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INTRODUCTION

The purpose of this handbook is to give some details about the College, and to provide a permanent record for students and parents about College practices and policies. Parents are advised to keep this handbook handy during the College year. For more information please visit our website http://www.como.wa.edu.au.

TERM DATES

Semester 1
- Term 1: Monday 1 February to Friday 8 April
- Easter Break Friday 25 March to Tuesday 29 March (inclusive)
- Term 2: Tuesday 26 April to Friday 1 July

Semester 2
- Term 3: Monday 18 July to Friday 23 September
- Term 4: Monday 10 October to Thursday 15 December

DEVELOPMENT DAYS

Students do not attend:
- Thursday 28 January, Friday 29 January, Friday 18 March, Friday 1 July, Monday 18 July, Monday 10 October, Friday 16 December

STUDENT SUPPORT

The Student Service Team at Como includes the Student Services Manager and the Year Coordinators for Years 7-12. They will have a lot to do with your child whilst they are at Como, most often assisting with matters related to achievement and endeavours at the College. They are also responsible for ensuring your child meets their legal obligations and personal responsibilities at the College. Please use the Year Coordinator as the first point of contact.

PSYCHOLOGIST

The purpose of the College Psychology Service is to assist in the improvement of the educational outcomes for students by providing specialist support in the areas of counselling, learning and behaviour management. Students wishing to seek support in problem solving with regard to personal, social or educational issues may access the College Psychologist directly by making an appointment themselves. Teachers or parents with College-related concerns regarding a student may consult with the College Psychologist or participate in a collaborative planning meeting to address the concerns.

CHAPLAIN

For many students and families, high school life can be difficult and confusing as both students and parents face new challenges. One of the roles of the Chaplain is to encourage and support members of the College community as they come to terms with these challenges. As part of the Student Services team, the Chaplain works together with the Year Coordinators, the Psychologist and the Nurse. One of the key elements of the Chaplain’s role is to be accessible to members of the community to discuss and assist in a broad range of areas, including issues such as bullying and teasing, through to personal, family and relationship issues. Appointments to see the Chaplain can be made discreetly at the Chaplain’s Office.

HEALTH CENTRE

The Health Centre is open when the School Nurse is on site. When the Centre is open, students may access it at recess and lunch time without needing permission. If a student wishes to go during class time, permission with a note written in the College diary by their supervising teacher is required. If the Nurse is not available, students should see another member of the Student Services team or a Deputy Principal. Under no circumstances are students to contact parents/guardians directly and leave the College grounds without parent contact and student properly signed out. In the case of injury, either parent will be contacted or the student will be sent by ambulance to hospital, at the parent’s expense. The College Nurse is the only staff member who is able to dispense paracetamol or other analgesics.

NOTE: Please consider the health and wellbeing of others before allowing unwell students to attend school!

Find and book health appointments online 24/7 at healthengine.com.au.

If you have any health concerns regarding your child, please contact the nurse.
Nurse

The primary role of the nurse is to:

- Provide primary health care to the College population.
- Assess the health needs within the College.
- Provide first aid and care of sports injuries.
- Enable students with chronic/acute health problems to participate.
- Develop specialised care plans for students at risk.
- Provide advice for individual students or special needs groups within the College.
- Act as a resource for students, parents and staff and provide accurate and relevant information on health issues.
- Give prescribed medication when an authorisation and written instructions have been received from the prescribing doctor (this includes ADHD/ADD medications). The College Nurse is unable to give over the counter (non-prescribed) medication. Students are allowed to bring from home period pain medication and over the counter medications, when required.
- If students are sick, staff will call parents to arrange for collection of the student.

**Important Health Messages for Students**

Drink bottles of water are permitted in class and especially in warmer months it is important that water is drunk regularly. SunSmart - students are reminded that it is important to wear a hat when outside (including recess and lunch) and to apply sunscreen. Sunscreen is available from the Nurse, Physical Education Teachers and Student Services.

**Como Secondary College is an Asthma Friendly School**

As part of the Asthma Friendly School Program, potential asthma triggers need to be minimised within the College so students are to use roll on deodorant rather than an aerosol product.

**COLLEGE PROCEDURES**

**INSURANCE**

Have you considered getting Ambulance Insurance? (If there is a medical emergency, parent/guardians are expected to meet the cost of the ambulance).

**COLLEGE VISITS**

All persons, including parents, who wish to make contact with staff or students on College premises are required to sign-in at the Administration Office. Visitors will be provided with a visitor pass, which is to be worn while on College grounds. When leaving the College, visitors should return the pass and sign-out. This allows staff to easily identify any strangers who have entered the grounds and enables the College to provide a safe environment for all students. Please **DO NOT** call the College to ask for a message to be given to your child.

**LOST PROPERTY**

Please check the hub regularly for lost uniform items. Items not collected at the end of term will be donated to charity.

**BICYCLES**

A bike rack is provided for student bicycles at the front of the College—near the North/West end of B Block. All bikes must be stored in this area. Students must ensure bikes are locked and no loose items are to be left on the bike. The College cannot accept responsibility for lost/stolen or damaged bicycles. Skateboards, scooters, Caster boards are not permitted on College grounds.

**BUSES**

Transperth and Swan Transit provide bus services for students. To find more about these services please contact Transperth Info Line: 13 62 13 or try Journey Planner on the Transperth website at http://www.transperth.wa.gov.au. Smartrider Cards are issued through the Hub when they arrive from Transperth. For any other issues concerning Smartrider Cards (eg replacement), please contact the Hub.

**STUDENT SET DOWN/PICK UP**

There is considerable vehicle traffic around our College site before and after school. It is expected that all vehicles use the car park or the marked drop-off bays on Bruce Street to drop students off. The Staff car park is not to be used for this purpose because it causes a great deal of congestion and potential danger to students. The speed limit on College grounds is 8 km/h.
**SENIOR SCHOOL STUDENT PARKING**

Students who drive to school must accept the responsibility and conditions that go with it. Students must notify and register their car or motorised scooter with the Year 12 Coordinator. A special Student Registration form needs to be completed which includes a parent/guardian signature. Vehicles must be parked in the clearly designated “Student Parking” area accessed via Bruce Street. This area is out of bounds during the day as is the use of cars and scooters during recess or lunchtime. Vehicles cannot be used as transport to Physical Education/Sport classes. Students who wish to transport other students to and from school must first obtain the permission and authorisation of the passenger’s parents/guardians. The school does not advise or condone the carrying of passengers. All responsibility lies with the parents/guardians of the driver and the parents/guardians of the passengers. Failure to observe/comply with the conditions set out will result in withdrawal of the permission to drive to and from school. Student parking is not allowed unless authorised by the Year 12 Coordinator. Students (and/or their friends) must not visit their cars during the College day.

**LOCKERS**

Students should see the Student Services Manager for allocation of a locker for their personal use during College terms. Lockers may be hired at a cost of $10.00 per year.

