STUDENT & PARENT HANDBOOK

St PATRICK'S
Technical College

catholic
education
south australia

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ADMINISTRATION
2–6 Hooke Road Edinburgh North SA 5113 | PO Box 65 Edinburgh North SA 5113
T 8209 3700 | F 08 8209 3777

EMAIL ADDRESS
info@stpatstech.sa.edu.au

WEBSITE ADDRESS
www.stpatstech.sa.edu.au

FACEBOOK
'Like' us at facebook.com/stpatstech

ADMINISTRATION OFFICE HOURS
Monday – Friday (Including School Holidays)
8.15 am – 4.30 pm

UNIFORM SUPPLIER
Totally Workwear Salisbury
166 Park Terrace, Salisbury 5109
Ph: 08 8283 2766 / Fax 08 8283 2799
E: shop@twwsalisbury.com
Opening Hours: Monday to Friday 9am – 5pm
Saturday 9am – 12pm

STATIONERY SUPPLIER
Campion Education
46 Glynburn Road Hectorville SA 5073
T 8337 4544 | F 8336 9020
E saleshectorville@campion.com.au
www.campion.com.au

About St Patrick's Technical College

St Patrick's Technical College is a purpose built, multi-million dollar trade training school that offers a specialist trade focused SACE program and award winning apprenticeship training for Year 11 and 12 students.

St Patrick's specialises in developing individual programs for students who wish to complete their SACE in conjunction with a School-based Apprenticeship.

St Patrick's began operations in 2007 as the Australian Technical College – Northern Adelaide, an initiative of the Australian Government in partnership with the Catholic Archdiocese of Adelaide and the Northern Adelaide Industry Consortium. In July 2009, the College governance and ownership passed to the South Australian Commission for Catholic Schools on behalf of the Archdiocese of Adelaide, and the College began a new journey as St Patrick's Technical College within Catholic Education South Australia.

The teaching and learning programs at St Patrick's have been developed specifically to support the trades in which the College delivers pre-vocational training. Core subjects including Mathematics, English and Science are each taught in a context that makes them relevant to each specific trade / career pathway. These programs have been developed with significant input from industry and with the assistance of TAFE SA.

St Patrick's aims to create a real workplace experience for students. From the fully equipped commercial kitchen, specialist workshops and live building sites to the six weeks of structured work placements that form a key component of the teaching and learning programs, the College places a strong emphasis on the transition from school to work. The College embeds the subject of Workplace Practices across all courses assisting students in developing interview skills, resume writing and goal setting.

The College boasts a number of teaching staff that hold trade qualifications and have extensive experience in industry. In addition there is an emphasis on pastoral care with all staff participating in formal mentoring training aimed at assisting young apprentices.

▶ APPRENTICESHIPS AND INDUSTRY PARTNERSHIPS

St Patrick's Technical College works in collaboration with an extensive network of industry associations, employers, training providers and group training organisations to present opportunities for students to start their trade careers through School-based Apprenticeships. It is important to note that the School-based Apprenticeships at St Patrick's Technical College are unique. Due to the flexible approach the College takes to timetabling, St Patrick's students maximise their time spent at work engaged in paid employment and training with an employer enabling them to complete up to the first full year of an apprenticeship while completing the requirements of the SACE.

Whilst the College can't guarantee a student an apprenticeship, two out of every three students who has attended St Patrick's Technical College since 2007 has gained an apprenticeship during their enrolment.

▶ PERSONALISED LEARNING AND CASE MANAGEMENT

Students develop individual learning programs that meet their aspirations, vocational goals and industry needs with support from the staff of the College. The College provides students with the support structures they require for success in their SACE as well as in their Vocational Education & Training (VET) and through their school based apprenticeship. Innovative and flexible methods of delivery enable students to meet their individual SACE requirements and to successfully engage in a school based apprenticeship.

The College offers training in identified areas of skill shortages. Specialist VET Training is offered through a contractual arrangement developed with TAFE SA. Students' learning programs are customised to maximize options for completion of the SACE, VET competencies as well as recognition for prior learning.

Successful students will graduate with their SACE as well as having the opportunity to complete a Certificate II qualification and/or up to the first year of their full trade qualification.

▶ OUR CATHOLIC ETHOS

At St Patrick's Technical College, we believe in more than just the educational side of our students. Our teachers and teacher/trainers are very interested in a student's wellbeing and this comes from a strong commitment to pastoral care and mentoring that the College offers.

Our aim is to develop the whole person so that students graduate as well educated young people prepared for the world of work with entrenched worth ethic and values.

We are supported by Catholic Education SA, which brings with it a sense of virtues beyond the classroom. Those virtues inspire our teachers and teacher/trainers to engage with students, show interest in the student's life beyond the classroom and mentor them with other life issues they may be facing.

▶ **MISSION**

St Patrick's Technical College ensures, within a flexible learning environment, the provision of skills training, education and mentoring for its students that will help them find and achieve their potential in a career which suits them and contributes to addressing skills shortages in the Northern Adelaide region.

Through a diverse, flexible and futures oriented response to learning, further education and training the College provides a foundation for students intellectual, physical, social, moral, spiritual and aesthetic development.

The College encourages students to achieve their full potential in their selected trade, in an industry experiencing skill shortages, while undertaking academic studies leading to the successful completion of SACE while keeping open the options for further study including university entry. By fostering the pursuit of excellence, the College equips students for their transition to lifelong and life wide education and training.

▶ **VISION**

St Patrick's Technical College provides the highest quality vocational and technical education and training, and contributes to the social, economic and environmental wellbeing of the young people and the community in the northern region of metropolitan Adelaide.

Daily Timetable

TIME	PERIOD
8.00am - 8.45am	Lesson 0 (Offline)
8.30am	School day begins
8.45am - 9.00am	PC Group
9.00am - 9.55am	Lesson 1
9.55am - 10.50am	Lesson 2
10.50am - 11.10am	Recess
11.10am - 12.05pm	Lesson 3
12.05pm - 1.00pm	Lesson 4
1.00pm - 1.40pm	Lunch
1.40pm - 2.35pm	Lesson 5
2.35pm - 3.30pm	Lesson 6
3.30pm	Dismissal
3.30pm - 4.30pm	Lesson 7 (Offline)

Attendance Hours
- Normal College hours are 8:40am to 3:30pm
- Morning Pastoral Care (PC) Group begins at 8:45am
- Students may be required to attend am or pm 'off-line' lessons advised by Pastoral Care teachers:
- Some particular courses may see lesson times extended into the early evening. These will be advised as necessary.
- Students arriving to school after 8:40am are required to sign in at the Student Services counter for the day.

