



STUDENT AND CARER HANDBOOK

2018



Where Caring and Learning go Hand in Hand

We're here for you...

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WELCOME

Welcome to Carinity Education - Southside where we have a team of teaching and support staff who are all waiting enthusiastically to work with you.

There are many opportunities you can enjoy at Southside if you choose to make the most of them. Take the time to give the teachers, teacher aides and other support staff a chance to build a positive relationship with you. Try to attend school every day or let us know if there is a reason you cannot be at school.

The information in this handbook will help you to understand the principles on which the school operates. If you have any questions about the information in the handbook please ask for clarification as soon as possible.

We are here to help you have a positive school experience.

Christine Hill, Principal

MISSION, VISION AND GUIDING PURPOSE STATEMENTS

Our Mission:

Driven by our Christian values, we provide high quality care and services, making a real difference to people in need.

Our Vision:

Creating communities where people are loved, accepted and supported to reach their full potential.

Our Guiding Purpose:

Following the example of Jesus Christ, we exist to reflect God's love to people in need.

Carinity Education Southside is committed:

To provide access to a quality education for all young people, especially those who experience disadvantage or discrimination, so that they can fully participate in the spiritual, social, cultural, political and economic life of our community.

Our vision is best exemplified in the Southside Guiding Principles which are listed on pages 7 and 8 of this handbook.

WHO'S WHO AT SOUTHSIDE?

Principal:	Christine Hill
Business Manager:	Leanne Aitcheson
Curriculum & VET Co-ordinator:	Susanne Fletcher
STUDENT SUPPORT TEAM:	
Assistant Principal:	
Health and Parenting Co-ordinator:	Julie Roffmann
Indigenous Youth and Family Support Worker:	Adelaide Saylor Dita Southwood
Teacher:	Nicole Williams
Careers Co-ordinator:	Kerri Chatfield
IT Support:	Caleb Plum
Maintenance:	Neil Black
Kitchen Staff:	Aunty Joan Saylor <i>Tue, Wed, Thur</i> Rikki Roumanu <i>Mon, Tue, Fri</i>
Office Staff:	Kelly Tracy Tayla Sudall Dee Watt
Teachers:	Amanda Roberts <i>Mon, Tue, Thurs</i> Hazel Grass Simone Kerr-Stevens <i>Mon, Tue, Wed</i> Chelsea Hannigan Rebecca Mennen <i>Mon, Tue, Thur, Fri</i> Kimmi Naidoo Catherine Vero <i>Mon, Tue, Wed, Thurs</i> Kim Wakefield Nicole Williams Michelle Comollatti
Youth Worker/Teacher Aides	Lisa Daanen Emjay Johnson Shanez Ghee Bronwen Hall Lara Williams

Class Times

Monday, Tuesday, Thursday and Friday

9.00 Community Time
9.30 Lesson 1
10.25 Lesson 2
11.20 Lunch
11.55 Lesson 3
12.50 Lesson 4
1.45 Second Break
(School finishes Year 7-9)
2.00 Lesson 5
(Year 10-12 only)
2.50 School Finishes

Wednesday

9.00 Community Time
9.30 Lesson 1
10.25 Lesson 2
11.20 Lunch
11.55 Form Class
12.50 RAW

2.30 School Finishes

First Day at Southside

On the first day of school the student should report to the school office to receive their timetable and stationery pack prior to attending our induction meeting. This may include time to complete Compass literacy and numeracy assessments. From here they will be introduced to their youth worker/teacher aide and escorted to their transition class.

Students and their carers will already have met with the Principal, Christine Hill, at the enrolment interview. During the first week of school the student will also meet other key staff such as the Assistant Principal/Curriculum Co-ordinator, Health and Parenting Co-ordinator and Indigenous Youth and Family Support Worker.

All new students commence in the Transition class. When students are comfortable with the school routine and considered ready for class they will be offered the opportunity to join their Year level for regular classes.

Students in Years 10, 11 & 12 will be required to complete a SET plan during the first week of school. This will inform their future subject selection.

Student ID Cards

During the first week of attendance students will be photographed and an ID card will be created for them. This is issued free of charge. Students should carry their ID card at all times.

