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PRINCIPAL’S MESSAGE

Dear Parents, Guardians and Students,

We welcome your consideration of Mindarie Senior College as your school of choice for Year 11 and 12.

The College is a purpose built Senior College, architecturally designed to suit the education needs of young adults

We are characterised by our Young Adult Ethos; Individuals taking responsibility and making a positive contribution: embracing independence, passion and the pursuit of excellence.

In order to provide the necessary care and guidance to each student, Mindarie Senior College has in place a Mentor program that closely monitors and nurtures the well-being and progress of the individual student. All staff at the College are entrusted with the responsibility of mentoring a small group of students throughout their time at the College.

A unique timetable structure exists at Mindarie Senior College to allow students greater flexibility and access to a variety of learning opportunities. Mindarie Senior College has a four day extended timetable, allowing Wednesday to be used for additional programs such as Workplace Learning, VET, study, and ATAR tutorials.

As well as general information, this booklet outlines the policies by which the College operates. We encourage you to read the policies and clearly understand the expectations, so that you are making an informed decision when applying for enrolment.

We look forward to receiving your application for enrolment.

Regards,

Rick Gendle
Principal
OFFICE HOURS

Monday / Wednesday / Friday: 8.00am – 4.00pm
Tuesday / Thursday: 8.00am - 4.30pm

HELPFUL CONTACTS

Reception: *(general enquiries)* 9304 5800
Attendance Officer: 9304 5603
Finance Officer: *(payment of College charges)* 9304 5804
Student Services Officer: 9304 5819
*(student welfare, notification of students permanently leaving school)*
Careers / Workplace Learning: *(general enquiries)* 9304 5817
SMS: *(attendance information - lateness & illness)* 0409 084 812
Email Address: *(general enquiries and information)*
Info.mindarie.sc@education.wa.edu.au
Email Address for Enrolment Officer: *(incl.change of contact details)*
Mindarie.SC.Enrolment@education.wa.edu.au

VISITORS TO COLLEGE

The College encourages visits from parents and community members. Visitors are welcome provided the visits are consistent with the education and safety of students and staff.

Visitor Guidelines

Upon their arrival at the College, visitors must register at the office where they will receive an identification badge. Visitors will be met by a staff member at the office and must remain with the staff member when moving around the College.
### COLLEGE TIMETABLE

#### Monday / Friday

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
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<tbody>
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<td>1</td>
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<td><strong>Recess</strong></td>
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<td>3</td>
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<td>4</td>
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<tr>
<td><strong>Lunch</strong></td>
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#### Tuesday / Thursday

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<td><strong>Lunch</strong></td>
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### SCHOOL BUS SERVICE


Please be aware that, on Tuesdays and Thursdays, the School Bus Service departs before our timetabled classes have finished. Students will not be permitted to leave class early to catch the bus and should make alternative arrangements on these days.

Please call the Public Transport Authority on 9326 2578 for more information.
CHANGE OF CONTACT DETAILS

Parents are responsible for informing the College of any changes to address and contact details. Please let us know as soon as possible by calling in to the office or emailing the enrolment officer on: Mindarie.SC.Enrolment@education.wa.edu.au

DRESS CODE

The College has a policy and the requirements are determined by the parents, students and the College Board. Uniform is compulsory and must be worn as bought. An agreement to this effect is signed by the guardian and the student at the Counselling interview.

Our supplier is Tudor based in Wangara. Their outreach shop is open in Student Services at Mindarie Senior College every Thursday between 12 noon and 2.30pm. Students may purchase during mentor period, with permission, or during the lunch break.

Students in breach of the dress code will report to the Student Services Manager to resolve the matter. A reminder that fully enclosed footwear is essential to conform to Health and Safety standards. Hats are not worn inside the buildings.

UNIFORM INFORMATION

The College encourages sustainable consumer practices and pre-loved uniforms and textbooks may be purchased through www.sustainableschoolshop.com.au.

Alternatively, new uniforms may be purchased from:

Tudor Uniforms
3/20 Prindiville Drive
WANGARA WA 6065
Phone: (08) 9408 2666   Fax: (08) 9408 2600
Email: sales@tudorschooluniforms.com.au
PRIVACY AND SECURITY

The Department of Education’s Information Privacy and Security Policy requires schools to gain parental or guardian permission before using visual images of students, such as photographs, outside the College environment.

