are too important to those who are taking senior schooling seriously to allow individual students to prevent other students from learning.

### **Smart Cards**

Students will be issued with cards which they will be able to use for I.D., Library, borrowing items in the library. These cards are used as proof of identity during examinations/assessment tasks. It is the students responsibility to produce these cards upon request and students will be required to pay for replacement of lost cards.

### **Smoking**

Smoking is not permitted by law on government premises. Students are not to smoke when travelling to and from school in uniform as they are deemed to be representing their school. Smokers give schools a bad public image.

### **Sport**

The school competes in a range of knockout sports and offers a range of activities throughout the school day. They include access to the Fitness Centre and Exersite and single gender activities are run if required.

### **SRC**

There is a Student Representative Council which liaises between the students and the Principal to make this school the best for students. Year 11 Councillors are elected in Week 4 Term 1, allowing students from all schools to participate in the SRC.

### **Student Advisers**

There are 4 student advisers for each year who act as mentors and advisers to their group of students. They will phone parents if they have a concern.

### **Student Welfare**

See the Appendices for an overview of our unique combination of Student Welfare initiatives.

### **Theft**

Theft is a crime and will be dealt with accordingly.



### **Timetable**

You will receive your timetable on your first day of attendance at GRC Oatley.

### **Travel Passes**

Application for an OPAL travel pass must be made to Transport NSW. This can be done online or by phone. Visit [transportnsw.info/school-students](http://transportnsw.info/school-students) or call 131500. Brochures may be obtained from the school office.

### **Travelling to and from School**

The school will be judged by how its students behave in public. Students also share the responsibility of speaking to those who spoil our image in public places. Misbehaviour on public transport or in public places while travelling to and from school is treated seriously and can lead to suspension.

### **Tutors and Mentors**

Each Year 11 student attends a fortnightly tutorial class and is assigned a tutor. Tutorials are part of our curriculum and attendance is mandatory. Tutorials enable us to cover learning skills, welfare issues and important topics concerning young adults including relationships, drugs, driver education and are an opportunity for students to alert us to any problems they encounter whilst settling into the new campus. They also cover the Department of Education mandatory 25 hour Lif Ready program. In Year 12, students move to smaller Mentor Groups.

### **Uniform**

We value professional dress and appearance. We are a uniform school. All students are expected to dress in uniform except on mufti days. Parents and students show they support the wearing of school uniform when they sign the Learning Agreement prior to enrolment. The Department of Education WH&S policy requires that covered leather shoes are worn, and GRC Oatley's uniform is black shoes. The uniform can be ordered from Lowes and should be ordered before the end of Term 4.

### **Vandalism & Malicious Damage**

We value respect for property and pride in the school. Students who damage school property have committed a crime and are treated accordingly. Police are contacted and full reimbursement for repairs/replacement is required.

### **Violence**

Our school will not tolerate violence and will suspend anyone who is violent. This includes serious verbal or psychological violence as well as physical violence.

### **Weapons**

The use and/or possession of a weapon, or replica weapon, is prohibited on campus. Any student with a weapon on campus will be suspended immediately and police will be informed.

### **Website**

Our Website address is: <http://www.oatleysnr-h.schools.nsw.edu.au>

## Appendix A

### Bell Times

	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival Bell	8.30 am	8.30 am	8.30 am	8.30 am	8.30 am
Session 1	8.40 - 10.00	8.40 - 10.00	8.40 - 9.40	8.40 - 10.00	8.40 - 10.00
Yr 12 Mentoring Year 11 Break					10.00 - 10.20 10.00 - 10.30
Session 2	10.00 - 11.20	10.00 - 11.20	9.40 - 11.00	10.00 - 11.20	10.30 - 11.50
First Break	11.20 - 11.50	11.20 - 11.50	11.00 - 11.30	11.20 - 11.50	11.50 - 12.20
Session 3	11.50 - 1.10	11.50 - 1.10	11.30 - 12.50	11.50 - 1.10	12.20 - 1.40
Second Break	1.10 - 1.40	1.10 - 1.40	12.50 - 1.20	1.10 - 1.40	1.40 - 2.10
Session 4	1.40 - 3.00	1.40 - 3.00	1.20 - 2.40	1.40 - 3.00	2.10 - 3.30
Session 5	3.00 - 4.20	3.00 - 4.20	2.40 - 4.00	3.00 - 4.20	3.30 - 4.50
Session 6	4.20 - 5.40	4.20 - 5.40		4.20 - 5.40	