**HOUSE SYSTEM**

Each student is allocated to one of three houses:
- Flame
- Jacaranda
- Pine

**FORM GROUPS**

Form groups are based on Houses, and meet for 15 minutes just before recess on Mondays, Tuesdays, Wednesdays and Fridays. Form may be extended to assist with administration at various times during the year or cancelled when whole school assemblies occur. Form groups are arranged in year levels with the same teacher (wherever possible) being responsible for the same group of students throughout their high school years. Form teachers play a vital role in pastoral care, monitoring of absences and other administration at various times during the year. **Attendance at form is compulsory!**

**STUDENT COUNCIL**

Students have opportunities to lead and govern as members of the Student Council. The Student Council at the College is a representative body of students that plays an important role in many decisions taken at the College. Councillors are elected by their peers and serve on the Council for a period of one year. Each form group has one representative on the Student Council. Student Councillors organise and host assemblies, fund raising activities and social functions. Head Girl and Head Boy are selected each year from Year 12 Councillors.

**LIBRARY**

The Como Secondary College Library has an extensive collection of fiction, non-fiction, reference books and videos available for staff and students to use and borrow. Additionally, the Library contains a classroom, a reading area and a networked computing area that allows internet access and other research facilities.

**PHONE USE**

Students at Como are encouraged to become independent. Please ensure your child learns to think ahead and plan each day’s arrangements before they leave home. This helps to eliminate students wanting to call home during the day. The College actively discourages students using the College phones except in the case of an emergency. The College does not have the resources to deal with non-urgent messages from parents to children (eg advising of appointments, travel/work arrangements etc). Please do not ask College staff to pass messages to students except in emergency situations.

**COMMUNICATION**

We are very keen to keep our community informed about everything that is happening at the College. We encourage feedback from our College community. We hope to achieve this by encouraging parents to:

- Read our newsletters—twice a term a digital newsletter is emailed to families and for those without internet access, there are paper copies at Administration.
- Speak to teachers, Year Coordinators, Deputy Principals or the Principal by calling the College on 9365 2000 and making an appointment.
- Attend our assemblies and witness first-hand the terrific achievements made by our students.
- Attend the P&C Meetings held every second Monday of the month (during College terms) commencing at 7.30pm in the ELICOS Conference Room. Your input is highly valued.
- Check your child’s diary regularly for staff comments, information about homework and to make notes to teachers.
- Attend our parent information nights.
- View our website.
- Email staff.

**COLLEGE COUNCIL**

The College Council plays a major role in setting the future direction of the College. It oversees the College’s priorities and financial plans, and represents the College at official functions. Membership is made up of parents (5), staff (4) and a community nominee. Nominations are called in the College’s newsletter during February to fill vacancies at the AGM in March.

**PARENTS AND CITIZEN ASSOCIATION**

Como has a very active P&C Association, which meets every second Monday of the month during term time at 7.30pm in the ELICOS Conference Room. Meetings are usually no longer than two hours and provide an excellent forum for keeping abreast of College activities.

**CURRICULUM**

All students at Como Secondary College have the opportunity to demonstrate outcomes in all seven Learning Areas described in the Australian Curriculum. These seven Learning Areas are:

- The Arts (includes Music, Dance, Drama, Photography, Visual Arts, Languages)
- English
- Health & Physical Education
- Mathematics
- Science
- Humanities and Social Sciences
- Technology & Enterprise

Year 7 and 8 students experience a fixed ‘taster course’ in which they cycle through various contexts of the eight learning areas. This enables all students to make informed decisions about what areas they enjoy, what areas they are good at and what they would like to do more of in later years. Year 9 and 10 students have the opportunity for more specialisation—particularly in the areas of The Arts, Technology and Enterprise, Languages (French and Indonesian). They can begin to specialise towards subject selection for Years 11 and 12.

**SPECIALIST PROGRAMS**

**NOTE:** Should the student be excluded or withdrawn from the program and reside out of the College’s local intake area, enrolment may be cancelled and the student required to enroll in their local intake school.

The College offers a number of specialist programs:

**Contemporary Music and Jazz**

The College of Contemporary Music and Jazz at Como Secondary College is dedicated to creating and developing a student’s solo and ensemble performance skills to the highest possible level.

**Golf**

The Como Golf Academy provides a comprehensive academic and practical golf program of the highest quality. Conveniently located adjacent to the Collier Park Golf course, the Como Golf Academy is dedicated to producing golfers who are highly skilled, and who possess a strong academic background.

**Hockey**

The Hockey Academy provides a comprehensive academic and practical hockey program of the highest standard. Students at the Academy receive a diverse hockey experience with the major foci on skill development and game strategy.
**EMITS**

The EMITS program offers students of above-average ability in the Mathematics, Science and Information Technology fields an exciting and challenging program of learning to build a solid knowledge and skills base for future tertiary studies. The successful applicants to the College's EMITS program enjoy accelerated and enriched studies of Science, Mathematics and Information Technology and are provided with resources and encouragement to apply their knowledge.

**FUTURELINKS**

The Como FutureLinks program is a flexible learning program designed for students who want to gain early entry into the world of work or training while still undertaking Year 11 and/or 12. This program enables students to enter Tafe in a variety of areas after completing Year 11 or 12, but does not give students the requirements to enter University directly from school, using an ATAR score. The program involves three days of attendance at the College studying English, Mathematics and Workplace Learning. Students may also study School Curriculum and Standards Authority approved Endorsed Programs in the development of life skills. Two days a week incorporate attendance at either Tafe or work placement.

**VOCATIONAL EDUCATION AND TRAINING (VET)**

Como provides Year 11 and 12 students with opportunities to maximise the outcomes of their Secondary Education. VET programs provide secondary school students (both tertiary and Tafe/Employment bound) with opportunities to complete part or all of nationally recognised vocational qualifications while studying towards their secondary graduation (WACE). Students can study VET courses as well as Courses of Study. This may be done either at a Tafe, the College or in the workplace. Students can also get a head start on an Apprenticeship or Traineeship by becoming involved in School Apprenticeship Link, or a School Based Traineeship when available. A number of full Certificate courses are offered at Como Secondary College. These include Certificates in Music, Hockey, Golf and Engineering. The College utilises the services of National Corporate Training. This company is a Registered Training Organisation. They are responsible for the completion of the quality assurance process for the delivery of certificate courses at the Como SC as part of the normal school program. There are many benefits to students who complete nationally recognised qualifications. Completion of these courses may give them direct entry to the next qualification level at Tafe.

**WORKPLACE LEARNING (WL)**

Workplace Learning provides opportunities for students to develop skills in the workplace, build up a network of industry contacts and obtain credit towards their WACE. Students are placed in appropriate work situations and are required to maintain a formal record of workplace learning.

**Skills for success**

If your child practices the following tips, you may find he/she enjoys classes more.

**Be on time**

Missing one or two minutes of a lesson doesn’t sound that important, but the time adds up. Being late shows a lack of respect to the teacher, and of course also means that your child may miss out on some of what’s being taught in that lesson – meaning that they have extra work to catch up on.

**Be prepared**

Being prepared means all the equipment (paper, pens, calculator, textbook) that you need.