Mindarie Senior College regularly uses images of students in a variety of ways to recognise excellent achievement, inform parents and the local community of College matters, publicise events and to promote the College. From time to time we may also be asked to contribute to Department of Education materials such as educational videos and the School Matters newspaper.

Parents grant permission by signing the enrolment form. It is intended that this permission will be effective for the duration of your child’s schooling at Mindarie Senior College. You are, of course, at liberty to withdraw your consent at any time by contacting the College in writing.

LOCKER INFORMATION

All students will be able to apply for lockers. However, as the number of students within the College will always exceed the number of lockers available, their distribution will be carefully coordinated. Using the criteria listed below, the Student Services Team will attempt to provide a fair and equitable method of allocation based on the following criteria:

- Year 12 Students will have priority over Year 11 students, particularly if they have a College laptop.
- Students who have a legitimate medical reason that would place them at risk if they did not have access to a locker will have priority (medical certificate must be supplied).
- Students enrolled in courses that require them to bring substantial texts or equipment to and from College will have priority.
- The locker fee is $40.00. (This fee is for two years). Students need to share a locker with a friend. Those students who can organise this will each be charged $20.00 each ($40.00 in total).
SUPPORTIVE LEARNING ENVIRONMENT

It is the task of the College to adequately work with and for students who experience difficulties with their learning. The College will adapt the curriculum and assessment practices where possible to allow all students the greatest possible access to learning opportunities.

The first step in this process is to identify students who may experience difficulties. In some cases the previous school will provide this information to the College. Identified students will be supported an Academic Support staff member in collaboration with Course teachers. Students can self-refer to the Manager of Student Services or Manager of Student Studies for further support and advice.

ACADEMIC STANDARDS POLICY

Student individual academic success is a priority of teaching and learning at Mindarie Senior College. All learning programs focus on the successful attainment of academic goals and a student’s successful transition to a preferred pathway at the completion of Year 12. In order to achieve this outcome, all students in Year 11 are required to achieve the minimum standard of a C Grade (or equivalent) in three courses. A C grade equivalent is achieved in VET courses by the achievement of all units of competence.

Students who do not meet this minimum academic standard will be expected to repeat Year 11 the following year or seek alternative training or employment.

ASSESSMENT POLICY

OVERVIEW
The purpose of assessment is to assist students, teachers and parents/guardians to:

- monitor the progress of all students and identify issues impeding student progress;
- adjust programs to ensure all students have the opportunity to demonstrate the intended outcomes; and
- report on student achievement accurately.

Assessment procedures must therefore be fair, valid and reliable.
ASSESSMENT GUIDELINES
Student guidelines have been set by the School Curriculum and Standards Authority (SCSA) and adherence to these parameters is mandatory. At the beginning of each Course the following must be provided to students:

- A Course outline/program
- The relevant syllabus
- A clear Assessment Schedule showing the weightings for tests, exams, assignments and other assessments. Students will be informed of the dates when these assessments will be due. In some cases the teacher will consult with the class or group and negotiate these date(s). These will then be clearly publicised.

STUDENT RESPONSIBILITIES
It is the student’s responsibility:

- to attend regularly, be punctual and participate in class activities.
- to perform all assessment tasks by the agreed or negotiated due date. It is the student’s responsibility to adhere to this date.
- to be up-to-date with all Course work, including class work, assessments, tests and exams. Students must retain their assessments as these may be required to be supplied to SCSA for moderation purposes.
- to initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessments.

As a consequence of the above responsibilities, where students fail to submit tasks, procedures have been implemented as College Policy (see p9).

