

**STUDENT**

**INFORMATION MANUAL**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

House: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group: \_\_\_\_\_\_\_\_

Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROMOTING AND SUPPORTING STUDENT LEARNING**

The main purpose of our school is to provide supported opportunities for all students to learn and demonstrate their achievement in a range of ways.

This purpose is not ours alone, but a partnership with each and every student and their family.

To best support student learning requires an orderly and safe learning environment, in which challenge and risk are central.

It is our job, as a school, to provide the challenge each student needs to progress their learning, and in turn each student must be prepared to take some risks with their learning, to push beyond their comfort zone into the realm where most productive learning happens.

For all of this to happen successfully, boundaries need to be in place to safeguard the right of each student to learn free from distraction and (social, emotional and physical) harm. These boundaries are our rules, and each rule exists for the sole reason of supporting student learning in a safe and orderly environment.

When students bend, push or break these boundaries, there exist a range of consequences that they will have to accept as a natural follow on from their actions. We ask that parents support the school in this regard, as we share the responsibility for guiding your child through their secondary education and help to prepare them for a meaningful and respectful role in society.

This document contains information for student and family use. Please read it. There is a sheet for both students and parents to sign in recognition of the school’s rules and processes.

This information is also available through the school website at www.cobtech.vic.edu.au

**COMPASS STUDENT MANAGER**

The Compass platform is becoming increasingly important as a means of communication between school and home. By logging on to the Compass system, either on a computer or mobile phone app, parents can see information relating to student progress, behaviour, uniform, student reports, etc.

Parents can also provide information to the school regarding reasons for absence, being out of uniform, and other information relevant to a child’s time at school. Parents can email their child’s teachers directly on matters relating to study and learning outcomes.

As we enter the next phase of Compass use, results of student progress and achievement on a range of learning tasks will be directly available to students and their parents.

**THE HOUSE SYSTEM**

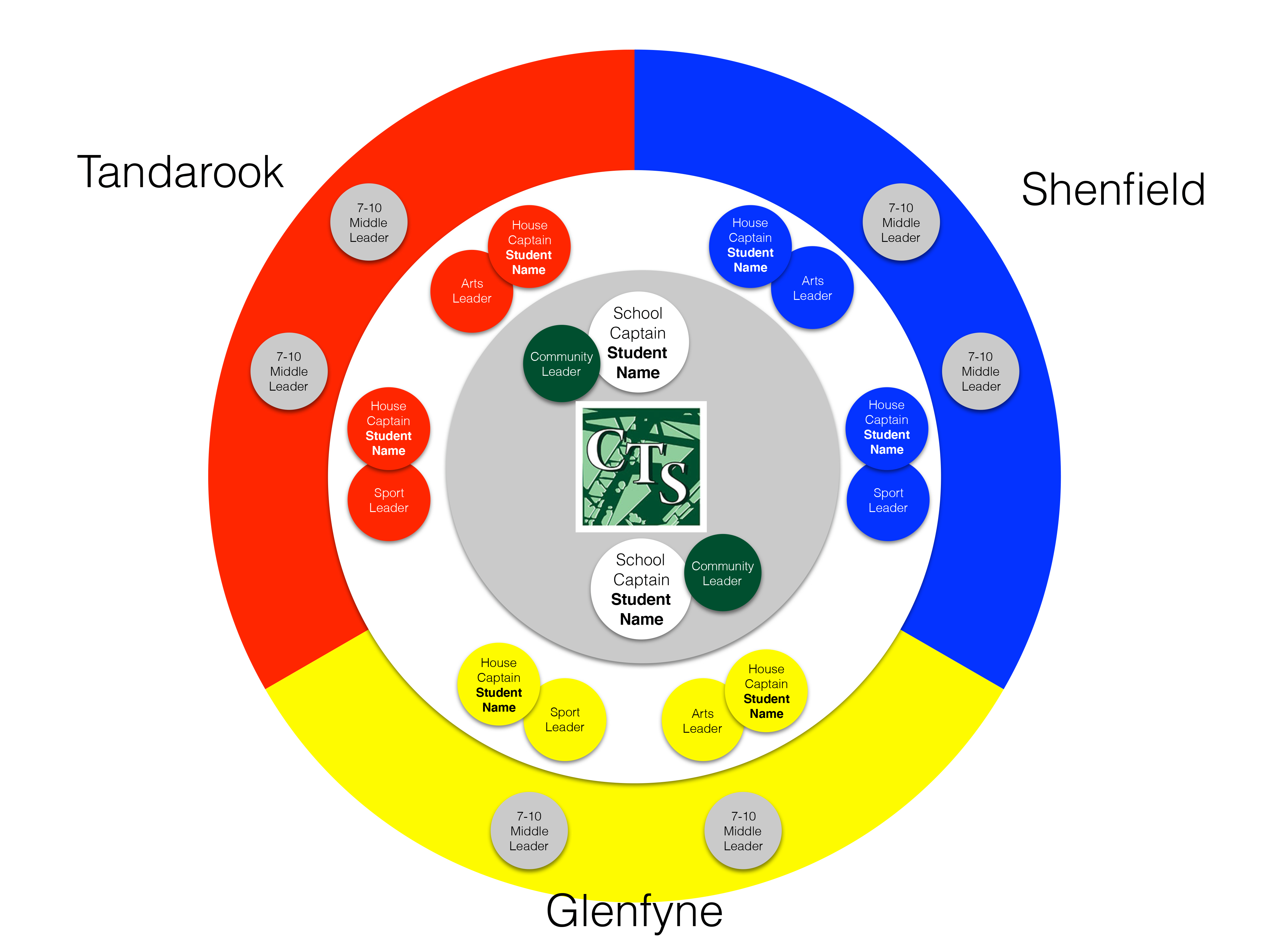
Cobden Technical School is committed to a holistic approach to education that focuses on both academic and personal development.

