

2009

Parent Handbook

*Important information for families of
Swan Christian College*

Contents

| | Page |
|--|-------------|
| Helpful Contacts | 2/3 |
| Introduction to Parent Handbook | 4 |
| Attendance / Absentees | 5 |
| Assessment Policy | 6/7 |
| Behaviour Policy | 8 |
| Café | 11 |
| Camps | 11 |
| Care of College Property and Equipment | 12 |
| Care of Student Property | 13 |
| Co-Curricular Activities | 14 |
| Communicating with the College | 14 |
| Counsellor / Students | 14 |
| Daily Program | 15 |
| Student Diary | 15 |
| Good Standing Policy | 15/16 |
| Homework | 16 |
| Subject Overviews | 17/18 |
| House System | 19 |
| ICT Policy | 19 |
| Library | 20 |
| Medical Requirements | 21 |
| Sick Bay | 22 |
| Pastoral Care | 22 |
| Secondary Assistance | 22 |
| Single Gender Classes | 22 |
| Student Services | 23 |
| Study Skills | 24-26 |
| Uniform and Grooming | 27/28 |

Helpful Contacts

| | |
|---|--|
| Swan Christian College | 8:00am to 4:30pm |
| Telephone | (08) 9374 8300 |
| Fax | (08) 9374 8301 |
| Email | swan@scea.wa.edu.au |
| Website | www.swan.wa.edu.au |
| | |
| Executives | |
| Principal | Mr Mark Lewis |
| Deputy Principal | Mrs Caroline Blake |
| Dean of Studies | Mr Martin Thyer |
| Dean of Student Services | Mr Rod McNeill |
| Assistant Dean of Student Services | Mr Raymond Hockley |
| Business and Development Manager | Mr Frank Bowyer |
| | |
| Student Services | 8:15am to 4:00pm |
| Telephone | (08) 9374 8314 |
| Absentee Line | (08) 9374 8303 |
| Fax | (08) 9374 8377 |
| Email | sccstudentservices@scea.wa.edu.au |
| | |
| Swan Christian Education Association | 8:30am to 5:00pm |
| Telephone | (08) 9274 6411 |
| Fax | (08) 9274 6899 |
| Email | info@scea.wa.edu.au |
| Website | www.scea.wa.edu.au |
| | |
| SCEA Uniform Shop | (08) 9374 5409 |
| Fax | (08) 9250 1444 |
| Email | uniform@scea.wa.edu.au |

Helpful Contacts cont.

| | |
|---|----------------------|
| Coordinators | |
| Head of Junior Secondary | Mrs Jan Bailey |
| Year 10 Coordinator | Mr Ryan Faed |
| Year 11 Coordinator | Mr Peter Bolt |
| Year 12 Coordinator | Mr Norman Ewing |
| Christian Living Coordinator | Mr Raymond Hockley |
| Christian Union Coordinator | Mr Raymond Hockley |
| Co-Curricular / Camps Coordinator | Mr Michael Poole |
| Community Based Learning Coordinator | Mr Gerhard May |
| Special Education Coordinator | Mrs Marilyn Myers |
| Student Leadership Coordinator | Mr Rod McNeill |
| Vocational Education and Training Coordinator | Mr Peter Bolt |
| Worklink Coordinator | Mr Norman Ewing |
| Head of Online Services | Mr Darren Jacques |
| | |
| Support Staff | |
| Student Counsellor | Mr Murray Guy |
| Teacher Librarian | Mr Mark Grisham |
| | |
| Heads of Learning Areas | |
| Arts | Mrs Jennifer Mudhan |
| English | Mr Andrew Matthews |
| Mathematics | Mr Robert Prestwidge |
| Physical Education | Mr Michael Poole |
| Science | Mr Aedan Lennon |
| Society and Environment | Mr Gerhard May |
| Technology and Enterprise | Mr Clive Smith |
| | |
| Directors | |
| Computing | Mr Rodney Lance |
| Music | Mrs Jennifer Mudhan |
| Pastoral Care | Mr Rod McNeill |
| Sport | Mr Anthony Banks |

Biblical Values

Swan Christian College exists as a place where a complete education can be undertaken in a helpful and cooperative Christian environment. To develop such an environment, it is necessary to provide more than facilities for classes, sport and cultural activity. We aim to create and maintain an atmosphere which will foster the development of the soul, mind, body and character. All those associated with the life of the College should regard themselves and other persons with dignity and respect and learn the importance of cooperating in a Christian community with diverse interests and traditions, but with a common concern for the glory of God, the well-being of all its members and the promotion of the Christian ethos.

Physical Contact/Fighting/Bullying

There will be no physical contact/fighting/bullying on the College property, or while in transit to and from the College. Any game involving excessive physical contact is not permitted, unless under the direct supervision of a staff member who is actively involved in umpiring the game. There is zero tolerance to fighting and bullying. Please draw our attention to anything in this area that concerns you. (see our Bullying Policy in the Student Diary.)

Drugs

No prohibited drugs, alcohol or tobacco are allowed on the College's premises or at College co-curricular functions. Students must not attend College or any College co-curricular activity whilst under the influence of prohibited drugs, alcohol or tobacco (1 Cor 6:19-20).

Language

God tells us to 'Let your speech always be with grace' (Col 4:6). Grace here involves being sensitive to the other person so that our words might encourage them. Bad language (including swearing) does not show sensitivity and does not encourage others. It is therefore not permitted at the College. Offensive CDs, logos etc are also not acceptable.

Respect

Students are required at all times to respect students, staff, parents and visitors - especially relief teachers.

Visitors to the College

All visitors to Swan Christian College must report to Reception to register in the visitor's book and obtain a visitor's badge before entering the College grounds.

We frequently have past students and other young people visiting the College. We are happy for this to occur provided they do not disturb teachers and classes. Visitor's badges will not be provided for young people we do not know, or for those whom we do not wish to have in our College grounds. Visiting students will only be permitted to remain at the College for short periods unless they receive special permission to do otherwise.

