



# Student Guide to Coodanup College

"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.

*Explore. Dream. Discover."*

**Mark Twain**

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## PRINCIPALS WELCOME

Welcome to the next stage of your educational journey as a Coodanup College student. For the next six years we will work alongside you and your families to ensure you get the best out of your learning experiences to ensure you have every opportunity to be successful in life.

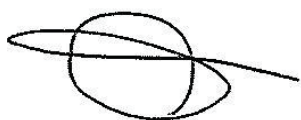
Our Motto is; *Explore. Dream. Discover.* We encourage you to *Explore* through your learning, *Dream* about what you want to achieve and *Discover* ways to be the best as possible.

You will find our college to be very much about learning. Learning Mathematics, English and other subjects, and about learning how we can get the best out of ourselves and others. Our college values are:

- **We will learn**
- **We will be safe**
- **We will be fair**
- **We will be proud**

These values guide everything we do and the way we treat each other. We have very high expectations that each and every student, with support, will learn to the best of their ability. Again, with support, we have high expectations on students to be positive, caring and respectful of others.

I am sure you are leaving your primary schooling with the fondest of memories and be assured that you will gain even better memories throughout your time as a secondary student at Coodanup College.



**Vicki McKeown**  
Principal



# FREQUENTLY ASKED QUESTIONS

## **WHAT CAN I EXPECT AT COODANUP COLLEGE?**

You probably have a lot of questions about what life will be like when you get to Coodanup College. Don't worry, you are not alone!

## **HOW CAN WE HELP YOU?**

We can answer all your questions during Orientation.

## **HOW CAN YOU HELP YOURSELF?**

Take this booklet home, read it, show your parents, your grandparents or caregivers and then read it again over the school holidays to refresh your memory. Talk to your primary school teachers - they went to high school once too you know! You will find high school very different to your primary school.

At high school there is a great selection of new subjects, new teachers and a whole range of new activities. You will meet a lot of new friends as well as bump into old friends from your primary school as well.

You might find it a bit hard to find your way around at first, but you'll soon get the hang of it. It also might seem a bit strange to be the youngest group in the school, but that won't last long, you will soon find yourselves moving on to year eight or nine. If you get lost or are confused about anything at all go to the administration office or ask any staff member for help. Don't forget to use your map.

## **WHAT WILL WE DO ON THE FIRST DAY OF SCHOOL?**

First of all, we will meet in house groups, and you will meet a group of other students. Your house group mentor will give you your timetable, a school diary, and any information you need to know. Then you will follow the instructions you are given and go to the class listed on your timetable. Remember to carry your new timetable with you all the time. (A good place to keep it is in your diary!)

## **WHAT IS A HOUSE GROUP?**

A house group is a group of students who are put into a particular group. The group meets every morning in 'house group'. In this time the home room mentor will check attendance and notes and provide you with information. If you truant or miss class, are late to school or have been away - your house group mentor will know! If you have truanted/missed class, you will have to face the consequences! If you've been late to school or away sick, your house group mentor will need a note from your parents on the day you return to college.



## WHAT IS A FACTION SYSTEM?

The faction system creates a positive school culture. Students develop school pride by participating in activities and celebrating success. Upon enrolling at Coodanup College each student is allocated into one of four factions. All students have the opportunity to compete in different activities in a supportive environment. Every Friday, is Faction Day and students are encouraged to wear their Faction shirt and compete in sporting games during recess and lunch.



## WHAT DO STUDENT LEADERS DO?

Student leaders are positive role models within the college and the wider community who initiate activities to build a positive culture. Two student leaders are selected from each year group, based on their leadership qualities and will attend meetings once a month to develop ideas to interact and build relationships within the community. They act as ambassadors of the college and assist with events such as assemblies, ANZAC Ceremonies, Crab Fest and transition days.



## WHAT DO THEY MEAN WHEN THEY SAY, “BE ORGANISED”?

This is a good question and this may mean different things in different subjects.