We have decided to enhance our current house system as one of our strategies for creating a safe and secure learning environment.

The house program is built around three smaller communities - Glenfyne Gold, Shenfield Blue and Tandarook Red. Each house is further broken down into mentor groups. Each mentor group will have approximately 16-18 students from a range of year levels. The House Leader, House Assistants and a number of mentors lead the houses along with elected student leaders.

There will be a range of house activities including the traditional ones - swimming, athletics and cross country - as well as new and exciting opportunities for students to participate for the areas of arts, academic and philanthropic endeavour. It is our goal for the students to develop house spirit and pride to improve student connection and engagement within the school community.

Students will be encouraged to develop meaningful relationships in their mentor groups and evidence suggests that belonging to a house group and participating in house activities will build student self-esteem and morale, foster personal and community pride, drive the school’s culture and develop leadership capacity.

**OUR STUDENT LEADERSHIP STRUCTURE FOR 2020**

**HOUSE STRUCTURE**

The House system is set up so that there is a pathway for students to work through for information, advice and support.

|  |  |  |
| --- | --- | --- |
| Student |  | Got a problem? Who can I go to? |
| **⇩** |  |  |
| Mentor |  | The Group Mentor is a student’s first port of call.  Daily contact with your Mentor provides time for sharing information about uniform, absence, difficulties in class, and so on. The Mentor will monitor the Compass feeds of the students in the group so that they can provide support and advice as appropriate. |
| **⇩** |  |  |
| House Leader |  | The Group Mentor may refer a student on to the House Leaders for more specialist advice or support. Increasing concerns about behaviour may be referred to the House Leaders. |
| **⇩** |  |  |
| Assistant Principal |  | The House Leaders may consult with the Assistant Principal about a student regarding more specialist attention, advice or support. Students may be referred to the Assistant Principal for discussion of welfare issues. |
| **⇩** |  |  |
| Principal |  | Students may be referred to the Principal for discussion of serious welfare concerns or for support in any of these areas. |

**BEHAVIOUR MANAGEMENT**At Cobden Technical School we wish to encourage appropriate behaviour and promote a positive and supportive learning environment, both in the classroom and in the school grounds.

There are three key elements:

1. Teachers and students discuss and determine a set of classroom expectations for each class.
2. Consequences of infringing these expectations will be known and understood by all members of the class.
3. Teachers acknowledge and readily respond to good behaviour.

The policy emphasises planning, clarity and consistency.

Expectations in classrooms might vary a little, but all teachers will use the same overall approach with the following consequences.