**Questions**

There’s no shame in asking your teacher to clarify something you don’t understand, and it’s far better to ask while you’re in class. If you don’t get the chance to ask for clarification in the classroom, or you’d really rather not ask in front of everyone, keep a note of questions to ask your teachers in each subject and see them afterwards or later in the day.

**Don’t waste time chatting with friends**

Lessons are for learning, not for catching up with friends, so however tempting it is, save the chatting for later.

**Make a note of new words**

If you hear your teacher use a word you haven’t heard before, make a note of it – ideally including its spelling – and look it up in the dictionary later on. You could even start a notebook for new words and definitions you’ve learnt.
Make a careful note of homework requirements

When you’re given homework at the end of the class, make a careful note of the deadline and exactly what’s expected of you. Now’s also the time to ask if you have any questions about what’s being asked of you, or about what you need to do to prepare for the homework, such as what reading materials you may need.

File handouts meticulously...

If you’ve been given handouts in class, don’t just pile them up haphazardly in your file or school bag. Handouts should be filed away along with your class notes, so that everything on a particular topic can be found together in one place.

But don’t just file them away and forget about them

The temptation with handouts is simply to use them in class and then forget about them, but you want to make the most of this useful resource. Summarise the handout in your own words, and add any details you remember from the lesson while it’s all still fresh in your mind.

Make time for success

The key to becoming an effective student is learning how to study smarter, not harder. To remember what you’ve learned, you need to commit information to your long-term memory. A great way of doing this is by reviewing information regularly. An effective way to start your homework session is to ask yourself these questions:

1. What did I learn in each lesson today?
2. Where does this fit into what we have been doing?
3. Can I explain any handouts that I was given?
4. Can I still correctly answer questions from my textbook on this topic?
5. Is there any work (reports to be written up, articles to read, questions to answer) that I need to complete?
6. What is due in the next two weeks that I can complete now?
7. What lessons do I have tomorrow?
8. What do I need to bring for these lessons? (Physical Education uniform, text books)
9. Do I need to get anything signed by my parents or hand in any absentee notes?

HOMEWORK

Como Secondary College takes the view that homework is a critical part of the learning program for all students, although the commitment and complexity can vary with the needs of the students and their phase of development. Homework is a generic term and will take many forms and can include:

- Researching a Society & Environment topic.
- Preparing work for a portfolio.
- Practising skills in Mathematics.
- Completion of journal writing.
- Reading.
- Completing unfinished work.

Homework is considered to be important for the following reasons:

1. Homework develops habits of self-organisation, as does use of a diary.
2. Students need revision and practice to enhance literacy and numeracy skills ie to study.
3. Students when proceeding to upper College courses need training in independent study techniques.
4. The homework diary is also an important avenue of communication between teachers and parents.

All students are encouraged to establish a home study and homework timetable/program that suits their needs. By expecting regular homework, students are made responsible for managing their particular study program so that the workload does not become unmanageable and impinge unreasonably on leisure/family time.

Responsibilities

Heads of Learning Area

- Establish guidelines for relevant staff to ensure consistency of homework across all common classes.
- Establish guidelines for relevant staff to ensure regular homework is set to meet College homework policy.
- Develop faculty policies for consequences for those students who do not regularly do their homework.
**Subject Teacher Responsibility**
- Follow faculty guidelines to ensure consistent/regular homework set to meet College homework policy.
- Follow up with those students who don’t regularly do homework.
- Keep a record of homework set.
- Ensure that students comply with the school diary policy.
- Check that set homework is completed satisfactorily and is marked - teacher marking, self-marking or marking by other students are all considered appropriate.
- Respond to parent concerns promptly.

**Student Responsibility**
- Accurately record all homework in their school diaries.
- Complete all set homework and assignments by the due date.
- Develop a study and homework timetable and stick to it.
- Obtain feedback on homework they found difficult at the earliest possible time.
- Older students need to develop a regular study program in addition to completing homework.

**Parent Support**
- Regularly check and sign student diaries.
- Assist the child by providing appropriate home study area free from distraction, noise and movement.
- Liaise with appropriate teachers when there are concerns about the amount and quality of homework.
- Reinforce the need for students to develop a study timetable and help them adhere to it.

Homework is not an “add on” but an integral part of the learning program.

**REPORTING**
Reporting to parents will occur in a variety of ways including:
- Information sessions.
- Interim reports at the end of Term One.
- Parent/teacher discussions.
- Telephone conversations.
- Letters of concern.
- Letters of commendation.
- Email.
- Formal written reports at the end of Semester One and Semester Two.

The aim of reporting to parents is to inform:
- How the student is doing—academically, physically, socially and emotionally.
- How well the student participates at College.
- What can the student do and not do.
- How the student is performing in relation to other students.
- What we (the College and parents) should do so the student can continue to develop and improve.

Students will be kept informed of their progress throughout their enrolment in a subject or course. Teachers will assess completed tasks, and relay assessment information to the student promptly. Both students and parents/guardians will be informed when it is identified that there is a risk of:
- Non-completion of the course work.
- Students not achieving their potential.
- When a grade of D or less is likely in formal reports in Years 11 and 12.

**Formal School Reports:** These occur at the end of Semester One and Semester Two each year and show achievement against set criteria or standards as well as:
- Year 11 & 12 ATAR Course of Study subjects show a grade, Semester %, Exam % and a comment.
- Year 11 & 12 General Course of Study subjects show a grade and comment.
- Year 7-10 Lower School subjects show a grade and comment.

A parent night is held immediately after the distribution of Interim Reports. The College uses an internet-based booking system which allows parents to book interview times that best suit them from any internet connected computer.
POLICIES

ASSESSMENT

Como Secondary College has high expectations of our student body. The aim of the assessment policy is to encourage students to take responsibility for their learning and to achieve success. It is our aim to that staff, students and parents work together in order to allow students maximum opportunities to successfully complete their assessment program. Assessment procedures must be fair, valid, explicit, educative and comprehensive.

Responsibilities

Student
- Complete the prescribed work requirements in each course by the due date.
- Complete all assessment tasks described in the course outline.
- Maintain a good record of attendance, conduct and progress - a student who is absent for five periods or more per term for any of their subjects is likely to fall behind.
- Students are required to complete any missed work that occurred as a result of their absence.
- Initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment, in advance if possible.

Staff
- Develop a teaching/learning program that adheres to current SCSA and DOE Curriculum Framework and Outcomes Standards guidelines.
- Provide students with a “course outline and assessment program” at the commencement of the subject - senior school students must also be informed of the assessments’ respective worth and weightings relative for SCSA assessment requirements.
- Ensure that assessments are fair, valid and reliable.
- Provide student with feedback on assessment tasks, including the standards upon which achievement demonstrated on the task has been assessed.
- Maintain accurate records of student achievement and assessment.
- Meet school and external timeframes for assessment and reporting.
- Inform students and parents of academic progress as appropriate.
- When a student is in danger of receiving a U notation or an E grade, the teacher will advise the parents of the seriousness of the situation.
- Mark and return work/assessments in a timely manner.

Parent
- Monitor progress and make contact with the school/teachers as required.
- Attend parent information and report evenings.
- Encourage and support their child to realise their potential.
- Ensure contact details are accurate and up to date.

Absence from Class/Missed Work

If a student is absent from class, his/her ability to achieve to his/her potential is diminished. Extended periods of absence will result in lower levels of achievement. Absences may result in a student not fulfilling the requirements of a subject or course.

a) Specially scheduled assessment tasks

Absence from a specially scheduled assessment task (including tests and examinations) must be accompanied by an acceptable explanation (eg medical certificate) in order for the students to complete that assessment task or a similar task and gain credit.

b) Prolonged Absence

Where a student is unable to attend school for a lengthy period due to injury or illness, the school will endeavour to provide support to the student’s learning program to the best of its ability. Hospital Services or SIDE may be required if appropriate. Parents must contact the school in this situation. If a student cannot complete the education program offered by the school a “U” grade may result.

c) Sickness/Misadventure Procedures for Year 11 and 12 internal and external exams

The sickness/misadventure provisions are designed to cover the case of a student who performs below expectations because of sickness or misadventure. In such cases, students must complete a sickness/misadventure form immediately following the exam. They are available from Administration. Generally students are advised to sit the examination. For internal exams, marks may be adjusted or estimated depending on the circumstances. A medical certificate is required for sickness and an independent witness for a misadventure.
d) Family Holidays

It is the policy of the College that there will be no special arrangements made for students who miss work leading to an examination or the examination itself due to family holidays. Parents are requested to notify the school prior to going on holidays. For other forms of internal assessments in Years 7, 8, 9 and 10 that are affected by family holidays, an application may be made to the individual subject teacher for special consideration or for an extension of the due date. The decision to accommodate such requests will be made on an individual basis by the Head of Learning Area. Subject grades will generally be adjusted to reflect a student’s ability given sufficient prior evidence.

NOTE: Year 12 Semester Two exams are held during the second week of the October Holidays

Assessment Tasks and Submission of Work

A subject outline and assessment schedule should be provided to each student (this may be provided digitally on Connect) at the commencement of the course. Students should be given sufficient notice of assessment due dates and relevant weightings of these assessments. Where an adjustment is made to the assessment schedule, it should be done in close consultation with all students and clearly publicised.

- It is a teacher’s responsibility to manage the assessment schedule.
- It is a student’s responsibility to submit assessed work on time including oral or performance assessments.
- It is the parent’s responsibility to contact staff if a student is going to miss an assessment.
- Parents/guardians will be notified in cases where concern for a student’s progress emerges eg via a Letter of Concern.

a) Extensions

- A student may apply to the class teacher, prior to the due date for submission, for an extension of time to complete the assignment, oral presentation or other task.
- Extensions may be given at the discretion of a teacher but only in cases of illness or significant personal problems.
- If a student does not apply for or receive an extension then the same consequences will apply as those that apply for missed work when there is no satisfactory explanation of an absence.

b) Penalties for Late Submission of Work

Years 11 & 12

Students studying Course of Study subjects and who submit late work without an extension being granted will face the following penalty

Any Year 11 or 12 student who does not complete an assessment will be required to complete the assessment in their own time, at the direction of the school and will receive a penalty of 10% per day late up to 40% for 4 or more days late.

Years 7, 8, 9 & 10

Penalties for late submission of work for Lower School subjects (Years 7-10) will be determined and published by the Learning Areas.

Students with Special Needs

During Term 1 of each academic year, parents of students with permanent or temporary disabilities and/or specific learning disabilities are invited in writing, to apply for extra consideration when completing assessments. The School Curriculum and Standards Authority have provided guidelines for schools when providing extra assistance. The granting of Special Examination Arrangements is not necessarily automatic, but depends on the provision of medical and/or psychological evidence to justify the decision. Parents of students with a new diagnosis are invited to approach the Year Coordinator for consideration as soon as possible. Parents of students with cultural beliefs that might prevent them from completing the normal tasks within a course must communicate with the teacher of the course prior to the tasks being undertaken so that time for an alternative can be arranged. Where too much of the course cannot be completed as per the program, parents and/or the student should see the relevant Deputy Principal to choose a more appropriate course.

Academic Integrity

Academic integrity refers to honesty and trust in all areas of school work. Those who write or make presentations are expected to be honest and those who receive this work trust the honesty of the authors. Breaches of academic integrity include plagiarism, cheating in tests or exams, helping other students to cheat, providing assignments to others to copy.
Collusion
Collusion can occur as a result of inappropriate collaboration. Collusion involves working with others without permission from your teacher to produce work which is then presented as your own independent work. Do not allow others to copy your work. Allowing your work to be copied makes you just as guilty of plagiarism as the student who does the copying and just as liable to penalty.

Plagiarism
Plagiarism can occur when you present the work or thoughts of others as your own without acknowledging their source. Plagiarism happens when you copy written work, images and diagrams, music, formulae, lab reports, models, experiments, web sites and computer programs. Copying information from the internet without referencing is Plagiarism. If a student submits work that is not their own for assessment, it will be deemed that the task has not been completed. In all instances where academic integrity has not been maintained parents will be informed.

Examination Regulations
When attending examinations, students must adhere to the regulations that pertain to that examination. Regulations will be issued with the examination timetable. Any infringement will result in an appropriate penalty. Students must wear full school uniform to all examinations. Students must attend scheduled examinations. In exceptional circumstances, special alternative arrangements may be made through the Deputy Principal, Senior School. Failure to attend an examination without an exceptional reason will result in a score of zero.

Course Changes
Years 7 and 8
Students in Year 7 and 8 are exposed to a wide range of courses and as such do not have optional courses. As a result, course change requests will not be accepted for these year groups.

Years 9 and 10
All students gain access to their timetables before the end of the previous school year and must approach the Deputy Principal at the allocated times to request a change in courses.

Years 11 and 12
Students should not look to change courses as this places them at considerable risk of missing work from their new course, however it is recognised that there may be some extenuating circumstances where students will need to change courses. Applications to change course need to be made to the Deputy Principal before the end of Week 4 Term 1. The College reserves the right to move students or change courses at any time due to the following reasons:

- If the deadline to pay compulsory charges has lapsed and payment is not complete.
- If a student is not achieving to an appropriate standard in a particular course.
- If a student is not demonstrating an appropriate level of behaviour in a course and as a result, other students learning or safety are placed at risk.

In any of these instances, the parent will be notified in writing before the change occurs.

a) Generally students cannot be given credit for work not completed, however, where possible:

- Students will be given the opportunity to complete assessments missed and gain credit.
- Recognition of comparable achievement will be given and credit granted.

b) Where a student changes school during a school year, credit for completion of work in the same subject will be given upon student and/or previous school supplying appropriate evidence. If this is not possible, teachers will use all means to arrive at a grade which is appropriate to the student’s ability.

Promotion to Year 12
The minimum requirement at Year 11 level for a student to gain entry to Year 12 is four ‘C’ grades including a ‘C’ grade or better in one of the English subjects. Continued enrolment requires an interview with the Deputy Principal, Senior School if a student does not meet this requirement. Appeals Against School Assessment - only applicable in Years 11 and 12. The use of grades for certification and marks for calculation of the Australian Tertiary Admissions Rank (ATAR) requires a high level of school accountability. Students have the right to appeal against their assessment. Schools are required to:

- Provide students with details of procedures used for assessment and grading.
- Inform students of their final grades and/or numerical school assessments before forwarding this information to the School Curriculum and Standards Authority.
- Give students the opportunity to query their grades for all subjects and numerical school assessments for Year 12 Course of Study subjects before the end of the College year.
- Provide details of how students may appeal against their College assessments.
ATTENDANCE
In Western Australia, it is compulsory for students to remain in full-time attendance at College or an approved educational program until the end of the year they turn 17½. The parent/guardian of a student absent from school should:

- Contact the Hub’s **24 hour Attendance Hotline 9365 2121** to advise reason for student absence before 9.00am – please DO NOT email.
- For early departure provide student with a written note to request permission to leave class and sign-out at the Hub.
- Write an explanation for the absence and send it via their child as soon as they return to College.
- Respond promptly to Absentee Letters.

Explanations must include **student name, date and reason for the absence** (where applicable, medical certificates should be attached). Como Secondary College uses “SMS Communication” to parents if students are not in class at the beginning of the day. Please keep your contact information current by emailing changes to marilyn.thrower@education.wa.edu.au, and contact the Hub if your child is to be absent that day. Absences that are not able to be explained within five working days will be considered truanting and will be recorded as such. Homework can be arranged if illness is expected to be a week or longer, provided notice is given. The Department of Education does not require schools to provide work for students whose parents take them on vacation during school time. It is not the College’s policy to provide work in these circumstances. Be aware also that your child will, in all likelihood, miss assessments.

Punctuality
As a matter of courtesy to the teacher of each class, it is requested that students make every effort to be at class on time. It is important that students do not miss out on the vital lesson introduction. Punctuality and regular attendance maximise the learning opportunities and environment for all. Students should arrive at College in sufficient time to place lunch orders at the canteen (if necessary), to organise their books and equipment, visit lockers and to complete other activities before arriving to their class prior to 8.45am. Students are expected to move quickly from one class to the next between periods. If a student arrives after 9.00am to College he/she must sign in at the Hub and will be issued a ‘Late Note’. This late note is very important for the student to be admitted to class. Absence is often an indicator of other issues of concern regarding student success and well-being. The College works closely with families and needs parental support in ensuring regular attendance at College. It is not okay to stay away!

The Hub
Students must go to the Hub if they:

- Miss a scheduled period 0 class: sign-in, provide note explaining absence.
- Arrive after 9.00am: sign in, provide note explaining lateness, collect late note for classroom teacher.
- Leave College grounds for an appointment: provide note explaining reason for departure and sign-out.
- Lose class timetable and require a new one: a charge of 50c applies for copies.

Truancy
Truancy is illegal and students who truant are referred to the South Metropolitan Education Regional Office. Police patrols often return truanting students to the College. The Education Act requires that students attend the College for the entire day unless arrangements have been made so they may arrive late or leave early. If a student truants then the College will inform parents via a phone call and/or letter.

DRESS CODE
All students are to be dressed in College uniform. Denim and leggings without skirt or shorts are not part of the College Uniform. The College Uniform can only be purchased from the Uniform Shop which is located near the Mathematics Department Office. The Uniform Shop number is 9450 7522.

**Girls**
- Plain white polo shirt with College logo, royal blue collar with navy and white stripe (Years 7-10).
- Plain white polo shirt with College logo, navy collar with royal blue and white stripe (Years 11 & 12).
- College tartan skirt in two styles only, pleated or wraparound.
- Dress shorts in College ink navy not below the knee.
- Dress trousers in College ink navy.
- Black or navy blue stockings may be worn under the skirt of shorts (leggings are **NOT** part of the College uniform).
**Boys**
- Plain white polo shirt with College logo, royal blue collar with navy and white stripe *(Years 7-10).*
- Plain white polo shirt with College logo, navy collar with royal blue and white stripe *(Years 11 & 12).*
- Fashion length shorts in College ink navy not below the knee.
- Fashion length trousers in College ink navy.

**Unisex**
- Microfibre zip jacket in College ink navy, royal blue collar, two royal one white stripe on one sleeve.
- Microfibre pull-up trousers in College ink navy.
- Microfibre pull-up shorts in College ink navy not below the knee.
- Knitted jumper (V-necked) in College navy, two royal blue and one white stripe on one sleeve.
- Fleece windcheater ¼ zip neck in College ink navy, two royal and one white stripe on one sleeve.
- Belt College navy or black.
- Tie College tartan.
- Cap or hat in navy blue - plain.
- College Ink navy scarf.

*For Formal occasions, the College blazer and tie can be hired from the library.*

**Physical Education**
- Physical Education shirt.
- Taslon fabric shorts in navy.

Students participating in physical education classes are not permitted to wear their physical education clothing to class or to/from school. Approved dress for physical education lessons is notified to students by the physical education staff.

**Specialist Program Variations**
Students in Approved Specialist programs may have the program embroidered below the College logo. No other variation is permitted. Tour uniforms including non-approved tour jackets are not approved uniform items.

**Footwear**
Students’ occupational health and safety is of paramount importance. For this reason, it is expected students, especially in gymnasium and oval sports, technology and enterprise, visual arts, workplace learning and science laboratory work, will wear suitably enclosed footwear at all times at school.

**College Uniform Management**
Students unable to meet the College’s dress code on a given day are required to report to the Student Services Centre before school. Their names will be recorded, an out of uniform stamp entered in their school diary and they may be issued with an appropriate item of clothing. Students who attend classes out of uniform and without a uniform stamp will be sent to the Hub. Dress code infringements will be recorded, monitored and taken into account for attendance at various social and sporting events via the Good Standing Policy. Parents will be advised when such infringements reach unsatisfactory levels. If clothing is deemed unsuitable then parents will be contacted by phone and asked to provide the correct uniform. Current Year 12 Leavers’ Jackets are permitted as a part of the College’s dress code. Uniform items can be purchased from the College Uniform Shop located near the Mathematics Department.

*NOTE: see sample Uniform Price List and Back to School Opening Hours at the end of this document*

**BEHAVIOUR MANAGEMENT**
Como Secondary College operates on the belief that all students have the right to learn. To do so means students and staff work towards creating a climate that is positive and productive. Behaviour is best managed in ways that promote restorative practices and are educational in nature. Restorative practices manage conflict by focusing on repairing harm and strengthening relationships. We believe that home and the College share responsibility for teaching students appropriate behaviour. Ongoing personal growth demands self-discipline and acceptance of responsibility. College behaviour management policy lays the foundations of life-long learning for every student.

We have adopted a College-wide policy that we believe reflects the above philosophy, helps students understand if they have chosen to behave inappropriately, and encourage them to acquire and apply more acceptable alternatives. Most students behave responsibly; some students, however, make errors of judgement regarding acceptable behaviour. Early intervention and prevention of inappropriate behaviour enhances students’ wellbeing and performance. Fighting, bullying, verbal abuse or harassment of other people is completely unacceptable.
All members of the Como Secondary College community have a responsibility to make choices which assist them to support the Code of Conduct. There are many people available to assist with counselling and advice when there is a need for support in resolving issues and identifying choices.

