

SEVENOAKS SENIOR COLLEGE

STUDENT HANDBOOK



NAME

AG

STUDENT NUMBER

EMAIL ADDRESS

MOBILE NUMBER



WELCOME

Welcome to Sevenoaks Senior College.

We are committed to developing a unique model of 21st Century Senior Schooling to ensure you are well equipped to deal with the opportunities of post school pathways.

Three enduring features of Sevenoaks are: Find Your Future, our Young Adult Ethos and Advocacy Program. Our unique identity has attracted young people, like yourself, from across the metropolitan area and the regions to attend our senior college which is just like being at work, TAFE or university.

I look forward to working with all students in our unique senior school environment and supporting every one of you to Find Your Future.

Dr Karen Read
Principal

Moort Koorliny Quarnt Kaatidjin ***Families coming together in the place of learning***

We acknowledge and respect the traditional custodians of the lands and waters on which our students live and are educated. We acknowledge and understand that Elders, parents, families and communities are the first educators of their children and we recognise and value the cultures and strengths that Aboriginal children bring to the classroom. Aboriginal people have a long tradition of teaching and learning through sharing their connections with country, community, language and culture, and through their oral histories, stories and lived experiences that are passed from generation to generation. We recognise and value the learning that Aboriginal children bring with them from their homes and communities into the classroom.

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BEING A YOUNG ADULT

Young Adult Ethos

At Sevenoaks we have created a learning environment that is guided by a Young Adult Ethos – this means that we operate more like a TAFE, University or workplace.

In a young adult learning environment, teachers and students work together with respect, care and support to achieve the best possible outcome for each students' journey through Year 11 and 12.

Our environment might be different to what you are used to, but we will help you develop the skills to get the most out of this unique way of learning and to become a successful young adult.



CARE Values

Our CARE values are an important part of our Young Adult Environment

Compassion - Care for yourself and others. Be aware of diverse culture and embrace diversity

Accountability - Be accountable for your decisions and actions

Respect - Respect yourself, others and the environment

Excellence - Seek to accomplish your goals and pursue excellence.

All staff and students at Sevenoaks have both rights and responsibilities which we use to work together to build a great Sevenoaks community where everyone feels a strong connection and sense of belonging.

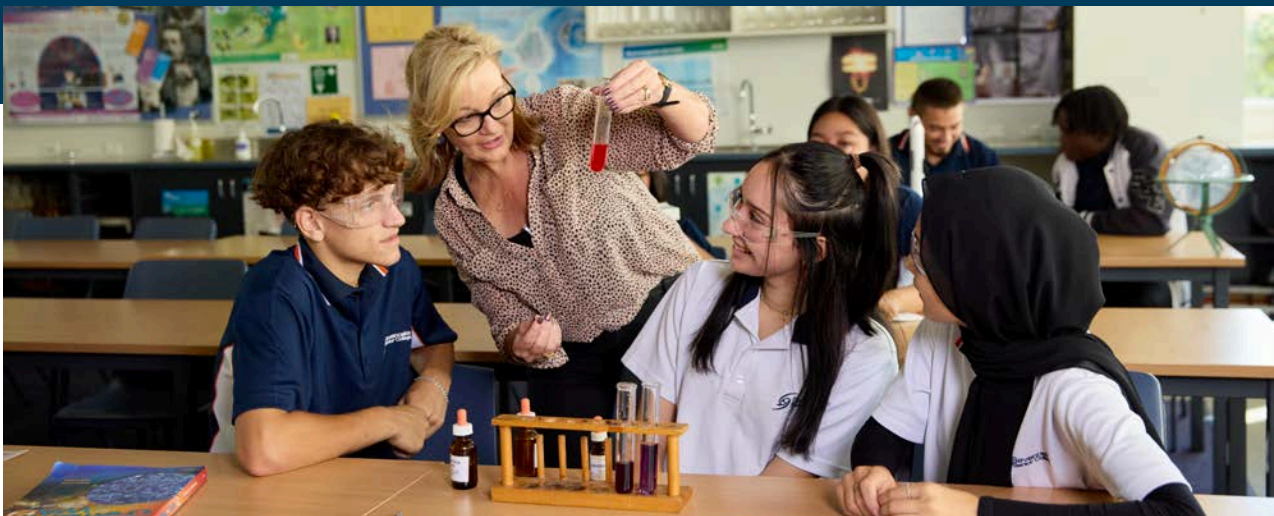
When you adopt our CARE values and demonstrate them with your daily interactions, it will enable you to remain in Good Standing at the College. Maintaining Good Standing enables you to be eligible for reward events, sporting competitions and, in Year 12, the College Ball.