STAFF RESPONSIBILITIES
The teaching and administrative staff at Mindarie Senior College will work towards developing a learning environment that supports students and will:

- develop a teaching and learning program that marries the requirements of the current SCSA guidelines and the College ethos;
- provide students with an “overview and assessment guidelines” at the commencement of the Course;
- ensure that assessments are fair, valid and reliable;
- program sufficient and valid tasks for the basis of interim reporting;
- maintain accurate records of student achievement and assessment;
- meet College and external timeframes for assessment and reporting; and
- inform students and parents of academic progress as appropriate.
PROCEDURES FOR ASSESSMENT TASKS

Each teacher will ensure that all students are clearly and explicitly informed at the beginning of the year/semester about the procedure for calculating the results in their Course area. Failure to submit assessment tasks by the set time will result in a lower mark being awarded unless the student provides acceptable evidence. Where possible, advance notification of absence is required. Going on a holiday is not a valid reason for students to miss College. However, if this does occur, it is the student’s responsibility to liaise with his or her teachers to request the study requirements for that period of absence from the College; however it is not incumbent on the teachers to provide study material for vacation absences.

a) Extensions

• A student may apply to the class teacher for an extension to the due date for a task. Extensions may be given at the discretion of a teacher in consultation with the Manager of the Learning Area.

• If a student does not apply for or receive an extension, then the same consequences will apply as those that apply for missed work when there is no satisfactory explanation of an absence.

b) Late or Missed Assessments

The College will accept the following conditions as acceptable evidence:

• sickness or injury supported by a certificate from a Medical Practitioner, the College Nurse, or note from parents or guardians.

• a major family upset – confirmed by a written statement from a responsible adult.

• transfers between schools.

• a situation that is deemed acceptable by the Manager of the appropriate Learning Area.

For practical assessments that cannot be replicated, (ie. Outdoor Ed Camps) a medical certificate is required. Where this is the situation, students who have been absent due to an acceptable reason, should negotiate with the class teacher for an alternative arrangement.

An unacceptable reason could result in a mark of zero.

c) Late Work Penalty

Late work will be penalised by 10% of the raw score per College day (including Wednesday) to maximum of 30%. After 7 days it is at the teacher’s discretion to negotiate a plan for the completion of the work (i.e.
Wednesdays, after school, break times) and deducting further marks which could result in a final mark of zero. Certificate courses require students to submit 100% of the unit evidence by a set date and failure to do this may result in a student not achieving the assessed unit of competency and therefore not receiving the full qualification. Credit towards WACE is only gained from the completion of the full qualification.

CHEATING AND PLAGIARISM
If cheating in a test or examination is established, then students may be given a mark of zero for that assessment. This will clearly affect their progress in the course. Those students who allow other students to access their work during a test or examination will be similarly penalised. Students who submit work that is not their own or has been copied from an unquoted source will be asked to resubmit their own work which will attract a late penalty. Failure to do this will result in a zero score being awarded.

PROLONGED ABSENCE
Where a student is unable to attend College for a lengthy period owing to injury or illness, the College may be approached to provide some support to the student’s learning program.

CHANGING COURSES
• Where possible, recognition of comparable Course achievement will be given and credit granted. Students who move from ATAR to General in the same course, should be allowed to transfer credit on the work completed with an appropriate marks adjustment.
• Course changes from ATAR to General are dependent on the capacity of the College to provide for the change and must have the agreement of parents. Course changes must be organised through the Associate Principal or nominated staff.
• All students may be required to complete missed work.
• Where a student enters the College during the year, credit for the completion of work in the same Course will be based upon the student and/or previous school supplying appropriate evidence.

The School Curriculum and Standards Authority designates a date in Term 1 each year after which Year 12 students may not make course changes.
EXAMINATIONS

a) Regulations
   - Regulations will be issued with the examination timetable.
   - When attending examinations, students must adhere to the regulations that pertain to that examination.
   - Infringement will result in an appropriate penalty, as per SCSA, and may also affect the student’s Good Standing.

b) Attendance
   Students should attend scheduled examinations. If a student fails to attend an examination s/he may receive a mark of zero. In exceptional circumstances, special alternative arrangements may be made through the Principal or his/her representative. A medical certificate may be required for missed examinations at the discretion of the Learning Area Manager.

c) Students with Special Needs
   The College will ensure that students with special needs are catered for in an appropriate way and in accordance with SCSA guidelines.

EXAMINATION SCHEDULE

Students enrolled in ATAR Courses will sit examinations in both Semester 1 and Semester 2. Exams form an essential part of the assessment program for each Course.

It is critical that students sit these exams at the scheduled time, if they are to be successful in their studies.

Therefore parents are strongly advised to check the exam dates on the College calendar to ensure they do not conflict with any planned absences during the College year.

