



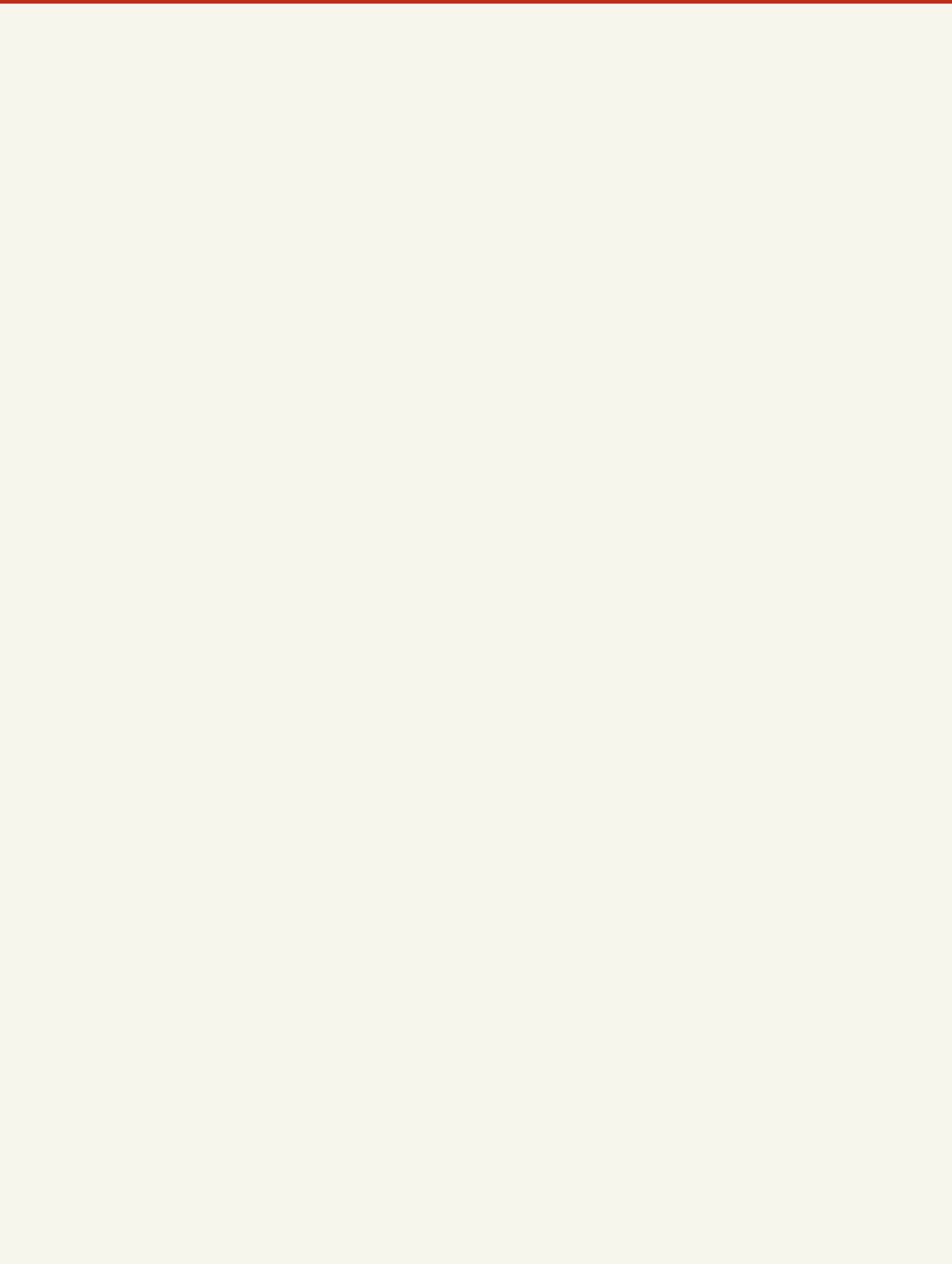
# CAPE NATURALISTE COLLEGE

INDEPENDENT PUBLIC SCHOOL



## STUDENT INFORMATION

LEARNERS TODAY LEADERS TOMORROW



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## GENERAL INFORMATION



### INTRODUCTION

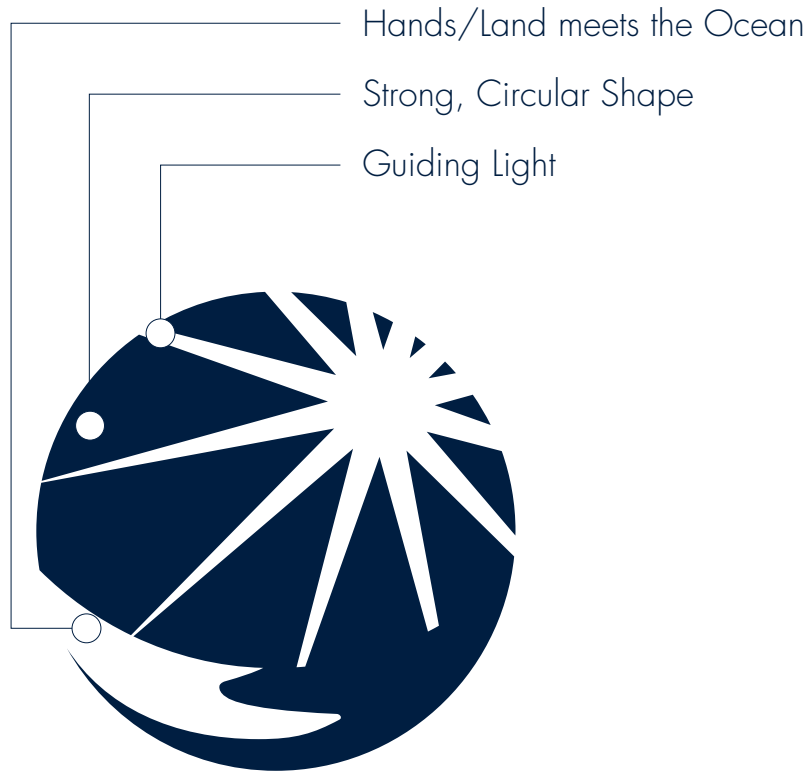
Cape Naturaliste College was established in 2008 after extensive consultation with members of the community and this strong community involvement continues to this day. The College began its journey as a middle school, with a strong belief in the value of teamwork and a spirit of collaboration that has come to pervade the school ethos. Over time, a visibly strong sense of belonging and pride in the College has grown along with a significant expansion to the breadth and sophistication of the College's facilities, along with its ceremonies, extra-curricular activities, musical and sporting events. Cape Naturaliste College has consistently shown the resilience to adapt to new challenges whilst maintaining the essence of its culture.

A sophisticated level of technological learning is available in all Learning Areas. Student learning is aligned with contemporary societal needs with a strong emphasis on developing analytical and problem-solving skills and provides the foundations for lifelong learning. The College's modern resources and facilities ensure that the educational opportunities provided are of the highest quality.

Teachers use research and access professional development to ensure that they are able to provide sophisticated and relevant learning experiences in a variety of contexts including the use of a variety of technologies. Their planning delivers an integrated and relevant curriculum across all Learning Areas. The staff culture is a strong role model for students, as it exemplifies a commitment to ongoing learning and action research. On occasions, off-site specialist staff, located in tertiary learning institutions and industry, provide expertise to enhance student learning.

Since opening in 2008, the defining feature of the College has been the close relationships staff establish with their students and the passion they invest in their academic success and wellbeing. As an Independent Public School, the College has been able to selectively build a talented staff that meets the needs and priorities of the College, including highly experienced teachers and new, enthusiastic practitioners. The staff work collaboratively and strategically to refine their practice and support all students to ensure their needs are met. The shared belief that 'every student is every person's responsibility' underpins a positive learning environment where students are engaged, resilient and independent members of the community. Positive learning relationships are valued as critical to both the academic success and holistic personal development of all students, with many being consistently recognised for their outstanding academic and social achievements, together with the College being rewarded with positive results in both VET and ATAR Pathways.