ADVOCACY PROGRAM

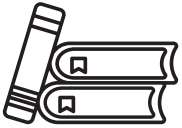
The Advocacy Program provides support and care to all students at Sevenoaks Senior College and will help you to adapt to our young adult learning environment.

Advocacy is a mentoring program that supports you in all aspects of your senior schooling so that you leave our College well prepared for your future beyond school. Key areas of support include attendance, academic performance and achievement of post-school goals.

Every teacher at Sevenoaks is also an Advocate. Every student is assigned to an Advocate who will stay with you for your entire time at Sevenoaks. Advocacy is a timetabled zone one day per week. You will meet individually with your Advocate several times per term to discuss individual goals.

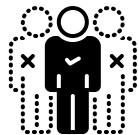


HOW TO MAINTAIN GOOD STANDING



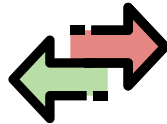
Academic

- Complete all requirements of each study program
- Be productive, cooperative and participate fully in class
- Submit all work on time
- Maintain an average of a 'C' grade or above
- Comply with all requirements of SSC Assessment Policy



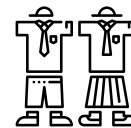
Attendance

- Attend all classes and any other learning program such as workplace learning
- Be punctual to all classes and any other learning program such as workplace learning
- 90% or above attendance rate



Expectations

- Adhere to our young adult ethos
- Conduct yourself appropriately at all times by adhering to our CARE values of Compassion, Accountability, Respect and Excellence



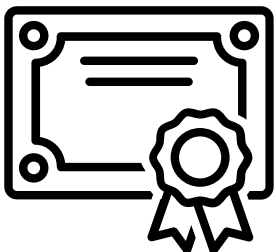
Uniform

- Wear the College polo shirt
- Dress appropriately for school
- Outer-most garment must be College uniform
- Wear closed in shoes
- Wear appropriate WHS PPE



Technology

- Comply with the Online Services Acceptable Use Agreement
- Comply with the mobile phone policy

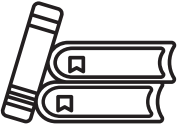


Good Standing Rewards

- Certificate each semester for your portfolio
- Participation in reward activities each term

ASSESSMENT POLICY

Find Your Future



Assessment Policy

- Sevenoaks Senior College (SSC) assessment policy
- Course syllabus
- Course outline
- Assessment outline

All of the documentation above will be available in Connect classes. Any adjustments made to the documentation will be publicised.

** Other than the SSC Assessment Policy, the documents listed above refer to SCSA courses. The documents provided for endorsed programs and Certificates will vary.*



Unit Completion

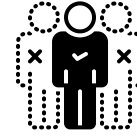
- Complete the whole education program (i.e. teaching and learning, and activities for full engagement with syllabus delivery)
- **Complete all assessment tasks on or before the scheduled date** (e.g. test, exam, essay)

If a student does not submit an assessment task without providing an acceptable reason, the teacher will advise the student and parent/caregiver that a final mark of zero has been recorded and the possible impact of this on their grade. The student will, however, be required to still complete the assessment task and will receive feedback on their work.



Student Responsibilities

- Complete all course - program - certificate requirements by the due date
- Maintain an **attendance rate of 90% or higher**, with good conduct and academic progress, as per the SSC Good Standing Policy
- **Initiate contact with teachers** concerning: absence from class; missed assessment tasks and/or scheduled due dates; requests for extension of a due date for assessment tasks; and other issues relating to assessment, in advance where possible.



Absence from class/missed work

Access Connect to maximise your achievement.