Attendance / Absentees

There are certain legal responsibilities involved in attendance at the College. In particular, a student may not leave the grounds for any purpose during the College day without special leave from the Principal, or from those to whom he/she delegates his/her authority, and must sign the leave book on departure and return. When a student is absent, the College must be notified by 8:30am on the morning of the absence. Except in the case of illness, a student must be in attendance on all days on which the College is open, unless leave has been granted by the Principal. This responsibility includes sports carnivals, excursions, camps, evening functions and the Community Based Learning program. Where a family finds it necessary to take a family holiday outside of term breaks permission must be granted by the Principal. It is important to realise that this interruption may disadvantage a student's academic progress, particularly in Years 11 and 12. Some Year 12 practical examinations occur between the Term 3 and 4 break.

Arrival at the College

Students are expected to come direct to the College, arriving no earlier than 8:00am and no later than 8:35am, as supervision by staff commences at 8:00am. Students who arrive after Pastoral Care (8:50am) must report to Student Services on arrival and supply a written explanation from their parent/guardian within 24 hours. Please use the College Diary (Pages 28 - 31) for parent notes. Having arrived at the College, students should stay at the College. Any legitimate early departure must be registered at Student Services and verified by a parent note/phone contact before the event.

Class Absences

Consistent, punctual class attendance is required of all students and will be assessed by teachers in the preparation of tests/exams. It is the student's responsibility to catch up on all instructions and work for assignments given during an absence. An explanation is required from a parent/guardian any time a student is absent from College. A student is considered as truant if they fail to attend their class, even if they are still on College property.

Parent Contact Regarding Absence

Parents must contact the College with an explanation of their child's absence. This contact can be via a written note, a telephone call or by SMS text message in response to a notification through our Messageyou system.

Messageyou (sms/text message)

When students are an unexplained absence from the College, parents will receive an *sms* message letting them know and requesting an explanation for the absence. Due to whole school assemblies taking place on Mondays the attendance system has been modified to check attendances in Period 2 and Period 3 and then send the *sms* message. For Tuesday through to Friday the system will check attendance for Period 1 and 2.

Assessment Policy

Introduction

The following guidelines have been developed so that students, parents and teachers are aware of their responsibilities in the assessment process. Students are to complete the prescribed work requirements of each subject by the due date. Teachers are to ensure that the assessment process is fair, comprehensive, valid and explicit.

Transferring Subjects

- Transferring into a course after the year has commenced will only be permitted after consultation with the Dean of Studies, teacher approval is given and the relevant form for subject change has been completed. The teacher will make the student aware of any assessments that have been missed and make plans to meet all requirements.
- It is the student's responsibility to ensure that required assessments are completed. No change of course can take place after first term.

Missing Assessments

- If a student misses an assessment due to a verifiable illness, the assessment will be administered as soon as practical upon the student's return to class.
- A student who misses an assessment due to illness (especially in Years 11 and 12) may be required to provide a doctor's certificate to verify this illness.
- When a student returns to the College following any absence, it is the student's responsibility to find out about missed work, assessments etc.
- It is not acceptable for a student to use the excuse that they were absent when a piece of work was assigned.

Overdue Assignments

- The day and date on which the assignment is due is clearly communicated by the teacher to the students at the time of setting the assignment and should be recorded in the Student Diary.
- A student who submits an assignment after the due date, without valid excuse, will not be marked on the same basis as a student who has submitted the assignment on time, in fairness to the latter. Overdue assignments will be accepted, with penalty, a maximum of one week after the due date.
- Non-submission of an assignment is not satisfactory and will not be tolerated. Students will be required to attend in-school suspension with the Head of Learning Area until the set work is complete. The Deputy Principal will be informed.

Cheating

- Cheating in assessments is very serious and, at the discretion of the Head of Learning Area, the student will be penalised with a lower mark.

Plagiarism

- Assignments or other work that is not the student's own work, but is presented as such, will not be accepted. The student will be required to resubmit the work or an alternative assignment.

Injured/Disabled Students

- If a student is injured and unable to complete practical or written work, the teacher will advise of an alternative procedure or time so no penalty occurs.

Reporting

- Formal reports will be issued at the end of each semester. To give parents and students early feedback, an Interim Report on the progress of learning will be issued at the end of the first term. Swan Christian College will be happy to respond, at no charge, to requests for additional copies of Semester Reports if they have inadvertently misplaced their originals. However, if the student has since left the College the fee for this is \$10 per report. Please allow five working days for your request to be met.

Extended Holidays

- If parents wish to take extended family holidays, beyond normal vacation, they should contact the Principal. Given sufficient warning, the staff may be able to provide suitable work to minimise the educational disruption.
- Extended absence can be very serious in Years 11 and 12 and may result in the courses being 'unfinished'.

Students with Special Needs

- It is recognised that some students may have temporary or permanent special needs when it comes to assessments, especially tests and exams. For example, tests may need to be printed on coloured paper to assist some visual problems.
- Such requests for consideration should be given in writing to the Dean of Studies. Extra working time for tests and exams is given to students with documented special needs cases.

Years 11 and 12

- The syllabus and assessment procedure for each subject is far more rigidly controlled by the Curriculum Council in Years 11 and 12.
- The basic requirement for receiving a final grade at the end of Year 11 or 12 is to complete the assessment program for that subject. A student who fails to complete the assessment program will be awarded 'U' (unfinished) and this subject will not appear on the official Statement of Results from the Curriculum Council.
- For Year 12 Wholly School Assessed subjects (non-TEE), assessments not submitted within one week of the due date will be assessed as ND (not demonstrated). Teachers may negotiate an alternative assessment/task to allow the student to score a valid result other than ND.
- When there are exceptional and justifiable circumstances the teacher may modify the assessment program by providing alternative tasks and adjusting the timing of assessments.

Behaviour Policy

Students are encouraged to develop a respect for themselves as people and as members of the College community. They must conduct themselves at all times in a manner that will not detract from their reputation or reduce that of other members of the College.

Students do not have the right to conduct themselves in such a way as is likely to offend others. Offensive behaviour will not be tolerated whether it be the irresponsible use of offensive language, smoking, drinking of alcohol, taking or possessing illegal drugs, gambling, stealing or injury of another. As some of these are offences against the law, offenders may be asked to leave the College.