Attendance and Centrelink Letters

Attendance records are kept by Carinity Education - Southside and are made available to other agencies if required by law. Absences for reasons such as illness or appointments should be reported by caregivers to the office on 3423 7499 so the reason can be recorded.

Payment of Commonwealth allowances may be affected if students do not maintain regular attendance. We are obliged by law to report extended 'unexplained' or 'unacceptable' absences for students receiving financial assistance from Centrelink.

Only students who have attended school for at least five days can be provided with a letter confirming their enrolment at Southside.

Late Arrival and Early Departure

From time-to-time students may have appointments with outside agencies which necessitate either late arrival at school or an early departure from school. In this instance the student must sign in, or out, at the school office. This ensures we know the whereabouts of students in case of emergency.

Students who need to leave school early must seek permission from the Principal or one of the members of the Student Support team prior to signing out at the school office. A brief note or phone call (on 3423 7499) from a carer on the morning of the appointment can expedite this process.

Probation

Students are placed on probation at the time of enrolment for one complete term. The purpose of probation is to ensure the school and student are a good fit for each other. Probation may be extended if it is required to encourage change in attitude or application to studies.

Probation involves monitoring feedback from teachers and youth workers directly involved in classroom activities with the student. It is not about achieving high grades but requires the student to demonstrate an increasing willingness to listen, learn and be inquisitive: to engage in their learning. The development of a positive attitude is important to continued improvement.

Most importantly students should demonstrate a willingness to follow and an ability to adhere to the Carinity Education - Southside guidelines. We are well aware that many students enrol at Carinity Education - Southside because of their disengagement from mainstream education. We do not expect immediate change but rather a willingness to co-operate with staff and commitment to improvement.

Southside Guiding Principles

Our Carinity Education - Southside guiding principles represent the values which are at the centre of our school. These values are not negotiable and all members of the school community must uphold them for us to be able to work effectively together.

The first guiding principle is most significant and is reflected in all other guiding principles.

1. Be Respectful, Kind and Caring

Happy and peaceful communities are those where people hold respect and show genuine concern for each other, all living things and the environment God has created.

Have respect for:

- ❖ Yourself – in the way you speak, act and dress
- ❖ Family, others in the School Community, Elders and visitors in the way that you speak and act toward them
- ❖ Those in our neighborhood and in the wider community
- ❖ Diversity and cultural differences
- ❖ All living things and the environment God has created
- ❖ Opinions, beliefs and attitudes of others even when they are different from yours
- ❖ Property

2. Make a Contribution

Everyone should aim to make a difference, to make the world a better place. We value what each person can offer their friends, family, school and the community.

To achieve this, everyone must strive to participate daily.

In making a contribution we must:

- ❖ Be fair
- ❖ Have a positive attitude
- ❖ Attend school every day
- ❖ Be active in your community
- ❖ Make an effort – always have a go
- ❖ Always try our hardest even when faced with challenging tasks
- ❖ Be aware of injustices in the community and work to build a better world
- ❖ Do whatever we can to improve a situation, no matter how small our contribution may seem

3. Be a Responsible and Active Citizen

As a responsible citizen, we care about others in our community; we act with kindness and integrity.

A responsible citizen

- ❖ Is kind
- ❖ Gains an education
- ❖ Is just
- ❖ Learns to resolve differences peacefully
- ❖ Has integrity
- ❖ Forgives others
- ❖ Is concerned for the welfare of others
- ❖ Informs a staff member of a genuine concern for another persons well-being
- ❖ Avoids language and behaviour that upsets others
- ❖ Abides by laws
- ❖ Develops independence
- ❖ Learns to communicate, to negotiate and to avoid confrontation.

4. Be a Peacemaker

We learn to settle differences peacefully, avoiding confrontation. We care for others, always forgive and work towards building a more peaceful world.

- ❖ Resolve to settle differences and avoid confrontation through talking together, not fighting.
- ❖ Being willing to seek assistance to resolve conflict where necessary, including asking school staff for help
- ❖ Thinking the best of others
- ❖ Remember that we are **all** responsible for making our school and our community peaceful places
- ❖ Care for and protect each other's person, property, and feelings
- ❖ Work to build a better and more peaceful world.