So come to class with the stuff you need (e.g. in some subjects that means paper, pens, pencils, books, calculators, clothes or shoes). If you are usually sleepy in the morning pack your bag the night before, check your diary and make sure you have everything you need.

Keep your stuff neat, clean and tidy. Keep food in its place (bags, box etc.) Keep your work tidy and use file dividers if you are using one file for all your work, to keep each subject in its own section. Keep spare paper in a special place and make sure you always have plenty of it. Mum, Dad or the person who cares for you can help you with this organisation if you are still having trouble.

Make sure you put your name on your work. Read instructions carefully and if you don't understand them – ask the teacher to explain.

If you need help or someone to explain something at length – choose your time carefully to see the teacher – don't try to tell the teacher something important as they are flying past you on their way to class, or when they are surrounded by five other people all talking at once, or while they're teaching the whole class. Wait for a quiet time to get their attention, and then explain your problem clearly and politely.

## HOW MUCH HOMEWORK WILL I GET?

You will have homework in most of your subjects. This isn't as bad as it sounds! You will still have time to have a life, but you will have to learn to manage your time. We suggest you allow a little time each afternoon or evening (around ½ hour - 1 hour) and occasionally time on the weekends to work on whatever needs to be done. If you don't have work to do, check your file and organize it and re-read any notes you have been given. Make sure you get into the habit of **writing all your homework in your diary** and then check it, that way you can never 'forget' any work.

Remember, at high school you will be given assignments as well as shorter work to do and they will take a lot more time. Don't leave them to the last minute, do a little bit each night on an assignment and it will be much more manageable. Some people take homework seriously; others treat it as a joke. High school is about preparing you for life and for a job, we hope that you will take it seriously and work hard to get good grades and make great progress. If you have concerns with homework, talk to your parent/guardian or your teacher.

## WHAT HAPPENS IF I AM LATE TO SCHOOL?

You must sign in at the administration office. This is very important. Go there and get a late note, and then give that note to your teacher when you get to class. Make sure you don't get into bad habits and do this regularly.

## WHERE DO I BUY AND EAT LUNCH?

You can buy your recess/lunch at Coodanup Café. Most Junior School students sit with their peers and find a comfortable place to make their own. There is an allocated area that is fenced off for the Junior School with your own play equipment and space to feel comfortable.

## WHERE ARE THE TOILETS?

This is the first question most new students really want to ask (if they will admit it!) So, when you are on your tours take special note of where the toilets are and check your college map too. It is best to make sure that you always use the student toilets at recess and lunchtimes to avoid disruptions during class. Yorga is the Aboriginal word for female and Marmun is the Aboriginal word for men, which you may also find on the toilet door sign.

## WHAT IF I AM SICK?

Minor injury and illness can happen from time to time in schools. Most problems are minor and do not require specialist or emergency care. As a general rule, we use a traffic light system when supporting young people at school. This is outlined below:

- GREEN** Non-Emergency - Students with health issues such as hayfever, sore throats and minor grazes should be looked after by the teacher and kept in class.
- AMBER** Non-Emergency - Students with health issues such as abdominal pain, significant distress or vomiting should be sent, with a note, to the Wellbeing Centre.
- RED** Emergency - Staff should contact the Wellbeing Centre or Administration Office immediately for these issues.

For students who have ongoing and persistent medical issues, they may be referred (by a staff member or parent/guardian) to the Student Services Team for further support.

## WHAT WOULD I USE THE LIBRARY FOR?

The Coodanup College Library is a fun, comfortable and safe space for all students. The Library offers students a huge variety of resources and services. These include:

- Fiction books, graphic novels, picture books for all ages, reference books (non-fiction), educational and recreational magazines
- Internet access
- Four computer hubs
- Photocopier/printer facilities, laminating facilities
- A range of board games and card games to be used at lunch time.