## Appendix B

### Academic Integrity Cover Sheet

I certify that:

- I have read the Oatley Senior Campus plagiarism statement that appears in the school assessment policy.
- This work is substantially my own.
- I have clearly referenced and acknowledged the author of any material that is not my own in this task.
- I understand I may be required to reproduce this material as proof of its authenticity.
- I understand that plagiarism may lead to a zero being awarded.

## Appendix C

### Learning Agreement

Oatley prides itself in developing students who are respectful, responsible and who strive for excellence.

Enrolment as a senior student at Oatley Senior Campus requires a serious commitment from you, your family/ caregivers and the College that reflects our Positive Behaviour for Learning. I will demonstrate my commitment by:

#### Being Respectful

- Speaking with appropriate language and tone
- Listening to and follow all teachers' instructions
- Being accepting of others who might have different values to mine
- Saying 'no' to bullying
- Being a positive and ethical digital citizen
- Using school facilities appropriately
- Considering others

#### Being Responsible

- Wearing my correct school uniform appropriately with pride every day
- Being in the right place at the right time
- Being organised and bring the necessary equipment
- Seeking assistance when required
- Owning my actions and accept consequences

#### Aiming for Excellence

- Attending school every day on time
- Trying my best at all times
- Taking pride in the appearance and culture of the school
- Actively participating in all activities in and beyond the classroom

I understand the importance of participating in the broader life of the college and realise that senior education is a privilege. I agree to abide by the commitments made in this agreement.

## Appendix D

### Georges River College – Oatley Senior Campus - Prefecture

To graduate as a prefect from GRC Oatley is a high honour. It is also an opportunity available to every student.

The traditional prefect system means a very few students are elected by their peers at the start of Year 11 and 12 based on their junior school profile in the school. In the traditional model some students who were not elected as a prefect based on Year 10 experiences become discouraged, cynical or apathetic. Others who were elected relaxed their efforts having achieved their goal. Our model is a variation of that developed by Newington College and is being increasingly adopted. We believe it works for us and allows all students the opportunity for recognition during their two years with us at GRC Oatley.

At GRC Oatley we acknowledge that in the large number of students in each Year, we have many students with leadership qualities who participate willingly and enthusiastically in the life of the school and the local community. These students bring the very assets and qualities to their future workplaces that are implied in the word 'Prefect'.

Thus at GRC Oatley we award the honorific of Prefect upon Graduation. All students are eligible on entry to the school to build a profile that will enable them to gain this award.

To be a graduating Prefect, students must show that during their time at the school they have acted in leadership roles, have contributed to the school community, have raised the profile of the school in the local community and have participated in the co-curricular life of the school.

Students have a passport in which to document their involvement over the 2 years. Each entry must be signed off by a teacher. Documentation may include contributing to the school image by assisting visitors or hosting middle school activities, entering competitions, and showing school spirit by participating in community and school service, charity work, extra curricular activities, sport and/or performance and in school events.

At the end of Year 12 Term 3 these records will assist us to create student references and are then forwarded to the Prefect Panel for assessment. There is no limit to the number of prefectures we can award.

This system acknowledges that students grow and develop in Years 11-12 and allows all students who demonstrate leadership and school and community spirit to gain official recognition and one that carries weight in a job resume.