5. Dare to be Different

Be proud of what we do for ourselves, for each other and for education. Stand up for what you believe is true and just – regardless of what others do.

Resource Levy

In order to continue to provide services, ongoing activities and other essentials to our students it is necessary for families to contribute a small amount each term. In 2018 our levy is \$150 per term. Discounts are applied in some circumstances. This is billed at the middle of each school term.

The resource levy covers the following:

- Excursions
- Daily lunch
- Sporting activities and/or the pregnant and parenting program
- Books
- Stationery
- Transport for students travelling on a school bus
- Hospitality ingredients

The resource levy has been kept to an absolute minimum and will certainly not cover the entire cost of all the extra activities and opportunities we provide for our students. It will, however, assist us to continue to provide all of these services which will benefit our students and their families.

Where students are provided the opportunity to participate in a school camp they will be asked for a small contribution toward the cost of the camp. Uniforms also are an additional cost.

Uniform

Carinity Education – Southside students are encouraged to wear the school polo shirt on a daily basis. This may be purchased from the school office and may be worn with shorts, jeans or a skirt. Students may choose to purchase the school shorts also from the school office.

In the winter months students may purchase school track pants and hoodies for warmth. Again these are available from the school office.

Students who are attending school excursions are expected to wear the formal uniform which consists of a shirt and skirt. These may be borrowed from the office on the day of the excursion and returned for laundering at the conclusion of the excursion. Alternately students may purchase their own formal school shirt and school skirt from the school office.

Students who choose to wear their own clothing to school should ensure they are dressed modestly. No bare midriffs or inappropriate clothing should be worn. T-shirts must display acceptable motifs: references to drugs, sexual behaviour and swear words are not considered acceptable. High heels are inadvisable for safety reasons.

Some programs of study, notably Hospitality and Science require specialized protective clothing to meet the requirements of the Workplace Health and Safety Act. Students in these subjects must wear fully enclosed footwear. Should a student come to school without the appropriate footwear, shoes may be borrowed for the lesson from the school office.

Hairnets must also be worn when cooking.

Curriculum

Students in Grades 7, 8, 9 and 10 study the Australian Curriculum in English, Mathematics, Science and History often at a modified level in core classes. They also complete the Queensland subjects of Health and Physical Education, Visual Arts and Hospitality. Year 7 and Year 9 students complete the NAPLAN tests in May each year.

During Year 10 students complete a Student Education and Training (SET) plan which informs their choice of subjects for senior education. Carinity Education - Southside does not offer an OP pathway for Senior students although a rank pathway to university may be pursued. All Year 12 students are offered the opportunity to complete the Queensland Certificate of Education as well as the Queensland Core Skills (QCS) tests which occur in Term 3 of Year 12.

Students in Years 11 and 12 may select subjects from the following list. The school reserves the right not to offer a particular subject in any given year if there is insufficient interest in that subject.

Senior subjects include:

- English
- English Communication
- Mathematics A
- Pre-vocational Mathematics
- Science in Practice
- Social & Community Studies
- Recreation Studies
- Certificate II in Business (BSB20115)
- Certificate I & II in Hospitality (SIT10216 & SIT20316)
- Certificate II in Visual Arts (CUA20715)
- Certificate II in Community Services (CHC22015)

It is customary for students to complete six (6) school subjects in Years 11 and 12 although variations may be negotiated.

Students will be permitted to entre Grade 12 once they have completed 50% of the two- year course.

Some students may select to complete a school-based traineeship or apprenticeship or to complete a course at TAFE as a part of their QCE studies. These students attend school three or four days a week and the other component of their study on the remaining day(s). Such courses also contribute points for the QCE.

Students should be aware that in addition to the requirement of accruing 20 points from their studies the award of the QCE requires minimum standards of literacy and numeracy to be achieved. For this reason all senior students complete one course in English and one in Mathematics. Students who have not attained the QCE by the conclusion of their Year 12 year have nine additional years to acquire the extra points necessary for this award through further studies, usually at TAFE colleges.

