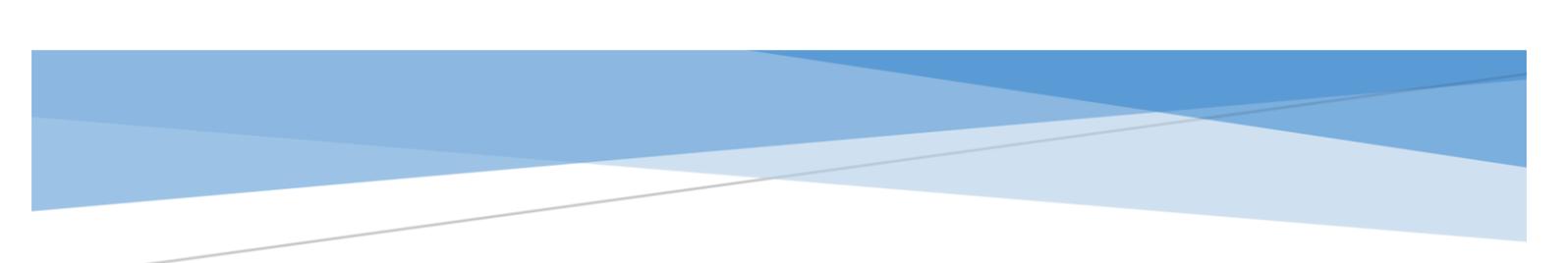




Mount Erin College
Year 7 Information 2023

WHERE LEARNING IS OUR PRIORITY



MOUNT ERIN COLLEGE VALUES

At Mount Erin College we strive to empower all members of our community to achieve their personal best and develop as responsible and creative members of the community. We value;

Respect- By feeling or showing an understanding for your own or other's beliefs / rights / religions or environment.

Responsibility- By being dependable, making good choices, and taking ownership and accountability for your actions.

Resilience- By demonstrating the ability to recover from setbacks, adapt to change, and persist in the face of adversity.

A MESSAGE FROM THE COLLEGE PRINCIPAL

To our New Students, Families and Carers,

Welcome to Mount Erin College. You are about to enter a very exciting and challenging stage of your education and begin a pathway that sets the building blocks for your future. Our role as a school is to provide a safe learning environment where every student has the opportunity to grow. Opportunities for success will be provided through a challenging and innovative curriculum and an extensive co-curricular program. We pride ourselves in being able to cater to your individual needs and provide support for your learning.

As a learner at MEC, we will support you to take responsibility for your actions, behave in an adult way and most importantly apply yourself to all of the learning opportunities you will be presented with. I believe that students do not just learn in the classroom so please make the most of the extra-curricular programs that are offered to you. These include compulsory House sporting carnivals (swimming, athletics and cross country), inter-house challenges, interschool sport, camps, excursions, music ensembles, and student leadership opportunities.

As a College we are actively encouraging the pursuit and celebration of excellence. We want to develop a learning environment that values diversity and encourages all members of the community to participate.

We take pride in our College and part of this is pride in wearing our school uniform and how we represent ourselves in the community.

We wish you every success over your Mount Erin College journey.

Jenni Hodgins
Principal

COLLEGE COMMUNICATIONS

At Mount Erin College, we are committed to open communication and want to work with parents and families to provide the best learning environments and opportunities for all students. We have established a range of communication methods to meet these needs. The House Structure provides a streamlined approach for parents to be able to contact relevant staff directly. All matters relating to students (except finance) can be directed straight to the relevant House Office to gain support from the House Leadership team by calling 5971 6000 and selecting the relevant house from the menu.

Our Administration Office is open from 8am – 4pm Monday to Friday during the school term and can assist with general enquiries. Please note that the College office may be closed on certain student free days and is closed during school holidays.

Compass

The College uses Compass as our main communication tool between parents and teachers and students and teachers. Compass allows you to view your child's attendance, learning tasks, assessment tasks, reports and a range of other important information and news. All event / excursion information is communicated through Compass, which includes parent consent.

You will be provided with your username and password in the lead up to your child starting Year 7. If you currently have a student at MEC, your username and password will remain the same. Please contact your relevant House Support Officer for support with Compass.