## Opening Times

The Library is open from 8.00am to 3:30pm Monday to Friday, including Lunch. Students are more than welcome to come in and use the Library during these times; we only ask that you be respectful of college property and of other students trying to learn around you.

## SmartRider Cards

When you first start at Coodanup College you will need to come to the Library during home group to have your photo taken for your SmartRider card. Your SmartRider card is not only used for public transport it is also your Library card. If your card is lost or stolen you will need to order a new card through the administration office and pay a \$5.00 replacement fee.

We always welcome your suggestions for new resources or changes to the Library.



## WHO ARE CHARLIE AND JUSTUS?

### Assistance Dogs Australia Educational Support Dogs

#### Four-legged Classmates

Starting a new school year can be a nerve-wracking time, particularly when you are transitioning to high school or a student with learning difficulties, autism or attention deficit disorder (ADHD). But when you have a four-legged friend in the classroom to greet you with a wagging tail and a cuddle, things seem less daunting.

#### Canine Helpers

Educational support dogs provide support to students in a number of ways, including offering emotional support, recognising signs of stress and anxiety, and helping improve concentration and communication skills. Having the dogs in the college supports the research of the therapeutic value of dogs as companions for people, especially those with emotional and physical needs.





## WHAT DO I DO IF I GET LOST AT HIGH SCHOOL?

Don't panic! If you are late to class because you are lost your teacher will understand. Seek help from the nearest staff member or use your map in your diary to go to the administration office where you will be looked after.



## WHAT DOES MY TIMETABLE MEAN?

On the first day you will receive a copy of your timetable from your house group mentor during house group. Instead of staying in one classroom all day, you'll get the opportunity to change rooms and change teachers. There are special rooms at college for practical subjects like Science, Food Technology, Art, Media, Woodwork and Metalwork.

It is a good idea to copy your new timetable into your diary straight away just in case you lose the computer copy. Your college diary will be given to you on your first day and will also have a place to keep your timetable safe. The timetable will show the period, the class, the teacher, the time and the room.

The following is an example to show you what to expect. We've added some notes to explain what each entry means.

Your name will be here

You will see this mentor every morning for house group

Information about your year and what house group you're in

**COODANUP COLLEGE**  
**Student Timetable**  
**Schedule** 2017 Semester 2  
**Student :**  
**Form Teacher:** Miss C Rossow

(# = User defined times) (\* = clash)

