

Don College Handbook 2016



Secretary's Foreword



This Student Information Booklet is designed to give you essential information about the school you are attending for Years 11 and 12.

If you're continuing from Year 11 into Year 12, you are probably familiar with this booklet already. However, some things change from year to year so I encourage you to read through this booklet and make sure you're up-to-date with all of the choices that are available to you.

If you're entering Year 11; welcome. Years 11 and 12 are very important steps in your learning, with the vast majority of jobs today requiring at least a Year 12 qualification.

This Student Information Book has been designed to complement and build on the information provided in the Course Information for Years 11 and 12. It provides detailed information about courses, prerequisites and learning pathways to help you choose the courses that are right for you.

Some students may already have a career in mind and know what subjects they need to achieve that outcome. However, many students haven't yet decided on a career path and choose to study a broad range of subjects.

What's most important is that you complete your studies and obtain a qualification, be that a school-based apprenticeship, a Tasmanian Certificate of Education (TCE) or a vocational education qualification. Once you have a qualification, you have so many more opportunities and choices available to you. I wish you well in your studies for 2016 and beyond.

Stephen Conway

Secretary

Principal's Welcome

Dear Students

Don College provides you with the best opportunities to create choices for your future. You play an active role in creating your future options. Commitment to your studies and achievement in courses will allow a greater range of choices for further education, training, employment and life in general.

Staff will support you in a friendly and engaging learning environment. You will make lifelong friendships.

We welcome you to Don College and look forward to setting goals with you and working together to achieve them.

John Thompson

Principal



Studying at Don College

Don College is a place for learning

We will assist you with planning and achieving a pathway to university, TasTAFE and other career and work options. There are lots of subjects to choose from but the most important choice for you is to continue your learning.

Enrolment

When you enrol it is expected that you will comply with the college expectations which include

- Attend all classes
- Complete set work
- Respect the rights of all members of the Don College community to receive an education, be safe and have their property respected
- Use the college as a learning community

Enrolments for current Year 10 students will be conducted during November each year through your high school.

Enrolment for current Year 11 students will be conducted during October each year through your Support Group teacher at the college.

Students who wish to enrol after this time do so by contacting the college office on 6424 0200.

Students from non-government schools should contact the college office on 6424 0200 to make an appointment.

Students aged 18 or older wanting to enrol at Don College for the first time need to apply to an Assistant Principal and complete a Good Character Check. Applications will be considered on merit. Good Character Check forms are available from the main office.

Attendance

Students are expected to attend all lessons. Attendance in classes has been shown by research to be one of the most important factors in achieving successful learning outcomes.

Teachers record attendance and attendance summaries are forwarded to parents/guardians with reports. Staff are required to contact parents/guardians concerning any attendance issues. Acceptable reasons for absence include illness, family emergencies or important appointments which cannot be made at other times.

In the case where a student is unwell or unable to attend a class the college must be notified by a telephone call, written note, absence form or a medical certificate to the main office as soon as possible, and certainly within a week of the absence. A supply of absence forms is kept at the office reception area.

If students are absent from class without notification parents/guardians will be sent a SMS at the end of each teaching day. If a student is absent it is important for them to discuss with their teacher work that has been missed and what is required for them to catch up.



Studying at Don College

Work Expectations

Students will have time during the week when they don't have classes. These blocks of time are study lines and it is expected that students will use this time to manage and support their learning. All courses will require students to undertake additional study outside class time. Effective use of time at school and at home will assist students in successfully completing work. Our staff assist students with learning strategies and structures for effective use of this time.

Assessment and Reporting

Assessment is an important part of learning. Teachers regularly assess students and provide them with feedback in a variety of ways. Teachers support and challenge students to reflect on their learning and seek ways to improve.

All courses are assessed against specific criteria or competencies. These indicate what students will be expected to know and do for the successful completion of a particular course. Students will be made aware of assessment protocols in each subject. More detail on assessment practices is available in the college Assessment Policy and Procedures document available on our webpage.

Students can view and discuss their current subject ratings with their teachers at any time.

Reports will be sent home three times a year to parents and guardians or directly to independent students. Attendance records are included with reports. The final end of year assessments are sent from Tasmanian Assessment, Standards and Certification (TASC) and the TASC issue certificates recognising successful completion of courses.

Final VET course certificates will be sent from the Tasmanian Secondary College RTO.

Student Identification Card

Students will be issued with a Student Identification Card on their first day at Don College and are required to carry their ID when at college.

Tutorial Support

Tutorial sessions are available on Tuesdays and Thursdays from 2.10pm until 3.25pm each week. During this time teachers are available for individual students or groups focussing on particular topics. Specific detail will be on the daily memo or through your subject teacher.

