

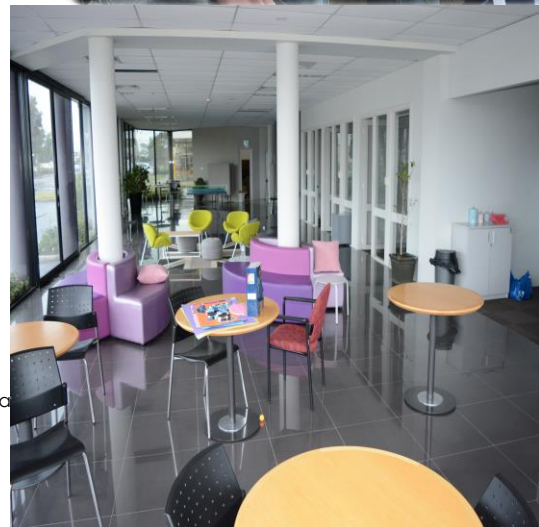
2021



SMYL

Handbook

Information for
students &
families



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WELCOME to SMYL



SMYL Community College is more than just a school, it's an inclusive and safe learning community that supports each young person to make positive changes in their lives. We are an independent school that is designed specifically to help students develop their personal and social capabilities so that they are able to fully participate in the workplace and in the community.

Educational Philosophy

The College is an *alternative educational institution* that:

- provides hope and opportunity to young people who have disengaged or who are at-risk of disengaging from mainstream education;
- provides a secure, safe and supportive environment;
- offers individualised learning and project-based teaching; and
- empowers young people by giving them the skills, knowledge and self-reliance to be able to make a positive contribution to the community, such as through gaining employment or engaging in further education or training.

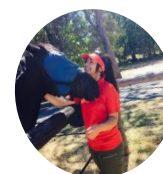
General Contacts

Contact Tesla campus on **9550 9400** for all enquiries including:

- Reporting student attendance;
- Enrolments;
- To speak to or meet with Campus Coordinators or other staff.



Email	college@smyl.com.au
Principal	Liz Parker
Associate Principal	Adrian Norton
Deputy Principal	Dee Kennedy
Head of Corporate Services	Michelle Gowegati
School Website	www.smylcollege.wa.edu.au
School Office Hours	8:30 am to 4.00 pm



Our Campuses

Tesla Campus 32 Tesla Road Rockingham Ph: 9550 9400	Beale Campus 21 Beale Way Rockingham Ph: 9550 9400
Crompton Campus 3 Crompton Road Rockingham Ph: 9529 1552	Mandurah Campus 1 Davey St Mandurah, Ph: 9587 0150
Cockburn Campus 862 North Lake Road Cockburn Central Ph: 6499 2227	Fremantle Campus 56 Marine Terrace Fremantle Ph: 6215 0312
Young Women's Program 18 Seabrook Way Medina Ph: 6499 2228	Indigenous Programs Kwinana Rockingham Cockburn

About Us

SMYL Community College (the College) is a referral only 'Curriculum and Re-engagement in Education' (CARE) School that caters specifically for students who have disengaged from mainstream education. The College offers a full-time alternative education programme under the *School Education Act 1999 (WA)* for 12 to 17 year-olds.

At SMYL we identify, acknowledge and seek to understand each student's particular barriers to education. We make significant adjustments to teaching and learning, and provide a range of support services, to meet students' needs. We follow a case management model in which every member of staff works in a team to find the right learning pathway for every student.

As a CARE school the College 'provides a programme of study meeting the needs of an individual student delivered through an Individual Education Plan'. The measure of our success is the progress we make to enable students to engage in learning and participate in the workplace and the community.

As part of achieving an inclusive and safe learning community we ask our students to accept our College principles (see next page):

College Principles

The College has four principles. These are what make our College community work and provide each student the opportunity to learn and grow in a supportive environment.

When students enrol at SMYL Community College they agree to:

1. Demonstrate respect;
2. Participate;
3. Make a concerted effort to learn; and
4. Be safe and legal.

These four principles form the **SMYL Community College Student Code of Conduct**.