Please note: Year 12 Semester 2 exams commence in the second week of the October school holidays.

ACADEMIC PROGRESS COMMUNICATION

Students will be kept informed of their progress throughout their enrolment in a Course. Teachers will assess completed tasks, and relay assessment information to the student promptly. Parents and Mentor Teachers will be regularly informed about a student’s progress. Students and parents/guardians will be informed when it is identified that there is a risk of the student not completing a Course and/or failure.
STUDENT REPORTS

Students are issued with College reports three times per year. College reports are extremely important documents and must be kept in a safe place for your records. Copies of College reports are required for proof of levels/grades into State Training providers and other institutions. Should a student require copies of his/her school reports, they should contact the College reception.

GOOD STANDING

The concept of Good Standing is widely used in education and the workplace. It recognises the efforts of the individual in achieving standards in attendance, punctuality and behaviour. It is in accord with the Young Adult Ethos and promotes good citizenship by recognising personal responsibility.

Simply, loss of Good Standing involves loss of privileges for a specified time. Every student starting at the College is given the full document which includes details of specific sanctions and time periods. It is also available on the College website under ‘Policies’.
SCHOOL CHARGES

Mindarie Senior College enjoys an excellent reputation for educational and vocational excellence, offering some of the State’s best learning opportunities for students. This reputation is mainly due to the excellent teaching and administration staff at the College – however, the quality of teaching materials and resources also plays an important role in your child’s education.

Unfortunately, we cannot rely alone on Government funding to provide this higher-than-standard service of education. The College Board has approved the charges for Learning Area Courses and payment of your school charges will ensure our high standard of educational services is maintained.

PAYMENT SCHEDULE

In December each year, parents will be posted a School Charges Statement for each enrolled student.

If you are experiencing financial difficulties please contact our Finance Officer on 9304 5804 to discuss alternative payment arrangements.

In accordance with the Department of Education Policy, we request a minimum $200 deposit on school charges be paid to confirm enrolment.

The methods of payment are:

- Cash - in person
- EFTPOS - in person
- Credit Card – in person and via telephone
- Electronic transfer (Internet Banking)
- BPAY—Biller Code: 393587 Reference: Your child’s Student number on the Contributions & Charges Sheet.

The balance of the school charges is due by the end of Term 1 and the College will actively pursue the collection of these charges.

The following actions are taken to collect charges:

- Three reminder notices are sent to parents.
- With continued non-payment, the parent will be contacted in person to establish a payment plan.
- Unpaid school charges will be referred to our debt-collecting agency in Term 4. This is permitted by Regulation. Any outstanding amounts at the end of the Year 11 will be added to the following year’s total.
STUDENT VEHICLE POLICY

Students who use a motor vehicle to travel to College are not permitted to use these vehicles during their school day. The definition of motor vehicles includes cars, motor bikes, scooters and skateboards. Once the student vehicle has been parked, the vehicle is not to be used again until the student leaves the College for the day. The only exception to this is if the student has a genuine appointment he or she needs to attend during the day, this fact needs to be supported by a permission note from the parent, presented to Student Services when the student signs out to leave campus.

Students may not at any time offer lifts to other students, unless written permission is given to the College, signed by the parent of the driver and parent of student/s receiving a lift. This applies to driving to and from the College; before and after the College day.

All students who drive or ride a vehicle to College are asked to park their vehicles in the appropriate areas around the College, those being:

- For Cars = Student Car Park and off road embayment’s located around the College, with the exception of the Anchorage Drive area designated for the school buses.
- For Motor Bikes and Scooters = as per cars or in the designated Scooter/Bike area located near the main car park.

Student vehicles are not permitted to be parked in the staff car parks or elsewhere on College grounds.

PERSONAL ACCIDENT INSURANCE

Although certainly not a regular occurrence, there are occasions when students are involved in an accident on the College site and an ambulance is called. The decision to call an ambulance is not taken lightly as the cost can be quite prohibitive to some families.

Please note students are NOT covered for personal accident insurance during College hours or during any out-of-College activity.

It is therefore, highly recommended that you give consideration to organising insurance for your child.