Students are expected to participate in tutorial sessions to support them in their learning.



Studying at Don College

Year 11 Learning Support

Learning support is a class designed to develop the skills and attributes required for academic success. Students who are enrolled in TASC subjects or who are enrolled in VET and also in one or more TASC pre-tertiary subjects will participate in Learning Support each week.

Successful completion of Learning Support will provide students with 10 credit points and the required ICT standard for the Tasmanian Certificate of Education (TCE).

Student Information Validation Form

The validation of student information ensures that student details are accurate. As the college has a duty of care to students it is vital that this information is current. The validation form can only be completed and signed by the Main Contact. Information needs to be completed every year. Validation forms are to be returned to the college prior to the commencement of classes.

Student Leadership

Don College values the development of leaders. Organisations, clubs, peer groups and employers seek young people who show initiative and the capacity to lead. With this in mind the college has a model of leadership that replaces the traditional Student Representative Council. There are no elections - students simply express an interest and make a commitment. This enables students to lead. Our leadership groups include:

- Student Activity Group
- Amnesty International Group
- Christian Fellowship
- Media publications Group
- Robotics

Other groups and activities are developed each year depending on student initiatives.

The expectation is all students are leaders and model respectable behaviour.



Student Support

Students may find life at Don College different in many ways from their high school. If students experience problems settling in or difficulties arise during the year, there are a number of ways students can seek assistance. We encourage students to seek assistance from any of the following:

Subject Teachers are able to assist students in many matters and additionally offer advice on appropriate staff to contact.

A Learning Support Teacher is assigned to each student for the year. The Learning Support Teacher takes a special interest in the student's progress. Each student will have regular interviews scheduled with this teacher. The Learning Support Teacher will assist the student to develop their study and learning skills, review their pathway plan, assist them in meeting their course requirements and monitoring progress towards their Tasmanian Certificate of Education (TCE), and achievement of educational goals.

Assistant Principals are available for course counselling, assistance with personal issues and referral to professional support where appropriate.

A Social Worker is based at the college full-time and can help with personal and family problems.

A Police Officer is based at the college part-time to help keep the college safe and to work with individuals and classes.

The Chaplain is a member of the Student Services Team and is available to offer assistance, support and referral to professional services for students. Participation by any student is voluntary and parental permission is required.

Youth Worker/Student Services Team personnel are available at the college as part of the support team.

The Careers Team provides assistance in planning successful transitions to work, training or further education. We advise all students to utilise this service whilst at Don College.

Guidance Officer services are available at the college providing counselling and psychological assessments.

Dr Jane Cooper provides a confidential General Practice Clinic to students at Don College. This is a branch surgery of the main practice at 106 Best Street, Devonport. www.donmedical.com.au Online bookings are available and the phone number is 6441 5299.



College Communication

Communication with Students

Information is provided to students in the following ways:

- Student daily memo. This is read to students in the first two periods of the day and is available in the Library, and the noticeboards in the Student Lounges
- Noticeboards and a digital screen display in the foyer and the library
- Email to students
- Facebook: www.facebook.com/DonCollege

Communication with Parents

The goal of communicating with parents and guardians is to achieve the best educational outcomes for students. Parents and guardians are encouraged to be involved in the college and be supportive partners in education. We encourage parents and guardians to contact Don College should they have any queries or concerns.

Subject progress reports are posted three times a year. This includes:

- An interim report in March which provides an early indication of progress in learning
- A midyear report which provides progress against subject criteria
- The third term report indicates ratings against subject criteria

After reports are sent home we invite all parents and guardians to parent-teacher interviews.

Newsletters are published regularly to celebrate student achievements, involvement in the greater community and promotion of future activities.



College Facilities

Don College is positioned in a beautiful natural environment. Splash Aquatic Centre is nearby and several walking and cycling tracks lead to the pool, nearby beaches and Devonport city. It is expected that students will respect our natural environment and that of our neighbouring residents.

Smoking

Smoking is prohibited on the college grounds and in the immediate vicinity. This includes the surrounding streets and the Don River Reserve. If you require assistance to quit smoking please go to www.quittas.org.au or discuss with a member of the Student Services team.

Library

The Library operates from 8.15am until 4.00pm Monday to Friday and supports both study and recreational needs. Our library is a magnificent, vibrant learning space. The wide range of resources available includes books, serials, DVDs, audio-visual and digital equipment. Computer facilities and study areas are provided for groups as well as for individuals.

Staff members are available at all times to provide expert assistance with effective research, equipment use, and learning and information literacy programs.

Direct access to online library services and research support is available on the Don Library homepage of the Don College Intranet.

Student Lounges

Comfortable spaces are available for students to enjoy. All students are reminded that Don College is a place of learning and are requested to respect the rights of others to learn. Kitchen facilities are available for students. All students are expected to keep our campus clean and tidy.