**A POSITIVE STATEMENT ABOUT CONDUCT FOR STAFF AND STUDENTS**

All members of the Cobden Technical School community are expected to:

1. Be caring and cooperative 4. Respect others and all property

2. Be polite and well-mannered 5. Respect themselves.

3. Be responsible for their actions

**THE BEHAVIOUR SUPPORT PROCESS**

While our goal is always to help students to establish positive learning and behavioural habits, there are times when additional steps are needed to support and remind students of expectations. These include:

|  |  |
| --- | --- |
| **Step 1** | Recorded/acknowledged warning (i.e name put on board, student addressed by name and comment acknowledged) |
| **Step 2** | 2nd acknowledged warning / tick given on board. At this stage the teacher may require a student to move to another work space within the classroom. The teacher will record a chronicle entry to track the behaviour pattern. |
| **Step 3** | The student is sent to the Assistant Principal.  This level of action occurs only after students have had opportunities to modify their own behaviour. Any student sent out of class **must** bring classwork with them. The student will remain out of class for the session. The student must meet with the subject teacher at the next lesson break (recess / lunch / after roll marking) for a restorative conversation. |
| **Step 4** | The student is sent to the Assistant Principal, who will take the student to Time-Out. While in Time Out, the student must work silently on class work provided by subject teacher. (lf a student is sent to Time-out three times or more they are suspended). A parent interview will be arranged to discuss a behaviour support plan. |
| **Step 5** | Suspension |

**RECOGNISING AND RECORDING OBSERVATIONS OF STUDENT BEHAVIOURS**

Teachers record observations of student attitude, behaviour, effort and achievement using the Compass School Manager. These observations may trigger the points system for actions following good behaviour (merit) and poor behaviour (demerit). Records are updates as soon as practical afterwards.

Merit points will be awarded based on the school values of HEART (Honesty, Excellence, Accountability, Respect and Trust). One merit point will be awarded each time a teacher adds a HEART comment to Compass. When a student reaches 50 merit points parents will receive an email and further recognition through their House.

Demerit points will be awarded based on students’ failure to meet expectations (late to class, not prepared for class, out of uniform no note, disruptive in class, lack of effort made in classroom activities, swearing and not following teacher instructions). Minus one demerit point will be added each time a teacher adds a demerit comment to Compass. Reaching a trigger point of -5 points will result in a lunchtime detention (parents will be notified electronically).

When three detentions are owing, parents will be notified to contact the school. When a student reaches -9 demerit points, parents will be notified by email and SMS to contact the school to make an appointment.

|  |  |
| --- | --- |
|  | **UNIFORM EXPECTATIONS** |

**Rationale**

Students are expected to wear the Cobden Technical School uniform with pride. Uniforms should always be neat and clean in appearance. Decorative jewellery is not a part of the uniform and must not be worn to school. Hair needs to be of a natural colour. Students wearing the uniform at any time are representing the School; they are required to wear the uniform correctly and abide by the School Code of Conduct until they have arrived home and changed.

It is expected that summer uniform be worn during Terms 1 & 4, and winter uniform during Terms 2 & 3.

***Summer:***

* Dress: Traditional style in designated school fabric
* Shirt: White polo shirt
* Socks: Plain White or Black
* Jumper: Green V neck jumper, green polar fleece top, or green jacket, with School logo.
* Hat: School hat
* Trousers: Neat black trousers (NO jeans, track pants or leggings)
* Shorts: Neat tailored shorts (NOT sports shorts)

***Winter:***

* Skirt: Green, black and white checked pleated skirt
* Slacks/

trousers: Neat black slacks/trousers (NO jeans, track pants or leggings)

* Shorts: Neat tailored shorts (NOT sports shorts)
* Shirt: White polo shirt
* Socks: Black tights or plain White or Black socks
* Jumper: Green V neck jumper, green polar fleece top, or green jacket, with school logo.
* Jacket: Green zipped jacket with school logo or plain black jacket with school logo.

|  |  |
| --- | --- |
| **Shoes:** | All students will wear fully enclosed black leather school footwear. |
| **Hat:** | Students are required to wear a school approved (Sun Smart) hat when outside during terms 1 and 4. Students not wearing a hat will be required to remain in a designated shade area. |

**Year 12 STUDENTS:** Also have the option of plain white t-shirt and approved VCE Rugby top.

**PHYSICAL EDUCATION/SPORT:** Students are required to wear the ‘Cobden Technical School’ green sport shirt and black shorts or black track pants (no pockets for student safety) to PE/sport. This shirt will be required when a student represents the school in sporting competitions. Students are to take PE/Sport equipment to the gymnasium in a smaller soft sports bag - not their school bag.

**PRACTICAL AREAS/WORKSHOPS:** Aprons and approved footwear are required. Safety is a most important part of our school life. Practical workshops have special safety rules concerning student dress and behaviour. Students must adhere to these rules or they may not be permitted to work in these workshops. Strong shoes are necessary to work in the workshops.

**JEWELLERY/GROOMING:** The wearing of Jewellery should be minimised at school. A necklace and chain may be taped or removed if they present a safety hazard. Jewellery, which in any way could be a safety hazard at school must be removed when this is requested.

**OUT-OF-UNIFORM DAYS:** At times, the SRC runs fund-raising days where students are able to come out-of-uniform and bring a gold coin donation. Students are expected to present at school in a neat manner, appropriate for our setting. No singlet tops, thongs or sandals. This is to meet our safety requirements where strong shoes are necessary especially in Science, Home Economics and the workshops.

**UNABLE TO MEET UNIFORM REQUIREMENTS - What happens?**

1. At roll marking, students inform their mentor as part of the uniform check that they are out of uniform, and provide an appropriate note of explanation. The mentor will record the out of uniform on Compass, and may maintain a class record.
2. Any student not meeting dress code requirements for any reason should bring an explanatory note to roll marking that includes the reason for not meeting the dress requirements, **and** an ‘expiry date’.
3. Each time a student is out of uniform without a note a demit point will be given.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Student ‘out of uniform’** | | | | | | |  | |
|  | |  | | | | |  | |  |
| Note is brought explaining the student is out of uniform | | |  | | No uniform note is given | | | | |
|  | |  | |  | |  |  | | | |
| No further action | | |  | | Demerit points issued by Mentor/class teacher which may result in detention | | | | |
|  | | |  | |  | |  | | |
|  | | |  | | Recorded note on Compass to inform parents | | | | |

**SPORT & PE (Physical Education): CLOTHING & PARTICIPATION**

All students are encouraged to participate in sport. The only exceptions are those students who, for medical reasons, are unable to play sport; a medical certificate must be produced. In other cases, when the parent wishes the students to be excused from sport or PE, it is necessary for a note to be brought by the student in which the reason is fully explained. This protects both the students and the school. Students are required to change into physical education gear for sport and PE. When students do not bring a change of clothes, they may not be able to meet the expectation that they participate in all class activities.

**RESPONSIBILITY FOR BELONGINGS**

Parents and guardians are reminded that private property brought to school by students is not insured by the school or the Department of Education and Training for any loss or damage.

Students are responsible for the care and security of their own belongings. All articles of clothing and possessions should bear the student’s name and group. No money or other valuables should be left in unguarded clothes in change rooms, etc., or in school bags anywhere. Students are not encouraged to bring large sums of money or valuable articles to school. If it is necessary for a student to have a large sum of money, it should be placed in an envelope, bearing the student’s name and group, and left at the General Office for safe-keeping.

**LOCKERS**

All students have a locker for the secure storage of schoolbags and classroom equipment. Students will be supplied with a lock for their locker. All lockers must be locked throughout the day. Students are able to access their lockers after the morning locker bell, at the beginning and end of recess and lunchtime, and after school - not during class changeovers.

**ATTENDANCE and ABSENCES**

Regular attendance is essential for a successful school career. If a student is absent from school, the details should be entered on Compass, or a hand-written note provided, by the parent or guardian. The group Mentor will enter this on the class roll.

Where it is known that the absence will be longer than three days, the General Office, Mentor or House Leader should be advised by letter or telephone call. This information will then be entered on the roll (via Compass) and conveyed to the student’s teachers. Contact will be made with parents or guardians if no advice is received regarding a students’ absence.

If a student arrives late to school, they are to sign in at the General Office and a note to explain lateness should be provided at the same time.

The same procedure should be followed if the student needs to leave the school prior to the end of the school day. The school has a duty of care to all students, and legal liability for student care. Students may not leave the school without written permission or direct phone call from parents, having been approved by the Assistant Principal, or by physical collection by a parent at the General Office.