The overriding principles of our behaviour policies are concerned with the dignity of each person, respect for others and their property, and mutual cooperation within the College community. Being enrolled at the College implies acceptance by students and guardians of this Code of Behaviour.

Golden Rules

- A student is to obey all instructions given by a teacher or staff member.
- No student is to interfere with the person or property of others.
- Courtesy and respect must be shown at all times by all members of the College community.

Classroom Behaviour

Students are required to cooperate to the fullest in taking responsibility for their own progress by diligent and careful preparation for, and participation in, all the classes of which they are a member. It is particularly important that no student, either through neglect or lack of concern, interferes with the responsibility of others to pursue their learning. Therefore, irresponsible behaviour in class or the defiance of the authority of a teacher cannot be tolerated.

Classroom Rules for Students

- It is the teacher who determines any class seating plan. A student asked to move does so quickly, quietly and without comment.
- Students address teachers by title and name (eg Mrs Brown).
- Students are silent at the commencement of the lessons and await teacher direction.
- During periods of formal class discussion, only one person should speak at a time. Students indicate a desire to speak by raising one hand.
- Unless otherwise directed or permitted by the teacher, student working times are basically individual, quiet and non-disruptive.
- At the conclusion of a lesson, students tidy their own area and obey requests to re-arrange furniture, clean the whiteboard etc. A vacated classroom is left in a manner that permits immediate use by the next class.
- At the end of the class, students do not leave until instructed to do so.
- Between classes, students move quickly, quietly and in an orderly manner.

Late to Class

All students are expected to be at class on time. If unavoidably delayed, students are to obtain a *Late Note* from the teacher who detained them or from Student Services.

Preparation for Class

Students should line up outside the classroom and wait for the teacher to invite entry. Students are not to be in a classroom without a teacher. They are not permitted to leave the classroom during class time.

Visitors to Classroom

Students should stand when the Principal visits the classroom, or if directed to do so by the teacher upon arrival of another visitor.

Finishing the Class

No student should begin to pack up or leave the room (or desk) at the conclusion of a lesson until instructed to do so by the teacher.

Out of Bounds/Grounds Rules

- No running on verandas.
- At the beginning of the day students' bags should be placed neatly on bag racks nearest their classroom in Pastoral Care (PC) areas. These need to be left outside their PC rooms for the remainder of the day.
- All walkways should be kept clear of bags.
- Students are not permitted west of the west wing building. Students may only visit the wetlands area under staff supervision or direction.
- Students are to keep off garden areas.
- Students are to keep well away from boundaries including Houghton's Winery.
- Students are to keep clear of any building and development projects.
- Students are to keep away from the eastern side of the oval and the main entrance to the College.
- Car parks are out of bounds.
- The front oval is out of bounds before school. To access the oval for Physical Education classes students are required to use the crosswalk at the front of the College.
- Students are not permitted to go across the drive way to Midland Christian School.
- Students are not permitted in the area behind Cornwell House.

Public Displays of Affection

Expressions of friendship, comfort, counsel or encouragement that are shown generally to students are welcome. However, where a special relationship exists between two students, it is not appropriate to have public displays of affection in the College environment. Students who do so risk suspension.

Bus Behaviour

It is expected that all students travelling on buses will behave in a courteous and responsible manner at all times. As members of a Christian College we are a witness to Christ in the community - all our actions reflect on Him.

- Be dressed in full College uniform.
- Stand for adults or others in need to have your seat.
- Behave courteously and responsibly at all times at the bus stop and on the bus.
- Before boarding the bus, wait for the Duty Teacher's permission.
- Move quickly to your seat; stay seated until it is time to get off.
- Do not push when getting on or off the bus.
- Do not shout.
- No eating or drinking on the bus.
- Do not put your head, hand, arm or any item out of the window. Do not throw anything out of the window.
- If the bell has been rung for your stop, do not ring it again.
- Carry your bus pass with you each day.
- Similar courtesies would be expected on other forms of public transport.
- Cooperate with the Bus Monitors.

Students in Transit

Students are under the College's management whenever they are travelling to or from the College or a College related activity on public transport.

Excursions (Including Camps)

Excursions provide an integral (and therefore compulsory) part of the student's learning. Students are expected to wear College uniform on any excursion unless otherwise directed, and all behaviour is to be exemplary. All other relevant College rules apply whilst on such an outing. Students not in complete uniform will not be permitted to attend the excursion.

Use of Aerosols

Aerosol sprays or pump sprays are not permitted at College, except asthma sprays or other prescribed medications. Students are encouraged to use roll-on deodorant following Physical Education and other activities.

Book Requirements

The 2009 Booklists are available on the College website www.swan.wa.edu.au. Wooldridges/A&M are the preferred book supplier of Swan Christian College. They are located in Bunbury, Gosnells, Joondalup, Mandurah, Osborne Park, Willetton and Midland. Helpline: (08) 9443 0955. Web: www.wooldridges.com.au. Email: bts@wooldridges.com.au.

Cafe

Students may purchase delicious and nutritious food from the Café, located in The Swan Centre. The Café is open each day during recess (10:40am - 11:00am) and lunch (12:50pm - 1:30pm).

Students will not be required to order their lunch unless they have special requirements. Students can buy a selection of both hot and cold foods from the Café.

Mr Rocky Cardillo and a team of rostered parents operate the Café. Mr Cardillo would appreciate the voluntary help of any parents who are willing and able to assist him. To offer your assistance please contact Rocky on (08) 9374 8323.

Camps

Year 12 City Camp – this camp follows a similar format to previous years, encouraging students to develop an attitude toward their last year of study where time is well used, focus is gained and attitudes are capitalised upon. This is an important camping program for the students and sets the standards well for Year 12. In 2009 this camp will leave on a Wednesday after school in Term 1, Week 2 and finish late Friday evening; this will capitalise on school time.

Year 10 – is divided into gender groups and deals with gender issues. The boys' camp is an adventure based camp and addresses issues specific to boys, whilst the girls' camp is a culture camp dealing with girls' issues.

Year 8 – this camp is an opportunity for new students from a range of schools to come together - breaking down barriers, making friendships and establishing relationships that last for years. This camp will remain in the same format as in previous years as we believe it is an invaluable start to College life for these students.