Reports

At the end of each term student reports are issued. For Terms 1 and 3 these are mid-semester progress reports with indications of progress in each subject studied.

At the end of each semester (Terms 2 and 4) an end of semester report is issued. For students in Grades 7 to 10 this report is based on Australian Curriculum indicating achievement on a five point A to E scale. For students in Grades 11 and 12 end of semester reports reflect QCAA standards in the subjects studied.

Transportation

Carinity Education - Southside can assist students with a health care card to acquire a bus or train pass for free transport to and from school. Forms to apply for these cards are available from school office.

During the school day students are often required to travel in school vehicles when travelling to and from sporting venues or as a part of an excursion. Whenever students travel in a school vehicle they must:

- Remain seated at all times until the bus has stopped at its destination.
- Wear the seatbelt at all times while travelling on the bus.
- Students must abide by the directions of the driver of the bus at all times while travelling.
- Students must keep their entire body within the bus at all times while travelling.
- Students may not smoke, eat or drink while travelling in any Southside vehicle.
- Students should demonstrate their respect for Southside property at all times while travelling on the bus by removing their rubbish at the end of the journey and by refraining from vandalism of any form (including graffiti).

Alcohol and Illicit Substances

Students who have any problems with addiction to cigarettes, alcohol or any illegal substances are encouraged to speak with either the Assistant Principal – Student Support or Health and Parenting Co-ordinator who will assist with support. Additionally referrals to other agencies may be arranged for the student and their family if desired.

Alcohol, illegal substances and associated equipment must not be brought to or consumed while at school. Students who are found with such substances will immediately be transported home. They will then be required to make an appointment to renegotiate their enrolment with the Principal and their carer.

Aerosol spray cans are also strictly prohibited both for their chroming capacity and because of the ill effects on asthmatics within the school community. Any student bringing an aerosol spray can to school will have the item confiscated.

Weapons and Dangerous Items

Weapons are strictly prohibited on the school premises, on Carinity Education - Southside buses and at any Southside activity. This includes guns, knives (of any sort) and needles. Items that could potentially be used as a weapon are also prohibited. This includes letter openers, scissors (unless being used in a classroom under teacher or teacher aide supervision) and other metal or wooden objects with the potential to inflict harm or injury.

Any student found in possession of such items will have the item confiscated. Further disciplinary action may also result depending on the circumstances.

Violence

Actual physical violence or any threats of violence will not be tolerated at Carinity Education - Southside. This includes but is not limited to punching, slapping, hitting, kicking, scratching, biting, pushing/shoving, hair pulling or tripping. Damage to the school or to another person's property, including graffiti, is not acceptable. Such behaviours are contrary to the schools' guidelines of being a peacemaker and being a responsible citizen.

Medication and Medical Situations

The carer of a student who requires prescribed drugs to be administered during school hours must see the school office staff to deliver the medication to be administered. Medications will not be administered if the label has a different name to the name of the student on it. The carer is responsible for ensuring that Carinity Education - Southside has an adequate supply of the prescribed medication.

If a student is experiencing pain the office staff will be permitted to provide panadol only in cases where the carer has given prior permission or where the staff are able to contact the carer to gain permission.

In the case of a medical or other emergency Carinity Education - Southside staff will endeavour to contact the carer or other person listed on the

emergency contact list. Where it is not possible to make contact Carinity Education - Southside will take reasonable care of the student. The school and its staff will not be responsible for any costs of medical or dental attention or treatment administered to a student. The school and its staff will not be directly or indirectly responsible for any act or omission of any medical or dental practitioner attending or treating the student.

Change of Contact and Emergency Contact Details

It is the responsibility of the student and their carer to ensure that Carinity Education - Southside has up-to-date information regarding their contact details and the contact details of emergency contacts. Carinity Education - Southside will not be held responsible for lost correspondence, missed phone calls and not being able to contact the student, carer or emergency contact in a timely manner if contact details have been changed and we have not been informed.

If the guardianship of the student changes Carinity Education - Southside is to be informed as soon as possible. This is especially important if the student moves into a care agency or with the Department of Communities, Child Safety and Disability Services. Copies of court orders and other relevant documents regarding access or residency of the student must be provided to the school immediately upon it coming into effect/ being issued.