**Grid:** Year 7 2017  
**Year Group:** 7  
**Room :** E8  
**Student Reference:**

**Form:** 7HOU\_2  
**House:** East  
**Student Number:**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Before School</b>					
<b>Form</b>	7HOU_2 7 HOUSE GROUP Miss C Rossow E8 08:38-08:50	7HOU_2 7 HOUSE GROUP Miss C Rossow E8 08:38-08:50	7HOU_2 7 HOUSE GROUP Miss C Rossow E8 08:58-09:10	7HOU_2 7 HOUSE GROUP Miss C Rossow E8 08:38-08:50	7HOU_2 7 HOUSE GROUP Miss C Rossow E8 08:38-08:50
<b>Period 1</b>	7ENG_2 7 English Mrs K Heys B7 08:50-09:50	7MAT_2 7 Mathematics Mr C Hall E9 08:50-09:50	7F&R_4 7 Fitness & Recreat Miss M Cousins Oval3 09:10-10:05	7PE_2 7 Physical Educatio Ms J Campbell GYM1 08:50-09:50	7SCI_2 7 Science Mr R Trowbridge LAB 5 11:15-12:15
<b>Period 2</b>	7HASS_2 7 Humanities & Soci Mrs F Henry E8 09:50-10:50	7HASS_2 7 Humanities & Soci Mrs F Henry E8 09:50-10:50	7F&R_4 7 Fitness & Recreat Miss M Cousins Oval3 10:05-11:00	7MAT_2 7 Mathematics Mr C Hall E9 09:50-10:50	7HE_2 7 Health Ms J Campbell B6 09:50-10:50
<b>Recess</b>					
<b>Period 3</b>	7SCI_2 7 Science Mr R Trowbridge LAB 5 11:15-12:15	7BUSH_2 7 Bushrangers Ms J Campbell E6 11:15-12:15	7ENG_2 7 English Mrs K Heys D5 11:25-12:20	7ENG_2 7 English Mrs K Heys E8 11:15-12:15	7MAT_2 7 Mathematics Mr C Hall E9 11:15-12:15
<b>Period 4</b>	7MAT_2 7 Mathematics Mr C Hall E9 12:15-13:15	7BUSH_2 7 Bushrangers Ms J Campbell E6 12:15-13:15	7PE_2 7 Physical Educatio Ms J Campbell OVAL1 12:20-13:15	7SCI_2 7 Science Mr R Trowbridge LAB 5 12:15-13:15	7SCI_2 7 Science Mr R Trowbridge LAB 5 12:15-13:15
<b>Lunch</b>					
<b>Period 5</b>	7ROB_1 7 Robotics Mrs C Bennett E3 13:40-14:40	7ENG_2 7 English Mrs K Heys E8 13:40-14:40	7HASS_2 7 Humanities & Soci Mrs F Henry E8 13:40-14:40	7HASS_2 7 Humanities & Soci Mrs F Henry E8 13:40-14:40	7ROB_1 7 Robotics Mrs C Bennett E3 13:40-14:40

Periods are your classes

This information shows: the subject, your teacher's name, the room you are in and the time of the class

# LEARNING AREAS

## WHAT WILL I LEARN?

You are going to find Coodanup College a really great and interesting place to be (or at least, we hope you will), and you will have lots of opportunities to try out new ideas and learn many new skills. Your teachers are here to help you develop new skills and assist you to do your very best.

The following pages have information on some of the subjects available at Coodanup College: English, Maths, Science, HASS (Humanities and Social Sciences), Health and PE are subjects that all high school students study. We have also included some subjects that you will get to try out next year.

### Mathematics

In Year 7 you will learn to use mathematics to solve real life problems:

- You will learn about the world around you and develop skills for your future
- You will use calculations with all four operations on whole numbers, fractions, and decimals
- You will learn to cost items, learn formulas and skills in algebra
- You will learn about the different types of triangles and you will learn to solve problems involving angles
- You will learn about statistics, measurement and geometry with 3-D objects
- You will be involved in activities, games and interactive learning
- You will have opportunities to work in groups with your friends as well as on your own
- You will be amazed by the beauty of Mathematics!

### Humanities and Social Science (HASS)

In Year 7 you will be introduced to the study of Humanities and Social Science subjects, which are History, Civics and Citizenship, Geography, Business and Economics:

- You will develop skills in historical and geographical inquiry
- You will learn about ancient civilisations
- You will learn how to analyse evidence to develop a hypothesis
- You will learn about Natural Resources, Water Sustainability and Place and Liveability
- You will be introduced to Geographical concepts of Space, Place, Interconnectivity, Change, Environment, Sustainability and Scales
- You will be able to use your skills in both a written and a fun and creative way
- You will also learn about our political and legal system
- You will be introduced to business and the world of work.

### English

In Year 7 you will focus on the strands of Literature, Literacy and Language:

- You will listen, read and review texts
- You will do this on your own, in groups and in a class
- You will read one novel per term
- You will be a creative writer
- You will reflect on your work
- You will become an effective and thoughtful global citizen of the Twenty First Century.



## Science

In Year 7 you will discover that Science is exciting, useful and ongoing:

- You will learn about many of the different forms of life that exist on Earth
- You will learn about motion and the forces involved in changing it
- You will learn about renewable and non-renewable forms of energy
- You will learn how The Sun and The Moon impact The Earth.