More information can be found at: <https://mounterin.vic.edu.au/year-7-information-centre/compass/>

Website / Facebook

The college website has information about the college. It also has links to the booklist, uniform shop and other important resources. <https://mounterin.vic.edu.au/>

The MEC Facebook page allows for followers to see updates and photos of happenings in the college. <https://www.facebook.com/MountErinCollege/>

Email

The general College email address (mount.erin.sc@education.vic.gov.au) can be used for general enquiries during the school terms. In addition, our principal Ms Jenni Hodgins can be emailed directly using principal@mounterin.vic.edu.au.

Contact Information

In order to receive the most up to date information, please ensure you provide the College with the most current contact information including phone numbers, address and email details. The Administration Office can assist with this.

2023 KEY STAFF

College Principal	Ms Jenni Hodgins
Assistant Principal	Ms Nicole Pallot
Assistant Principal	Ms Lyndal Yardas
Transition/PSD Coordinator	Miss Michelle Kelly
Business Manager	Mrs Wendy Eames
Wellbeing Coordinator	Ms Amanda Craig
Blue House Leader	Mr Cameron Taylor
Green House Leader	Miss Rebecca Milesi
Red House Leader	Ms Brittany Harvey
Yellow House Leader	Mr Matthew Baker

2023 DAILY TIMETABLE

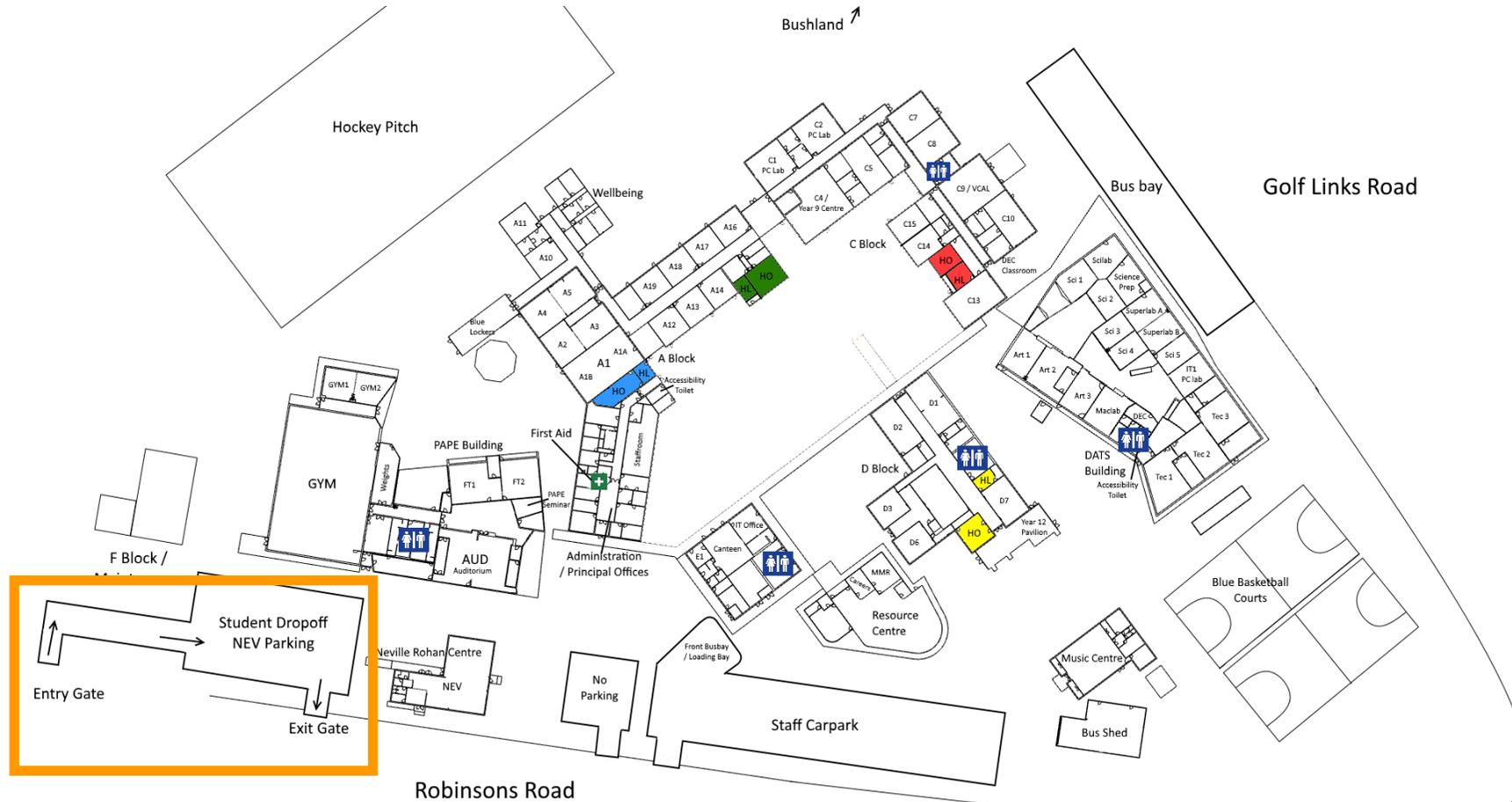
Warning Bell 8.20am	
Period 1	8.30am – 9.30am
Period 2	9.30am – 10.30am
Recess	10.30am – 10.50am
Warning Bell 10.50am	
Period 3	10.55am – 11.55am
Period 4	11.55am – 12.55pm
Lunch	12.55pm – 1.35 pm
Warning Bell 1.35pm	
Period 5	1.40pm – 2.40pm