Term Dates*

Year 11	START	END	
Term 1	Tuesday 30 January	Friday 12 April	11 weeks
Term 2	Tuesday 30 April	Friday 5 July	10 weeks
Term 3	Tuesday 23 July	Friday 27 September	10 weeks
Term 4	Tuesday 15 October	Friday 29 November	7 weeks

*This is subject to change depending on student's VET/SACE completion.

Attendance & Behaviour

At St Patrick's Technical College we expect a high standard of punctuality and attendance. We believe these are paramount to students successfully completing their training.

Students are not permitted to leave the College grounds without prior written permission from their parents. Students must sign out at the Resource Centre before leaving. **Students arriving after 8.45am must report to The Hub and sign in.**

Students are not to use the main administration doors when arriving or leaving the College, they are to use the student access doors located near the student cafe area.

Students will not be permitted to enter the College unless they are wearing their full College uniform.

Notification of student absenteeism by parents should be telephoned through to the College as soon as practical. Prior to 8.15am, please leave a message on the College's Voicemail. Parents/caregivers will receive a SMS from the College notifying them of any unexplained student absence. Students are expected to abide by all College disciplinary policies and procedures.

General Information, Rules & Guidelines

Bring Your Own Device (BYOD)

St Patrick's Technical College continuously seeks to be a leader in contemporary learning. We aim to empower students to achieve their personal best through a strong engagement with their learning by setting high expectations and providing relevant support.

BYOD (Bring Your Own Device) is a program where students bring a personal laptop / notebook / tablet to the College to use as their primary technological device. The College can provide the ability to connect compatible devices to a filtered Internet service during normal operational hours.

Options

For families contemplating purchasing a device, the College has added a link on the front page of the website (www.stpatstech.sa.edu.au) whereby families can purchase a robust laptop that meets the minimum specifications of the BYOD policy and carries a 3 year warranty.

Alternatively, local retailers such as Harvey Norman, Officeworks, JB Hi-Fi and the Apple Store Adelaide are examples of retail outlets whose staff are experienced with assisting families to choose a BYOD option that best meets the needs of students.

We recommend the following minimum technical specifications:

Purchasing a new device

1 GHz or faster x86-bit or x64-bit processor (CPU)

4GB RAM

128GB SSD drive

Dual band Wi-Fi (2.4Ghz/5Ghz)

6.5 hours actual battery life

11.6" screen

Physical keyboard

Windows 8.1, Windows 10 or Mac OSX

Bringing / using an existing device

11.6" screen for portability

Critical: 6.5 hours battery life (use the laptop for word processing and web browsing and actually test how long the battery lasts)

At least Windows 8.1 (if a Windows device)

Wireless connectivity

Useable / comfortable built-in keyboard and mouse for extended use

BYOD For Information Technology Students

IT students at St Patrick's Technical College will be required to have access to Windows PC-based software for programming in order to participate fully in the IT curriculum. IT students have two options:

Option 1

Bring a Windows PC BYOD device that is capable of running Microsoft Visual Studio with the minimum specifications of:

1.8 GHz or faster processor (CPU). Dual core or better recommended.

8GB RAM

256GB SSD drive

Dual band Wi-Fi (2.4Ghz/5Ghz)

6.5 hours actual battery life

11.2" screen or larger

Physical keyboard

Windows 10

Option 2

Bring a BYOD device of your choice that meets the minimum specification requirements as per the BYOD brochure. A student can then use a College Windows PC for the programming aspects of the course

Please see the Bring Your Own Device: Information & Frequently Asked Questions document previously distributed for further information.

Ambulance Cover at School

St Patrick's Technical College has an insurance policy with SA Ambulance that covers students for the cost of emergency ambulance transport resulting from accident or injury while participating in school activities.

This policy does not cover emergencies that are non-school related (e.g. pre-existing conditions like asthma, allergic reaction and epilepsy. It also does not cover emergencies out of school hours.)

College staff administering First Aid will continue to call ambulances if the circumstances warrant as they will always act with caution.

College Calendar

The College Events calendar can be accessed via the *Parent Access Module or SIMON.* If you have any queries regarding key dates, please refer to the on-line Events calendar first.

The College's official Facebook page will also list number of key events for the school year. 'Like' us at facebook.com/stpatstech

First Aid Training

First Aid Training will be completed prior to their first week of work experience.

Any student who has already completed their First Aid Training within the last 12 months is required to provide a photocopy of their certificate to reception prior to Orientation Week otherwise they will be required to complete the training again.

Food & Drink Facilities

Students have access to vending machines, microwave oven and hot water at recess and lunch breaks.

A mobile lunch van visits the College at recess and lunch breaks daily.

Graduation Dinner

Year 12 students and families will receive an invitation mid-year to attend the St Patrick's Technical College Graduation Dinner to be held at the Adelaide Convention Centre http://www.stpatstech.sa.edu.au/news-events/awards-dinner/

Lockers

All students will be allocated a locker. Students must provide their own lock.

Reporting

Term 1
Reports available via Parent Access Module **(PAM) -** 12 April

Term 2
Reports available via Parent Access Module **(PAM) -** 5 July

Term 3
Reports available via Parent Access Module **(PAM) -** 27 September

Term 4
Reports available via Parent Access Module **(PAM)** - 6 December

Parent Access Module (PAM) & Parent Teacher Online (PTO)

▶ PAM

The *Parent Access Module* (PAM) is part of our College internal information system, SIMON. PAM enables parents to access information about their child's academic progress as well as information about the various events and activities held at the College.

As parents/caregivers, PAM will provide you with access to the student daily bulletin, College calendar, your child's timetable and information about homework and assessment tasks. PAM will also be where you can access copies of students' mid-semester reports, however, it is worth noting that at present hard copies of theses from St Patrick's will still be posted home at the end of each term.

PAM can be accessed at the following address: http://pam.stpatstech.sa.edu.au

▶ PTO

Parent Teacher Online (PTO) is the College's online booking system for Parent/Student/Teacher interviews which will occur at scheduled times throughout the school calendar year. You will be notified via SMS when interview times become open for booking.

The College will issue new families with a username and password. Returning families will continue to use their current username and password.

Student Services/ The Hub

The Hub is open from 8:15am – 3:30pm and will be open to students during recess and lunch breaks.

All money must be paid at Administration – it is not an expectation of teaching staff to collect money from students during mentor group or class.

▶ BORROWING RESOURCES

If at any stage students need to borrow laptops, video cameras, still cameras, audio recording devices and other multimedia equipment from The Hub. Please be aware that students cannot borrow any of this equipment without their student ID card.

All items that are borrowed must be returned to The Hub. If an item is not returned and checked back in by the student services officer, the student will be charged for their replacement.

If the student services officer or another teacher is not at the returns desk, students are asked not to leave any items on the counter. In the unlikely event that another person takes the item, the student will still be responsible for the replacement of the item. Instead, keep the item until the Librarian can check it back in.

▶ PHOTOCOPYING

Students have an allowance for printing that should last the whole year for the purposes of school work.

Students are required to pay for photocopying once their allowance has been exhausted, students can purchase via cash to any amount, or if using EFTPOS with a minimum of $10 in one transaction.

Charges are set out below:

Per page cost	Black & White	Colour
A4	10c per copy	50c per copy
A3	20c per copy	$1.00 per copy

The default printer is located in the Hub. It is both a black and white and colour printer and can print A4 and A3 sizes double sided. This printer also acts as a colour scanner. See the Hub staff for help with scanning.

Students must enter a five digit pin-code in order to photocopy. This number will be issued by the Hub staff. Treat this pin code as if it were your bank card pin number. Also remember to log out of your copy code before leaving the machine.

SbATs – School-based Apprentices & Trainees

For students already engaged in a School-based Apprenticeship or Traineeship (SbAT), your decision to make the move to St Patrick's Technical College to undertake your SACE will require some personal, employer and school management throughout Years 11 and 12.

As a SbAT you are officially recognised as a full-time student and a part-time apprentice. Importantly, the unique program for SbAT's at St Patrick's means you will spend much more time at your employer than at school. Provided you follow the College program and complete your relevant subject requirements, at the end of Year 12 you will graduate with your SACE and already in full-time employment and up to the first year of your full apprenticeship completed.

In order to fulfil the requirements of your SACE, and to comply with the rules for your employment as an apprentice, your employer will also need to release you for training at your Registered Training Organisation (e.g. TAFE, Training Prospects, etc.) during negotiated apprenticeship availability times.

SbAT students and/or employers should inform the College if there is any particular reason that you are not available to return to the College for a designated SACE week. An alternate period for you to return will then be negotiated*.

▶ **SBAT WEEKS**

Week 1	Tuesday 29 January	Friday 1 February
Week 2	Monday 8 April	Thursday 12 April
Week 3	Monday 27 May	Friday 31 May
Week 4	Monday 1 July	Friday 5 July
Week 5	Monday 19 August	Friday 23 August
Week 6	Monday 23 September	Friday 27 September

PLEASE NOTE THAT YOU ARE REQUIRED TO ATTEND SCHOOL EVERY DAY FROM TUESDAY 29 JANUARY TO FRIDAY 1 FEBRUARY.

This week sets in place your program for the entire year. During the week you will be assigned a mentor to manage your work placement and SACE progress throughout this year, your SACE commitments will be clearly explained and you will be photographed for your student ID card. School starts at the normal time of 8.40am every day and you are required to wear your blue campus uniform.

School Photographs

School Photographs (including ID card portraits) will be taken during Week 1, Term 1. All students will have their individual portrait taken in a relevant workshop / trade situation and have their class / group photo with their entire trade group (e.g. Automotive). Students will be required to wear their trade uniform on this day. Package information and costs will be distributed accordingly.

Student ID Cards

Once a student has been issued with their student ID card it is important that they have their card with them at all times. They will need to present their ID card to the Hub whenever they need to borrow a laptop or other resources. For public transport concessions, please note that cards issued in the previous year are valid until the end of February of the current and should therefore be retained until the new card has been issued.

Student Support Services

Student support services, including a counselling services and a career advisor, are managed by the College Coordinator.

The Pastoral Care Teachers play an integral role in the success of your child at St Patrick's Technical College and should be the first point of contact in the event you need to make contact with any of your child's teachers. The Pastoral Care Teacher will help liaise between yourself and your child's subject teachers, and if ever the need arises, facilitate any meetings

In addition all teachers / mentors provide students with individual support and guidance.

Transport

▶ **PUBLIC TRANSPORT**

For those students using public transport we recommend use of the Adelaide Metro – Plan My Journey website. This will help students plan their travel arrangements getting to and from the College.

You can access this website at www.adelaidemetro.com.au/planner

▶ **DRIVING EXPECTATIONS**

Students are provided with car parking facilities. Permission to park in the College car park may be denied for traffic breaches when driving in and around the College.

The College does not encourage students travelling to and from the College with other students.

Any student travelling as a passenger with another student on an excursion must have written consent from their parent / guardian.

A detailed description can be found in the Information, Rules, Policies and Guidelines (A-Z) section of this booklet, Student Code of Conduct pages 28 – 31.

▶ **STUDENT SET-DOWN / PICK-UP ZONE**

To alleviate traffic congestion around St Patrick's Technical College at the start and end of the school day, we use a designated student set-down / pick-up zone at the rear of the College.

A map is provided below showing the designated zone and indicating the direction of traffic flow.

This drive through area on the College grounds provides a safe zone to load and unload students off the surrounding streets and away from nearby businesses.

Staff members will be on duty at the beginning and end of the school day to ensure that the area is being used safely by students and drivers alike. Please note that the entrance gate to the zone will be closed at 8.40am*. They will re-open well ahead of pick-up times in the afternoon.

In order to assist in the smooth running of the student set-down / pick-up zone, drivers are encouraged to move on quickly when loading or unloading students. This zone is not a car park - it is intended to keep traffic flowing.

Students who are being picked up at the end of the school day will be instructed to meet near the zone. On wet days, the covered area adjacent to the main school building provides adequate vision to the zone so that students are able to wait in a dry area.

Students arriving late to school (i.e. after 8:40am) can be dropped off immediately outside the College Administration. They will be required to sign in at the Hub. Access for students arriving late is via the student cafeteria.

Uniform (currently under review)

The main purpose of the uniform should be seen as helping each student develop a sense of belonging and solidarity with the community. For this reason, it should be worn with a sense of pride, which also necessitates attention to personal grooming. On the following pages, please find the College's UNIFORM GUIDELINES that outline when and how the different elements of the uniform should be worn.

▶ **HOW TO ORDER YOUR UNIFORM (NEW STUDENTS)**

You will receive an individual uniform order form. The uniform items are of specific brands, codes and colours with unique embroidery and screen printing setups and so therefore may only be purchased from Totally Workwear Salisbury (TWW), the College's exclusive uniform supplier.

Families are required to visit TWW during regular opening hours for a fitting sometime during the month of November and December. See page 4 of this booklet for opening hours and contact details.

▶ **PAYING FOR YOUR UNIFORM**

TWW requires a minimum deposit when placing your uniform order and full payment of any balance at the time of collection. Please note, once ordered, your uniform order cannot be broken up. TWW are happy to receive incremental payments prior to collecting your complete uniform order. This can commence prior to your fitting appointment if required.

▶ **SECOND-HAND UNIFORM ITEMS**

St Patrick's Technical College or TWW DO NOT offer a second-hand uniform service.

We encourage graduating families to donate any pre-owned campus uniform items in good condition back to the College. Suitable items are then passed on for sale at our local Vinnies shop located at 8 Langford Drive, Elizabeth. Please note that only a limited amount of stock and size range is carried by Vinnies.