## Appendix E

### Georges River College – Oatley Senior Campus - Welfare at Oatley Senior Campus

#### The Values of NSW Public Schools

Love of learning; aiming for high standards; care and respect for ourselves and others care and respect for families and communities; respect for work; proud Australians and citizens of the world.

#### Tutorial and Mentor Programs

A Tutorial Program operates for all Year 11 students over 20 staff volunteer each year to participate as Tutors. One 60 minute tutorial is timetabled once per fortnight with Year 11 students in groups of approximately 18. Topics taught include study skills, social skills, drug education and stress and time management. Tutorials also enable emergent issues in the school or the community to be addressed across Year 11 in a short time frame. A *Mentor Program* operates for Year 12 students. All staff have a mentor group of approximately 7 students with whom they meet for a short session once a week. Mentors are made aware of any concerns regarding students in their groups including behaviour, attendance, welfare or learning (including subjects specific NESA N Awards) and discuss these issues with the group towards shared problem solving. Students also work on Career Planning in Mentor sessions.

#### Oatley Prefecture System

Students are awarded the honorific of Prefect upon graduation after compiling their history or participation in school life and leadership activities in a Student Passport.

#### STARSeach

Teachers are surveyed on a regular basis to identify students at risk for welfare, behaviour or learning reasons so that appropriate and proactive referral can occur.

#### Attendance Checks

Attendance monitoring occurs approximately every five weeks. Letters are sent home if a student's attendance or punctuality places their learning outcomes at risk. Parents are also notified about any unexplained absences.

#### Welfare Team

GRC Oatley has eight student Advisers, Head Teachers Well being and two campus counsellors, a Community and Engagement Officer, a Learning and Support Teacher. The Student Support Team is led by the Deputy Principal and manages support to students with learning difficulties.

#### Awards System

An awards system is in place to acknowledge students achievement through Bronze, Silver, Gold and Platinum Principal's Awards. The Top 10% in each course receive certificates at mid- and end-of-year assessments/ examinations. Year 11 Students who are placed first in each course receive medallions at the end of year ceremony. At Graduation Year 12 students receive Graduation Certificates, First Place Medallions Prefectures and Honours Blues for all round achievement and other special awards are also presented.

#### Parent School Contact

We will contact parents if there is a concern and we ask parents to let us know if there are issues affecting their child's welfare.

## Appendix F

### GRC Oatley Senior Campus - Anti-Bullying Policy

Bullying can be defined as intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure.

Bullying can involve all forms of harassment, humiliation, domination and intimidation of others

Bullying behaviour can be:

Verbal e.g. name calling, abuse, putdowns, sarcasm, insults, threats

Physical e.g. hitting, punching, kicking, tripping, spitting.

Social e.g. ignoring, excluding, ostracizing, alienating, making inappropriate gestures

Psychological e.g. spreading rumours, dirty looks, malicious SMS and email messages, inappropriate use of cameras.

At GRC Oatley we believe bullying in any form is unacceptable and will not be tolerated

Teachers, students, parents, caregivers and members of the wider school community have a responsibility to work together to address bullying.

Students at Oatley have a responsibility to:

1. Behave appropriately consistent with the GRC Way. As part of the GRC Way students are asked to:
  - Be aware of wrong and help to prevent it
  - Accept all responsibilities of a student
  - Treat others how you would like to be treated
  - Appreciate the rights and beliefs of others
2. Respond to incidents of bullying by reporting it to teachers

Parents and caregivers have a responsibility to:

1. Support their children in all aspects of their learning.
2. Support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan.

Staff have a responsibility to:

1. Respect and support students in all aspects of their learning
2. Model appropriate behaviour and report suspicions of bullying to their Head Teacher, the Deputy Principals or to the Principal.

The school will educate the school community about its anti-bullying policy through the Tutorial and Mentoring programs as well as Parent meetings.