Acceptable reasons for non-completion of assessment tasks on or before the scheduled date:

- Letter or email from parent / caregiver to teacher / college, identifying:
 - o sickness
 - o injury
 - o specialist medical appointment
 - o significant personal issue (eg. funeral)
 - o significant cultural occasion (eg. holy day)
 - o medical certificate



Reporting Student Achievement

Students and parents / caregivers will be informed via a Letter of Concern (sent via email) when it is identified that there is a risk of:

- not completing the course / endorsed program / Certificate
- not achieving a C grade or completing Units of Competency (UoC)

The College reports on student achievement at the end of Semester One and at the end of Semester Two. Students will also receive an interim report on their progress during Term One.



Student Rights and Responsibilities

All students enjoy the right to:

- learn in an atmosphere of order and cooperation
- enjoy learning and feel optimistic about the future
- feel safe, free from harassment and discrimination
- be treated with respect

To ensure all students enjoy their rights, each individual has the responsibility to:

- attend all classes, be on time and participate fully in learning
- be open-minded and fully prepared to achieve their best
- always act in a way that is respectful of others
- accept responsibilities for their actions
- work with staff in a cooperative manner
- respect the rights, educational opportunities and property of others
- use all electronic devices in accordance with College policies



College Dress Code

For security reasons, it is important that College students are easily identifiable, preferably by the uniform they are wearing.

Top garments must be College polo shirts or College jumpers, which can be purchased online from Uniform Concepts.

For occupational health and safety purposes:

- Closed-in footwear must be worn at all times.
- Ugg boots, slides and thongs are not acceptable footwear.
- Students will be expected to remove any jewellery that, in the opinion of the teacher, may be unsafe in practical or physical education areas.

Persistent unacceptable dress standards may result in further intervention through the good standing policy.



Careers & Information Hub

The Careers & Information Hub staff consists of:

- Mrs Elaine Myburgh – Library Officer
- Mr Dave Anning – IT / Network Support Officer
- Ms Tracey Walsh – Careers Advisor
- Ms Naomi Clifton – Year 11 Student Achievement Coordinator
- Mrs Ruth Thillagaratnam – Year 12 Student Achievement Coordinator

You can use this space for quiet or group study, reading and relaxation. The Library Officer can assist with any study or research related questions. It is also possible to request for books to be purchased by the Library.

You can access the Library website and catalogue via the link on the College website and the Sevenoaks Online Library class on Connect. Your username is your College login (firstname.lastname) and your password is Sevenoaks1.

Students can borrow unlimited resources for four weeks. Text books can be borrowed for one semester. If you need to extend your borrowing time, please renew your items at the Library.

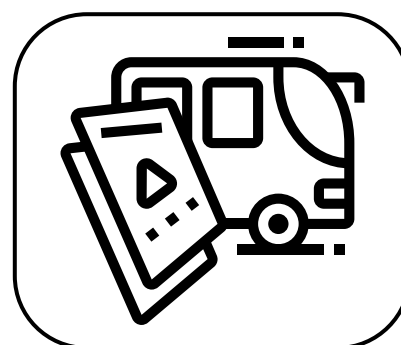
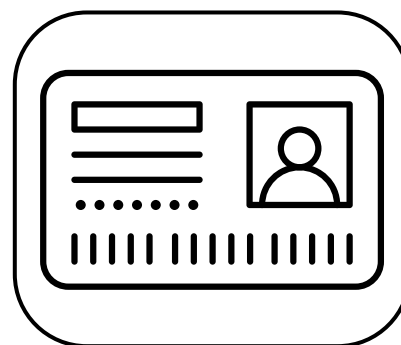
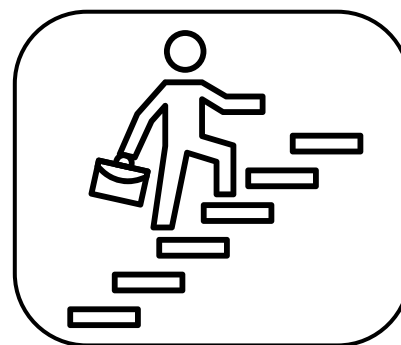
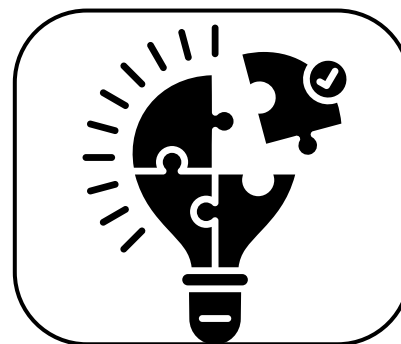
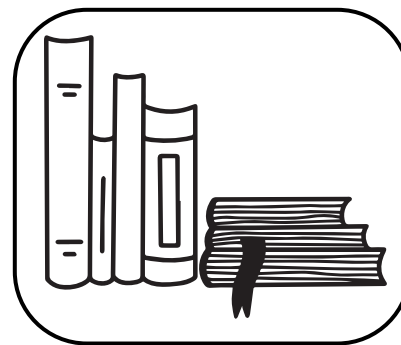
An email will be sent to your school email address if you have an overdue resource. You will need to either return or renew the item at the Library. If you do not do either of those things within two weeks, your College internet access will be removed and you will need to come to speak to a College Library staff member.