## Drama

In Year 7 expect to have a lot of fun in Drama:

- You will work on the idea “Give it a go” where all students are encouraged to try their best
- You will be exploring all the different ways our bodies can move and be used to tell stories
- You will learn about the stage and the basics of creating dramatic works
- You will play different characters and create performances for audiences to enjoy
- You will play a lot of games in drama but you will learn through them.

## Stagecraft

In Year 7 you will use team work, creativity, innovation and originality:

- You will focus on the backstage roles in the theatre
- You will be offered a taste of some of the design roles needed in producing a play
- You will learn skills such as costume and prop design, basic sound design and mask and puppet constructions.

## Media

In Year 7 you will learn all about the basics of Media Production including many of the tools used by content creators, directors, producers, YouTubers and so on:

- You will learn about the different genres of film – including action, horror, sci-fi and romance
- You will watch and analyse several Disney short films and excerpts from cartoons and movies. You will never look at a movie the same way again
- You will work in groups and individually, to write, draw, film and produce your own 1 - 2 minute blockbuster movie trailer using iMovie
- You will learn how to storyboard and frame shots, direct actors, use digital cameras, import footage, and edit a trailer with music. There are lots of costumes and props to make it more fun
- You will have the chance to win Vivo's when you compete in class game-show style quizzes called Kahoot. Topics will include video games, movie characters, movie genres and everything else we have learned during the term.

## Visual Arts

In Year 7 Art is a fun, busy and creative environment:

- You will be given the opportunity to explore different media
- You will experiment with drawing, painting, printmaking, textiles and sculpture
- You will be introduced to 'The Elements of Art'.

## Physical Education

In Year 7 you will learn about being healthy, safe and active:

- You will have fun learning how your body works and developing important skills that will help you participate in games and sport
- You will learn rules of the game and how to be an active member of a team
- You will get to play and learn the rules of a variety of sports.



## **Fitness and Recreation**

In Year 7 you will have the opportunity to develop a wider range of skills in Physical Education:

- You will learn the rules of various sports and develop interpersonal skills through umpiring sporting matches
- Your focus will be on team games and physical pursuits to enhance well-being.

## **Health**

In Year 7 you will focus on prevention and cover areas of importance to you as an adolescent living in a rapidly changing world.

Topics include:

- Resilience, personal and mental health
- Relationships
- Caffeine, nicotine and over-the counter drugs
- Physical and community health.

## **Home Economics**

In Year 7 you will learn to love being in the kitchen making and preparing foods:

- You will learn to prepare foods and follow kitchen hygiene rules
- You will learn how to do dishes properly, use the names of various kitchen utensils, and to work with a team member on your bench
- You will do quizzes, word sleuths and general knowledge reviews
- You will learn how to follow a recipe
- You will prepare a different food each week
- You will need to be prepared to have closed in shoes, hair tied up, hands washed and aprons on.

## **Agriculture**

In Year 7 you will explore the areas of Agriculture on the college's very own Agricultural Farm as well as make discoveries in a Science Laboratory:

- You will investigate the Five Kingdoms of animals and plants
- You will investigate animals in farming, the origins of plants and animals, plant propagation, animal care and animal handling
- You will have the opportunity to do practical work in a commercial shade house, production gardens and in the future years a vineyard
- You will gain experience in an Aquaculture shed as well as free range sheds with laying hens and airconditioned accommodation with small rabbits.

## **Woodwork and Metal Technology**

In Year 7 you will undertake a variety of projects in the Workshop:

- You will learn the technology process (investigate, design, produce and evaluate)
- You will have the opportunity to use electrical machinery to shape projects
- You will develop skills using hand tools
- You will complete projects to take home.



# BEHAVIOUR AND WELLBEING

## WHAT DOES POSTIVE BEHAVIOUR SUPPORT (PBS) MEAN?


PBS means that we aim to teach and support every student to meet our behaviour expectations at the college. Our behaviour expectations are also known as our school rules.