Principle	Behaviour Expectations
Respect I will:	<ul style="list-style-type: none"> • Stand up against put downs, gossip and bullying • Accept that everyone has a right to their own beliefs • Resolve conflicts without using or threatening violence • Maintain respectful relationships with staff and other students (no harassment or abuse, no unwanted contact or inappropriate public displays of affection or sexual advances and suggestions) • Use appropriate language • Respect the property of others, including school property and facilities. <p>I understand that I will be responsible to pay for any damage I cause</p>
Participate I will:	<ul style="list-style-type: none"> • Attend school • Remain at school for the entire day • Dress safely and appropriately • Join all aspects of the program
Learn I will	<ul style="list-style-type: none"> • Come to school on time, sober and ready to learn • Remain in the class or training room and behave appropriately • Follow instructions
Safe & legal I will	<ul style="list-style-type: none"> • Follow the user agreements for mobile phones and IT equipment. This includes no mobile phone use during school time, including break time and no personal laptops or tablets to be brought to the College. • Refrain from transmitting or posting electronic images and files which impact on the wellbeing or reputation of any member of the college community • Follow workplace safety & health guidelines (No sugary drinks such as soft drink or energy drinks) • Behave safely in College vehicles • Be free from the influence of drugs, including alcohol & tobacco. • Not bring weapons to school • Seek help from a staff member if I feel unsafe

Breaching the Code of Conduct

Behaviour inconsistent with the Student Code of Conduct may result in disciplinary action including (but not limited to) making up lost learning time, modified timetable, suspension or cancellation of enrolment. Students should appreciate that serious offences such as assault, theft, wilful damage and other unlawful activities are highly likely to attract an extended suspension or cancellation of enrolment.

Any Problems, Complaints, or Suggestions?

If so, we would like to hear about it!

Every student in the school has the right to feel speak up about how they feel about something that is affecting them. The right to tell someone if they feel worried, afraid and/or if they do not feel safe. The School will take what you have to say seriously and wants to help.

How do I make a complaint?

By talking about it – or by writing it down if you find that easier. You can do it by yourself, with a friend, as part of a group, or through your parents or another adult that you trust and or feel safe with.

Who can I talk to?

To anyone on staff, to anyone in the School that you feel safe and comfortable with or you can talk to a family member that you trust and feel safe with.

Does it matter what the issue is?

No, it can be a big problem or a small one. Talking things over can often help to find solutions.

What will happen next?

If possible, the staff member will deal with it in person. If not, he or she will explain who it needs to go to and why. We will ask you how you would like us to keep you updated on what is happening with your concern or complaint and we will support you in managing whatever is troubling you.

Do others have to know?

The teacher or the person you talk to will not talk to anyone else about your issue unless they have to, for your safety and wellbeing. If this is the case, we will discuss this with you.

Even if you find the issue hurtful or embarrassing, we encourage you to talk to us as we want to make sure you feel safe and happy at our school.

Please note that teachers and some other employees have mandatory reporting obligations under the Children and Community Services Act 2004 (WA) if they have reasonable grounds to suspect a child is at risk of sexual harm and have current concerns about the wellbeing of the child.

Our Curriculum

The curriculum model adopted by SMYL Community College incorporates various frameworks, guidelines and standards including those prescribed and supported by ACARA and SCSA with the intent of developing the literacy, numeracy and social and emotional capabilities of students so that they have the capacity to learn and are ultimately able to function in the workplace and in the community.

The curriculum is delivered with the guidance of negotiated Individual Wellbeing and Education Plans (IWEP's). These plans are developed by the teacher and psychologist, in consultation with the young person and their family.

A key feature of our program are 'hands-on' group projects that focus on preparing our students for the world of work and further training. Embedded in the group projects are:

- Literacy and numeracy (getting better at English and Maths while you are doing a group project);
- Social-emotional development (socialisation, empathy, resilience, self-image);
- Project/workplace skills (communication, teamwork); and
- Cultural and ethical understanding of your place in the world.

Group projects may be:

- community focused – working off-site with different organisations to achieve a mutually agreed goal;
- vocationally focused – such as building tiny houses for homeless people or restoring a boat;
- hands-on and practical – which could be any number of different ideas such as community work, construction, engines, bikes, boats, food preparation, music, art, sport and recreation, etc... while undertaking a Certificate of General Education for Adults.