Identification Card (SmartRider)

All students are issued with a Sevenoaks Identification card (the SmartRider card). You should carry this with you at all times when at school. It will enable you to borrow resources from the Library, use facilities and provide proof of identity. You may be asked to show your ID card to College teachers and security.

To be entitled to student concession rates on public transport, students must carry their SmartRider.

- Lost or damaged ID cards will be replaced through the Library. There will be a charge to cover replacement costs. You should notify Library staff as soon as you realise your ID card is lost or damaged. All ID cards contain your student borrower number and photo.
- SmartRiders are an acceptable form of ID for students sitting ATAR and WACE examinations.



GETTING TO SEVENOAKS



Walk, Ride or Scoot

We are a YourMove school and encourage all students to walk, ride or scoot to and from school where possible. Getting active on the way to school means you are likely to focus better in class, stay fit and healthy, plus gain some independence and do the right thing for the environment.

Getting Dropped Off

Your parents/carers can drop you off in the designated drop off zone at the back of the College on Lake Street at the beginning and end of each school day. There will be no area for drop off and pick up at the front of the College or inside the College grounds.

Parking

There is no student parking available on College grounds.

If you decide to drive to school you will need to find alternate parking and abide by any parking rules and regulations in the area surrounding the College.

Bus (No Trains)

Please see the next page for information on the brand new Cannington Bus Port conveniently located at the back of the College.

Things you need to know

This guide has been prepared to help you plan your journey to school during the Armadale/Thornlie Line shutdown.

Bus routes have been planned with school students in mind and additional services will operate around school start and finish times.



Reminder: The Armadale/Thornlie Line is now shutdown. You will not be able to take the train to school, so make sure you plan ahead.



Bus Routes to Cannington Station

The main bus routes servicing Cannington Station during the shutdown are:

- **Route 51** operates between Perth and Cannington Station, via Orrong Rd
- **Route 907** (limited stops) operates between Perth and Armadale Station, stopping at all stations between Armadale and Cannington, then limited stops to Perth
- **Route 908** (limited stops) operates between Victoria Park and Cannington stations, via Sevenoaks St.

Using Cannington Station

Students are asked to take care when entering Cannington Station and should only enter via authorised entry points, not via the busway.

There may be multiple journey options that suit you. Visit transperth.wa.gov.au to plan your journey and allow extra travel time.

Transperth Information

Transperth Website
transperth.wa.gov.au

Transperth InfoLine
13 62 13

National Relay Service (NRS)

Customers who are deaf or have a hearing or speech impairment can call through the NRS.

TTY service users call 133 667 and ask for 13 62 13. Speak and Listen users call 1300 555 727 and ask for 13 62 13.

Translating and Interpreting Service

If you require an interpreter please call TIS on 13 14 50 and ask to be connected to 13 62 13

The Transperth App

Download the official Transperth app available for Android and iOS.

My Alerts

Sign up for My Account via our website or app and activate My Alerts to receive email notifications of changes or disruptions to services.