Students need to use the warning bells to prepare themselves for their next classes. All resources for their next classes should be taken at this stage to avoid having to return to their lockers between classes.

Students start the day straight into Period 1 and are dismissed for the day directly after Period 5.

Every final day of term finishes at 2.30pm and the periods are adjusted accordingly.

MAP OF THE COLLEGE



Out of bounds areas which include:

- Teacher offices, car parks, construction areas, bushland.
- Between any building and the street fence.

Please note that the student drop off and pick- up area is located on Robinsons Road and is highlighted in orange.

IMPORTANT DATES

Please regularly refer to the College website and Compass for updates of important dates as although these dates were correct at the date of publishing there may be some changes. Student free days for staff professional learning days and parent teacher interviews will be added once confirmed.

2022

Wednesday 5 th October	Parent Information Session, 6.30pm College Auditorium
Friday 7 th October	Enrichment Program Applications CLOSE
Tuesday 29 th October	“New Connections” Early Orientation (selected students only)
Tuesday 6 th December	Pre-Orientation Day (selected students only)
Friday 9 th December	Year 7 Enrolment Information Forms DUE
Tuesday 13 th December	Year 7 State-Wide Orientation Day
Wednesday 14 th December	Booklist DUE

2023

Monday 30 th January	Term 1 begins for Year 7 and Year 12 students
Tuesday 14 th February	School Photos
Friday 3 rd March	School Photos (Catch Up Day)
Monday 6 th March	MEC Swimming Carnival
Monday 13 th March	Labour Day Public Holiday
Wed 15 th – Mon 27 th March	NAPLAN
Mon 3 rd – Wed 5 th April	Year 7 Camp
Thursday 6 th April	Term 1 Concludes- 2.30pm finish
Friday 7 th April	Good Friday Public Holiday
Monday 24 th April	Term 2 Begins (ANZAC Day Service)
Tuesday 25 th April	ANZAC Day Public Holiday
Thursday 4 th May	MEC Athletics Carnival
Monday 12 th June	Queen’s Birthday Public Holiday
Friday 23 rd June	Term 2 Concludes- 2.30pm finish
Monday 10 th July	Term 3 Begins
Friday 15 th September	Term 3 Concludes- 2.30pm finish
Monday 2 nd October	Term 4 Begins
Tuesday 7 th November	Melbourne Cup Public Holiday
Wednesday 20 th December	Term 4 Concludes

THE HOUSE STRUCTURE

While in a traditional school structure (especially Primary Schools), house colours have been allocated to students for the purpose of sporting activities, however at Mount Erin the House structure is a very special school-wide program that is designed to integrate all aspects of a student's school life.

Students and staff in the College are distributed between the four Houses- Blue, Green, Red and Yellow. These are vertical groups where students progress through the year levels whilst remaining in their assigned house for the duration of their time at MEC. The House structure promotes connectedness to school and provides continuity from year to year.