**Phones During Class**

Mobile phones and other portable media devices are to be turned off and kept completely out of sight during class time unless, for educational purposes their use is authorised by the Principal and under supervision of the classroom teacher. A student who breaches these rules will have his/her phone or electronic device confiscated and handed to the relevant Deputy Principal. Repeated breaches will mean that the device or mobile phone will only be returned to the parent or guardian of the offender. Refusal to follow these guidelines may lead to more serious consequences.

**Cyber Bullying**

The sending of text or multi-media messages to insult, intimidate or threaten is prohibited. The taking of photographs or videos at school, without permission, is prohibited and this includes the taking of any photo invading another person’s privacy. The showing of offensive or obscene pictures on portable media devices is prohibited. The device will be confiscated whilst an investigation occurs. If the offence is confirmed by the College Administration, the device will be handed to the Police.

**GOOD STANDING**

Good Standing encourages each student to maintain a consistent focus on their intended educational outcomes by responsibly carrying through all the requirements to achieve success. Every student will begin the school year with Good Standing. Students may lose their Good Standing through unsatisfactory performance in behaviour, dress, attendance or lateness. The status of Good Standing will be withdrawn (and returned) by either of the Deputy Principals or the Student Services Manager.

The consequences of the Loss of Good Standing

A student who loses Good Standing may be ineligible to:
- Attend non-curricular activities and events.
- Attend any non-essential off-campus activity.
- Represent the College in any capacity, including representation in academic, sporting, arts or community events.
- Represent the student body. Loss of Good Standing does not preclude a student attending curriculum related excursions. Parents/Caregivers will be notified if their child loses Good Standing.

Redemption of Good Standing

To redeem Good Standing, a student will need to liaise with Student Services and complete a ‘Reinstatement of Good Standing’ application. This application, with additional information, will be used to determine whether a student should redeem their Good Standing. Good Standing will be lost for a period of FIVE school weeks for Years 7-10 and TEN school weeks for Years 11 and 12 students before they can apply for reinstatement.

**Senior School Ball**

The School Ball is the most prestigious social event on the College calendar and is held annually at a venue approved by the Principal. It is open to Year 11 and 12 students by invitation only and is considered a privilege extended to those students who have maintained their “Good Standing”. These students are allowed to invite outside partners who are considered suitable to attend. The judgement of suitability is at the discretion of the Year 12 Coordinator in conjunction with the Deputy Principal, Senior School and Principal. The organisation of the Ball is in the hands of the Ball Committee, consisting of selected Year 12 students under the management of the Year 12 Coordinator.

**Ball Behaviour**

As the premier social event for Year 12 students, particularly high standards of behaviour and dress are required from those attending. The following rules will be strictly enforced:
- The Ball is a formal occasion. Formal wear such as dress suits and evening gowns with appropriate footwear are mandatory.
- The possession of, or being under the influence of, alcohol and/or illegal substances at the function will result in the offender being removed from the premises and sent home immediately. Parents will be informed and expenses incurred will be the responsibility of the parent/guardian and/or offender. In addition, offenders will be further dealt with under the school’s drug-use policy.
- Smoking is not permitted. A disregard for this rule will result in the offender being sent home. Parents will be informed and expenses incurred will be the responsibility of the parent/guardian and/or offender.
• Students/partners will not be permitted to leave the venue until the end of the function, unless a prior arrangement has been made. Those who leave the venue without permission will not be re-admitted.
• Once students have left the venue, the school's duty of care towards them ceases. That is, no responsibility whatsoever is undertaken for students' behaviour or personal safety once they have left the premises.
• Offenders who are sent home will not have their admission charges refunded.

Booking Cancellation
Cancellation of bookings will not be possible less than ten days before the advertised date, except in the case of sickness/disability supported by a medical certificate. This policy aims to recognise and assist school students to take responsibility for their actions and to encourage each to improve his or her general performance.

DIARIES
College diaries are essential for all students. Not only do they allow students to keep a daily record of homework and general reminders, they are also used to monitor student movement around the College. Students receive a diary at the start of the year (please see payment request on charges and contributions sheet).

Responsibilities:
Students
• Retain all pages in your diary.
• Always bring your diary to class.
• Maintain your diary in reasonable condition, which means no tagging, decorating or drawing.
• Ensure all homework details are entered into your diary.
• Make your diary available on request to parents and teachers.
• Show absentee notes to form teachers in the “next” form period on your return to school.

Parents
• Check and sign your child’s diary weekly to observe homework set and teacher communications.
• Use the diary to enter all absentee notes including late arrivals and early departures.
• Use the diary for all miscellaneous communication with form and subject teachers.

Subject Teacher
• Keep a record of all homework given.
• Facilitate students writing homework in diary.
• Set and check homework has been done.
• Use the diary as a way to inform parents when homework has not been completed appropriately.
• Enter into diary any student movement permissions eg Library, ITC, Student Services, Health Centre.

INFORMATION AND COMMUNICATION TECHNOLOGY (ITC)
Como Secondary College has an ICT department consisting of dedicated personnel who are here to assist and promote the teaching and learning environment within the school. Students and/or parents must agree to and sign the School's acceptable use policy before a network account will be generated. Username is generated and accounts given out via student diaries. Staff and students have access to an array of resources including:
• College web based emails.
• Access to common drive and personal network storage.
• Multimedia files.
• Every student has a unique logon that provides access to resources within the school - it is important that students keep their password SECRET and memorable.
• Student support is not available from the ICT office during class time but is available before school (8.00am-8.45am), and at recess.

BRING YOUR OWN DEVICE (BYOD)
Como Secondary College has investigated a model of learning where parents are invited to purchase a computer through our nominated partner (Stott Hoare) for 2016. This unit will have pre-loaded software and a recovery image. Students will connect to the school network and have access to school resources to assist with their educational needs at school and at home.
Since this is a parent owned device, students and parents will be administrators on the device. It is essential that no pre-installed software be removed or tampered with, as this may impede your child’s learning if they do not have functioning software. We expect students will utilise ICT resources in a responsible and sensible manner at all times.

**Specifications for BYOD**

Any current Windows or MAC based device will be able to access the College’s server and Wi-Fi. Android devices CANNOT access the Internet as they have no proxy server support (without doing firmware hacks that void the warranty of the device).

**INTERNET SAFETY AND APPROPRIATE USE**

When using the College network, the same measures currently taken to protect students will apply to the device. This includes filtering of sites and monitoring of student activity using Apple Remote Desktop and other monitoring software. Students must also abide by Acceptable Usage Agreement, and understand that we will exercise our right to take away the device for a period of time if the Agreement is breached. At home, parents must play a role in supervising Internet use on the device, as we cannot control what is accessed outside of our school network. Good advice is available at [https://esafety.gov.au/](https://esafety.gov.au/).