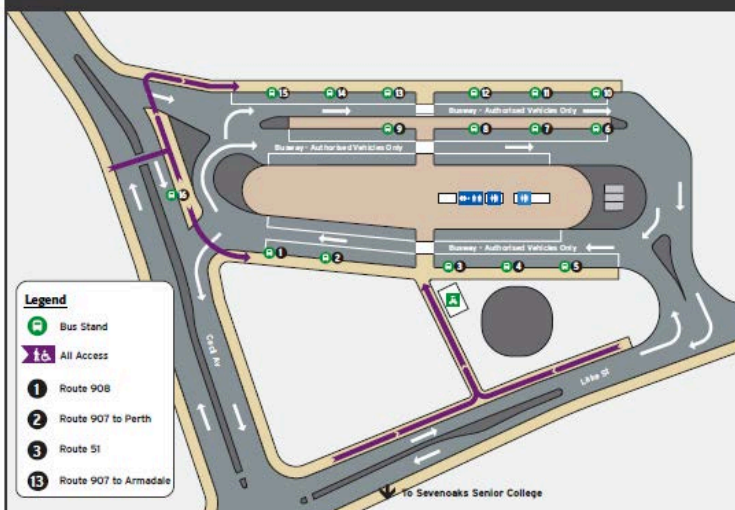
Follow Transperth



Disclaimer:

This document provides general information only and may be subject to change at any time without notice.

Cannington Station



Pedestrian crossings near Cannington Station may close temporarily during the shutdown to allow for safe construction works. Please follow traffic management and signage.

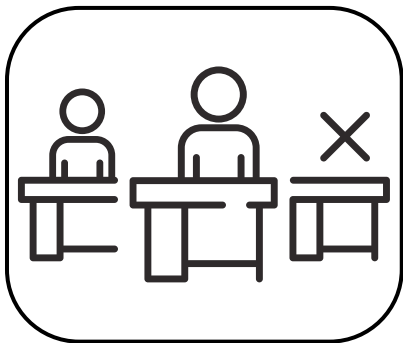
Free Travel

Some students may be eligible for free travel during the shutdown.

Scan the QR code for more information.



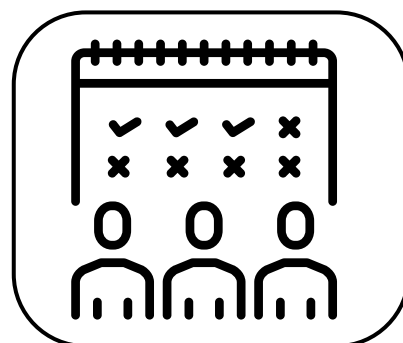
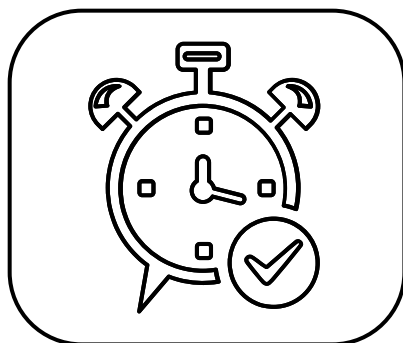
ATTENDANCE & PUNCTUALITY



Students are required to attend regularly and be on time for all classes. Absences have a negative impact on educational outcomes. Successful students are seldom absent or late. Students with poor achievement often have unsatisfactory attendance patterns.

Course teachers will mark an attendance register for every lesson. If you are absent from class, it is expected that your parent or carer will:

- Contact the College prior to the absence to explain the absence, or
- Provide a written explanation that you should bring to the College the next day. Letters explaining absences should be addressed to your advocate teacher and may be given directly to your advocate or left with the receptionist. Alternatively, your parent/carer may choose to telephone (6235 7200), text (0407 473 704) or email (sevenoaks.sc.admin@education.wa.edu.au) the College with an explanation for your absence.
- If you live independently, a medical certificate should be provided to explain your absence for sickness and explanations for other absences should be discussed with your advocate.
- For prolonged absence where you are unable to attend school for a lengthy period due to injury or illness, the College will endeavour to support you to continue your learning program.
- You can arrive in time for their first class and leave at the end of their last class. This will vary for all students.



You are expected to be on time for all classes. Lateness to class disrupts your learning, the learning of other students in the class, and the teacher. Demonstrate respect by being on time to all classes. Attendance and punctuality will be closely monitored by your Advocate.

BREAKS



Stay on Campus

Sevenoaks has a flexible timetable which means you may have free zones, later starts and/or earlier finishes. You must stay on College grounds from the start of your first class to the end of your last class for the day.

You are not permitted to leave the College campus during the day, however, there is lots for you to do during your free zones and breaks.



Café

The Sevenoaks Café has a range of tasty options including homemade meals, fresh sandwiches and salads and hot food to treat yourself with.

Take advantage of the Noodle Station which has hot water and microwaves available for student use.