Each house is led by a team of dedicated staff consisting of a House Leader, two Assistant House Leaders and a House Support Officer. The House Leadership Team is the first point of communication for parents regarding student management including attendance, uniform, overall academic progress, wellbeing matters and pathways needs.

During orientation, students will be assigned their house and will meet their House Leaders who will support their group of Year 7 students through their entire journey of secondary school. Students will be placed in the same House as any older siblings. The House Leadership Team works tirelessly to get to know each student and their families. If parents have any concerns or questions, the House Leadership Team will do everything they can to address these and ensure every student is fully supported.

SCHOOL ATTENDANCE

MEC has an attendance expectation of 95% and believes strongly that if a student is not present their learning is severely impacted. All student absences require *written confirmation* from their parent/carer which can be a handwritten letter or email and provided before, on or following the date/s of absence. If your child is absent, please contact your relevant House Support Officer directly by email using the relevant email address:

blue.absence@mounterin.vic.edu.au

red.absence@mounterin.vic.edu.au

green.absence@mounterin.vic.edu.au

yellow.absence@mounterin.vic.edu.au

Alternatively absences can be reported via Compass or on 5971 6000 (select House first, then Option 1).

If your child is absent and has not been accounted for via parent communication, a text message will be sent from the College at 9.30am to inform of this absence.

If your child needs to leave school early, please send them with a note in the morning to give to their House Support Officer so they can be signed-out in order to meet you at the required time of collection. Notes need to be signed by parent / legal guardian.

Should something arise on the day requiring your child to leave early please ring the above relevant number and the House HSO will arrange for your student to meet you. Please DO NOT contact the student directly on their mobile phone as this is in breach of the student mobile device policy.

More information can be found at: <https://mounterin.vic.edu.au/parent-information/attendance/>

TEACHING AND LEARNING

Victorian Curriculum

At Mount Erin College, the Year 7 to 10 curriculum is designed to engage and motivate students. Our school has developed a curriculum that is aligned with student interests and needs while also linking with the Victorian Curriculum, which is implemented in all Victorian schools.

For more information on The Victorian Curriculum visit <http://viccurric.vcaa.vic.edu.au>

Over a fortnight, students complete 50 periods distributed over a range of core and specialist subjects as indicated in the table below. Core subjects run for the entire year, whereas specialist subjects run for one semester in length.

Year 7		Year 8	
Core Subjects	Periods	Core Subjects	Periods
English	8	English	8
Maths	8	Maths	8
Science	5	Science	5
Humanities	5	Humanities	5
Physical Education and Health	5	Physical Education and Health	5
Personal Development	2	Personal Development	2
Specialist Subjects (semester)	Periods	Specialist Subjects (semester)	Periods
Art	4	Art	4
Digitech	4	Digital Art	4
Drama	4	Digitech	4
Food Technology	4	Drama	4
Materials Technology	4	Food Technology	4
Music	4	Materials Technology	4
Indonesian	5	Indonesian OR Auslan (FULL YEAR)	5
Auslan	5		

Personal Development

A large part of relationship building is established and developed through the College's pastoral care program called Personal Development (formerly iAspire). Students will be involved in activities relating to the development of pro-social skills, careers and pathways understandings and personal wellbeing.

Physical Education & Health

Students are required to wear the College sports uniform on the days that they have PE. In addition to the standard Physical Education and Health curriculum, students are encouraged to participate in the College sports programs including college sporting carnivals (athletics and swimming), inter-house sports and inter-school sports.

1:1 LAPTOP PROGRAM

To create a technologically rich learning environment that actively prepares students as global citizens, it is compulsory for all MEC students to “Bring Your Own Device”. The College will grant access to the school’s wireless network, internet, Office 365 and printing. Any use of the wireless network entails personal responsibility as well as compliance with the MEC Acceptable Use Policies.

More information can be found at: <https://mounterin.vic.edu.au/11-laptop-program/>

TEXTBOOKS AND RESOURCES

As a part of our commitment to providing the best possible educational outcomes for our students the college has a compulsory booklist. Students will be required to purchase all texts and materials for their subjects from the Campion booklist which is available via the College website.

More information can be found at: <https://mounterin.vic.edu.au/parent-information/booklist/>

UNIFORM

The aim is for students to represent Mount Erin College in an appearance that is clean, neat and tidy, thus wearing our Uniform with pride. The complete uniform must be worn to and from school without any additional non-uniform jackets or hats. Beleza School Uniforms are the official stockists of the Mount Erin College uniforms which can be purchased from one of their local stores (Somerville or Frankston) or online <https://store.beleza.com.au/201-mount-erin>.

Detailed information regarding uniform requirements, policy and purchase details is outlined on the College website however the following dot points are important to note.

- The only acceptable school shoes are traditional black leather lace up school shoes (with the exception of slip on business shoes for males).
- Vans, T-bars, Globes, Volley’s, Nike and the like are **NOT** permitted.
- Limited, discreet jewellery may be worn with safety being considered in all instances.
- The College recommends wearing hats during Term 1 and 4, however hats are not to be worn inside. Exemption on religious or medical grounds will be considered on an individual basis by the Principal.
- Extreme hair colours, extreme hairstyles and heavy make-up are **NOT** permitted. Hair must be tied in an appropriate manner for practical subjects or when requested by the teacher.
- Fake nails, heavy makeup, nail polish and facial piercings are **NOT** permitted.
- Scarves must be plain black or plain navy.
- Items of non-uniform clothing must not be visible under any part of the uniform.
- Hoodies are **NOT** permitted

If students choose to participate in Free Dress days they are expected to wear smart casual clothing, closed in shoes, no offensive logos and clothing will need to be sun smart (i.e. tops need to cover the shoulders, no bare midriffs, etc.).

More information can be found at: <https://mounterin.vic.edu.au/parent-information/uniform/>

FINANCE

Financial assistance

Mount Erin College understands that some families may experience financial difficulty. The Camps, Sports and Excursions Fund (CSEF) payment of \$225.00 is available to all families with a Health Care Card or Pension card. For a confidential discussion about support for textbooks, uniforms or other resources, or if you would like to discuss alternative payment contribution arrangements, please contact the College on (03) 5971 6000 to make an appointment with Wendy Eames, Business Manager.

Paying Money

Payment options include cash, EFTPOS, debit/credit card and BPAY, either in person or by phone. Our Compass Portal is also available to pay in full or by 5 instalments, dates as set out on the Compass Portal. If you would like to commence a payment plan, please contact the Administration Office which can be in the form of debit/credit card deductions or Centrepay.

More information can be found at: <https://mounterin.vic.edu.au/parent-information/fees-charges/>

EXCURSIONS AND CAMPS

Excursions

Students are given many opportunities to participate in a range of excursions as part of their learning. Most excursions are compulsory and must be attended as part of the student's academic program. There is a \$30 Whole School Events charge payable with the Parent Payments- Curriculum Contributions which covers the costs of students attending the compulsory annual Athletics and Swimming Carnivals. Parents have to provide online consent through Compass for their child to attend these events. Other excursions may or may not incur a charge to cover transport or admission costs, however all excursions require parental consent at least TWO business days prior to the event. MEC WILL NOT permit any student to attend an off-site event if parental consent has not been received by the due date.

Year 7 Camp

As part of the Year 7 Transition Program in 2023, students will be involved in a camp. **It is strongly recommended that all students attend this camp.** The purpose of this camp is to help develop students' relationships with staff and each other to maximise their learning potential. They will have the opportunity to participate in a wide range of activities, including archery, canoeing, flying fox, team challenges, giant swing and the leap of faith. The Year 7 Camp is held at Alexandra Adventure Resort, Whanregarwen.

More information will be available soon.

Additional Learning Supports

Disability Inclusion Initiative

At MEC we understand that students learn and access the curriculum in different ways, hence we cater to all student needs and disabilities and will work with parents and carers to create a positive and safe learning environment in accordance with the *Department of Education's Disability Inclusion Guidelines* and with the Regional SSS (Student Support Service Officers). Our Inclusion Team prides itself on providing a strong tiered-support model with a focus on student learning growth and future independence.

During the 2023 school year all year 7 students that have been previously funded under the Program for Students with Disabilities (PSD) will take part in the Disability Inclusion Profile (DIP) process to assess their eligibility for continued Tier 3 funding under Disability Inclusion. This process will involve a period of evidence gathering and a DIP meeting run by Department of Education facilitators. Parents and carers will be asked to provide any current medical reports and assessments to assist with this process.

We work closely with the Primary Schools during the transition phase to ensure we are fully informed of the needs of individual students, however please contact Moira Peirce, Disability Inclusion Officer at MEC to make a time to discuss the individual needs for your child.

Deaf Education Centre (DEC)

MEC is proud to be the only Deaf Education Centre (DEC) for secondary students on the Mornington Peninsula and we guide and support students who are deaf and hard of hearing (DHH) to achieve their educational goals, preparing them for further studies or the general workforce. The benefits for DHH students attending the Mount Erin DEC include:

- Extensive transition assistance from Grade 6 to Year 7, plus Deaf awareness instruction for all Year 7 students.
- Access to mainstream classes that have appropriate resources and staff to cater for individual needs.
- Inclusion in and identification with the college.
- Access to specialist staff including the guidance officer, welfare officer, speech pathologist and Educational psychologist.
- Individualised student support programs to monitor progress and learning goals.
- Support for parents

More information can be found at: <https://mounterin.vic.edu.au/year-7-information-centre/deaf-education-centre/>

Tutor Learning Initiative

The Department of Education and Training funds additional academic support for students in the form of the Tutor Learning Initiative. At MEC students are identified by their academic needs and may receive additional in-class or small group withdrawal support sessions with specialised tutors focussing on strengthening literacy and/or numeracy skills.

Homework Club

The Study Spot is a teacher-supervised study session that runs during lunchtimes and after school multiple days a week. Students from all year levels are encouraged to utilise the additional assistance provided by the supervising teachers to help them to complete homework or independent study.



ENRICHMENT PROGRAMS

At Mount Erin College, we have expanded and improved our programs that are dedicated to students who have a specific area of interest or talent. We want to support individual student's passions and provide opportunities to encourage continued development and extension. The programs have been specifically designed to ensure guidance from industry experts, connections with the community and engagement of the highest level.

Any student from Year 7, 8 and 9 can apply for an Enrichment Program of their choice and students may vary their choice of Enrichment Program over the years. In 2023, we proudly offer the following Enrichment Programs to our Year 7 students:

- AFL/AFLW
- Basketball
- Media
- Performing Arts
- STEM

Specific details for each Enrichment Program can be found on the College website as well as information about how to apply. Applications close on **Friday 7th October, 2023**. Further information can be gained by contacting Ms Nicole Pallot (Assistant Principal- *Teaching and Learning*) at the College.

More information can be found at: <https://mounterin.vic.edu.au/enrichment/>

EXTRA-CURRICULAR OPPORTUNITIES

In addition to the normal timetabled programs, Mount Erin College offers a wide range of extra-curricular activities. These activities are important as they give students extra opportunities to extend their network of friends, develop new and favourite specific interests and skills and demonstrate and practise their leadership abilities.

Participation in extra-curricular activities also provides the opportunities for students to become more connected to the College and other students, and to increase their sense of belonging to our college community.

Sport

Students are encouraged to strive for excellence and personal satisfaction through participation in inter-school and inter-house sporting competitions. The College competes against other Secondary Schools to qualify to compete in Northern Peninsula Division School Sport Victoria Sports Carnivals.

Music

All students are encouraged to learn music as an extra curricula activity. Tuition is available in a range of instruments including flute, clarinet, saxophone, trumpet, trombone, percussion and drum kit, guitar and bass, violin, double bass, piano and singing. Students who learn an instrument are expected to practise daily and are invited to participate in the college music ensembles and bands.

Performing Arts

MEC proudly presents a range of productions for the annual showcase and provides a range of opportunities for students of all ages to be involved. All roles, including performers, dancers, musicians and back stage crew are open for year 7 students to apply.

Student Leadership

MEC offers an extensive student leadership program with positions available for students in Year 7 to 12 and include leadership of Arts, Community, Learning, Sports, House and College. Year 7 students are eligible to apply for a Junior House Assistant Captain position.

Additional Activities

The College offers a number of lunchtime activities and groups, often dependent on student interest. Additional activities students that may be offered include Wellbeing Programs, Breakfast Club, Peer Support Debating, MUNA (Model United Nations Assembly), Inter-school Equestrian, Aerobics Teams, The Green Team (sustainability).