Meetings with Staff

Twice a year in May and again in August Carinity Education - Southside holds Parent/Carer days. These days present an opportunity for students, their carers and teachers to sit together and discuss their progress. Through sharing together Southside staff can better cater to the needs of the student.

Where carers have particular concerns about their student they are encouraged to contact Carinity Education - Southside as soon as possible. Appointments can be arranged with the Assistant Principal – Student Support, Curriculum & VET Co-ordinator, Indigenous Youth and Family Support Worker and the Principal by contacting the school office. Any lesson or study issue or enquiry should be addressed directly with the relevant teacher.

Privacy

Enrolment at Carinity Education - Southside requires the school to collect personal details with regards to identification, contact details, medical information, previous education and any other information that may affect the education of the student or their well-being while engaged in education.

Further information regarding privacy may be obtained by reading the Carinity Privacy Policy and Privacy Procedure.

Valuable Items

It is recommended that valuable items are not brought to school. The school and its staff will not accept any responsibility for lost, stolen or damaged personal property. Where valuables must be brought to school it is recommended that they are handed in at the office for safe-keeping.

Student and Parent/Carer Surveys

Part of our quality improvement process involves occasionally requesting our students and/or parents/carers to complete surveys. The information obtained from these surveys assists us in future planning and enables us to obtain a clear idea of the level of satisfaction our students and their parents/carers are experiencing. This gives us the opportunity to implement improvements where necessary. The information in these surveys is confidential.

Complaints and Grievances

In the event that a student or parent/carer has a complaint query or concern regarding another student, staff member or the school they are encouraged to speak up to ensure assistance is provided. In most cases it is advisable to discuss any problems with the person concerned. The Assistant Principal-Student Support, Indigenous Youth and Family Worker and the Principal can also assist with these matters.

Students are welcome to have a support person with them when they discuss a concern or make a complaint.

Formal complaints by students and/or their carer can be initiated through our complaints process. The Carinity Complaints Policy and Complaints Procedure is available from the office and on the school website.

Child Protection

All students, staff, volunteers, parents, carers and school visitors operate within the Child Protection Policy and Child Protection Risk Management Strategy for Carinity Education Services. These documents can be accessed from the Southside website at www.southside.qld.edu.au. Any student, staff member, parent, carer or visitor who breaches child protection may be reported to the Child Protection Investigation unit.

All staff are trained in child protection policy and procedure annually. Where students are deemed to have been harmed mandatory reporting requirements to the Department of Communities, Child Safety and Disability Services are in place for all schools.

Safety

There are mandatory Workplace Health and Safety measures in place throughout the school. For their own safety and the safety of others staff and students are required to:

- Follow all health and safety instructions given by staff or stated on signage
- Keep their workspace tidy
- Respond quickly to any emergency evacuation instructions given by staff
- Stay clear of any hazards
- Report any faulty equipment to a staff member as soon as they notice it
- Report any accident or injury to themselves or to others immediately they become aware of it.

Evacuation and lock down drills occur at least three times each year and are recorded in the 'Emergency Drill Register'. Only staff who have been trained, should attempt to operate a fire extinguisher.

In an emergency, students should report the situation immediately to the office. No student should attempt to call emergency services (Police, Fire or Ambulance). The office staff will call emergency services should they be required.

Smoking

It is an offence to smoke within 5 metres of school grounds and within 10 metres of childcare facilities in Queensland. This is further than the width of a footpath. This offence carries an immediate penalty of \$220.00.

Carinity Education-Southside maintains a smoke free workplace. Students are actively discouraged from smoking.

There is no smoking allowed in the school grounds or within 10 metres of the property as we have a childcare facility on site. Students are not allowed to smoke in Lister Street or Station Road.

Sun Protection

Carinity is committed to sun protection and has implemented a number of sun safety strategies which can help reduce the incidence of skin cancer (e.g. promoting the use of shade areas and sun protection behaviours including wearing protective clothing). Refer to Sun Protection for Carinity Education Services Policy and Procedure.



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