## WHAT IS THE PBS MATRIX?


We have introduced our behaviour expectations called the PBS Matrix that;

- Actively teaches students the behaviour we want to see
- Raises expectations
- Provides opportunities for leadership
- Promotes a positive learning environment
- Holds everyone accountable.

See below for the PBS Matrix which outlines the college's behaviour expectations:



*Explore. Dream. Discover.*



	WE WILL LEARN	WE WILL BE SAFE	WE WILL BE FAIR	WE WILL BE PROUD
<b>ALWAYS</b>	<ul style="list-style-type: none"> <li>• Follow fair and reasonable instructions</li> <li>• Manage conflict responsibly</li> <li>• Use appropriate language and behaviour</li> <li>• Be kind, considerate and appreciative of others</li> <li>• Use technology and resources appropriately</li> </ul>			
<b>LEARNING TIME</b>	<ul style="list-style-type: none"> <li>• Bring all necessary equipment</li> <li>• Be on time</li> <li>• Fully participate in the learning experience</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in class</li> <li>• Use equipment safely</li> <li>• Move around considerately</li> </ul>	<ul style="list-style-type: none"> <li>• Put our hand up to speak</li> <li>• Ask to borrow from others</li> <li>• Actively listen to others</li> <li>• Let others learn</li> </ul>	<ul style="list-style-type: none"> <li>• Wear our uniform</li> <li>• Leave our classroom tidy</li> <li>• Keep our work neat and tidy</li> <li>• Acknowledge your success and that of others</li> </ul>
<b>BREAKTIME</b>	<ul style="list-style-type: none"> <li>• Encourage positive activities</li> <li>• Use your manners</li> <li>• Report bullying</li> <li>• Participate in positive activities</li> </ul>	<ul style="list-style-type: none"> <li>• Stay within college boundaries</li> <li>• Play safely</li> </ul>	<ul style="list-style-type: none"> <li>• Wait patiently in queues</li> <li>• Take turns with recreational equipment</li> <li>• Include others</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain all equipment and resources</li> <li>• Put litter in the bins</li> <li>• Take care of the college environment</li> </ul>
<b>OFF SITE SCHOOL ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Return permission slips completed and on time</li> <li>• Actively listen</li> <li>• Actively participate</li> </ul>	<ul style="list-style-type: none"> <li>• Work co operatively</li> <li>• Stay together</li> <li>• Adhere to time schedules</li> <li>• Wait for instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the site rules</li> <li>• Be courteous to members of the public and facilitators</li> <li>• Let others do their jobs</li> </ul>	<ul style="list-style-type: none"> <li>• Leave a good impression</li> <li>• Represent our college confidently</li> </ul>
<b>BEFORE &amp; AFTER SCHOOL</b>	<ul style="list-style-type: none"> <li>• Eat a healthy diet</li> <li>• Come to college on time</li> <li>• Study and complete set tasks</li> <li>• Read for learning</li> </ul>	<ul style="list-style-type: none"> <li>• Leave bikes/scooters in assigned areas</li> <li>• Follow road rules</li> <li>• Wait calmly for the bus</li> <li>• Make responsible choices</li> </ul>	<ul style="list-style-type: none"> <li>• Be kind on social media</li> <li>• Use manners on the bus</li> <li>• Use manners at the shops</li> </ul>	<ul style="list-style-type: none"> <li>• Be law abiding citizens</li> <li>• Promote our college positively</li> </ul>

## WHAT REWARDS ARE THERE FOR MEETING EXPECTATIONS?

You have the opportunity every day, every class to earn valuable reward points called Vivo miles. From these points you can buy very cool stuff from the Vivo miles website. You will be given your log in details at the beginning of the college year by your teacher.