College Property / Equipment

Defacing or damaging College property of any kind is totally unacceptable as it belongs collectively to our College community. Any wilful damage should be reported immediately and the cost of damage will be charged to the offending person or their guardian. At all times College property should be treated with absolute care and respect.

Chewing Gum

Chewing of gum is not permitted at College, or at College functions. Students chewing gum will be given detention. Students are not permitted to eat in classrooms or during class, unless in exceptional circumstances and with the express permission and supervision of a staff member.

Classroom Use

Students may only use the classrooms under the supervision or direction of a member of staff.

Classroom/Campus Tidiness

It is the responsibility of every student to contribute to the neat and tidy appearance of the classrooms and the College generally. Students must dispose of all rubbish correctly.

Graffiti

Graffiti in all its forms is not acceptable and will not be tolerated. Students involved in defacing College property will be involved in a restitution program with the College groundsman.

Liquid Paper

This has been prohibited for use by all students due to potential damage to carpets, fittings and clothing.

Marking Pens

Subjects requiring marker pens will have classroom sets for student use. Students found with marker pens or whiteboard markers in their possession will have them confiscated.

Care of Student Property

The College is unable to take responsibility for student property that is brought to school. It is the parent's responsibility to ensure that any items that are brought to the College are adequately insured (mobile phones and calculators). The College's Insurance Policy does not cover these items. No student is to interfere or tamper with teachers' or other students' property or equipment under any circumstances.

Personal Property

- All personal property (calculators, books, pens etc) should be clearly labelled with the student's surname.
- Money or valuables, if needed at College, should be kept at Student Services. Under no circumstances should they be left in bags.
- iPods, MP3s or computer games etc may not be used at the College or College events.
- Explosives, guns, knives, razor blades, cigarette lighters, matches, drugs (including tobacco and alcohol) are strictly prohibited.
- Lost uniform items are kept at Student Services.

Mobile Phone Policy

- We do not encourage students to bring mobile phones to the College as they may get lost, stolen or misused.
- Swan Christian College is not responsible for student mobile phones that are lost or stolen in the College.
- Mobile phones must not be left in school bags. They are best kept in students' pockets or left at Student Services.
- If a student must bring a mobile phone to school, it must be turned off during class because it is wrong to interrupt the educational program.
- If a mobile phone is used during class, or if it creates a disturbance at any other time, it will be confiscated.

Because we understand that some parents believe a mobile phone makes travel safer for their children, we have been returning confiscated phones at the end of the day when students report to Student Services. The increasingly obsessive use of phones and the advent of camera phones, which are banned at some public venues such as change rooms and toilets, means that the College will now confiscate phones for a week or more if the breaches are serious.

The following behaviours are not acceptable:

- Promoting offensive messages or images that damage good relationship, manipulate others or offend our Core Values.
- Taking or transmitting inappropriate photos.
- Unnecessary texting or messaging photos.
- Harassing or bullying someone with messages.
- Using prompts to organise meetings during class time.
- Borrowing other students' phones.

The Mobile Phone Policy exists to protect the College students and staff. It allows them to contact their families in as emergency ONLY. An emergency is determined by the supervising staff member.

Co-Curricular Activities

The College offers a wide range of co-curricular activities both during school and out of school hours. These include big band, private music tuition, whole school productions, interhouse and other sporting competitions, Blackwood Marathon, triathlons, leadership training, urban and overseas mission opportunities.

Communicating with College

Communicating with parents is a high priority for the College.

You can partner with us by:

- contacting the College by telephone – (08) 9374 8300
- using the Student Diary
- responding to Student Referrals, which communicate positive behaviours as well as causes for concern
- attending Parent/Teacher Evenings and Subject Interviews
- contacting your child's Pastoral Care teacher as the first contact for pastoral issues
- contacting your child's subject teacher first about academic concerns
- visiting the College Café for a coffee and a chat, especially after Monday's Period 1 Whole School Assembly
- praying for the teachers and staff as we partner with you in educating your child. There is a Prayer meeting held during Monday's morning Assembly.
- In certain instances students will be placed on a daily report for all subjects or a particular subject as a means of communicating with parents. The use and purpose of the report is detailed on the reverse side of the report for parents.

Counsellor / Students

The College provides a high level of care and support for those students who may be experiencing difficulties in relationships, family and personal matters, or perhaps those needing to make important decisions and would benefit from talking it over with another person, or maybe to discuss an issue or concern. Our Student Counsellor is available to assist students and families in these situations and to provide ongoing care and support as appropriate. All matters are treated with absolute respect, discretion and confidentiality. It may be helpful for students to understand that to seek support and guidance in life is not a sign of weakness, but rather maturity and courage. The progress of all new students is reviewed by the Student Counsellor at a brief interview a short time after commencement. The Student Counsellor also works with small groups to discuss various topical issues, to conduct workshops and other training. Appointments to see the Student Counsellor are to be made through the Receptionist in Student Services.

Students in Need

In all areas, staff are committed to the short term and long term well-being of all students in their care. Should you have a problem or desire specific help in any area, please feel free to discuss the matter with staff.

Daily Program

| Period | Start Time | End Time |
|---------------|------------|----------|
| Pastoral Care | 8:30am | 8:50am |
| Period 1 | 8:50am | 9:45am |
| Period 2 | 9:45am | 10:40am |
| Recess | 10:40am | 11:00am |
| Period 3 | 11:00am | 11:55am |
| Period 4 | 11:55am | 12:50pm |
| Lunch | 12:50pm | 1:30pm |
| Period 5 | 1:30pm | 2:20pm |
| Period 6 | 2:20pm | 3:15pm |

Student Diary

All students are expected to take their diary to every class to record homework and messages from staff etc. The Student Diary is one of the main ways that College staff communicate with parents. At the conclusion of each week parents will need to check the diary to make sure that homework etc is completed, and for any messages from staff. The diary needs to be signed by parents each week. Replacement diaries will cost \$12. Students may personalise their diary, but if done inappropriately may be asked to replace the diary.