The school will respond to allegations of bullying immediately by:

1. Investigating the claims thoroughly and counsel the target and Bully.
2. If the claims of bullying are proven, then consistent with Oatley's Discipline Policy
  - 1st time – Deputy Principal interviews bully/bullies, counsels and warns
  - 2nd time – bully issued a suspension warning and parents contacted, counselled by Deputy Principal
  - 3rd time – suspension, parent interview, counselled by Principal

Ongoing bullying can lead to expulsion from the school.



## Appendix G

### Attendance Policy and Processes

#### Principles

Good attendance is a prerequisite to success at school.

Parents need to be informed promptly if their child is not at school.

Parents need to be informed if poor attendance is placing learning and NESA certification at risk.

Schools have an obligation to record and monitor attendance carefully.

Absences appear on school reports as explained or unexplained and are an indicator to future employers.

#### Daily management of attendance at GRC Oatley:

##### Students:

Students with lessons in Session 1 are expected to be at school at 8.30am.

Students register attendance with finger scanning.

Parents can ring in advance with reasons for absences and leave a message on 8567 3761.

SMS are generated by the school to the nominated mobile phone to alert parents and caregivers to unexplained absence or lateness.

Parents can respond by phone, fax or note so that a lateness or absence can be marked Explained.

Students with Session 1 free are electronically recorded and must swipe in prior to the start of their first lesson or be marked late.

##### Missing part of a day

All staff are required to mark attendance in individual lessons and note any unapproved absences. Students with an unapproved absence are deemed truants. The Head Teachers Welfare interviews students and where needed contacts parents.

Repeated truancy can lead to suspension and ultimately expulsion.

##### Monitoring

Letters are sent home regarding unexplained absences. Students who claim they were marked absent in error must have all teachers whose class they attended on that day verify their attendance before the roll will be adjusted.

Once a term, attendance statistics are checked for all students. Those with less than 85% attendance are deemed to be at risk of meeting satisfactory course outcomes and warning letters are generated. Students are counselled, supported and monitored. Ongoing unsatisfactory attendance can lead to expulsion if the student is deemed to be a non serious student of post compulsory age.

##### Long leave

Occasionally students apply for long leave to travel overseas with their family. This is discouraged. The Department of Education does not give permission for students to be absent from school. Work cannot be supplied for such absences. Such students need to locate a buddy in each class and identify with the teacher, the topics that will be studied while absent. It is the student's responsibility to catch up on missed work. Long leave inevitably affects HSC results. Please note that any long leave during the school term is not considered an acceptable reason for missing assessment tasks and formal examinations. Students may be awarded a zero mark and may receive an N Warning.

# Appendix H

## Georges River College – Oatley Senior Campus - School Homework Policy

### Principles

GRC Oatley supports homework and recognises the role homework and assignments play in the learning process. Teachers, students and parents should be aware of their responsibilities in relation to homework as outlined in this policy.

### Definition

Homework includes set assignments or tasks, completion of unfinished class work, performance practice, reading prescribed texts, working on major projects, practical works or revision and summarising the day's work.

### Teachers

Homework will be educationally beneficial and meet the realistic expectations of students, teachers, parents and caregivers. Homework should be a purposeful learning experience which consolidates and/or enriches the curriculum. Homework is constructive, meaningful, engaging, relevant and valid.

1. Teachers will set work for home study. This provides opportunities for consolidation, practice, reflection, revision, research, writing, investigating, reading and enrichment and extension activities.
2. Teachers will give clear guidelines on what is expected in terms of purpose, time allocation, processes, product and marking criteria.
3. Teachers will consult students before setting return dates for homework.
4. Teachers will periodically monitor the progress of large assignments and projects.
5. Teachers will keep records of work completed.
6. Teachers will notify parents if homework/assignments are repeatedly unsatisfactory or not completed.
7. Teachers will check homework and provide appropriate positive feedback and advice for improvement within a reasonable time frame.
8. Head Teachers and Student Advisers will interview and support students if particular problems are identified.

### Students

Students have a responsibility to complete homework as part of their course work and to apply themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school. Homework assists students to develop independent study and time management skills.