The Café is also a great space to hang out during free zones and breaks.



Library

The Sevenoaks Library has been refurbished during the holidays into a careers and information hub where you can research, study, relax and seek advice on your studies and future careers.

This is also where you can borrow books, uniform and lockers.



Sports Activities

At Sevenoaks we have many sports activities for you to enjoy on free zones and breaks.

The Gym is open during breaks and you can borrow sports equipment to use during this time.

We also have two volleyball courts, a hand ball/four square court and several table tennis tables.

STUDENT SAFETY



Movement of students on and off the College site

The flexible timetable at Sevenoaks means that many students will spend some time at the College with one or two free zones. There is no formal supervision of students at this time. However, staff constantly move around the campus and staff are always available where necessary.

When students are not in scheduled classes, they may choose to work in areas throughout the College such as the Library or computer rooms or may meet and talk to other students in the café or courtyard.

Direct monitoring of students takes place during recess and lunch.

Students must stay on the College grounds during the day.



Reporting of incidents

If you witness incidents of vandalism, theft or wilful damage to property, it is important that you report the incident to College staff. Useful information includes the location of the incident, number of people involved and a description of what you saw. You will not be identified in the follow up investigations when you provide this information to College staff.



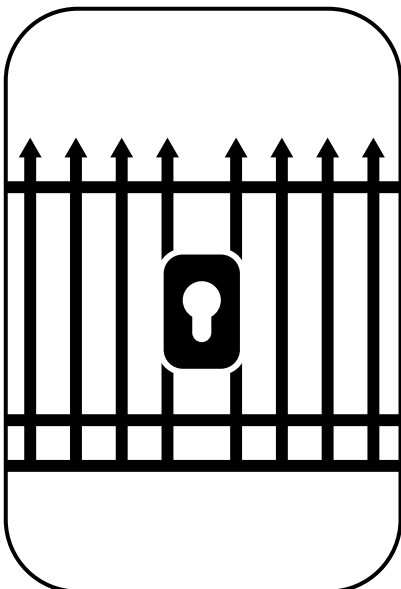
Video Surveillance

Video cameras are strategically placed around the College to maintain a safe and secure environment and to protect our College assets. This includes areas outside the building including the bike racks.

Such surveillance will help the College:

- identify intruders.
- identify individuals who damage or remove property.
- control entry into the building after hours.

Activity in any area may be monitored at any time in accordance with laws governing the use of video surveillance cameras. It will be stored digitally and may be used at any time to follow up any issues of security or safety at the College.



Non-Students / Trespassing

- Visitors must have the approval of the Principal or Vice Principal and must sign in at the Front Office.
- Visitors must wear a visitor's sticker.
- Students do not have the right to invite friends onto the College premises.
- Uninvited people on the College site are trespassing and are therefore breaking the law.
- If you actively support trespassers on the College site you will be in breach of the College Good Standing Policy.



Personal Safety

- Keep your valuables with you or locked away.
- Do not leave your belongings unattended.
- When coming from the bus and train station, walk with a friend or a group if possible and please cross Sevenoaks Street at the traffic lights.

The College cannot accept responsibility for any valuables brought onto the campus.

Evacuation

An evacuation of the College site or of the part of the College site will occur when the safety of occupants is threatened. All students will undertake an evacuation procedure practice as part of the student induction program. All rooms in the College have evacuation information and all staff have copies of the evacuation procedure.

When to evacuate the building:

A loud siren, a red flashing light or an evacuation message will indicate that all building occupants should immediately leave the building.

How to evacuate:

- locate the nearest safe exit and move quickly but calmly out of the building.
- once beyond the building, follow the instructions of your teacher/staff member on where to go.
- do not return to the building until the official 'all clear' is given.

Do not:

- spend time trying to 'get a look' at the hazard.
- push, shove or panic; everyone will be able to leave the building safely if there is no panic.
- waste time gathering equipment or possessions.
- take any personal items with you.

Staff are responsible for ensuring that all parts of the building are cleared.

Lockdown

In the event of a situation requiring students and staff to remain in a secure and safe area a signal will be given to follow the lockdown procedures.