If you have private health cover then this shouldn’t be necessary, however, we suggest you check that ambulance cover is included.
INTERNET AND ICT USER POLICY

Mindarie Senior College has software in place that can monitor and record all Internet and email usage and can detect any inappropriate use. As a student, you have a responsibility to adhere to the following requirements. Violations of this policy may result in disciplinary action, withdrawal of internet access and possible legal action. As a student, you are expected to accept personal responsibility for using the Internet, email and other information technology resources appropriately and agree to:

- Use appropriate language, i.e. no swearing, use of vulgar or other inappropriate language at any time. *(See Section 852E of the Commonwealth Crimes Act).*
- Not download or save materials that are not curriculum related.
- Not use College equipment to “Spam”, *i.e. distribute unwanted material to email addresses.*
- Never send or encourage others to send abusive messages, harass or menace other people through the use of the Internet or email.
- Not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of themselves or others at the College.
- Not use any device with built-in cameras or recording devices to record another person’s image or voice without the consent of that person. *(Telecommunications Western Australia Act 1996)*
- Not use another student’s password.
- Accept full responsibility for their own user account. This includes never providing another person with their password, impersonating another person or choosing to remain anonymous when personal details are required by College Administration.
- Strictly adhere to copyright regulations for sites visited or used for the purposes of their studies.
- Use the College network appropriately.
- Report any misuse of the College network to a teacher *i.e. any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism or inappropriate language.* *(The seriousness of the misuse will be determined by College Administration.)*
- Not alter, manipulate or tamper with any software or hardware belonging to Mindarie Senior College.
- Not interfere with another student’s access to the College network.
- Not deliberately nor inadvertently spread a computer virus.
Students will have access to their own allocated space on the College network. Access to any other parts of the network will constitute inappropriate use. Students found to be in breach of any part of this policy may suffer a **loss of good standing** and/or loss of access to computer and related technologies for a defined period. More serious breaches will be dealt with by the appropriate authorities, which could include the Police.

**Procedure for Breaches of the ICT Policy**

Teachers are encouraged to reinforce the ICT User Policy at the classroom level. It is reasonable that a warning may be given at the classroom level if the teacher believes that the student has breached the ICT User Policy inadvertently. The process for loss of Good Standing is applicable for breaches of the ICT User Policy. More specifically, breaches of the ICT User Policy should be dealt with in the following ways:

- Breaches of the ICT User Policy that occur at the classroom level will be sent on to Learning Area Managers who may place students on Level 1 Loss of Good Standing.
- Learning Area Managers will also notify the IT Manager who will place the students into a ‘restricted group’. The restricted group loses some email privileges and their Internet usage is restricted for the duration of their loss of Good Standing, unless requested by the teacher for educational purposes.
- Breaches that are identified by the IT Manager will be dealt with by the Manager of Technology and Enterprise.
- Further or serious breaches of the ICT User Policy or students who are to be placed on Level 2 Loss of Good Standing are to be sent directly to Student Services or Level 3 to Administration.
GUIDELINES FOR USE OF MOBILE DEVICES

Mobile Devices may be used in class for educational purposes with the approval of the teacher, subject to the following conditions:

- Approval is given to individual students and is on the condition that it does not impede their work or that of other students.
- Students may have their ear bud on in one ear only so that they can hear if the teacher needs their attention.
- If the Mobile Devices can be heard by others it is too loud and must be turned down. (This is also for the student’s ears benefit as well as the classroom environment.)

If these conditions are not met, then students will not be able to use a Mobile Devices in class.

Mobile Devices may not be used in a test situation.

MOBILE PHONE USE

Students are allowed to bring mobile phones to the College provided that they are switched off or on silent during lesson (instructional) times, do not intrude into the privacy of others or cause disruption when used. The only exception is when the phone is being used for educational reasons as directed by the teacher.

Mobile phones with built-in cameras or recording devices are not to be used while at the College; or on College activities to record another person’s image or voice without the consent of that person. (Telecommunications Western Australia Act 1996)

The misuse of a mobile phone by an individual can result in loss of Good Standing.

A staff member may confiscate a mobile phone from a student who is using it without permission in the classroom for the duration of that lesson.

The College will take no responsibility for lost or stolen mobile devices.
Notes to discuss at Enrolment: