



College Policies

Explore. Dream. Discover.

participation in learning

At Coodanup College our priority is quality Teaching and Learning. We believe that learning is essential for productive and successful lives. Staff and students are encouraged to actively participate in learning and ensure there is no disruption to the learning of others.

Student Expectations

Students will:

- Bring all necessary equipment.
- Fully participate in the learning experience.
- Follow fair and reasonable instructions.
- Actively listen.
- Study and complete set tasks.
- Read for learning.
- Put their hands up to speak.
- Let others learn.
- Keep their work neat and tidy.
- Encourage positive activities.
- Manage conflict responsibly.
- Acknowledge their success and that of others.

Teacher Expectations

Teachers will:

- Provide students with a course outline and assessment schedule.
- Provide meaningful, relevant and challenging learning experiences that cater for individual student needs.
- Explicitly teach the clear behaviour expectations in the Positive Behaviour Support Matrix.
- Communicate with parents on their child's progress and behaviour.
- Support student learning.
- Engage in positive approaches when dealing with conflict.

Parent Expectations

Parents will:

- Ensure students bring all necessary equipment for learning to the College each day.
- Encourage and support students to complete all homework.
- Communicate with teachers on their child's progress.
- Engage in positive approaches when dealing with conflict.

attendance

Evidence shows that students who maintain attendance above 90% have the best chance of achieving grades which reflect their ability. It is a legal requirement for all students in Western Australia to attend school regularly. Coodanup College is committed to best supporting student learning by ensuring all students attend class regularly.

Student Expectations

Students will:

- Come to College on time.
- Be on time to lessons.
- Stay in class.
- Stay within College boundaries throughout the school day.
- Seek assistance from Year Co-ordinator during break time if they have a problem that will affect their ability to be in class.

Teacher Expectations

Teachers will ensure Duty of Care over students by:

- Being at class when students arrive for the lesson.
- Only allowing students to leave class with a student pass.
- Completing attendance records.
- Contacting parents of students with irregular attendance.
- Meeting with any student who they know was at College but did not attend their class to resolve any issues with the student.

Parent Expectations

Parents will:

- Ensure students attend the College regularly.
- Contact the College to cover any absence.
- Contact their child's Home Room Mentor or Year Co-ordinator to discuss any issues affecting their child's ability to attend the College regularly.

assessment policy

College assessment policy for Year 7, 8, 9 and 10

Student Expectations

Students will:

- Fully participate in the learning experience.
- Study and complete set tasks described in the course and assessment outlines.
- Adhere to time schedules, ensuring that extra time requests are discussed with the teacher before the due date.

Teacher Expectations

Teachers will:

- Develop teaching/learning programs that link to the Western Australian Curriculum.
- At the commencement of the course, provide students with a course outline and an assessment schedule which clearly states dates of all planned assessment tasks including tests, essays, investigations, projects and exams.
- Ensure that all assessments comply with the six Principles of Assessment as described in the Western Australian Curriculum and Assessment Outline.
- Maintain accurate records of student achievement and assessment.
- Adhere to College and external time frames for assessment and reporting.
- Inform students and parents/guardians of academic progress as appropriate. This may include informal contact.
- Notify parents/guardians if a student is at risk of not achieving a satisfactory grade for a course.

Parent Expectations

Parents will:

- Supply students with the opportunity, materials, time and place to complete set homework, study and assessment items.
- Provide a written explanation to the teacher when extra time is being requested.
- Contact the teacher if there are concerns regarding achievement, progress, classwork or assessments.

technology

Student Expectations

Students will:

- Use mobile devices for educational purposes only when instructed by the teacher, otherwise mobile devices should be off and away.
- Hand mobile device to teacher immediately if instructed: to be stored in the front office for collection at the end of the day.
- Make responsible choices, using the internet to research appropriate sites related to learning only.
- Only use their own log-in account and keep their personal password secure.
- Be law abiding citizens and adhere to copyright laws and downloads.
- Be kind and considerate of others on social media.

Teacher Expectations

Teachers will ensure Duty of Care over students by:

- Upholding the mobile device policy.
- Removal of mobile devices and handing into the administration office, if used outside educational purposes without permission.
- Monitoring student internet usage.
- Contacting parents when they know a student has used technology inappropriately.

Parent Expectations

Parents will:

- Complete the Consent Section of the Enrolment Form.
- Accept responsibility for any theft/loss or damage to mobile devices.
- Collect a mobile device from the administration office should it be removed on more than one occasion.

library expectations

Coodanup College Library follows the consistent practices guidelines as in other areas of the College. Classes not conducting themselves in the expected manner should be returned to their usual classroom.

Student Expectations

Students will:

- Maintain all equipment and resources; returning them by the due date in the same condition they were taken.
- Use equipment safely, only accessing appropriate sites.
- Take care of the College environment, consuming all food and drink outside the Library.
- Use technology appropriately, following the technology policy with all digital devices (i.e. phones, ipads, etc.)

Teacher Expectations

Teachers will:

- Supervise students outside the Library before entering together quietly and proceeding to their designated area.
- Actively supervise their class and consider other classes in the Library, ensuring students in their class behave in an appropriate manner and stay in booked area.
- Book one area only of the Library for any one period.
- Avoid booking relief classes into the Library.
- Preferably use a seating plan to manage students.
- Not leave a class without a teacher, even for short periods.

Private Study

The Library staff aim to assist staff and students by allowing students to work independently in the Library. It is expected that students allowed this privilege are dressed in uniform and able to follow Coodanup College consistent practices protocol.

Library staff will:

- Allow private study students to keep bags with them.
- Provide supervision as necessary.
- Maintain the right to ask a student to leave.
- Decide on number of students able to manage at any one time.

Parent Expectations:

Parents will:

- Support the College and encourage their child to be prepared for class.
- Encourage students to return resources.

Coodanup College

environment

Coodanup College is committed to maintaining an attractive, stimulating and functional environment which is free of damage and litter and is a pleasant and desirable place to work and learn.

Student Expectations

Students will:

- Play safely.
- Leave bikes/scooters in assigned areas.
- Wait calmly for the bus.
- Wait patiently in queues.
- Leave their classroom tidy.
- Put litter in the bins.
- Take care of the College environment.
- Use technology and resources appropriately.

A No Tolerance Approach will be taken for students who:

- Participate in wilful damage to the College or other people's property.
- Participate in graffiti.

Teacher Expectations

Teachers will:

- Be role models for students.
- Request student groups to clean up their sitting areas in the yard.
- Have processes in place to monitor use and storage of College equipment.
- Report any damage to the administration office.
- Ensure students clean up classrooms before leaving the room at the completion of the lesson.

Parent Expectations

Parents will:

- Support the Colleges' No Tolerance approach to wilful damage and graffiti.
- Be invoiced for any wilful damage to College property their child has caused.

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"Twenty years from now you will be more disappointed
by the things that you didn't do than by the ones
you did do. So throw off the bowlines.

Sail away from the safe harbour.
Catch the trade winds in your sails.

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Mark Twain