What to do:

- follow the instructions of your teacher and stay in your classroom
- if not in a classroom move quickly to a classroom or secure area
- move away from windows and doors
- take cover under desk if advised to
- stay quiet





COMMUNICATION & MOBILE PHONES

Communication

- Notices for staff and students will be displayed on Connect and the College website. Students should ensure that they read the notices each day, as this will be one of the main methods of communicating important information to students.
- Unexplained absences from class will be relayed to your parent(s)/carers by an automatic messaging system.
- A text message will notify your parent(s)/carers each day there is any unexplained absences.
- Except for cases of emergency, students will not be allowed to receive or send messages from administration or staff phones.
 - The emergency needs to be explained to a member of the office staff and a message left. Every effort will be made to locate the student and to deliver the message.
 - Emergency messages of a confidential nature will be referred to the Vice Principal.

Mobile Phone Policy

All members of the College must use their phones appropriately and responsibly.

It is a Department of Education policy that your mobile phone:

- Is switched off and put away during the College day.
- Is not answered or used during class time.
- Is only used in class for educational purposes after permission has been granted by the teacher.

You must:

- Accept personal responsibility for all images, data, messages etc sent from or stored on your phone as per the Information Technology User Policy.
- Not send, film, or encourage others to send anything that may cause another person to feel abused, harassed or menaced.
- Not send or display pornographic, violent or offensive images, messages or sites.
- Not be used to film fights or altercations.

Any student concerns regarding this policy will be dealt with through the *Good Standing Policy*.

Mobile phone use, including the filming of others without their knowledge or approval, is an invasion of privacy and disruptive and will not be tolerated at Sevenoaks. Schools have been directed by the Department of Education to suspend immediately students found to be involved in recording, distributing or uploading inappropriate images or videos of other students, parents or staff on or around school premises.

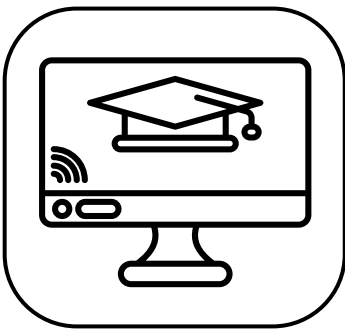
If you have a smart watch it must be put in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.



STAY UPDATED

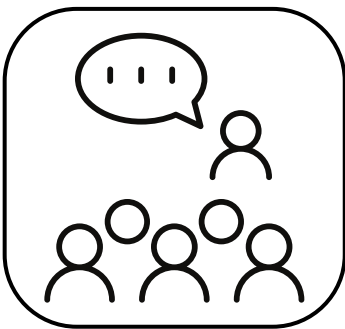


Reminder: Your mobile phone should be off and away when you arrive at class. If you need to contact your parents in an emergency, please see the Front Office.



Connect

Connect is where you will find all the important information and content you will need to maximise your experience at Sevenoaks. Important notices, class work, school reports and messages from your teachers are all on Connect.



Advocacy Notices

In addition to meeting with your Advocate and receiving support, you will also receive important notices every week during your Advocacy class. This is also a time where we distribute permission forms for our larger whole school events.



Social Media

Make sure to follow us on Facebook and Instagram @sevenoaksseniorcollege to keep up to date on all things Sevenoaks. We use these platforms to share information and reminders, post fun content, and also get your feedback and opinions through polls and questions!



Newsletters

Sevenoaks has termly newsletters featuring everything from events, what's been happening in the classroom, excursions and incursions, student spotlights, achievements and more! Printed copies are available for students to take home and an interactive digital copy is available online so you can share with your family and friends worldwide!

STUDENT SERVICES

Student Services at Sevenoaks is a place where you can receive help with:

- Personal development and goal setting
- Practical issues, e.g. finding accommodation, Centrelink payments, making appointments with community agencies.
- Counselling, e.g. family issues, relationships, substance abuse, domestic violence, health issues etc.
- Other personal issues, e.g. anger management, conflict resolution.

Student Services has friendly, professional staff, including Youth Workers, College Psychologist, College Nurse, Year 11 Student Support Coordinator, Year 12 Student Support Coordinator and Student Services Manager who are here to help.

You can find the Student Services Hub located next to the College Cafe.

Youth Allowance / Austudy and Abstudy

You must tell Centrelink when you:

- Cease to be a full time student.
- Centrelink must be advised of any changes to your study load.
- Have changed your address.
- Have changes to your income and/or your parents' income.
- You must let Centrelink know of any income changes, otherwise you may end up having to repay large amounts of money.