Good Standing Policy

At Swan Christian College we encourage all students to participate fully in the College's academic, co-curricular, spiritual and pastoral programs. These programs are designed to explore God's world in its many dimensions. In the process, students will have the opportunity to recognise and develop their gifts so that they will be equipped for lives of faithful service that acknowledge the Lordship of Christ. We believe that it is a privilege to participate in the College's programs and with this privilege comes responsibilities. A student who fulfils these responsibilities will maintain their enrolment at Swan Christian College in 'good standing'.

Student Responsibilities to Remain in Good Standing

- **Attendance** - Students are expected to attend school everyday unless they are sick or have the Principal's permission to be absent. This includes all timetabled classes, camps, sports carnivals and Wednesday's co-curricular program. Any student with greater than ten day's absence in a calendar year is considered at risk.
- **Attitude** - Students are expected to support the values and ethos of the College.
- **Behaviour** - Students are expected to exhibit the College's Code of Behaviour at all times.
- **Punctuality** - Students are expected to arrive on time to school and for each of their classes.
- **Uniform** - A student's uniform is expected to be exemplary.
- **Work Ethic** - Students are expected to regularly complete homework, submit assignments on time, revise work for tests and catch up on work missed during an absence.

Consequences of Not Being in Good Standing

Students who do not accept their responsibilities in a particular area may forfeit the privilege to be involved in another area. This means that:

- a student who is **poorly behaved** may not be permitted to attend the year camp or other special group activities
- a student who has **incomplete academic work** may have to complete that work as a subject suspension or during an in-school suspension
- a student who is **behind in their academic work** may not be permitted to represent the College at outside functions
- a student whose **uniform is unsatisfactory** may be sent home. If a student is not in good standing, parents will be informed and discussions held between the parents, the student, and the relevant College staff so that the problem can be rectified as quickly as possible.

Ultimately, if the problem cannot be rectified the student may not be able to progress to the next year level or may have their studentship at the College withdrawn.

Homework

Homework teaches perseverance (Hebrews 10:36), commitment and encourages students to strive for excellence (1 Corinthians 9:24).

Homework tasks allow for:

- practising, extending and consolidating work done in class
- training students in planning and organising their time
- development of a range of skills in identifying and using information resources
- establishing habits of study, concentration and self discipline
- strengthening home/school links and reaffirmation of the role of parents as partners in education
- parents to gain insight into what is being taught in the classroom and the progress of their children.

Students are expected to:

- complete class work, revise concepts, study for tests, research material and work on assignments
- gain background information so that they are better prepared for future lessons
- extend themselves by pursuing knowledge individually and imaginatively
- work on projects such as open-ended questions and long term assignments that can assist in the development of creative and critical thinking
- work on the development of problem-solving skills
- a student who has not completed their homework will be asked to attend a compulsory homework catch-up room during lunchtime.

The subject term overviews provided by teachers at the beginning of each course will provide planning opportunities for revision, exams and major assignments. Regular homework is expected of each student and is an integral part of the class work program. However, in Term 1, Year 8 teachers will be mindful of the extra pressure on their students and will take account of this by increasing the homework expectations slowly, whilst students are adjusting to College life. In general, for all students, two or more days will be given for the completion of homework tasks to fit in with family life. The College recognises that no two students are the same, that students learn in different ways and that the time taken to complete a homework exercise may vary considerably between students.

Subject Overviews

Helpful Information for Parents

Subject overviews – it is important to ask your child for the overview they receive from their subject teacher at the beginning of each term. The overview tells you exactly what they are doing each week and when specific homework or tests occur.

Study wall calendar – write on dates for all homework and assignments, as well as College and/or other events. Time will be spent explaining the study wall calendar at parent meetings in Term 1.

Example below:

| Wk | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|-----|
| | | | | 1 | 2 | 3 | 4 |
| 1 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 2 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 3 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 4 | 26 | 27 | 28 | 29 | 30 | 31 | |

Mathematics Overview

| Week | Coursework Topics and Texts | Evaluation Strategies |
|------|--|---|
| 1 | Order of operations (Ex1J). Number systems of the past (Ex1k). Multiples (Ex2A). | Metric conversions revision. |
| 2 | Factors (Ex2B). Divisibility tests (Ex2C). Year 8 Camp. | 15 minute spot test on simple metric conversions km to m, m to mm & vice versa (ie 1000's). |
| 3 | Exploring primes and composites (Ex2D – photocopy the grid from the text). Prime factors (Ex2E). Odds and evens (Ex2F). Squares and square roots (Ex2G). | 15 minute spot test on simple percentages converted to fractions. |

Plan a timetable of study allocation (it can cover each subject each day or one subject per day – depending how your child works best and family time) e.g.

| | | | | |
|------------|-------------------------------------|--|---|----------------------------|
| Monday: | Maths Science English SOSE | 4:00 – 4:20 4:20 – 4:40 4:40 – 5:00 5:00 – 5:20 | Monday: Maths Other subject needs | 4:00 – 4:30 4:30 – 5:00 |
| Tuesday: | | As above | Tuesday: Science Other subject needs | 4:00 – 4:30 4:30 – 5:00 |
| Wednesday: | | As above | Wednesday: English Other subject needs | 4:00 – 4:30 4:30 – 5:00 |
| Thursday: | | As above | Thursday: SOSE Other subject needs | 4:00 – 4:30 4:30 – 5:00 |
| Friday: | | As above | Friday: Revision Other subject needs | 4:00 – 4:30 4:30 – 5:00 |

If your child has no homework or has finished all homework – do the following:

- *Mathletics* revision work
- *yourtutor.com.au* (one to one on-line tutoring program for all subjects)
- Write brief notes as revision of topics work - ready to use as study skills for exams and tests
- become familiar with education tools (calculators, mathomats, formula sheets, etc).

Please feel free to contact the subject teacher or the Year 8 Coordinator if you have any questions relating to your child's homework requirements.

Good habits started now will equip your child for the years ahead.

The following is a guideline for the approximate amount of homework that students should be doing each school night at each year level:

- Year 8 - 1 hour
- Year 9 - 1 ½ hours
- Year 10 - 2 hours
- Year 11 - 2 ½ hours
- Year 12 - 3 hours.