In addition:

- Prevocational and Certificates of General Education for Adults are used for targeted literacy and numeracy development;
- Older students will undertake nationally accredited vocational qualifications in industry areas including, Automotive (Marine Engines), Beauty, Business, Construction, Community Services, Horticulture, Hospitality, Retail and Salon Assistant (Hairdressing). The Certificate I in Leadership is also offered;
- Social and emotional learning topics including emotional literacy, personal strengths, positive coping, problem solving, stress management, help seeking, gender and identity, and positive gender relationships are delivered through tailored group activities and supported by our support services team; and

- Health and Physical Education incorporates adventure based activities such as bike riding, fishing, and bushwalking.

Young Women's Program

The *Young Women's Program* is delivered off-campus at SMYL's community facility in Medina and is predominantly a female campus. However being an inclusive education campus, has some gender diverse students. The program is specifically aimed at students who are disengaged, or at risk of disengaging, from education due to severe anxiety. Successful progress in literacy and numeracy in this program will lead to placement in a school-based traineeship that blends paid employment in the workplace with an ongoing educational program. Students undertake literacy and numeracy and vocational qualifications such as CGEA and Community Services (Aged Care/Childcare/Youth Work).



A-Z of College Practices

Administering Medication

If your child does require prescribed medication to be taken during school hours, an Administration of Medication Request Form will need to be completed. Written notification must be received by your doctor stating the medical condition and the prescribed dosage for your child. The medication must be clearly labelled with student's name and it is then kept at student reception where it will be administered under supervision and a register kept. Staff members will not administer Panadol, Aspirin or other pain relievers without consent from a parent/guardian. The only exception is Ventolin and EPI-Pens which may be self-administered by the student as required.

Assessment

At the start of their enrolment and at key points through the year all students are assessed for literacy and numeracy. This assists in the creation and updating of the Individual Wellbeing and Education Plans. Students will participate in ongoing classroom assessments and practical VET assessments. Reviews occur for most students each term. We report on subjects and courses at the end of each Semester.

Absences

Absences for part of, all day, or for several days, must be covered by a written explanation, SMS, or via a phone call from the parent/guardian.

Unexplained absences will generate an SMS to a designated parent mobile phone. Parents/guardians are strongly urged to contact the College on **9550 9400** before 9.00 am when

they are aware their child will be absent. Absences of four or more consecutive days will be followed up by the College's team of Re-engagement Officers.

Behaviour Support

All students at SMYL CC have the right to LEARN and staff have the right to TEACH in a safe, supportive and inclusive learning environment that promotes the health, safety and well-being of students and staff to work in an environment free from disruptions, abuse, threats, or violence. All students who are enrolled are expected to abide by the Student Code of Conduct. Whilst we understand that our students may have difficulty from time to time with some aspects of how to behave or interact appropriately in our community. We ask that students, with the support of a staff member, be willing to reflect on these occasions in order to restore relationships with individuals and the school community.

In extreme cases of inappropriate behaviour or continual misbehaviour the student will be immediately sent home. Exclusion may be the outcome; however, for any student not excluded, a re-entry meeting is required at which the student accompanied by their parents/caregiver's are requested to recommit to the Student Code of Conduct Agreement. Following consultation between the Principal and the Campus Coordinator students may be asked to repeat a 'provisional enrolment'.

SMYL CC reserves the right to send students home and to exclude students who refuse to obey instructions or who pose a safety risk to themselves, staff and/or other students with/without prior warning. This policy is discussed with students and caregivers on enrolment.

SMYL CC explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment.

Bullying

Bullying refers to deliberate and repeated acts which intimidate (i.e. threaten, frighten, coerce, etc.) others, or which are likely to disturb the sense of security and well-being of others. The College's policy regarding bullying states that every student has the right to feel safe and free from harm while at school. The College expects students to respect College employees (and volunteers) and fellow students. If a student is feeling unsafe or a parent / care giver feels any student is unsafe, please contact the Campus Coordinator or another staff member immediately. Parents/guardians and students may request to see the College's policy regarding bullying prevention.

Bus Services

These services are provided free of charge to the students. College buses are available to pick students up each morning and drop them off each afternoon from some campuses.