1. Students will record all due dates in their diary.
2. Students will follow school practices for Academic Integrity including the correct referencing system, use of cover sheets and the All My Own Work course.
3. Students should strive to develop an effective individual study timetable and implement effective study skills.
4. Where there is no specific homework set students should revise each day's work as part of their homework program.
5. Students should be aware of the importance of not leaving homework until the last minute and to use effective time management and their school diaries.
6. Students should see their teachers about any concerns with homework and assignments.

### Parents/Guardians

The school assumes that it has the support of parents in valuing homework as an essential part of HSC preparation.

1. Parents/guardians will provide a place and desk for homework/assignments and study.



2. Parents/guardians will support their son or daughter in completing homework/assignments on time.
3. Parents are expected to support the school's monitoring processes by discussing with their son or daughter any concerns raised by the school.
4. Parents should feel free to communicate with Head Teachers if issues about homework emerge.

## Appendix I

### FOOTWEAR GUIDELINES:-

The Department of Education through its WHS Policy, is committed to providing a safe working and learning environment for all employees, other undertaking work, students and visitors in accordance with statutory and regulatory obligations and corporate objectives.

Footwear is an important safety item. Good soles provide a sound grip on the floor preventing accidents such as slips, trips and falls from occurring. Footwear can also protect feet from damage by accidents such as falling objects or chemical spillages.

In accordance with the Safe Working Policy, the Department has identified areas of its workplace where appropriate footwear must be worn by employees, students and visitors to ensure their safety.

- Industrial Arts and Trades Workshop areas
- Science Laboratories
- Canteen or Food Technology (kitchen areas)



Examples of footwear which COMPLY with The Department of Education's WH&S guidelines

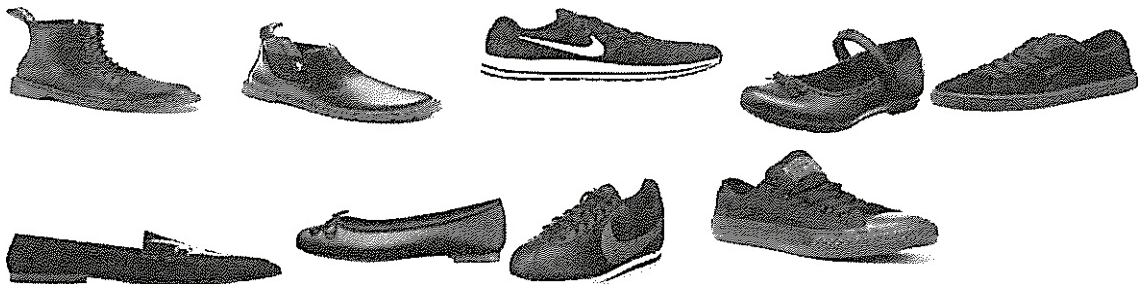
Girl's examples



Boy's examples



Examples of footwear which DO NOT COMPLY with The Department of Education's WH&S guidelines



## Appendix J

### NOTIFICATION OF STUDENT ABSENCE BY SMS

Parents at Georges River College Oatley Senior Campus are informed by mobile phone message (SMS) each time their child is absent from school.

An SMS text message will be automatically sent to the mobile phone of the nominated parent explaining that their child has not yet arrived at school.

Parents can then reply by phoning 8567 3700 or by sending a note with their child on their return to school.

A student absence summary will be issued to students once per term.

At Oatley, student attendance is a high priority. We know that students who attend regularly are more likely to be successful and safe at school.

### NOTIFICATION OF A STUDENT ABSENCE OR LATENESS

If your son or daughter is going to be absent or late please contact Oatley Senior Campus in advance or on the morning of the absence.

Leave a message on 8567 3761

In your message clearly state:

- Students name
- Year
- Date of absence or late arrival
- Reason for absence or late arrival

Anna Girginis

Principal