Computer Access

All students are encouraged to bring their own device, charged and ready for operation daily. Students can access our Wi-Fi network with their smart phone, tablet or personal laptop. Students must comply with the Don College Computer Use Agreement. For further details please refer to Don College BYOD information sheet.

Student Property and Lockers

Lockers are issued each year for an annual fee of \$5. Students are responsible for providing their own lock. Don College does not insure the property of students. Any property students bring to Don College including books, stationery, computers and clothing, should be clearly named so that if misplaced, it can easily be returned. Any lost property is kept at the Main Office and the Student Support Office.

Parking

Permit parking is available on Don College grounds. Parking permits are available from the office following confirmation of enrolment. Staff and students are only to park in designated areas. Bike storage facilities are also provided for staff and students.



Levies

Year 11 and 12 Students

The General Levy for Year 11 and 12 full-time students will be \$390. Part-time students are charged proportionally. Some subjects can have an additional *Other Fee* ranging from \$20 to \$280 depending on the subject/course.

Payment of Levies

Levies are a financial contribution by parents/guardians towards costs associated with each student's education program and may be shared between parent/guardians with a percentage *split* recorded on the Enrolment/Validation form. Parents/students who may have difficulty in paying the required levies prior to the commencement of classes in 2016, can contact the office to discuss an instalment plan. It is anticipated that parents/guardians with the capacity to pay levies will do so, noting the Department of Education will take reasonable action to recover money where payments remain outstanding.

Student Assistance Scheme (STAS)

Eligible Parents/Carers/Students/Grandparents can apply for assistance through the Department of Education's Student Assistance Scheme (STAS) – refer: Financial Assistance Services on 1800 816 057 or via email at stas@education.tas.gov.au Those assessed as being eligible for STAS will not be required to pay the General Levy or any additional Other Fees.

2016 General Levy Refund Policy – a \$20 administration fee applies to all levy refunds

Prior to	29 February	100% refund
	31 March	75% refund
	29 April	50% refund
	31 May	25% refund
After	31 May	nil refund

Nil refunds are paid for students who pay 2016 Other Fees for subjects, as these funds are used to establish classes and to purchase additional resources for the relevant learning programs.

Unpaid Levies and Other Fees for students who withdraw from the College

With the exception of STAS approved students pro rata Levies and Other Fees will be payable for any students who withdraw from the College.



Travel Arrangements

Contract bus services are provided from regional centres at the beginning and end of each day. Some services are also provided during the school day. For details please look at specific bus service timetables available at the main office, or phone the bus companies directly on numbers listed below.

Merseylink (formerly Phoenix Coaches) Ph: 6427 7626

Railton/Spreyton

West Ulverstone/Alexandra Rd

Squeaking Point

Tarleton Rd

Latrobe

Preston/Gunns Plains/Ulverstone

Port Sorell

Forth/Braddons Lookout/Don Interchange

Shearwater/Port Sorell/Moriarty

Morses Coaches Ph: 6424 9089

Sheffield/Spreyton

R Kelly Ph: 6491 1711

Claude Rd

KD & DI Sims Ph: 6429 3220

Cradle Mt Rd/Wilmot

Upper Castra/Sprent/Kindred

Alma/Paloona Bridges



Key Contacts

Address: 87-121 Watkinson Street, Devonport, Tasmania, 7310
Postal: PO Box 189, Devonport, Tasmania, 7310
Telephone: (03) 6424 0200
Facsimile: (03) 6424 9740
email: doncollegereception@education.tas.gov.au
website: doncollege.education.tas.edu.au/
facebook: www.facebook.com/DonCollege

Key Dates

Year 12 Course confirmation, book sales, student ID and locker sales

Wednesday, 27 January, 12.00pm – 5.00pm

Year 11 Course confirmation, book sales, student ID and locker sales

Thursday, 28 January, 9.00am – 5.00 pm

Wednesday, 3 February	Term 1 commences for all students
Thursday, 4 February	Evening of Excellence
Monday, 14 March	Northern Recreation Day Holiday
Friday, 25 March – Tuesday, 29 March	Easter
Friday, 8 April	Last Day of Term 1
Monday, 25 April	Anzac Day Holiday
Tuesday, 26 April	Term 2 commences
Monday, 13 June	Queen's Birthday Holiday
Friday, 1 July	Last Day of Term 2
Monday, 18 July	Term 3 commences
Friday, 23 September	Last Day of Term 3
Monday, 10 October	Term 4 commences
Friday, 11 November	TASC & VET courses finish
Monday, 14 November – Friday, 25 November	TASC 3 Assessment Period
Tuesday, 6 December	START Day (for Year 10 students)