## HOW DOES COODANUP COLLEGE DISCOURAGE BULLYING?

Coodanup College is a Positive Behaviour Support (PBS) school and upholds the four school values of:

- **We will learn**
- **We will be safe**
- **We will be fair**
- **We will be proud**

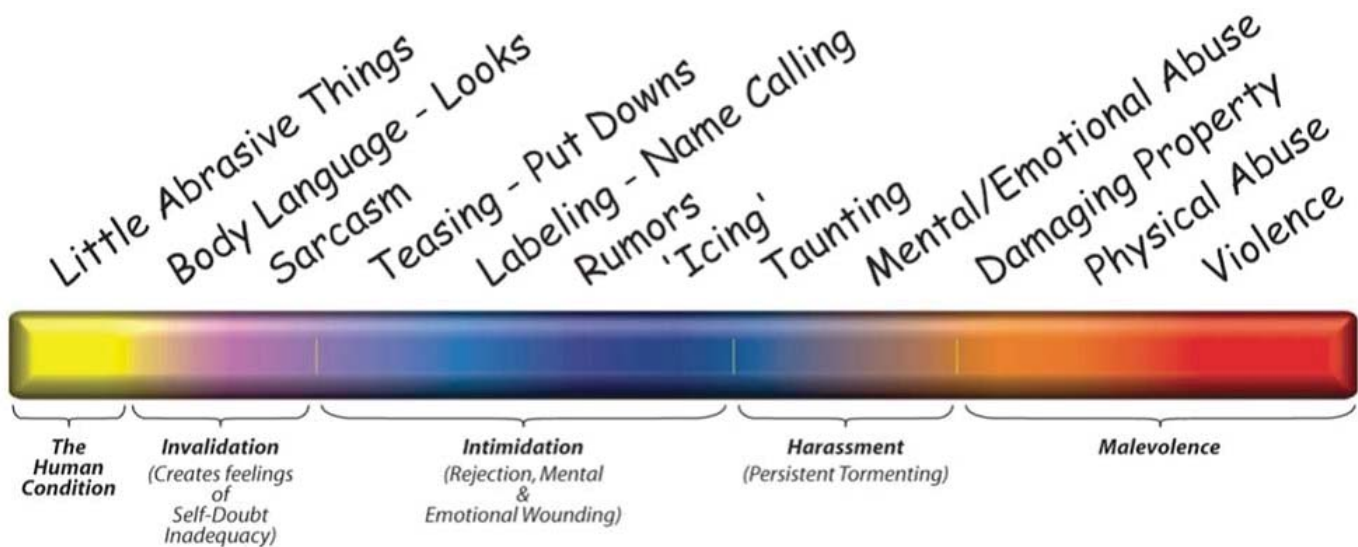
Bullying is against the mission and purpose of the college. Our expectation is that students manage conflict responsibly, are kind, considerate and appreciative of others, and report bullying to staff.

Coodanup College does not tolerate bullying, violence, discrimination or harassment.

Students and staff at Coodanup College have a responsibility to help prevent these behaviours from occurring.

## WHAT IS BULLYING?

Bullying is “repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm” (Bullying No Way, 2015). It is outlined in the Spectrum of bullying.



# The Spectrum of Bullying®

It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert).

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying however, these conflicts still need to be addressed and resolved.

Behaviours that do not constitute bullying include:

- Mutual arguments and disagreements (where there is no power imbalance)
- Not liking someone or a single act of social rejection
- One-off acts of meanness or spite
- Isolated incidents of aggression, intimidation or violence.

These issues may simply mean that a person lacks inter-personal skills. Support is required for these matters and the Year Coordinators and Student Services Team can assist.



## ROLES STUDENTS MAY PLAY IN BULLYING

Students may take on different roles in different circumstances.

The range of roles students take in bullying may be:

- As the target of bullying
- The student engaging in bullying behaviour
- As a bystander – someone who sees or knows about someone being bullied.