**CHARGES AND VOLUNTARY CONTRIBUTIONS**

**IMPORTANT CHANGES**

**Confirming Your Child’s 2016 Subject Selections**

In October you will receive a Charges and Voluntary Contributions statement via the post advising the subjects your child has been tentatively timetabled into for 2016. To confirm student enrolment into subjects listed on the statement 50% of compulsory charges MUST be paid by **20 November 2015**. Payment plans may commence at any time – please contact the College to arrange or complete the payment plan application and return to Maree.Rahimi@education.wa.edu.au.

**Qkr! – Como Preferred Payment Method**

Qkr™ (pronounced ‘quicker’) is a mobile payments platform that enables parents to order and pay for school items (charges and voluntary contributions, excursions, tours etc) for their children directly from their smart phone/device or desktop PC ([https://qkr.mastercard.com/store/#/home](https://qkr.mastercard.com/store/#/home)). Qkr accepts all major credit and debit cards except Amex and consumers can register more than one card. For further information please see our website or email Maree.Rahimi@education.wa.edu.au.

**COLLEGE CHARGES AND THEIR PART IN SCHOOL FUNDING**

**The Reason for College Charges**

The College receives funding each year to cover the basic cost of running the College. These funds are used for a range of whole-of-college expenses, including the following:

- Maintenance and minor repairs of equipment, grounds, classroom furniture and buildings.
- Minor structural improvements.
- Payment for relief staff during camps and excursions.
- Professional development of College staff.
- Day-to-day administration costs (eg postage, printing, stationery, College promotion).
- Payment of utilities.
- Purchase of major equipment items such as College bus.

Teachers and other College staff are paid directly from the government.

**The Legal Position**

The State Government through the Department of Education provides placement at educational facilities for all students who choose to attend Government colleges. The Government does not provide for many goods and services students use and it is reasonable for parents to meet these costs. Secondary colleges have a legal right to charge for goods and services that are used by students in a course of study which the Student Centred Funding does not cover. Because of this shortfall, the College levies a charge on students taking such courses to cover the cost of those “extras” and ensure the College can offer the best possible education to its students.
Determining College Charges

For Year 7-10 students, the maximum voluntary contributions a college may charge is currently fixed at $235, however additional compulsory charges above that figure can be requested for consumables, additional resources and extra high cost options. The College endeavours to keep its charges to a minimum while maintaining a high standard of curriculum delivery. The Government endorses the levying of a college charge that covers basic needs associated with teaching the essential curriculum, such as photocopying, access to textbooks and use of specialised equipment. For Years 11 and 12 there are no maximum charges set by the State Government. The College set their own charges for these years and such charges are compulsory. The College can also request a 50% confirmation charge for subjects prior to the end of the current year prior to the start of the following school year.

Where do charges and voluntary contributions go?

Some examples include: home economics supplies, transport, photographic equipment and supplies, art materials, timber, metals, and consumable tools, external instructors, sporting equipment etc.

Who should pay?

It is government policy that parents should contribute towards the cost of educating their children. Given that all students benefit from the pool of collected fees, it is fair to expect that all parents should pay the balance of charges and voluntary contributions. Because students are able to choose the courses that will offer them the learning outcomes they desire, it is considered fair and equitable that all parents should pay for the courses that their children select. Parents of students who choose the more expensive option subjects need to consider the costs during the subject selection process. All would agree that it is unfair for those parents who meet their financial commitments to be seen to subsidise the education of those students whose parents do not pay their charges and voluntary contributions. Como Secondary College is committed to maintaining an even-handed and responsible approach so that all parents should make contributions towards their children’s education.

A Compassionate View

This College is only too aware that the payment of charges and voluntary contributions can be a burden for some families. To overcome the problem of paying all the due charges at once, a payment plan may be arranged by contacting the College prior to 20 November 2015 as all payments are due end Term 1. Families experiencing problems with payment of charges should contact the College, we do need to talk to you about this, ignoring accounts and reminders is unhelpful to all parties. The College is keen to assist parents in selecting options that they can afford and to this end estimated subject charges are provided in Student Handbooks on our website.

Subsidies and Assistance

For parents on low incomes, subsidies are available, provided the College receives an application for the subsidy before the deadline (usually the last day of Term 1). Holders of Health Care and Pensioner Benefit cards can receive a subsidy of up to $235 per year for College charges, and a further $115 for uniforms. Application for a subsidy should be made by collecting an application form from the College or downloading from the school website. The Education Program Allowance will be paid directly to the College and will be applied to voluntary contributions for Years 7-10. For those parents/guardians who elect to pay their clothing allowance to the College these funds will be deducted from the compulsory charges first and then voluntary contributions. For Year 11 and 12 students in receipt of the allowance, all funds will be applied directly to compulsory charges.

Collecting Charges and Voluntary Contributions

Paying parents DO NOT expect to subsidise non-paying parents. The College takes a positive approach to collecting voluntary contributions from parents/caregivers of students in Years 7 to 10. In particular, the College will highlight the benefits to students if all parents meet their voluntary contributions. With respect to compulsory charges for Years 7 to 12, the College will actively seek full payment of compulsory charges when appropriate. The College Board, in support of this process, has endorsed the following actions:

- Regular statements sent home to parents/guardians.
- The College will carry forward any amounts owing to the College for course charges to the debtor family’s account for the following year.
- Parents who refuse to communicate with the College and have made no effort to pay will be referred to our debt collection agency as permitted in the regulations.

NOTE: see sample Secondary Assistance Form overpage
Until all outstanding amounts owing are paid, the College may choose to:

- Insist that students choose cheaper options, especially when a family appears to have decided to refuse to pay course charges.
- The College has discretion to exclude students from extra-curricular activities (e.g., camps, tours, excursions) until compulsory charges are paid in full.
Camps and Excursions, Tours Interstate and Overseas

Camps and excursions are an important part of the educational experiences of our students and in most cases will be an integral part of the course. It is our policy to obtain parent permission for ALL camps/ excursions/tours, along with payment in full of all associated costs prior to students’ attendance. Without parent permission, students cannot attend a camp or excursion. When attending camps or excursions, students are to abide by the College rules and wear school dress, where appropriate. The College cannot accept monies for these trips until obligations to pay College course charges have been fulfilled. The College has discretion to exclude students from extra-curricular activities (eg excursions, tours) if College course charges are not paid in full.

NOTE: see 2016 Additional Student Charges for Camps, Incursions, Excursions at the end of this document

GENERAL INFORMATION

The following information is provided in the hope of making the College charges and voluntary contributions structure clear for parents and caregivers. Como Secondary College has directed its efforts towards keeping costs as low and as equitable as possible. The Como Secondary College Board has examined the charges and voluntary contributions structure in detail and has approved the amounts shown in accordance with the Education Act.

Voluntary Contribution (Years 7-10)

Revenue collected from your voluntary contributions is used to help cover expenses for students in compulsory learning areas ie English, Mathematics, Science, and Humanities and Social Science. Examples of these expenses are textbooks ranging in price from $50-$80 each, physical education equipment, audiovisual equipment, information technology facilities, graph paper and photocopied materials.