It should be noted that this is a guide. On some nights, there may be less or more homework, particularly if a student has a major assignment that they should have been working on over several weeks. Students should record homework to be completed in their Student Diary. It is useful for both parents and teachers to check this record regularly. It is a requirement that parents sign the Student Diary once a week. There are areas on the weekly page where communication can take place between parents and teachers. The College welcomes feedback from parents on homework.

Whenever possible, there will be coordination across the Learning Areas to accommodate the competing demands in relation to homework, assessment tasks and examination preparation. However, students have ultimate responsibility for their own learning and need to manage their time wisely. Senior students need a study timetable and a regular revision program. In general, students who have extensive work commitments out of school find it very difficult to keep up with their school work. A balance needs to be achieved where there is adequate time for study, part time work, sport, church, family and social activities.

House System

Students will be allocated to a House upon entry into the College. The House system will provide a support structure for Pastoral Care, sporting and cultural activities within the life of the College.

When a student accepts membership of a College team, group or society, he or she accepts all the commitments involved in that membership, for not to do so is a mark of little respect towards the other members of the group concerned.

The Houses at Swan Christian College are called: Bell, Bennett, Kennedy, Mungulu, Shenton. These names come from important Christian Leaders in Western Australia's past.

Sports Carnivals

Sports Carnivals are organised at a House level and an Interschool level. These are considered important events in the College calendar and participation in these is an honour. Attendance is compulsory at House Carnivals.

Other Inter-House Activities include chess, cooking, debating and drama.

| Heads of House | |
|----------------|-----------------------|
| Bell | Mr Raymond Hockley |
| Bennett | Mr Norman Ewing |
| Kennedy | Miss Fabienne Cliteur |
| Mungulu | Mr Ryan Faed |
| Shenton | Mr Peter Bolt |

*ICT Policy

** Information and Communication Technologies*

ICT breaches are very serious and will result in accounts being disabled and may also lead to student suspensions.

User's Agreement

- I will only store data that is directly related to my school work.
- I will only access the internet under the direction of a teacher.
- I will not access inappropriate material. 'Inappropriate' means does not comply with the College's standards (moral, ethical or others).
- I will not access MP3, email, chat or other services without permission from my teacher.
- I will not break laws by copying and/or sending someone else's work.
- All internet research submitted must be accompanied by a reference list showing sources used (URL's, books, articles etc).
- All removable storage devices must be submitted for inspection by a teacher when requested.
- I will not disclose personal information about myself or anyone else over the internet.

Library

Opening Times

8:15am – 4:00pm Monday to Friday. Please see Mr Grisham, Mrs Bent or Mrs Dawson.

Library Card/SmartRider

A Student SmartRider will be provided free of charge to all new students during Term One. The card will contain College and student details and photo ID. The card is produced by Transperth and is also a travel concession card. Initial card costs are included in College fees. Replacement cards cost \$5.

Using the Library

The Library plays a vital part in assisting students with their assignments, study and recreational reading. The Library staff will assist you to locate and use the appropriate library resources.

The College Library uses the 'Oliver for Windows' Library Automation Package. All Year 8 students, together with new students in Years 9-12, are given in-service training at the beginning of the academic year.

Each student is required to have a Student ID Library Card. Students use this card to borrow resources from the Library. The other function of the Student ID Library Card is as a Transperth SmartRider Card with photo ID.

Library Rules

- Students are expected to behave in a courteous, quiet, disciplined and considerate manner.
- No food, drink or bags are to be taken into the Library.
- Students are to line up outside the Library until their teacher arrives.
- Students may not enter the Library during class time unless they have a permission note from their teacher.
- All resources leaving the Library must be booked out correctly. Files/large pencil cases will be subject to inspection.
- Please use the correct 'IN' and 'OUT' doors. The concertina doors and rear exit door are either for staff or for use during emergencies.
- Lost or damaged books will be paid for by the student's family.

Loan Requirements

- Students in Years 8, 9 and 10 are permitted to borrow any four items for a loan period of two weeks.
- Students in Years 11 and 12 are permitted to borrow any six items for a loan period of two weeks. Students wishing to borrow in excess of this allowance, need to discuss with the Library Staff.

- Each resource must have the due date stamped on it before students leave the Library.
- Students with overdue resources will not be permitted to borrow any other items until the overdue ones have been returned. Reminders are sent to parents after a student has received three overdue notices. Accounts are sent home after the fourth overdue notice.
- Do not loan Library resources to anyone else. You will be responsible for paying the account if it becomes lost.

Photocopier

A photocopier is available for student use before and after school or at lunchtime at 10c per A4 copy and 20c per A3 copy. Students must comply with the copyright regulations that are displayed above the photocopier.

Computers

Computers are available in the Library for student use. A printer is also available. Students may book computers a week in advance. Booking sheets are kept at the Library counter.

Chess Sets

Chess sets may be borrowed for use in the Library during lunchtime.

Medical Requirements

If your child requires staff to administer any medication, including Panadol etc, during College hours you and your family doctor must complete and sign the relevant medical forms enclosed. A *Medication Instructions from Prescribing Doctor* form must accompany the medication that your child is permitted to take. Without this form staff are unable to administer any medication to your child. All medical forms and medications are kept at Student Services.

This means that:

- College staff will not be issuing minor drugs such as Aspirin, Panadol or Ibuprofen.
- College staff will only give prescribed medication where there is an agreement between you, the College and written instructions from the prescribing Doctor. If your child has to have prescribed medication at College you must complete the relevant forms available from Student Services.
- If a medical condition exists e.g. asthma, bee stings etc where assistance is required in an emergency we will need a *Student Medical Emergency Request* form completed.

Sick Bay

The student should either be brought to the sick bay and attended to by the teacher concerned, or a note sent requesting the Student Services staff to attend to the student. College staff are not permitted to issue any medication without prior written parental and doctor authorisation forms, including over the counter preparations such as Panadol. Students showing symptoms of sickness should not be sent to the College by parents/guardians. Students suffering from anything contagious such as head lice, school sores, ringworm, chicken pox, measles, mumps or rubella are prohibited from attending the College. Students feeling ill during the day should report to Student Services so that appropriate action can be taken. If students become unfit to attend lessons whilst at the College, arrangements for their return to home will be made with parents.