Pick up & Drop off Service

Destination Campus	Pick-up & Drop-off Location	Pick up	Drop off
Tesla/Beale/Crompton	The Zone-Kwinana	8:15 am	3:00 pm
Tesla/Beale/Crompton	Rockingham Train Station	8:25 am	2:45 pm
Young Women's Program, Medina	The Zone-Kwinana	8.50 am	2.40 pm
Young Women's Program, Medina	Wellard Train Station	8.40 am	2.50 pm
Cockburn	Cockburn Train Station	8:25 am	2:45 pm

The Fremantle Campus and Indigenous Programs also have their own buses. Times for pick up and drop off will be organised by the teachers/trainers on an as needs basis.

The Mandurah campus is centrally located and is well connected by public transport so does not currently have its own bus service.

General Bus Use for College Activities

All students will travel in College vehicles as part of daily life at the College. Students travel in College vehicles in order to attend off-site activities. There are no costs associated with general bus use, however, students must by the directions given by the College staff and driver including:

- No smoking', 'drinking' or consuming 'food' products on the buses;
- Keeping all their body parts inside the vehicle;
- Not call, spit or yell out of the window; and
- Not throw or propel any object inside or outside the vehicle.

Case Management

SMYL practices a case management model that requires staff, including teachers and trainers, to work as part of a collaborative and multi-disciplinary team whose objective is to engage at-risk students in learning. The College has a team of qualified social workers, youth workers and psychologists, who keep up-to-date with relevant information relating to each student's identified barriers to education so that a detailed and strategic Individual Wellbeing and Education Plan can be developed, monitored and amended.

Child Protection

SMYL is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students and as such implements the National Child Safe Organisation Principles through its Child Safe Organisation (CSO) Framework. This underpins all of its policies, procedures, practices and strategies to ensure the provision of an environment where children feel respected, valued, supported and safe from

harm. The College expects all school community members including staff, volunteers, students, visitors and contractors to share this commitment and operate within this framework.

College Hours

Students are encouraged to be on site at 8.30am where they can have a light breakfast and/or catch up with their peers. **All students should be at school by 8.45am.** Classes commence at 9:00am and finish at 2.30pm Monday to Thursday and 12:30pm Friday.

Court Orders / Change of Guardian Details

If the guardianship changes for your child, (court order or parent order), a copy must be supplied to the College. This is especially important if the child moves into a care agency, or with the Department for Child Protection and Family Services. The College cannot accept verbal agreements concerning residence or contact details of children.

Confidentiality & Privacy

The College is required to collect personal details in relation to the student's identification, contact details, previous education and anything that may affect the young person's education. When students enroll in a vocational education and training (VET) course or certificate we are required to collect additional data.

We believe that students' privacy should be respected, and personal information treated confidentially; however, there may be times when details of the young person's information/circumstances may need to be conveyed to some staff and the Campus Coordinator e.g. in order to support the student or keep them safe. When enrolling at the College you agree for us to share relevant information which helps us to support our students as best we can.

Concerns and Grievances Procedure

The College is committed to encouraging feedback from the School community including students, parents/guardians and external agencies and responding to concerns and issues about management and education. A full copy of the school's Complaints Policy is available on the school website. A copy may also be requested from the main office. In keeping with our Child Safe Organisation (CSO) Framework SMYL CC recognises that empowering students to understand their rights, report their problems and effectively support them to address the issue is critical and as such has created a child friendly complaints process. This process is outlined on page 6 of this manual and provided to students at induction. Complaint forms are also available on our website and from College Administration. The College employs the rules of procedural fairness when dealing with all concerns or complaints.

Drugs and Illegal/Dangerous Items or Substances

Smoking: *In accordance with WA Government Regulations, is a smoke-free zone for students, staff, and visitors at all times.* No smoking is allowed by any person (students, staff or visitors) on the premises, in the grounds, in the carparks or in any College vehicles or private vehicles carrying students for College purposes. We expect everyone to show respect for the health and wellbeing of others and the good of the environment.

Drugs and Alcohol: The College has a zero-tolerance policy towards student use, possession, sale and distribution of alcohol, tobacco and illicit drugs and related instruments whilst attending school or at school-related activities.

Where College personnel become aware that illicit drug use/possession/sale/distribution by students is occurring or is likely to take place, there is a clear 'duty of care' to pass on this information via the defined school channels as outlined in the College Drug's policy. The College is legally required to contact the Police.