If a student in any year level has more than 20% unapproved absences during a semester, they cannot be considered for satisfactory completion of a subject/unit.

**MOBILE PHONES AND ELECTRONIC DEVICES - POLICY AND PROCEDURES**We imagine that you have heard the media coverage regarding the Ministerial Order made during 2019 by the Minister for Education, James Merlino, with regards to student use of mobile phones in schools from 2020.

In short, the detail of the new policy requires:

* From Term 1 2020, students who choose to bring mobile phones to school must have them switched off and securely stored during school hours.
* Exceptions to the policy may be applied if certain conditions are met. Exceptions can be granted by the principal, or by a teacher. Exceptions must be documented.
* Where students bring a mobile phone to school, the school must provide secure storage.
* Schools are required to develop a local Students Using Mobile Phones policy, which must include how this Ministerial policy will be implemented.
* Schools will manage non-compliance with their local mobile phone policy in accordance with their existing student engagement policies.

*https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx*

At Cobden Technical School, all students are allocated a locker in which they are expected to keep their personal belongings and school equipment. From 2020, students will be provided with a lock and will be expected to secure their belongings in their locker. Mobile phones that are brought to school will need to remain switched off and stored in the locker for the duration of the school day, including during break times.   
  
We are in the process of reviewing and updating our local policies to reflect the new Department of Education requirements. We will provide additional information for families and communicate expectations over the remainder of 2019 and into 2020.  
  
While not without its challenges, we look forward to the reduced distractions and enhanced social interactions that this new policy will provide for our CTS community.

Parents are reminded that in cases of emergency, the school should be contacted through the General Office on 03 5595 1202. The office staff can assist with ensuring your child is reached as quickly as possible.

**COMPUTER AND INTERNET: ACCEPTABLE USE POLICY**

As a student of Cobden Technical School you have the privilege of accessing information technology resources. Computer access is a privilege, NOT a right, and can be withdrawn if used improperly.

To ensure our information technology resources are used appropriately and responsibly, the Acceptable Use Agreement needs to be signed by students and parents before use. If the guidelines are broken, this may result in withdrawal of computer privileges and access to information technology resources.

Each student is provided with a username and password that allows access to the school’s computing resources. Each student is provided with server storage space for their school data, internet access and printing access.

1. **Electronic and Paper Copyright**

It is not acceptable to use Cobden Technical School’s services for any activities which contravene the laws of Australia.

Attempts to copy licensed, patented, or copyright software provided for your use, is prohibited.

Students must not install their own software on the School systems.

I understand that plagiarism [presenting someone else’s work as my own] is unacceptable. I will download content in an appropriate manner in assignments, listing the author, title, date and URL in a bibliography, clearly specifying any directly quoted material as per our referencing policy clearly specified on the school’s Intranet page.

1. **Confidentiality, Security and Privacy**

Students may not act in any way that could disrupt the use of the network by other users. Students are not permitted to attempt, nor assist others, to gain access to the school system in an unauthorised way. Students must not deface/change computer desktop settings, damage computing equipment, or disrupt another student or staff member’s computing tasks. Students will log-off a computer once they have finished using it.

In line with privacy and confidentiality rights, students must not provide personal information about themselves or other students (home address or telephone number, etc.) on the network. They may not access another person’s files or read their communications. Students are not to share passwords or use other student logons. Students must not transfer printing or internet credits to or from other student accounts without the express permission of that student.

Note that the School and/or the Department of Education and Early Childhood Development have access to all email. Messages relating to, or in support of, illegal activities may be reported to the authorities.

* 1. **Disclosure of sensitive or personal information using online methods.**

The school’s Acceptable Use policy includes that we do not disclose personal and sensitive information for non-school purposes or without parental/guardian consent. We also expect that students do not disclose personal and sensitive information for non-school purposes also, unless it is with their parent/guardian’s consent communicated to school management.

* 1. **Disclosure of sensitive or personal information to outside agencies**

The school will inform you by phone or via Compass, depending on the nature and urgency of the matter, when information is used or disclosed for purposes other than those with parental consent, including research or law enforcement.

The school will similarly inform students/parents when notices are received from the Department or Google (remembering that this school uses the ‘Google Apps for Education’ infrastructure) that information has been or will be used or disclosed for secondary or other unexpected purposes.