Remember that Centrelink carries out attendance checks on all students receiving Youth Allowance and Abstudy. The College is required to submit attendance records of students at the completion of each term.

Note: Failure to follow the above steps will result in you having to pay back money. Trying to sort out these problems, months after the absences, is extremely difficult and time-consuming for you and for College staff.

GET INVOLVED



Student Guild

Would you like to build and develop your leadership skills and represent other students? You should consider nominating for the Student Guild!

The Student Guild is the voice of the students. They advise the College on a range of issues affecting students and College life. The Student Guild also participate in a number of unique experiences designed to develop teamwork and leadership skills.

Student Guild elections are held in February for Year 12s and March for Year 11s each year.



Clubs

There are a number of clubs at Sevenoaks which meet and hold activities outside class times including Anime Club, Art Club, STEM Club and Q-munity (LGBTQIA+).

Do you have an idea for a club that you and others might like to join? Student Services would love to hear any suggestions to see what we can organise for the future.



Committees

Sevenoaks runs a number of committees every year where students are given the opportunity to be involved in to have a say on the College Ball, Leavers Jacket, Yearbook and Harmony & Diversity activities.

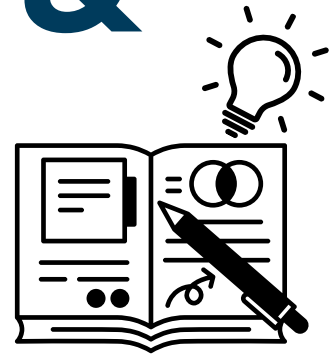
Joining a committee is a great way to be a part of the decisions that affect these important aspects of College life.



Interschool Sport

You don't need to be enrolled in Physical Education classes to be a part of our champion interschool sports teams! Keep an eye on Connect or chat with our sport teachers Ms Mcleay and Mr Middleton for information on how to try out for teams such as Volleyball, Soccer and Basketball.

HOMework & STUDY TIPS



Homework/Study

Teachers, parents and students should acknowledge that appropriate and relevant homework and study would assist the student to achieve their potential. To be successful in ATAR courses, homework and study are compulsory.

The purpose of homework/study is:

- To reinforce the work done in the class.
- To encourage students to explore and use a wider range of resources to improve their research skills and independence as learners.
- Develop students' responsibility to manage time, prioritise and meet commitments and deadlines.

Interesting to note: Most students find it harder to do study than homework even though study often results in higher grades/levels. Students can never truthfully say they have no study to do.

Due Dates

Keep a record of due dates and be diligent in keeping track of homework, tests and assignments. Using a phone calendar or other tool for tracking dates is important.

Healthy Study Habits

- Create a quiet, organised space where you have the resources you need
- Sleep and eat well
- Take regular breaks. We recommend studying for no more than 60 minutes and then taking a break
- Keep moving – use breaks to move and aim to include some exercise in your daily routine
- Create a study plan to keep track of your time. Year 11 and 12 Pathways for ATAR students provides practical support to do this. This takes place on Thursdays, Zone 6
- Ask your advocate to help you



Front Office

Staff in the Front Office can help with many queries including finding teachers, taking payments for school fees and other events, basic first aid and providing general information. If you aren't sure who to see for help, come to the Front Office first.

Career Advice

Career advice will be available in the refurbished Library. You can book an appointment here to meet with our career advisor, Ms Walsh, who will advise you on course choices, TAFE and university applications and other career related questions.

WHERE TO FIND HELP

First Aid

If you've hurt yourself or feel unwell, come to the Front Office for help. The College Nurse, located in the Student Services Hub next to the Café, is available to provide advice on nutrition, lifestyle habits and other general matters.

Lost Property

Please make enquiries about any lost property at the Front Office first. Depending on what has been misplaced and where this occurred, you could also seek help from the Library and/or Student Services Hub.

Medical Information

It is important that we have your up to date medical details on our College records to enable us to care for you appropriately. Please ensure you check that this is correct and inform the Front Office if any details change.

Change of Address

Students are often contacted by phone or mail. It is the student's responsibility to inform the Front Office of any changes in phone number, email or postal address.



Contact Us



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