Weapons

Students are not to be in the possession of weapons on school site or at any school activity. A student who is aware of a weapon being on school site or at a school activity is obliged to communicate this information to a staff member. A weapon on site may be considered a severe breach of behaviour policy. If the weapon is deemed to be prohibited or controlled the Police will be contacted.

Food Items

The College promotes healthy eating and aims to provide an educational environment that supports a healthy lifestyle.



Breakfast items are available between 8.15 am and 8.35 am. Campuses with staffed kitchens offer home cooked food healthy recess and lunch items. At all other campuses, students are encouraged to participate in the making and serving of food through classes or enrolment in the *Certificate II in Hospitality* where it is available. High sugar soft drinks and energy drinks are not allowed on the campuses. Students are encouraged to drink water and bring in their own bottles to refill during the day.

Illness or Injury at School

Students who become ill or who suffer an accident at school have access to members of staff qualified in first aid. Where medical attention is required, every effort will be made to contact a parent/guardian or the emergency medical contact person listed on the student's enrolment form. If this is not possible, or in case of emergency, the College will take whatever steps are necessary to ensure the student's wellbeing.

Where an emergency does not exist, but students feel sufficiently ill and need to go home, they must report to their campus administration and staff will contact parents. Students must follow this process and not make phone calls or arrangements for themselves. Students who are already showing symptoms of sickness or illness should be kept at home for the day.

Infectious Diseases

The following ailments require a period of exclusion from school unless a doctor is prepared to issue a medical certificate indicating that the child is free from infection and well enough to return to normal school activities.

ILLNESS	RE-ADMISSION
Coronavirus (COVID-19)	Self-isolate at home if experiencing flu or cold-like symptoms – do not come to school. Return to school is by medical certificate/negative test only.
Chicken Pox	When sufficiently recovered (Usually once all sores have healed and redness fades.)
Conjunctivitis	Once effective treatment has been commenced.
Diphtheria	Medical certificate only
Viral Hepatitis	Medical certificate only
Impetigo (School Sores)	Must be under treatment Inc. use of occlusive dressings.
Influenza	See Coronavirus above.
Measles	Seven days from onset
Mumps	On medical certificate of recovery
Headlice -Pediculosis (Nits)	Once treated (see following)
Ringworm	Once all signs have subsided.
Rubella (German Measles)	Medical certificate
Scabies	Once effective treatment has been instituted.
Whooping Cough	Medical certificate only

Late to School / Leaving Early

Students arriving late must sign-in at their campus front desk. The College has legal responsibility for the safety and wellbeing of all students (this is called "duty of care"). Staff are responsible for ensuring that students are under proper supervision during class time and break times. It is unacceptable to leave the College grounds at any time during the school day without written parent/guardian permission or where parents / guardians have phoned and informed College Administration.

Medical Information and Emergency Contacts

The College requires current medical details and contact numbers at all times. If these change during the year, please notify the **Office via Ph: 9550 9400 or email: college@smyl.com.au**

Mobile Phones, iPods & Other Electronic Devices

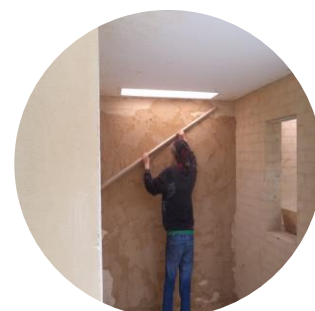
To minimise bullying, harassment and disruption to learning, students' personal mobile phones, iPods/mp3 players or iPad/tablets **are not permitted** at the College. If a device is brought to school it must be handed over to staff who will store it securely until the end of the day. A device will only be allowed to be accessed during the school day if: it is necessary due to a student's mental health or other condition; written parental/guardian permission has been received by the school; and the campus psychologist agrees.

Nationally Consistent Collection of Data on Students with a Disability (NCCD)

All schools are required to collect information about the numbers of students that they provide adjustments to under the Disability Discrimination Act (1992) and Disability Standards of Education (2005). From 2018, this data will be used as the basis for national funding.

The Nationally Consistent Collection of Data on School Students with Disability (NCCD) involves the collection of:

- the number of students receiving adjustments to enable them to participate in education on the same basis as other students
- the level of adjustment provided to students
- student's type of disability if known



Under the model the definition of disability is broad and includes learning difficulties, health and mental health conditions. The student does not need to have a formal diagnosis, however teachers/trainers, with the professional support of the student support services team, are required to make **professional judgements** about the functional impact of the student's disability on their education and requires the College to actively address their needs.