The current terms of agreement for Google and education are viewable via this link: http://www.google.com/apps/intl/en-in/terms/education\_terms.html

* 1. **The type of information CTS collects and holds**

This school collects information about students and their families upon enrolment on the Department of Education’s CASES database system. It is secure and data is not sold, nor is your information accessible outside the school system. Typical data includes DOB, contacts and medical conditions.

This school is a “Compass” student management school. This software is permitted by the Department of Education to access student data strictly for in-school purposes. Compass is tightly integrated with the CASES system. The information collected by Compass is to do with student reporting, school assessment and excursion forms. All student data is accessible by the parent/guardian.

All student data is kept on the CASES system indefinitely. All student reports are held on the Compass management system for a reasonable amount of time.

The purpose for which the school collects, uses, holds and discloses student information is to manage students within a school system. Specific student incidents may necessitate disclosure of relevant data to outside organisations but only when that is mandated by law.

Parents/guardians may access student data via the “Compass” app or the school’s Compass website: https://cobtech-vic.compass.education/

* 1. **Data disposal after a student leaves the school**

After a student leaves the school, we will be able to delete student information as required.

Once the School revokes access, removal will be processed by Google. No more than 180 days after expiration or termination of Customer’s use of an Online Service, Google will disable the account and delete Customer Data from the account.

1. **Monitoring**

The School reserves the right to review any material on user-accounts in order to determine the appropriateness of specific uses of the network. On occasions, students may encounter material which users, parents, teacher or administrators may consider inappropriate or offensive as it is impossible to effectively control all data on the school system. It is the student’s responsibility not to initiate access to such material if they stumble onto it. They should IMMEDIATELY disconnect from the site and report the incident to a school staff member, either verbally or electronically. Online abuse is similarly reported by students. The teacher reports such incidents to school management. School management may then escalate to outside agencies, such as law enforcement, if deemed necessary.

In reviewing and monitoring user-accounts, the school shall respect the privacy of user-accounts and, where possible, the user will be present. Activities that students unreservedly accept that Cobden Technical School may conduct include:

* Filtering of access to the internet and internet content.
* Record and inspect internet use by students.
* Record and inspect email use by students.
* Monitor and inspect the contents of a student’s network folder.
* Inspect the contents of any portable storage device that a student may bring onto the school premises [such as USB drives, mp3 players and mobile phones].
* Monitoring and recording of keystrokes, mouse clicks and screen content.

1. **Unacceptable Uses of the Network and the Internet**

The use of chat or unauthorised email services is prohibited on the school network.

Downloading executable files is prohibited on the school network.

Use of P2P [torrent or file sharing] programs is prohibited on the school network.

Student use of remote access programs is not permitted on the school network or internet.

Online games are only permitted if the classroom teacher has deemed them to be a part of the school curriculum. Storing of inappropriate content in any file format to a shared drive, cloud or LAN, is prohibited.

1. **Student computing devices**

If a student wishes to bring a laptop or netbook to school with the intent of accessing the school’s network, that student must allow the school to have full administrator access rights to that device. This device shall be subject to the same acceptable usage and software policies as a school curriculum computing device. Any device brought onto the premises will be monitored as per section 3 of this acceptable use policy.

1. **Online behaviour – ‘Netiquette’**

I will be courteous and use appropriate language in communications via the internet. I will not use rude or obscene language, send messages that harass, insult or attack others in any form of electronic communications.

I will not send nor display offensive messages or images. I will not engage in cyberbullying activities.

**If there is anything you are unsure about, please ask for clarification before you sign the user agreement consequences**

Unfortunately, some students will occasionally misuse the privileges granted to them through our facilities.

Consequences will be comparable to the relevant non-ICT related offences. Consequences include the withdrawal of access, issuing of detentions, timeout, recovery of costs to repair damage, immediate suspension and/or legal action depending on the severity of the incident.

A letter will go home outlining the incident and consequence. A student can resume access once the matter has been resolved and this letter has been signed by the parent/guardian.

**PHOTOGRAPHING, FILMING AND RECORDING STUDENTS AT SCHOOL**

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student’s learning journey/camps/excursions/sports events etc, communicate with our parents and school community in newsletters, Compass School Manager, the school’s Facebook page and online classroom pages.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (eg concerts, sports events etc) do so in a respectful and safe manner and that any photos, video or recordings (“images”) of students are not publicly posted (eg to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our school on 5595 1202 or via email at cobden.ts@edumail.vic.gov.au

1. **Use or disclosure within the school community**

**Unless you tell us otherwise below,** images of your child may be used by our school within the school community, as described below.