Compulsory Charges

NOTE: If a student withdraws from a certificate or specialist program before the end of semester, fees cannot be refunded as resources will already have been purchased for your child

Specialist Programs

Golf, Hockey, Music and EMITS (Enriched Mathematics and Information Technology) are offered as specialist programs at Como Secondary College and incur additional charges above the voluntary contribution.

Years 9-10

Extra cost optional courses outside the basic core program incur additional charges above the voluntary contribution. Examples of elective subjects are photography, art, catering, outdoor education, physical recreation, wood/metalwork, special art. Charges relate to items that students consume over and above what is supplied by the Department of Education. Payments for optional course charges are required to be completed prior to the end of Term 1.

Years 11-12

Charges will depend upon the course chosen. Some specific courses will incur higher costs dependent upon such items as text, subject specific resources, materials, excursions, certificates and work placement. Students involved in work placement must pay the associated fees prior to commencement of the work placement.

50% of compulsory charges are required to be paid prior to 20 November 2015.

Other Optional Costs

School Diary

Each student is required to have a Como Secondary College information directory and homework diary at a cost of $5.00. These will be issued in the first week of Term 1. Parents are asked to encourage daily use.

Whole School Activities

Each student is requested to contribute $10.00 which enables the College to fund special events during the school year eg NAIDOC, healthy choices week, bullying seminars.

Newsletters

Each student is requested to contribute $10.00 to help offset the cost of producing the newsletter, daily crier and other handouts.

Library & IT Services

Each student is requested to contribute $50.00 to the cost of the College purchase of a large and expensive range of equipment and books in addition to access to computers. The Department of Education provides limited funding to provide resources.
College Year Book
A Year Book for all students is available at the end of the year at a cost of $20.00. This is a record of whole school achievements including creative writing, art and photographs of special events.

Voluntary Approved Requests
School Council Building Fund (tax deductible)
The College Board strongly encourages a donation of $40.00 per student. Donations contribute to capital improvement and maintenance of school buildings as well as installation and maintenance of fixtures within the school buildings to enhance the facilities for our school community.

Chaplaincy
Como Secondary College students are very fortunate to have the support of our Chaplain. A donation of $25 is requested to support the presence of our non-denominational chaplain who is an integral part of the College’s Student Services program. The Chaplain provides support for students struggling or dealing with a wide range of pastoral issues and is not an employee of the Department of Education but solely funded by the community and your donations.

P&C Contributions
The P&C Association seeks your continued support by appealing to parents for a $20 contribution per student as an alternative to participation in fundraising activities. Funds raised are spent directly on projects that parents, students and staff feel are important and for the benefit of your children eg air conditioning, installation of data projectors, shade structures etc.

Other Costs
Smartrider Cards - issued to all students to be used for student identification. The cost of the initial card is paid by the College and replacements can be issued at a cost of $5.00 per card. All cards include a photo for identification purposes.

Reprinting of Reports and Student Timetables - student timetables are printed and distributed at the beginning of each term. Semester reports are printed twice yearly and either mailed to or collected by parents. Additional copies cost $5.00 per report and 50c per timetable.

Text Books - for some courses the College supplies all materials and resources in return for the payment of a hire or resource charge. For other subjects there is a reduced charge, but a requirement that students purchase textbooks some of which are provided on a class set/hire basis. A replacement cost will be charged if any textbooks are lost or badly damaged. This allows us to keep the cost of school fees down to a minimum.

Course Charges - the estimated charge for each course is included in the Student Handbook.

The Course Booklist
The family of every student will receive a fully detailed list of the charges associated with their chosen program. This schedule will include:

- Any textbooks that need to be purchased and their listed recommended retail price.
- The charges associated with each course selected.
- Any other compulsory charges levied by the College.
- Any voluntary contributions approved by the College Board.

The booklist and schedule of charges is posted out to families by the end of the school year.
## Uniform Shop

**Additional Hours 2015 and Back to School 2016**

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>HOURS</th>
<th>GROUP</th>
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<tbody>
<tr>
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<td>8.00am-11.30am</td>
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## Uniform Price List as at Term 4 2015

*(All prices/available items are subject to change)*

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<th>Price XS-XXL</th>
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**GRAND TOTAL**

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\text{Card Holder Full Name (Please Print):} \\
\text{Card Number: } \quad \text{Exp: } \quad \text{Date: } \quad \text{Card Holders Signature:} \\
\text{Total: } \quad \text{Sign:} \]

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Como Uniform Shop  
Ph: 9450 7522  
csc.uniforme@permapleet.com.au  
Open: Monday - Friday 8:00 - 11:30  
12:30 - 3:45
### ADDITIONAL STUDENT CHARGES

**Camps, Incursions, Excursions and Other Events**

<table>
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<th>SUBJECT</th>
<th>LOWER SCHOOL</th>
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<th>YEAR 12</th>
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**NOTE:**
- *Costs depend on child participation*
- *Payment is required prior to the event*
- *Following costs are estimates only, actual costs to be confirmed in 2016*

Grand Total: $15,670.00 $16,150.00 $16,500.00
## Canteen Menu

*(All prices/available items are subject to change)*

### Before School
- Pancakes $0.80
- Pizza Cheese $0.80
- Hash Browns (Thursday only) $1.00

### Healthy Choices
- Watermelon Tub $2.50
- Yoghurt $2.00
- Fresh Fruit $1.00
- Salad box $4.00
- Greek Salad box $4.00

### Roll and Pitas
- Cheese and salad $3.00
- Chicken and Salad $3.00
- Ham and Salad $3.00
- Beef and Salad $3.00
- Chicken, Lettuce and mayonnaise roll $2.80
- Chicken, Lettuce and mayonnaise pita $2.80

### Pastry
- Roadie pie $3.00
- Halal pie $2.80
- Sausage Roll $2.80
- Cheese and Spinach $3.80

### Toasted Sandwiches
- Ham and cheese $3.80
- Chicken and Cheese $3.80
- Ham, Cheese and Tomato $3.80
- Cheese and Tomato $4.50

### Drinks and Slushie
- Water $2.00
- Large Milk $3.80
- Small Milk $2.50
- Iced Tea $3.80
- Juice Box $1.80
- LOL cans $3.00
- Large Orange or Orange/Mango $3.00
- Up’n’go $2.50
- Slushie $2.00

### Hot Food
- Dlem Sims $0.80
- Pizza Cheese $0.80
- Chicken Cheese $3.80
- Pumpkin, Spinach, Cheese Toasted $3.50
- Fish burger ORDERS ONLY $3.00
- Pizza Slice $3.00

### Specials*
- Monday
  - Spring Rolls (4) $1.00
  - Beef Burger $4.50
  - Beef Burger with onions $4.80
- Tuesday
  - Chicken Chippies $2.50
  - Chilli Chicken Wrap $4.50/$3.00
- Wednesday
  - Samosa (4) $1.00
  - Fish and Chips $4.50
  - Sushi $6.00
- Thursday
  - Spring Rolls (4) $1.00
  - Chicken Burger $4.00
  - Nachos $4.00
- Friday
  - Fried Rice $3.00
  - Fried Rice with Chicken Wing $4.50
  - Hot Dog $3.50

*Specials may change during Term 4 so please check the Noticeboard at the Canteen.