OUR COLLEGE LOGO



# CAPE NATURALISTE COLLEGE

## Symbolism of the College Logo

The College logo is a blue sphere, encompassing stylised rays of light and two hands clasped together which also depict our coastline. The light represents a beacon, a guiding light, a lighthouse seen from a distance. The large hand holding the smaller hand represents nurture, care and guidance, as well as being a visual symbol of the coastline in the Capes region.

OUR COLLEGE VALUES



*Be our best by choosing to:*

	Show <b>RESPECT</b>	Demonstrate <b>RESPONSIBILITY</b>	Aim for <b>SUCCESS</b>
CLASS TIME	<ul style="list-style-type: none"> <li>• Bring a positive attitude to class.</li> <li>• Be kind and considerate to everyone.</li> <li>• Listen during teaching time.</li> <li>• Make positive contributions to class.</li> </ul>	<ul style="list-style-type: none"> <li>• Be organised for learning.</li> <li>• Learn and let others learn.</li> <li>• Value school property and resources.</li> <li>• Seek help when needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Accept the challenge and participate.</li> <li>• Use a growth mindset and take ownership of your learning.</li> <li>• Take pride in your effort and work.</li> <li>• Use feedback to reflect and grow.</li> </ul>
BREAK TIME	<ul style="list-style-type: none"> <li>• Be friendly and kind.</li> <li>• Keep our school grounds tidy and clean.</li> <li>• Act with maturity.</li> <li>• Be polite, respectful and demonstrate good manners.</li> </ul>	<ul style="list-style-type: none"> <li>• Show support and care for all community members.</li> <li>• Take care of the spaces you use.</li> <li>• Think before you act and make good choices.</li> </ul>	<ul style="list-style-type: none"> <li>• Make our school community a safe and friendly place to be.</li> <li>• Build positive relationships in our community.</li> <li>• Be a leader by setting a good example.</li> </ul>
ALL THE TIME	<ul style="list-style-type: none"> <li>• Communicate effectively with all members of our community.</li> <li>• Accept each others' individuality and culture.</li> <li>• Respect yourself and others' rights.</li> <li>• Demonstrate care for and appreciate our environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Represent our College in a positive manner.</li> <li>• Be your own person and stand up to peer pressure.</li> <li>• Use technology appropriately and leave a positive digital footprint.</li> </ul>	<ul style="list-style-type: none"> <li>• Be the best person you can be.</li> <li>• Accept opportunities and make the most of them.</li> <li>• Celebrate achievements of your own and others.</li> <li>• Take pride in being a member of the CNC community.</li> </ul>

## COLLEGE ADMINISTRATION

<b>PRINCIPAL</b>	Mrs Melanie Ryan
<b>ASSOCIATE PRINCIPALS</b>	Mrs Jacqueline Bovell Ms Tenielle Billing Mrs Marie Eckert
<b>MANAGER CORPORATE SERVICES</b>	Mrs Vivienne Laws

## COLLEGE HOURS

### DAILY ROUTINE

Period 1	8.50 am – 9.54 am	(64)
Period 2	9.54 am – 10.58 am	(64)
Recess	10.58 am – 11.28 am	(30)
Period 3	11.28 am – 12.32 pm	(64)
Period 4	12.32 pm – 1.36 pm	(64)
Lunch	1.36 pm – 2.06 pm	(30)
Period 5	2.06 pm – 3.10 pm	(64)

Note: Duration of periods in minutes.

## COLLEGE CONTACT DETAILS

Telephone: (08) 9746 3500

Absentees: (08) 9746 3516

Website: [www.cnc.wa.edu.au](http://www.cnc.wa.edu.au)

Email: [CapeNaturaliste.College@education.wa.edu.au](mailto:CapeNaturaliste.College@education.wa.edu.au)

Address: 30 Yebble Drive, Vasse WA 6280

Postal Address: 30 Yebble Drive, Vasse WA 6280

## ENSURING A POSITIVE LEARNING ENVIRONMENT



The College is committed to establishing a positive and safe learning environment where all its members can achieve personal excellence. Everyone in our community has the right to feel safe while in the College and the College requires the highest level of conduct and behaviour at all times.