Please note that the team at TWW Salisbury does not make the rules regarding the St Patrick's Technical College uniform. They are strong supporters of our College and offer an outstanding service to our community. They are there to assist you in purchasing those items that the College has deemed it necessary for you to purchase. They are not authorised to make any exceptions to the College's uniform guidelines and operate their service to you under our instructions. Therefore, if you have any queries regarding the uniform guidelines, these should be directed to the College, not to staff members at TWW.

▶ **TOPPING-UP YOUR UNIFORM**

Totally Workwear can supply items of uniform throughout the year. Please allow some time for ordering and embroidery of items.

▶ **UNIFORM GUIDELINES**

Campus Uniform

- The Campus Uniform is suitable for all general activities undertaken whilst a student is at the College as well as being compliant with any workplace a student is likely to visit.
- Black leather / leather-style lace-up shoes with plain black socks are to be worn with the Campus Uniform. Shoes worn with the Campus Uniform are expected to be kept clean at all times. Sports style or soft leather shoes are not acceptable.
- A plain black belt with plain buckle is to be worn at all times with the boys Campus Uniform.
- In all circumstances except for those outlined below, students are to wear the Campus Uniform.
- The College backpack is a compulsory element of the uniform.
- Optional Sunsmart headwear items are available.

Trade Uniform

The St Patrick's Technical College Trade Uniform is to be worn on designated trade training days, as notified in the student timetable and/or by staff, and includes items compliant with WH&S regulations.

- The Trade Uniform may be worn to and from College on the designated trade training days (except Food & Hospitality).
- Trade Uniforms are specific to each trade program.
- Black safety shoes / boots are to be worn with the Trade Uniform (except Food & Hospitality and Hair & Beauty where the Campus Uniform footwear is acceptable). Totally Workwear offers a 10% discount on their range of compliant safety footwear to St Patrick's Technical College students.

Food & Hospitality

- Food & Hospitality students are not permitted to wear their Trade Uniform to and from College or TAFE SA for hygiene reasons. They are required to change into Trade Uniform at College or TAFE SA on their designated trade training days.

Hair & Beauty

- Hair & Beauty students wear their Trade Uniform at their training days at TAFE SA and on days designated at the College.

Work Placement / Work Experience

- Students attending work experience or apprenticeship work placements will have their uniform requirements outlined to them by their host employers.
- St Patrick's Technical College students may be eligible for discount on employer specific clothing and safety equipment purchased from Totally Workwear and other designated suppliers (as advised) upon presentation of their student identification card.

Personal Grooming

- Hair must be kept in a clean, neat and tidy manner. Hair longer than top of the collar length must be tied back, (i.e. pony tail) so as not to allow it to fall on to the face. Unusual cuts / styles (e.g. rats tails, shaved heads, patterned cuts) are not permitted.
- Students are to be clean-shaven at all times.
- Jewellery should be inconspicuous, except for:
  - bracelets of a "medic alert" or similar type;
  - items with religious significance for students actively involved in religion;
  - a wrist watch.
- Plain stud earrings worn in the ear lobe/s are acceptable.
- Any other earrings, nose rings, eyebrow rings, other facial or body piercings are not permitted.
- No visible tattoos.
- Excessive make up, nail polish or unnatural hair colouring is not permitted.
- Undergarments are not to be visible beneath the College uniform (e.g. t-shirts)

Year 12 Jackets

Each year the College supports Year 12 students who wish to mark their years spent at St Patrick's Technical College with a commemorative item of clothing. This item is not a part of the official College uniform nor is it compulsory to purchase. However it is one way in which we are happy for students to display their pride in the school and camaraderie among their classmates.

Ordering of these jackets is undertaken during Term 1 by Year 12.

Using Personal Electronic Equipment

Mobile phones must be turned off whilst attending College classes and trade training. iPods and similar mp3 devices may be used in certain circumstances. Students will be advised by teachers in these cases.

Inappropriate use of College electronic equipment and/or facilities (e.g. email, internet, intranet, etc.) may lead to suspension or expulsion.

White Card Training

White Card Training will be completed prior to students commencing their first block of work experience.

Any student who has already completed their White Card Training is required to provide a photocopy of their White Card to reception prior to Orientation Week otherwise they will be required to complete the training again.

Work Experience

Work Experience is an integral part of the St Patrick's Technical College Work Ready Skills program.

It provides the opportunity for students to:

• Experience their trade choice;
• Develop skills for the workplace; and
• Gain feedback from an employer about their general employability skills such as attitude, work ethic, punctuality, problem solving abilities, communication and teamwork skills.

Previous experience has shown that a significant number of students have been offered School-based Apprenticeships by employers following successful work experience placements.

Six work experience blocks have been scheduled for Year 11 students **(Blocks 1-6)**, and five blocks for Year 12 students **(Blocks 1-5)**.

Block 1	Mon 8 April	Friday 12 April	Completed forms due 29 March
Block 2	Mon 27 May	Fri 31 May	Completed forms due 17 May
Block 3	Mon 1 July	Fri 5 July	Completed forms due 21 June
Block 4	Mon 19 August	Fri 23 August	Completed forms due 9 August
Block 5	Mon 23 September	Fri 27 September	Completed forms due 13 September
Block 6	Mon 18 November	Fri 22 November	Completed forms due 8 November
OR Block 6	Mon 25 November	Fri 29 November	Completed forms due 8 November

If experiencing difficulty in securing a work experience placement in these blocks, students should consider using their school holiday breaks as alternative (or extra) work experience opportunities.

Advanced planning for work experience is strongly recommended. This planning could include:

• Being proactive in approaching employers for work experience opportunities and then follow-up phone calls, emails, faxes, etc.
• Ensuring the St Patrick's Technical College Workplace Learning Agreement is fully completed including all relevant signatures (employer, parent and student). This document is available for download at: www.stpatstech.sa.edu.au/community or from PAM.

Students are encouraged to seek work experience with employers who are known to support Australian School-based Apprenticeships and/or are in need of apprentices. The Careers supplement in The Advertiser on Saturdays is an ideal starting point.

Any student having difficulty identifying a suitable employer for work experience or require further information regarding the College's work experience program should contact the College.

Student-related Policies

Student Driver Policy

▶ **RATIONALE**

St Patrick's Technical College is committed to ensuring accountability of students to their parents, as well as the College, by fostering a safe and responsible environment for students. Driving to school is a privilege extended to appropriately licenced students. Licensing and associated student mobility must be taken seriously and permission will only be granted by the Principal following a signed agreement with the parents / guardians and student.

Student mobility is often a factor that may help determine employability and loss of licence can often lead to the termination or suspension of an apprenticeship,

▶ **OBJECTIVES**

The policy outlines the responsibilities and procedures associated with the privilege of driving to school.