Pastoral Care

Pastoral Care is enriched in the College through:

- Assemblies
- Camps at Years 8, 10 and 12
- Leadership camps and training
- Christian Living classes
- Christian Union activities
- Community Based Learning
- DAVE (Development and Values Education)
- Cadets
- VET (Vocational Education and Training)
- Co-curricular Arts programs
- Co-curricular Sporting programs.

Secondary Assistance

The SAS is available to parents and students who meet the Government's specified conditions. Information on the SAS is included in the Orientation Pack. For further information please contact the College Office on (08) 9374 8300.

Single Gender Classes

As a result of the highly successful implementation of single gender classes in Year 8 in previous years, we will be offering the opportunity to enrol your child in single gender classes for both boys and girls in the areas of English and Society and Environment in 2009. This offer is for one class of boys and girls only and the remaining four classes will be mixed groups. Please refer to the enclosed form.

Student Services

Mission Statement

The mission of Student Services is to enhance the welfare of all students in our College, which exists to promote a biblical view of knowledge and learning in a Christian environment. The vision of Swan Christian College is to encourage, educate and equip students for lives of faithful service that acknowledges the Lordship of Christ. The College shares this responsibility with the parents. Student Services honours their partnership with parents by supporting their commitment to the students through a range of services.

Vision Statement

Student Services will be the students' 'home' within the College and exemplify compassionate, caring and confidential Christian welfare for students, staff and parents.

Student Services will:

- be Christ-centred and prayerful in its practices
- be welcoming, respectful and professional in its communications
- build and model healthy relationships based on courtesy and teamwork
- be inclusive, innovative and aware of individual diversity
- respond to student welfare needs promptly, efficiently and effectively
- build community within the College and wider community, especially the local churches
- provide a place of prayer – for weekly parent and Student Services team prayer; prayer with parents and students as appropriate
- honour the Principal and Deputy Principal roles within our College
- celebrate excellence, success and victory in all aspects of the students' lives at the College.

Student Services is committed to the College's Core Values of:

- Leadership
- Integrity
- Respect
- Kindness
- Commitment
- Justice

Communication – Student Services

Appointments

Parents of students leaving for appointments during the day need to sign their child out in the Daily Attendance Book at Student Services. If you are unable to sign your child out, please write a note for the office staff to record the appointment. If your child does not have a note and you do not sign them out, they will not be allowed to leave the College grounds.

When your child arrives back to the College they need to come to Student Services to record the time of arrival in the Daily Attendance Book.

Change of Details

Our records must be kept current in the event of any emergencies. Therefore, we request all parents advise the College Office of any changes to address, home, work, medical or personal details immediately.

Study Skills

Success in studying is the result of hard work. By having a positive attitude towards study, using effective study techniques and organising yourself, you will have more chance of success.

Self Organisation

If you learn to use your time and organise yourself effectively, then studying and research will become easier.

- Learn to recognise the times when you can concentrate the best - these may be the best times for you to spend studying your hardest subjects.
- Draw up a study and homework timetable that will fit your needs – everyone is different.
 - a) Write in the times you are required for family routines and any other commitments.
 - b) Don't plan too heavy a timetable at the start - give yourself time to achieve some success.
 - c) Difficult or weak subjects should be placed early when your mind is fresh and alert.
 - d) Make sure that you don't have several difficult subjects planned for the same night.
 - e) Commit this plan to God in prayer.
- Try to do your homework during free time or early in the evening and allow the rest of the night for studying or writing up assignments.
- Plan ahead - don't leave research for an assignment until the last minute. Reading requires time and you might not be able to obtain the material when you require it. If this occurs, extra pressure is put on you and study becomes much harder.

When and Where to Study

The atmosphere of where you study and work is most important.

- A place of your own is best. Ideally, it should be quiet, have good lighting and heating, be away from the TV and have plenty of room to leave books spread out.
- You need to work in tidy conditions - pencils, pens, etc in containers. You will also need a comfortable seat.
- Some people can work with a radio on, but when studying or concentrating hard it would be advisable to leave it turned off.
- Decide when the best time is for you to study - some people work better in the morning, others at night. Learning is often best when you work in short, concentrated bursts. The study routine should be established on a timetabled basis. Students and parents should work towards developing an individual and structured study program.

How to Study

For maximum effectiveness during a study session, your mind needs to be focused on what you are studying. To keep your mind concentrating on this work you need to do more than just read. Successful students use techniques such as: noting lists of points while they read, saying points out loud, covering a diagram/chart/list and jotting down the key points. Just copying from a book doesn't necessarily keep your mind active and on task. A good principle when studying is to be as mentally active as possible; when having a study break be as physically active as possible (don't watch TV or read a book).

Set yourself a target you can reach, then work to achieve it.

- Spend the first five minutes of any study session reviewing (going over) what you last did on the subject.
- To learn notes it is a good idea to read a few pages at night and then again in the morning. Many people find that after doing this two or three times they can remember most of the notes they need.
- Recite facts onto a tape and listen while you are doing other jobs.
- Redraw diagrams and label them from memory.
- Allow yourself five minutes break between each session of studying. This may need to be extended to ten minutes at senior level. Use this break effectively — go for a short walk, have something to eat, do some light exercise. Take your mind off study, but make sure you go back to work.

Follow these steps:

Read:

- your notes from class lessons
- teacher handouts
- assignments you have done
- your text and/or any reference material
- do this as fast as you can.

Organise and Summarise:

- Make notes - number and list the points where possible.
- Organise your notes and summaries to be learned - the more you handle them, the better you will remember them.

Learn:

- Read in short bursts, close the book and write down or say the main points.
- Practise writing down main points under headings.
- Make sure you understand your material - memorising without understanding won't help you to remember.

Points to *Remember* when doing an Assignment:

- Finding information
 - a) Skim read the text looking for main headings and key words. Check the table of contents at the front of the book and the index at the back of the book if you are looking for a particular area.
 - b) Note making should be brief and to the point, sometimes just a single word. Number points, placing them under headings. Don't write word for word - always rewrite what the book says in your own words.
 - c) Outline your assignment - plan what you intend to do.
 - 1) Title Page - subject topic or heading done in simple lettering.
 - 2) Introduction - the background information to your assignment.
 - 3) Body - major points that you will expand.
 - 4) Conclusion - give a summary and round off the assignment.