Bystanders can play a number of roles:

- Students who assist the students who are bullying and actively joining in
- Students who encourage and give silent approval to the students who are bullying
- Students who watch the bullying (or hear about it) but are passive and do nothing
- Students who defend or support the student who is being bullied by intervening, getting teacher support or comforting them.

Bystanders play an important role in bullying. The 'Coodanup College Way' is for bystanders to get teacher support and look after young people impacted by bullying.

## WHAT TO DO IF YOU ARE BEING BULLIED OR KNOW BULLYING IS TAKING PLACE

- As soon as possible, get teacher support so they can help address the problem. Remember it is always okay to talk about bullying. The Year Coordinator and Student Services Staff are able to support with bullying situations and help students deal with bullying and harassment
- Talk to someone at home about what is happening
- Make a commitment to treating everyone with respect and dignity
- If you are a bystander in a bullying situation, offer support to the person who is being bullied and encourage them to seek help
- If the bullying is occurring online or via text messages, ensure records of the bullying are kept and talk to a teacher or guardian immediately
- If students do not feel comfortable speaking to parents, staff or peers, the Kids Helpline can be contacted on 1800 55 1800 to provide further support and guidance.



## CAN I USE MY MOBILE PHONE AT COLLEGE?

Whilst you can bring your mobile phone to college, it is a non-essential item. This means you don't need to bring your phone to college and accept responsibility for any theft/loss or damage to your device.

- If your phone is interfering with your learning or your wellbeing, your phone privileges may be taken away for a period of time
- The college has a strict "Off and Away" expectation; see the table below for more information.

<b>Correct mobile phone use</b> <ul style="list-style-type: none"> <li>• Mobile phone is switched off</li> <li>• Mobile phone is in college bag</li> <li>• Mobile phone is ONLY used in class with teacher permission</li> <li>• Mobile phone is not given to others</li> <li>• Earphones in college bag</li> </ul>	<b>Not quite right mobile phone use</b> <ul style="list-style-type: none"> <li>• Mobile phone is on silent</li> <li>• Mobile phone is in clothing pocket</li> <li>• Student is using mobile to check the time</li> <li>• Earphones out of bag</li> </ul>	<b>Not correct mobile phone use</b> <ul style="list-style-type: none"> <li>• Mobile is switched on</li> <li>• Mobile is out of the college bag</li> <li>• Student uses the phone in class without teacher permission: to answer calls, send messages</li> <li>• Student decides to use phone in class to listen to music</li> <li>• Student shares or uses another students' phone</li> <li>• Charging phone</li> </ul>
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## WHAT DO I WEAR TO COLLEGE?

Wearing a uniform is important as it shows pride in the college, allows staff to identify students on the college site and meets our safety guidelines in subjects such as Science and Woodwork.

In the table below, our uniform expectations are:

<b>Correct uniform</b> <ul style="list-style-type: none"> <li>• College shirt only</li> <li>• College shorts only</li> <li>• College jumper only</li> <li>• College bag only</li> <li>• College dress (mid length only)</li> <li>• College skirt (mid length only)</li> <li>• College cap or plain black cap</li> <li>• Black covered shoes, black or white laces</li> <li>• Plain black or white socks</li> <li>• Sports uniform (college faction shirt with black shorts with white line) in sport time</li> <li>• Sports uniform for Faction Day</li> </ul>	<b>Not quite right uniform</b> <ul style="list-style-type: none"> <li>• Nice black shorts (but not the college shorts)</li> <li>• College shirt not buttoned</li> <li>• Black cap with writing</li> <li>• College skirt/dress that has been shortened</li> <li>• Black shoes but coloured socks</li> <li>• Sport uniform outside of sports class</li> <li>• Coloured laces</li> </ul>	<b>Not correct uniform</b> <ul style="list-style-type: none"> <li>• Old Coodanup College uniform</li> <li>• Coloured caps</li> <li>• Skate shoes</li> <li>• Non-school beanies</li> <li>• Leggings</li> <li>• Handbags</li> </ul>
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