Policy Details

1. Students are required to adhere to all road rules and drive in a safe and responsible manner.. Students may only park in the designated student parking area. They must, at all times, follow stipulated rules, signage directions and instructions given by staff on duty.

2. Students who have to leave the school grounds for any reason during the day must have written permission from their parents / guardians. This must be shown to the Principal (or their delegate) before they are allowed to leave the College. They must also follow the protocol of signing in and out at Reception.

3. The details, including make, model and registration, of all cars driven by students must be recorded with the College. This includes multiple entries for those who have access to more than one vehicle to drive to and from school.

4. Students are not permitted to carry other students as passengers to and from school without the written permission of their parent / guardian and the parent / guardian of the passenger. These passengers must be listed along with consent on the *Application to Drive a Vehicle to School* form of the driver concerned.

5. Student drivers, a parent / guardian and, if relevant, the parent / guardian of any passenger, must sign the Application to Drive a Vehicle to School form of the driver concerned.

▶ **ROLES AND RESPONSIBILITIES**

Student drivers must adhere to the conditions set out in the *Application to Drive a Vehicle to School* form at all times. Students who fail to meet these conditions will be suspended from parking on school grounds for a period of time as determined by the Principal (or their delegate). Any unsafe driving behaviour or breaches of road rules may be reported to SAPOL.

These requirements are intended to ensure the welfare and safety of students and maintain a positive image of the school in our local community.

▶ **MONITORING, EVALUATION AND REVIEW**

This document will be reviewed every two years. Changes in legislation, Catholic Church Policy and St Patrick's Technical College Policy may necessitate earlier review and subsequent amendment and reissue.

Anti-bullying / Anti-harassment Policy Policies & Procedures 5.5

▶ **INTRODUCTION**

St Patrick's Technical College is committed to providing an environment in which students feel safe. Feeling safe means students are at ease and comfortable in their surroundings, protected from harassment, bullying and discrimination while attending the College, registered training organisations or work sites associated with their training.

▶ **DEFINITIONS**

Bullying and Harassment is behaviour that is repeated, systematic and is directed at an individual that a reasonable person, having regard to circumstances, would expect to victimise, humiliate, undermine or threaten and which creates a risk to health and safety.

Discrimination is unjust and unequal behaviour based on race, age, physical and intellectual impairment, sexuality, sex, pregnancy, marital status, sexual harassment and victimisation

▶ **EXAMPLES OF BULLYING, HARASSMENT AND DISCRIMINATION MAY INCLUDE:**

• being treated differently to others based on the aspects listed above
• threatening or causing fear
• fighting
• insulting
• sexual harassment
• name calling
• unpleasant jokes
• showing offensive material
• cyber bullying i.e. transmitting offensive or inappropriate information via computer social networking pages (e.g. Facebook, You Tube, etc.)
• sending offensive text messages, and/or emails
• spreading rumours about a person
• ridiculing a person and/or their sexuality
• deliberately isolating a person

▶ **BULLYING, HARASSMENT AND DISCRIMINATION CAN RESULT IN:**

• feelings of being embarrassed, unhappy, frightened, unsafe, lonely, angry or physically ill
• an inability to concentrate, work or sleep
• a loss of self-esteem
• a deterioration in relationships with staff, family and friends
• confusion and an inability to know what to do about the problem
• an unwillingness attend school or work placements

▶ **EARLY INTERVENTION**

It is important to identify and take action on any bullying, harassment and discrimination that occurs at the College or at a work placement facility at an early stage. Failure to notify empowers the perpetrator to continue the offensive action thereby compounding and exasperating the problem.

Every student therefore has a responsibility to report any incident of harassment and/or bullying as soon as it occurs to a teacher or staff member. Teachers and/or staff are to take immediate steps to ensure the harassment and/or bullying stops and any conflict is resolved. Failure to do so will almost certainly be considered to be a breach of our 'Duty of Care responsibilities under Occupational Health Safety and Welfare, law.

Additionally, discrimination that is not addressed may breach the *Australian Human Rights Commission Act 1986* and associated Commonwealth Acts and / or the *South Australian Equal Opportunity Act 1984*.

Parents should notify the College as soon as they become aware of any bullying, harassment or and or discrimination that has taken place to enable appropriate action to be taken.

▶ NOTIFICATION AND ACTION

Mandatory notification

All registered teachers and staff members are obliged by law to report physical, sexual or emotional abuse of young people who are less than 18 years old.

Who to see

Your Pastoral Care Teacher/Mentor, Student Counsellor, Vocational & Careers Counsellor, Education & Training Manger, or relevant contact person at TAFE SA, Registered Training Organisation (RTO) or in your place of employment can help you.

Possible consequences

Inevitably there are occasions when students do not play their part in providing a safe environment and discrimination free environment. Mediation meetings with the Student Counsellor, Education and Training Manager or Principal or relevant contact person at your place of employment, TAFE SA or RTO are the favoured means of encouraging suitable behaviour.

Ongoing or serious bullying, harassment, or discrimination could result in suspension or being asked to leave the College. In some more serious cases police may be notified.

What can you do about harassment or bullying?

*Appendix 1 - Bullying, Harassment or Discrimination Option*s, outlines the steps that should be taken if confronted with a bullying, harassment or discrimination situation.