- It is important to write neatly.
- Copy information from your notes correctly. It is often wise to do a rough draft first.
- When finished, proofread your work carefully to correct any mistakes. Look for spelling and punctuation errors, missing capital letters, sentences or paragraphs that don't make sense.
- Write a bibliography - this is usually the last page of the assignment and lists all the books, magazines, newspapers and other sources from which you obtained your information.
- Check to see that you have presented your assignment well - pages neat, ruled and clean; headings done simply; diagrams and maps neatly drawn; pages in correct order and stapled together, and that your name and form are written on the title page.

Test and Examinations

Exam time is generally an anxious time for both students and teachers. Students need to learn to relax so they may study better.

Steps in doing an Examination or Test

- Read the directions before the question.
- Quickly read the paper as a whole, noting how many questions are to be completed and how they are to be answered.
- Check the value of the questions and total time allowed for the exam. Work out the time you should devote to each question leaving time for rereading your paper.
- Re-read the questions, deciding which ones you will answer (if you have a choice).
- Read the selected questions; make a rough plan of the main points to be covered.
- For essay type questions, make a rough plan of the main points to be covered. Do this for all questions before you begin writing.
- Answer the easiest question first.
- Start each essay on a new page.
- If you run out of time and can't write all your information in sentence form, jot down in note form the main points you wish to make.
- Try to answer the questions without using unnecessary words.
- Introductions and conclusions should be brief and relevant.
- Make sure your handwriting can be read.
- At the end of the examination check that:
 - (a) your name and/or number is on each sheet
 - (b) questions are numbered correctly and in the correct order.

Essay Writing

Statement – begin with a statement (topic sentence) that answers the question clearly and succinctly

Evidence – support your statement with evidence and/or examples

Explanation – explain how the evidence supports or is relevant to the opening statement

Link – if part of a longer answer, link the content of this paragraph to the question you are answering, and to the next paragraph.

The above is a basic structure that constitutes the minimum for a well-defended response. Remember the acronym **S.E.E.L.**

Uniform and Grooming

Cleanliness and tidiness are the overriding factors in a student's appearance. It is a requirement of the College that the College Uniform be worn to all College functions and sporting fixtures unless students are otherwise directed. The items of the uniform are to be clean and kept in good repair.

Hairstyles

Hair should be neat, clean, combed or brushed and tidy. All hair must be styled conservatively, as outlined by College administration, and extreme coloured hair will not be tolerated.

Girls with collar length or longer hair must wear it tied back. Only College hair ties or bands (white or navy colour) are allowed. Fringes must be pinned back and out of eyes at all times.

Boy's hair should not be longer than collar length or shorter than number three. Undercuts are not permitted for boys. Overly gelled/styled hair or other fad hairstyles are unacceptable. Facial hair should be shaved at all times. Fringes must not be longer than eyebrow level, measured by combing the hair forward.

Jewellery

A watch may be worn. Girls may wear one pair of plain gold/silver studs (no coloured stones) or plain small sleepers. Public displays of body piercings other than the ear lobe will not be tolerated. Boys are not permitted to display any body piercings, including the ears.

Make-up

No excessive make-up is allowed - including nail polish, coloured lip gloss and eye make-up.

Uniform Details

The proper wearing of College Uniform (regular and sports uniforms) is compulsory. Parents should ensure that their child's uniform is being worn correctly when they leave home.

Repeated offences may involve students being required to purchase uniform items from the Uniform Shop or to face suspension. Students should bring a note from home if they are out of uniform. The note should state clearly which item of uniform is unavailable and when the student will be in correct uniform again. This note will be signed by their Pastoral Care Teacher and referred to Head of House if the problem persists.

On occasions where alternative dress is approved, only modest dress is permitted. Skimpy tops, exposed midriffs, short skirts, inappropriate logos etc are not permitted.

All uniforms must be clearly labelled, and it is the student's responsibility to care for each piece of attire while at school.

Summer Uniform with hats will be worn for Term 1 and Term 4 and Winter Uniform will be worn for Term 2 and Term 3, unless otherwise notified.

See overleaf for further information regarding uniform.

| Boys Summer | Boys Winter |
|---|--|
| <ul style="list-style-type: none"> Charcoal shorts with black leather belt (compulsory for Years 8, 9 and 10, optional for Years 11-12) Short sleeve shirt with crest (chambray) Grey push down socks Black leather lace-up shoes A white plain t-shirt may be worn underneath the College shirt on the edge of seasons when it is a bit colder; however, sleeves of the t-shirt must not be seen. | <ul style="list-style-type: none"> Long charcoal pants with black belt, grey push down socks (same as summer) Long sleeve shirt with crest (chambray) V neck jumper Tie Blazer Black leather lace-up shoes |
| Girls Summer | Girls Winter |
| <ul style="list-style-type: none"> Skirt length - to be touching the top of the knee when standing up straight White fold down socks (no low cut socks, no long socks or stockings) Black leather lace-up shoes (no high heels or ballet type shoes) | <ul style="list-style-type: none"> Charcoal pants - approved College design with grey push down socks (same as boys), or Blue plaid skirt - with white socks or blue tights Skirt length - to be touching the top of the knee when standing up straight Long sleeve shirt with crest (chambray) V neck jumper Tie Blazer Black leather lace-up shoes |
| Sport (Boys and Girls) | |
| <ul style="list-style-type: none"> Polo shirt, white with blue and gold collar Polo shirt in House colours for House events and Physical Education Shorts (taslon) - navy blue (summer only) Tracksuit top (taslon) - navy, royal blue and gold | <ul style="list-style-type: none"> Tracksuit pants (taslon) - navy, royal blue and gold (winter uniform) White sport socks Shock absorbing gym shoes (not Volley OCs, Skate shoes or canvas casual shoes) |
| Hats | Formal Occasions |
| <ul style="list-style-type: none"> Swan Christian College navy blue cap or hat (if defaced it will need replacing) | <ul style="list-style-type: none"> Winter Uniform |
| Optional | |
| School bags with Swan Christian Education Association monogram | |

All items are available from the SCEA Uniform Shop