Photographs, video or recordings of students may be used within the school community in any of the following ways:

* in the school’s communication, learning and teaching tools (for example, emails, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords eg Compass, Class Dojo etc)
* for display in school classrooms, on noticeboards etc
* to support student’s health and wellbeing (eg photographs of pencil grip to assist in OT assessments)
* other [insert any other ways in which your school uses photos within the school community]

1. **Use or disclosure in publications/locations that are publicly accessible**

**Unless you tell us otherwise below,** photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

* in the school’s newsletter
* on the school’s website
* on the school’s social media accounts
* in the school magazine.

Your child may be identified by first name only in these images (or not named at all).

We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

## **Privacy** Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of ‘personal information’ under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child’s personal information. The school is part of the Department of Education and Training (**the Department**). The Department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information see [***Schools’ Privacy Policy***](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) (<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).

## **Ownership and Reproduction**

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

## **Opt Out**

Cobden Technical School understands that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent – see *our Photographing, Filming and Recording Students Policy*).

**If you have read this notice and are comfortable with the school using photos, video or recordings of your child as described above, you do not need to take any further action.**

However, if you have decided that you **do not** want images of your child to be collected or used by our school, **please.** **complete the form at the end of this booklet** and return it to Cassandra Crévola, Assistant Principal.

**OFFICIAL SCHOOL PHOTOGRAPHS**  
Each year Cobden Technical School arranges for a professional photographer to take official school photographs of students. This involves both class photos and individual photos being taken.

Official school photographs may be:

* purchased by parents/carers
* used for school identification cards
* used on student profile pages in Compass
* stored on CASES21 for educational and administrative purposes.

There is no obligation on any parent or carer to purchase any photographs taken.

Parents/carers who choose to opt-out of having their child participate in official school photographs must contact Assistant Principal, Cassandra Crévola, in writing by sending an email to cobden.ts@edumail.vic.gov.au, or by completing and returning the form below, **before** Friday 21st February 2020 to advise that your child will not participate.

**COUNSELLING AND MENTORING AT SCHOOL**

Cobden Technical School are pleased to be able to offer counselling on site through our Student Counsellor, Julie White-Richardson, and mentoring through our School Chaplain, Malcolm Ward.

Counselling typically takes place over the course of a single session in a day. Students may have ongoing counselling with a session each week or may have short-term counselling of as little as a single session, depending on the nature of support they require. Mentoring is typically longer-term and students have a session each week or fortnight.

Parents who would like their child to be considered for mentoring with Malcolm Ward are asked to contact the school to discuss further and obtain a consent form. Parents who **do not** wish their child to be involved in student counselling are asked to contact the front office so that this can be noted.

Students will need to sign an acknowledgement regarding release of confidential information, located below, prior to student counselling taking place.

**KEY DATES TERM 1**

TUESDAY 29TH JANUARY - Staff resume/office reopens

WEDNESDAY 29TH JANUARY – Mentor Interview and Book collection day

THURSDAY 30TH JANUARY - Classes resume

FRIDAY 14TH FEBRUARY House Swimming

FRIDAY 21ST FEBRUARY - School photos

**Student Learning agreement**

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group: \_\_\_\_\_\_\_\_

I understand that it is the school’s job to provide the support and challenge I need to progress my learning. I accept that I must be prepared to take some risks with my learning, to push beyond my comfort zone to improve on my existing skills and abilities.

I understand that my contribution in all classes needs to be positive and free from behaviours that disrupt my own learning, and the learning of others. I will work to ensure that I gain as much advantage as I can from all learning situations by being organised and ready to learn, and by giving my best effort to all learning tasks.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / 2020

**Parent/Guardian Acceptance and Agreement**

I understand that the school will provide support and challenge to help progress my child’s learning. I understand that my child will be challenged to take some risks with his/her learning, to push beyond his/her comfort zone to improve on existing skills and abilities.

I am aware of my child’s rights and responsibilities and the need for my child to be positive in their approach and attitude to learning, free from behaviours that disrupt his/her own learn learning, and the learning of others. I agree to encourage my child with his/her learning, and to support school decisions in relation to maintaining a safe and positive learning environment for all students.