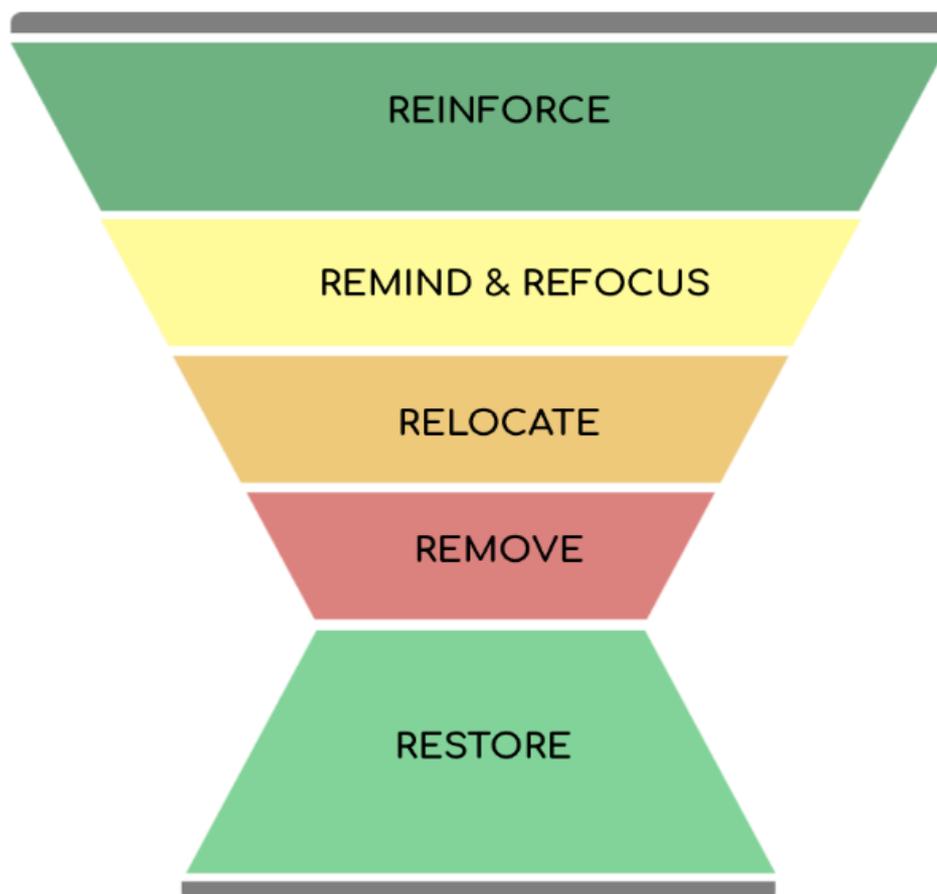
STUDENT ENGAGEMENT

The Cooperative Classroom Model

Our student management model uses the College values as the foundation for the creation of a respectful learning environment. Approaches such as restorative practice, teaching of pro-social skills and school wide positive behaviours underpin college processes.

The 5R Process

It is expected that all students and teachers follow the 5-R Process in order to maintain an orderly learning environment. The 5R Process directs students through a series of prompts to modify their behaviour and focus on their learning. Students will be *reminded* about the expected behaviour, *refocussed* towards the expected behaviour, *relocated* away from any distractions then if needed *removed* from the class. If a student is removed from the class, they will be placed in an alternative temporary class, given a reflection sheet to complete then expected to engage in a restorative conversation with their teacher to repair the issue caused by their behaviour.



Anti-social Behaviours

If a student is involved in or witnesses an anti-social behaviour, they will complete an incident sheet. This sheet provides all parties the opportunity to be heard and will be followed up in a restorative manner and with appropriate consequences by their House Leadership team.



WELLBEING “Helping *You Help Yourself*”

Located in the Wellbeing Centre, the Wellbeing Team contributes to the broader College goals of student engagement. The Wellbeing Team offers a wide range of services and programs designed to meet the diverse needs of our students. This includes:

- 1:1 Intervention
- Group programs – Breakfast Club, Lunchtime Activities
- Health education and promotion activities
- Early intervention programs
- Engagement in school wide initiatives that support our students’ social emotional development and wellbeing
- Community and Student Re-Engagement
- Mental Health Practitioner

The Wellbeing Team highly value community-based support services and continually seeks new and exciting opportunities to engage students and families in lifelong learning. This includes collaboration and consultations with:

- Frankston City Council Youth Services
- The regional SSSO (Student Support Services Officers)
- Headspace
- ELMHS (Early in Life Mental Health Service)

To engage with the wellbeing services, please contact your House Leader to arrange a referral to the Wellbeing Team.