If you have any questions about the data collection, please the College. Further information can be found at: <http://www.education.gov.au/nationally-consistent-collection-data-school-students-disability>

Note that all student data is anonymous for the purposes of NCCD.

Protective Behaviours Education

SMYL Community College has adopted the Keeping Safe Child Protection Curriculum (KS:CPC) which has specific lessons designed for each age group. This is a respectful relationships and child safety curriculum that teaches all children and young people they have the right to be safe and they can help themselves to be safe by talking to people they trust. The KS:CPC is divided into four Focus Areas:

- The right to be safe (feelings, being safe, warning signs, risk taking and emergencies)
- Relationships (rights and responsibilities, identity and relationships, power in relationships, trust and networks)
- Recognising and reporting abuse (privacy and the body, recognising abuse, secrets)

- Protective strategies (strategies for keeping safe, persistence)

All teachers and teacher assistants undertake professional learning in the Keeping Safe curriculum.

Reports

A report will be sent home at the end of each semester (i.e. at the end of terms 2 and 4). Parents/Guardians are welcome to make an appointment with the appropriate teacher at any time throughout the year to discuss their child/s progress.

Smart Riders

Students can obtain Smart rider applications from reception at each site. Students can choose to have photo on their card. There is a cost of \$2.00 per card

Student Drivers

Students should not drive to school. Students should use public transport to come to school or at campuses where there is no public transport we provide a shuttle bus service. Any student driving to school will not be allowed to park on school property.

Suspensions & Exclusions

The College is a *Curriculum and Re-engagement in Education (CARE)* School and will therefore take all reasonable steps to engage, and keep engaged, students who are referred to it.

However, if a student refuses to follow directions they will be asked to participate in a process of 'Reparation and Reflection' which may result in them being sent home in the company of a parent or guardian.

Also, if a student commits an act of violence, threatens violence, bullies others or breaks the law they may be suspended or excluded.

Suspensions can be for:

- An act of violence against others;
- Threats of violence against others;
- Bullying;
- Deliberately damaging or destroying property;
- Possession of weapons or illegal drugs; or
- Being under the influence of alcohol or illegal drugs.

Exclusions can be for:

- An act of violence against others;
- Threats of violence against others;
- Bullying;
- Repeatedly and deliberately damaging or destroying property;

- Repeated possession of weapons or illegal drugs;
- Repeatedly being under the influence of alcohol or illegal drugs; or
- Breaking the law.

Term Dates

Term dates are published on the College's website www.smylcollege.wa.edu.au

Therapeutic Crisis Intervention

Therapeutic Crisis Intervention (TCI) is practiced by all staff across the College. It is a system that is used to teach staff how to help students handle stress in constructive ways. Through this approach, students can learn constructive and adaptive ways to deal with frustration, failure, anger, rejection, hurt and depression when they see their carers manage crisis constructively.

Through TCI staff learn to:

- Prevent a crisis from occurring
- De-escalate a potential crisis
- Safely and therapeutically manage crisis situations
- Constructively handle stressful situations
- Support children to improve their coping strategies.

By applying the principles of TCI, we create safe and nurturing environments for children that promote growth, development and self-regulation.

Uniform/Dress Code

The College provides a free polo shirt with the school logo that can be worn while on campus and on school excursions. Clean, neat and 'school/workplace appropriate' jeans/pants/shorts or skirts can be worn with the uniform.

Shoes or sandals with straps must be worn for OHS (occupational health and safety) reasons. Off-site activities may require a specific dress code be followed. Students will be advised of these prior to the activity. Staff have the right to prohibit students from taking part in learning activities unless safely dressed.

Wellbeing Support

The focus of the College is on the individual student and how best to engage them in learning. Our Student Support Services Team provides a professional focus to the College's efforts to keep students engaged and provides behavioural and mental health interventions. If you want to talk to someone, please contact a youth worker at your campus.

Visitors

All visitors must report to the main reception on arrival. No students will be permitted to leave the school grounds with a visitor unless parent/guardian permission has been given to staff or to the Principal.