▶ RELATED COLLEGE POLICIES

5.1 - Pastoral Care

5.2 - Behaviour Management

5.4 - Duty of Care / Health, Safety and Welfare

5.11 - Student Code of Conduct

References

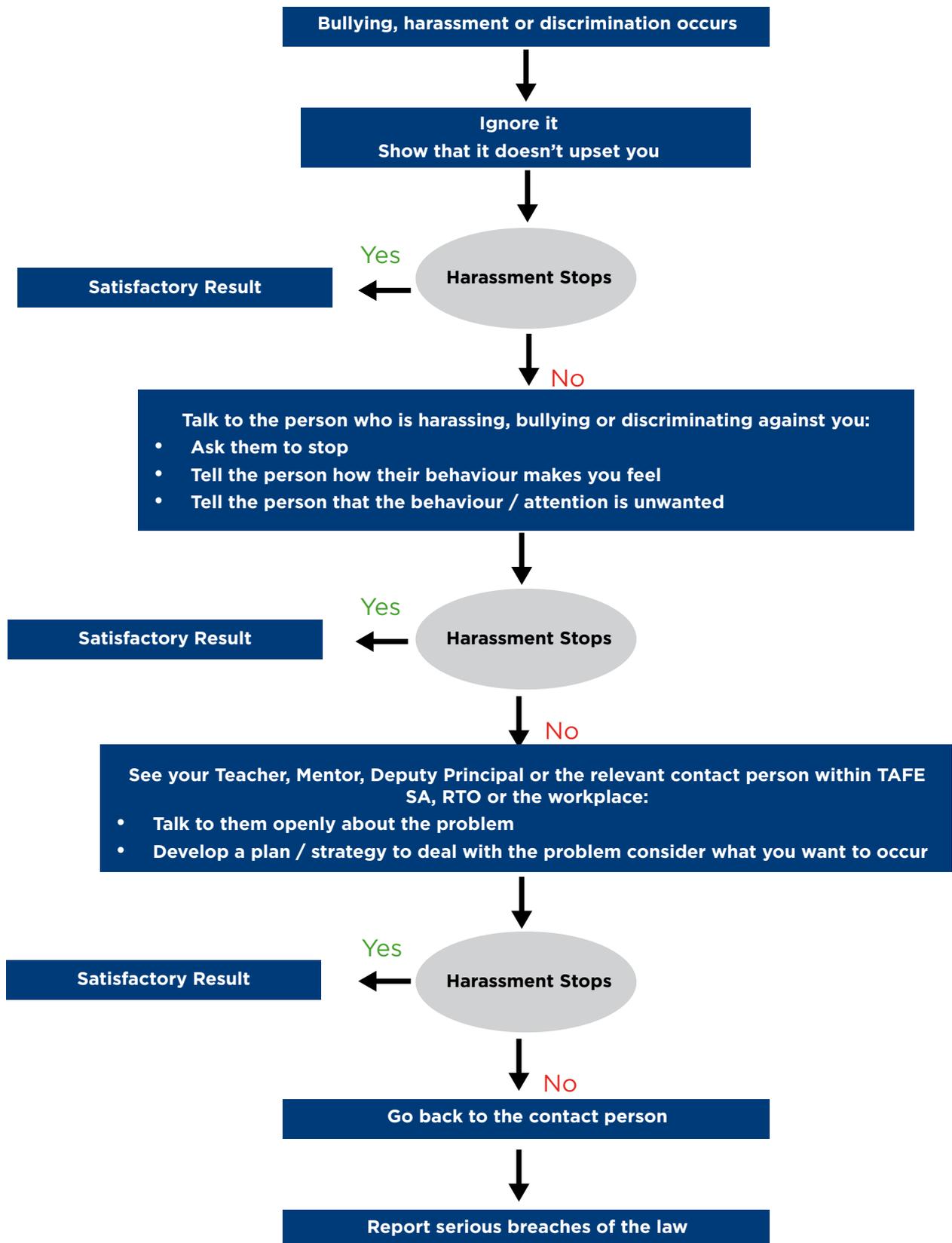*Australian Human Rights Commission Act 1986 and associated Commonwealth Acts*

Work Health and Safety (WHS) Act 2012

South Australian Equal Opportunity Act 1984

Bullying, Harassment or Discrimination Options

Bullying, harassment or discrimination occurs

↓

Ignore it
Show that it doesn't upset you

↓

Harassment Stops

Yes → **Satisfactory Result**

No ↓

Talk to the person who is harassing, bullying or discriminating against you:
- Ask them to stop
- Tell the person how their behaviour makes you feel
- Tell the person that the behaviour / attention is unwanted

↓

Harassment Stops

Yes → **Satisfactory Result**

No ↓

See your Teacher, Mentor, Deputy Principal or the relevant contact person within TAFE SA, RTO or the workplace:
- Talk to them openly about the problem
- Develop a plan / strategy to deal with the problem consider what you want to occur

↓

Harassment Stops

Yes → **Satisfactory Result**

No ↓

Go back to the contact person

↓

Report serious breaches of the law

Student Code of Conduct Policies & Procedures 5.11

▶ **POLICY**

This Code of Conduct has been formulated to provide a clear statement of St Patrick's Technical College's expectations of students in respect of academic matters and personal behaviour.

Students of St Patrick's Technical College are representatives of the College and, as such, are expected to conduct themselves in an ethical and responsible manner at all times when involved in College activities.

Students represent the College:

- When traveling to and from the College;
- While attending formal classroom studies;
- When attending Registered Training Organisations (RTO) for training sessions;
- While undertaking 'on-the-job' training with an employer.

The College recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

The College reaffirms its commitment to:

- High academic standards, intellectual rigour and a high quality education;
- Intellectual freedom and social responsibility;
- Recognition of the importance of ideas and the pursuit of critical and open inquiry;
- Tolerance, honesty and respect as the hallmarks of relationships throughout the College community; and
- High standards of moral behaviour based on Christian values.

All students are required to be aware of and act consistently with these values.

Every student receives a copy of the *Student Code of Conduct* and is asked to make a personal, written commitment to the contents and philosophy by signing a hard copy which is kept in the student's personal file.

Failure to abide to the conditions set out in the policy may result in disciplinary action with major breaches leading to possible expulsion from the College.

Students who have problems or any issues that need resolving while attending the College are encouraged to use the procedures identified in policy number *5.9 - Student Grievances*.

▶ **GUIDELINES**

1. Relationships

- The quality of relationships is crucial to successful learning. At St Patrick's Technical College all members of the College community are expected to foster harmonious interpersonal relationships by:
- Being courteous and considerate to others at all times;
- Co-operating and complying with reasonable requests from others; students, staff and other authorised people;
- Positively contributing to the culture of the College through co-operative actions, understanding, tolerance and empathy;
- Communicating with students, staff and visitors in a respectful manner, using polite language and tone;
- Keeping our College community free from harassment, aggression and violence. All forms of harassment (sexual, verbal, racial, physical, intellectual) are totally unacceptable;
- Assisting visitors to the College and being courteous to them.

2. Learning and Attendance

St Patrick's Technical College programs are success oriented. Parents and teachers provide guidance and support for adolescents and young adults who are developing greater independence.

Students need to demonstrate their intention to learn through their attitude and approach to their studies by:

- Accepting responsibility for their own learning and seeking help when needed;
- Arriving at lessons on time, with all materials and equipment;
- Working efficiently in the classroom and completing set work punctually;
- Respecting the rights of other students to learn and teachers to teach;
- Completing set homework punctually;
- Using computers responsibly for learning purposes and abiding by the Student Computer Usage Policy;
- Attending school regularly and punctually;
- Attending every scheduled lesson including Supervised Study;
- Obtaining written permission to leave the College premises.
- Providing a written note of explanation from parent/guardian for lateness and absences, at the time of return to the College;
- Reporting to the Administration Centre if late, signing out from the Administration Centre with parent permission to leave e.g. for an appointment;
- Attending work placement and/or VTE sessions punctually and applying oneself diligently to all tasks given to the best of your ability.

Note: Students suspended or excluded from the College are not permitted to attend the College or College related functions at the discretion of the Principal.