Name of parent/guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / 2020

**Mobile phone and electronic devices policy agreement**

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group: \_\_\_\_\_\_\_\_

**Student Acceptance and Agreement**

I have read Cobden Technical School’s guidelines and policy outlined in this document.

I understand the meaning of all rules and conditions and will abide by them.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / 2020

My mobile phone Brand: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Acceptance and Agreement**

I have read Cobden Technical School’s guidelines and policy outlined in this document and I am aware of my child’s rights and responsibilities and the need for my child to abide by the rules and conditions described. I also understand that consequences will be applied to any student not honouring their agreement.

Name of parent/guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / 2020

**Computer and Internet / Dress Code and Uniform / Behaviour Management: Policy Agreement**

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group: \_\_\_\_\_\_\_\_

**Student** **Acceptance and Agreement**

I have read Cobden Technical School’s guidelines and policies as outlined in the *Student Information Manual*. I understand the meaning of all expectations and conditions and will abide by them.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / 2020

**Parent/Guardian Acceptance and Agreement**

I have read Cobden Technical School’s guidelines and policies as outlined in the *Student Information Manual* and I am aware of my child’s rights and responsibilities and the need for my child to abide by the expectations and conditions described. I also understand that consequences will be applied to any student not honouring their agreement.

Name of parent/guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / 2020

**Viewing Component Parental Permission**

I understand that in many of the teaching programs there will be required viewing components. My child may view a range of texts such as documentaries, films, interviews, TV programs and film extracts that complement the classroom learning programs including all ‘G’ rated programs.

We are required to ask your permission for your under-15 year old child to watch ‘PG’ and ‘M15+’. We are required to ask your permission for your over 15-year old child to view ‘MA15+’ material.

If there is occasion when the teacher wishes to show a program rated ‘MA15+’ to students under 15, specific written permission will be sought from parents/guardians.

*Under 15:* I give permission for my under 15 year child to view PG and M15+ 🞏

*Over 15:* I give permission for my over 15 year old child to view MA15+ 🞏

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / 2020

**Accident declaration**

In the event of illness or injury to my child whilst at school, on an excursion, or travelling to or from school, I authorise the Principal or a staff member in charge of my child, where it is impracticable to communicate with me, to consent to emergency medical arrangements on my behalf as are deemed necessary by a qualified medical practitioner. Such consent includes anaesthetic, blood transfusions and surgical operations.

Exceptions to the above statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / 2020

**Releasing of Confidential Information –**

**Student Acknowledgement**

I understand that the counsellor, Julie White-Richardson, and Chaplain, Malcolm Ward, will share relevant or vital information from my counselling or mentoring sessions to the Wellbeing Team Members and/or any other individual or professional who may be considered appropriate to be part of a support network for me.

I understand that if there is clear evidence of danger of harm to myself and/or others, this information will be reported to the appropriate authorities and/or parents and/or school staff.

Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / 2020

**Photographing, Filming and Recording students at Cobden Technical School - Annual Consent Form and Collection Notice**

I have read the form and I **do not consent** to Cobden Technical School using photos, video or recordings of my child (named below) to appear in the following ways:

**Use within the school community** - in the school’s communication, learning and teaching tools, on display around the school.

**Use in publications/locations that are publicly accessible** – in the school’s newsletter, on the school’s website, on the school’s social media accounts, in promotional material for the school, in the local newspapers.

*Note that you may choose to opt out of both or only one type of use.*

*Further information is available in the Cobden Technical School Photographing, Filming and Recording Students Policy.*

|  |  |
| --- | --- |
| **Name of Student** |  |
| **Name of parent/carer** |  |
| **Signature** |  |
| **Date** | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_ |

**Official School Photographs – *OPT OUT***

I understand that the official school photographs include individual and group photos. My child **will not** be participating in the following school photographs:

**Group photographs**.

**Individual photographs**.

*Note that you may choose to opt out of both or only one type of use. Further information is available in the Cobden Technical School Photographing, Filming and Recording Students Policy.*

|  |  |
| --- | --- |
| **Name of Student** |  |
| **Name of parent/carer** |  |
| **Signature** |  |
| **Date** | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_ |