GENERAL RESOURCES AND INFORMATION

Accident Insurance

The Department of Education and Early Childhood Development does not provide accident insurance or ambulance cover for students. Parents and carers of students, who do not have student accident insurance/ ambulance cover, are responsible for paying the cost of medical treatment including the cost of ambulance transport and any other transport costs.

The Department of Education and Early Childhood Development cannot advise parents/guardians on whether to purchase a student accident policy/ambulance cover or which policy to purchase. It is recommended that parents/guardians seek assistance in the matter from an insurance broker or find a suitable personal accident insurer.

Bags

The College Board has selected a high quality, ergonomically designed backpack which is highly recommended and can be purchased from Beleza. Bags are NOT to be taken into any classrooms and should be secured in student's lockers.

Bicycles

Students who choose to ride to school on bicycles or scooters are not permitted to ride on the College grounds and are expected to follow road laws (including the wearing of helmets). Bikes and scooters can be stored in the bike compound near the music centre and must be independently locked for security.

Bus

MEC is well serviced by public transport but also provides an extensive school bus service to support our families. Categories of eligibility determine whether a student travels at no cost or travels upon the payment of a fare. Students wishing to access a seat on a bus must complete an application form and parents/guardians must agree to the conditions of travel including, if applicable, the payment of a fare.

More information can be found at: <https://mounterin.vic.edu.au/parent-information/bus/>

Canteen

Students are able to purchase a wide variety of healthy food, drinks and snacks from the school canteen. The canteen is open before school, recess and lunch every day. Payment must be made using cash or card, not mobile phone. Students can pre-order their food before school, at recess or using the app.

First Aid

If students are unwell they should report to their class teacher House Leader or HSO. If necessary the student may be taken to sick bay located in the Administration building. The College will contact parents immediately if students are too unwell to attend class. It is essential that the College has all emergency contact details and is informed immediately if there is a change to this information. Students are not permitted to phone parents directly without permission from a staff member.

Library / Resource Centre

The Library is a place where students' research, work, read, create, recreate and have classes. It contains an extensive collection of books, magazines and newspapers for class and individual use. There are extensive online resources available through the library catalogue. The library is open to classes throughout the day and to individual students before school, recess and lunchtimes.

Lockers

Each year students will be allocated a locker. The lockers remain the property of the College and as such must be used with respect and kept clean, neat and tidy. Upon payment of the charge, students are supplied with a combination lock. It is essential that students do not tell anyone their combination or write it in an obvious place. Any problems with lockers should be reported to the House Leadership Team. Student bags and belongings should remain in their locker for the day. Students need to be prepared for each class and are only permitted to go to their lockers before school, during recess and lunchtime.

Lost Property

- If students find something they are asked to hand it in to their House Leadership Team or General Office.
- To assist in finding lost property students and parents should ensure that all clothing and possessions are labelled with the student's name. Valuables should not be brought to school. Private property brought to school is not insured and the College is not responsible for any loss.
- If students have lost something they should report this to their House Leadership Team or General Office. Items of lost clothing will be stored in the First Aid area. Unclaimed non-uniform clothing is given to charity at the end of each term.

Mobile Phones

In accordance with the Education and Training Reform Act 2006 (Vic), Mount Erin College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school. At MEC:

- Students who choose to bring mobile phones and personal electronic devices to school must have them switched off and securely stored in their locker during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the relevant House Office (5971 6000 and follow the prompts).

Out of Class

Students should not be out of class unnecessarily. If a student needs to leave class for any reason, they must ask the teacher's permission and carry an out of class pass from their teacher.

Toilets

The College toilets are freely available for students to access at recess and lunch and access is supervised by a yard duty teacher. During class, the toilets are locked as they are unsupervised and students wishing to visit them require an out of class pass from their teacher and to collect a key from their House Office. In required circumstances alternatives to this process can easily be arranged.



Visitors

In order to maintain a safe environment for our students, all visitors to the College are expected to report to the Reception area inside the Administration building. They should speak with the receptionist who will assist them with their enquiries and issue a Visitors Pass if required.