3. Environment

Students are expected to be environmentally responsible by respecting the College environment and seeking to improve it through:

- Respecting property belonging to themselves, others, or the College, including all teaching and learning materials and resources;
- Conserving energy, materials and resources by switching off appliances when not in use, not wasting materials, and re-cycling materials as often as possible;
- Preventing all forms of pollution and property damage through caring for property and the environment and preventing and reporting:-
  - littering
  - graffitiing
  - thieving
  - vandalism
  - consumption of food, sweets, chewing gum or drink in the buildings;
- Remaining out of the buildings before 8.40am, during recess and lunchtimes, except with permission from a teacher.

Valuable items should be left at home.

4. Safety

All students have the right to learn in a safe, caring and orderly environment. Students are expected to accept responsibility for the safety of themselves and others at all times by:

- Following all safety regulations in each area of the College and work placement venues;
- Wearing and using Personal Protective Equipment (PPE) as prescribed;
- Familiarising themselves with Fire and Emergency Evacuation regulations and procedures and participating in regular fire/evacuation drill exercises;
- Using all equipment in a responsible manner;
- Avoiding and preventing violence and threats of violence, bullying and fighting;
- Not possessing potentially dangerous items such as; knives, guns, sling shots or any other potentially dangerous items;
- Keeping personal possessions, including educational books in the allocated locker;

- Not taking bags into classrooms or leaving them outside the locker or classrooms;
- Keeping the College "drug free";
- Not smoking while on College premises.

▶ COLLEGE UNIFORM

All students are to wear full College uniform at all times while attending the College or VTE training sessions. This includes while in transit to and from the College.

Clothing to be worn while attending work placement sessions at an employer's work site is to be negotiated between the employer, Education and Training Manager and student.

▶ LOCKERS

- Students are provided with a locker. They need to supply their own locker keys and give one key to their home group teacher;
- Students must not interfere with others' lockers or padlocks;
- Theft is a serious matter and if detected will result in prosecution, suspension or exclusion;
- Bags are to be kept in the locker and not to be taken into classrooms, or left outside the locker or classroom.

▶ LUNCH

- Students are not permitted to leave the College grounds for lunch. A mobile lunch service attends the College daily at recess and lunch.
- Students are encouraged to bring their lunch to College. Microwave ovens and other kitchen appliances are provided for student use.

▶ BICYCLES

- Bicycles must be walked through the College grounds.
- Students are only permitted in the bike racks for the purpose of leaving or collecting their bike.

Note: Skateboards are not permitted at College.

▶ STUDENT DRIVERS

- Students are provided with car parking facilities. Permission to park in the College car park may be denied for traffic breaches when driving in and around the College.
- The College does not encourage students travelling to and from the College with other students.
- Any student travelling as a passenger with another student on an excursion must have written consent from their parent / guardian.

▶ DRUGS

St Patrick's Technical College is an illicit drug free zone. All students are expected to take positive action to prevent and avoid any drug related activity at the College. Passing any drug related information on to an adult is the appropriate and responsible action. Students must not ingest any illegal, or any non-medically prescribed drugs, or alcohol. Students must not bring to the College, have in their possession, while in College uniform, on College property, or on any College related activity, any paraphernalia which may be related to drugs, including matches, lighters, papers, pipes, or other such items, equipment or substances. Students must not offer to sell, or sell to other students any drug, including alcohol, marijuana and cigarettes. Students must not be in the company of other students who are involved with any activity, related to drugs or alcohol, indicated above.

Students may be required to provide appropriate evidence that they are not under the influence of any prohibited substance before participating in practical activities or work experience.

► **MOVEMENT**

Students need to move in an orderly manner at all times and in all areas of the College, keeping to the left in corridors and on the stairs. Students need to:

- Use the computer room and library/resource centre in an orderly manner;
- Exercise care when walking through the car park areas;
- Keep at least 5 metres from the fence and within the permitted areas of the College;
- Walk bicycles through the College grounds;
- Travel to and from College and move to and from bus stops in a safe and courteous manner.

► **CONSEQUENCES FOR BREACHES OF THE STUDENT CODE OF CONDUCT**

Consequences that may be implemented at varying levels, depending upon the frequency, intensity, generality and durability of student conduct breaches Policy Procedure Behaviour Education 5.2, are:

- Staying in class during break times;
- Being kept in after school hours;
- Performing school community service;
- Attending after school detention;
- Internal suspension;
- External suspension;
- Expulsion (in extreme cases)

In any given situation a student will be able to have an opportunity to have a break for recess and lunch and access toilet facilities or seek assistance as required for their safety and well-being.

Parent notification is encouraged at all levels but must be ensured if after school detention, internal or external suspension or expulsion is considered.

► **RELATED COLLEGE POLICIES**

1.1 - Ethos and Charter
5.2 - Behaviour Management
5.4 - Duty of Care / Health, Safety and Welfare
5.5 - Anti-harassment and Anti-bullying
5.6 - Drugs
5.9 - Student Grievances

Student Mobile Phone Policy

Policies & Procedures 5.17

▶ **INTRODUCTION**

St Patrick's Technical College can make reasonable rules about what students can and cannot bring to College. St Patrick's Technical College can ban anything which is illegal, dangerous or is likely to cause disruption or harm to the smooth running of the College and the education of other students.

The use of mobile phones, iPods and similar mobile electronic devices in class is disruptive to the learning environment of all students and should be discouraged. Students wishing to use these devices in special circumstances should negotiate arrangements with relevant College staff.

St Patrick's Technical College accepts that parents / guardians give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also ever-increasing concern about children travelling alone on public transport or commuting long distances to College. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child quickly at any time.

The College will regularly advise students, parents and carers of their expectations in respect of these devices. They should also be reminded that no liability will be accepted by the College in the event of the loss, theft or damage of any device unless it can be established that the loss, theft or damage resulted from the College's negligence.

The College has developed a policy that provides guidelines for the appropriate use of mobile phones during College hours. There are times when it is genuinely appropriate and beneficial for students to have access to a mobile phone. Students may, for example, need to contact parents in emergencies or to confirm or change a collection time after College. Mobile phone use should be restricted to times of genuine emergency.

▶ **POLICY**

1. Students at St Patrick's Technical College will TURN OFF all mobile phones during lessons.

2. Mobile phones with cameras should be used responsibly. The Privacy Act protects students from having their photograph taken without consent.

3. Parents/guardians are reminded in cases of emergency, the Administration Office is a vital and appropriate point of contact and can ensure a child can be reached quickly and assisted in any appropriate way.

4. Students are only permitted to use their mobile phones before or after College or at official break times (i.e. recess and/or lunch).

5. Appropriate action will be taken against any student who photographs or films other individuals without their consent, downloads and displays inappropriate material including pornographic images or who sends harassing or threatening text (SMS) or multimedia (MMS) messages.

6. Students should ensure that their mobile phones are always stored in a safe and secure place.

7. Mobile phones are used at their owner's risk. No liability will be accepted by the College in the event of the loss, theft or damage of any device unless it can be established that the loss, theft or damage resulted from the College's negligence. Parents/guardians and students should ensure that mobile phones are properly and adequately insured as personal property.

8. This policy also applies to the use of mobile phones during work placement and/or Vocational and Technical Education (VTE) training, excursions, or other off campus supervised activities.

9. The Mobile Phone "Student Agreement", included as part of this policy, is to be signed by both student and his/her parent/guardian on commencement of attendance at the College.

10. Mobile phones may be collected and stored securely during lessons at the discretion of the teacher.

► CONSEQUENCES

1. If a student is in breach of the Mobile Phone Policy he or she will be dealt with through the standard discipline guidelines of the College's Behaviour Education Policy.

2. A staff member may hold the phone for the duration of the lesson (ensuring its safety).

3. A student may be banned from bringing a mobile phone to College; parents will be contacted immediately to enforce this ban.

► RELATED COLLEGE POLICIES

5.2 - Behaviour Management

5.4 - Duty of Care / Health, Safety and Welfare

5.5 - Anti-harassment / Anti-bullying

5.11 - Student Code of Conduct

Student Computer Usage

Policies and Procdures 5.12 (currently under review)

▶ INTRODUCTION

St Patrick's Technical College provides computer resources as an integral part of its South Australian Certificate of Education (SACE) and vocational and technical education programme. This includes providing a variety of hardware and software for the use of students. This equipment is networked to allow optimum use of resources, communication, sharing of data and access to the Internet.

▶ AIM OF THE POLICY

All use of College computers including access to online resources will be in keeping with the accepted philosophy and standards of the College.

Use of computers will always be related to the College's South Australian Certificate of Education (SACE), Vocational Education (VET) and Curriculum and not for personal use.

Note:

Internet usage is monitored. Some websites are blocked including those that deal with terrorism, gambling and pornography. Game sites visited by students will be restricted.

Filtering categories are in accordance with the Communications & Technology SACCS (South Australian Commission for Catholic Schools) Policy. The College has the ability to customise current filtering settings in areas it deems appropriate. Unblocking of sites will be done at the College's discretion and always within Catholic Education Office guidelines and the College's Computer Usage Policy.

▶ GUIDELINES

The smooth operation of the network relies upon the proper conduct of the end user who must adhere to the strict guidelines. These guidelines are provided so that students and parents are aware of their responsibilities. If a College user violates any of the provisions, their access may be terminated. College disciplinary and/or appropriate legal action may be taken and future access could possibly be denied.

The College has adopted the practice where Network users must change their passwords every four weeks. If inappropriate use of the College network or equipment is detected disciplinary action will be taken.

St Patrick's Technical College - Netiquette

Netiquette is a set of behavioural rules or expectations which govern the use of the College Network. These help to avoid misunderstanding while communicating, maintaining privacy and effectively utilising time spent on the Internet. This means that you are expected to abide by the generally accepted rules of network etiquette and the rules of the College as detailed in this policy.

▶ STUDENT RESPONSIBILITIES

Educational

- If inappropriate sites are accidentally accessed, they must be reported to the Network Administrator immediately, so that the site may be blocked.

Security

- All external storage devices, e.g. USB drives, must be scanned for viruses before they are used on the Network.
- If students have locked themselves out of the network or have password issues, they must present their College ID card to the Network Administrator before they can be logged on to the network again.
- Do not give other people your user name or password.
- Do not use another individual's user name or password.
- You are responsible for any action carried out by your user name.
- Do not reveal your own or any other person's personal address or phone number.
- Use of product advertisement and political lobbying are prohibited.

- Use for commercial activities is not acceptable.
- The transmission of any material in violation of any Australian or State law or regulation is prohibited. This includes, but is not limited to copyright material, threatening or obscene material or material protected by trade secret.

Classroom Care
- Equipment faults should be reported immediately to the Resources Manager located at the front desk of the Hub.
- Students must not download illegal software from the Internet or bring from home unauthorised downloads.
- Teachers will organise laptops for a class if required. Students will borrow laptops via the Hub and will need their student ID Card for authorisation.
- No eating or drinking is permitted when working with a computer or in computer areas at any time.

Email Use
- All students have been provided with an email address that is unique to the College. When using email:-
- Be polite; your messages should not be abusive to others.
- Do not publicly criticise or harass others, use sarcasm and/or humour which can be misunderstood.
- Use appropriate language. Do not swear, use vulgarities, use slang or any other language deemed inappropriate, discriminatory, sexual or offensive.
- College computers are not to be used to send or receive personal emails or to access inappropriate sites.

Copyright
- As with any research, information and images accessed via computer must be appropriately acknowledged through use of references and bibliographies.
- When quoting, acknowledge the quotation to its author or source.

Print Charges
- Each student is allocated a print usage allowance.
- Should this allowance be depleted, further credits may be bought from Reception during office hours.

Cyber Bullying/Harassment
- Cyber bullying/harassment i.e. transmitting offensive or inappropriate information via internet social networking pages will not be tolerated and will result in disciplinary action (refer *Policy 5.2 – Behaviour Management*).

Damage to Equipment
- Cost to repair damage to any computing equipment caused by wilful misuse must be paid by the student responsible for the damage.
- It is a student's responsibility to report any damage to property or it will be assumed the last person to loan the equipment caused the damage and will be responsible.

▶ **NON-LIABILITY**
- The College makes no warranties of any kind for the computing services it is providing.
- The College will not be responsible for any damages suffered. This includes loss of data resulting from computer viruses, delays, non-deliveries, miss-deliveries or service interruptions caused by negligence, errors, omissions or consequences arising from inappropriate use of the Internet.
- Use of any information obtained via the College Network is at the user's own risk.
- The College is not responsible for the accuracy or quality of information obtained from the Network.
- The College reserves the right to amend or delete any part of this Policy as required.
- The College will not be liable for the deletion of material, which has been saved in the incorrect location, i.e. on the desktop C: drive rather than on student's own file/disk and the Public System drive(s).

▶ CONSEQUENCES

Any staff member has the authority to have a student taken off the network if they breach the terms and conditions of the College's Student Computer Usage Policy.

In the event of inappropriate use the College may:

- Instigate College disciplinary action, which includes parent contact.
- Deny, revoke or suspend specific user access in part or in full depending on level of inappropriate use.
- Take appropriate legal action.

The signatures on Appendix 1 - Student User Agreement, indicate the parties who have signed have read the terms and conditions carefully and understood their significance. Acceptance of and compliance with this policy will result in computer access.

▶ RELATED POLICIES

3.11 - Disciplinary Procedures

5.2 – Behaviour Management

5.9 – Student Grievances

5.11 - Student Code of Conduct

STUDENT & PARENT HANDBOOK

#stpatstech