**All members of the College will be responsible for their actions and will model respect for each other all of the time.**

To this end students are expected to:

- Follow instructions given by a teacher.
- Complete all work to the best of their ability and submit work completed and when required.
- Treat others with respect and courtesy at all times.
- Engage in safe and cooperative behaviour.
- Treat College property and the property of others with care and respect.
- Act in a manner that does not disrupt the learning environment or endanger the safety and wellbeing of others.

A positive learning environment is built by:

- Taking the initiative for personal improvement.
- Forming constructive relationships.
- Taking full advantage of the opportunities offered by the College.
- Encouraging self-esteem and self confidence in others.
- Leading through example.

In addition it is assumed that all students will:

- Be prepared for each class by bringing the required books, stationery and equipment and/or clothing.
- Observe special safety requirements that apply in areas such as workshops, laboratories or studios.

For maximum learning to take place students need to be well prepared when coming to the College. Parental assistance in this area is greatly appreciated.

Parents need to ensure that students who have part-time work, give priority to their studies.

### MAINTAINING GOOD ORDER AT THE COLLEGE

The safety of all members of the College community is of the utmost importance and any action that has the potential to disrupt the learning environment will not be tolerated. These actions will be dealt with through one or each of the following:

- Loss of privileges;
- Loss of Good Standing;
- A period of suspension; or
- Exclusion proceedings.

Police and court intervention will also be sought where appropriate. While the following areas are specifically highlighted, the list may include further areas.

### PHYSICAL AND VERBAL HARASSMENT

An act where the safety of College members is compromised by students who threaten, are involved in, or incite others to be involved in a violent act.

### DRUGS (INCLUDING TOBACCO AND ALCOHOL)

The use of drugs in the College environment is dangerous and has far reaching effects for the safety and welfare of staff and students alike.

ANY prohibited substance that is in a student's possession during the hours of instruction or supervision will be dealt with in accordance with the College Drug Policy.

### DANGEROUS ITEMS

Students will not bring items to the College that will compromise the safety or the learning environment for its members. Such items will be removed from the student and returned subject to parental contact or at the discretion of the Associate Principal when action has been taken.

### THEFT

Theft will include any incident where a student steals, or attempts to steal, College property or the property of others in the College community at any time.

### WILFUL DAMAGE TO PROPERTY

Wilful damage will include any incident where a student wilfully damages College property or the property of others in the College community at any time.

## COMMUNICATIONS



We aim to keep our community informed about events which are happening at our College.

We hope to achieve this by encouraging parents to:

- Speak to Teachers, Heads of Departments, Associate Principals, the Principal, Year Coordinators, Nurse or Chaplain.
- Use Connect to access details about your child's academic progress.
- Access the College website [cnc.wa.edu.au](http://cnc.wa.edu.au). and the College Facebook page.
- Attend P&C Meetings.
- Attend parent evenings and other events that are held during the year for parents.



## PARENT INVOLVEMENT

### COLLEGE BOARD

The College Board consists of parent representatives, community members and teaching staff. Elections are held for any parent vacancies. All parents are encouraged to nominate for College Board as parental involvement in the decision making process of the College is vital.

The College Board meets on a regular basis to discuss issues such as College priorities, the College budget and College dress code.

The College Board meets once each term. Matters relating to the Board should be directed to the Principal.

### PARENTS' AND CITIZENS' ASSOCIATION (P&C)

The Parents' and Citizens' Association is a school-based organisation with members open to parents, teachers, students and interested citizens. Dates and times are published via *Connect Notices* with the P&C meeting once a month. New members are always welcome.

### COLLEGE CAFÉ

The café is operated by the Parents' and Citizens' Association. Students are able to obtain a variety of relatively inexpensive, healthy, homemade lunches, including fruit and drinks. Students may order their lunch before school, which they then collect at the commencement of lunch. All profits are channelled into amenities for the College.

The café is able to provide an efficient service at affordable prices because of the generous support of many parents and other volunteers who assist the manager on a roster basis. Notices will be sent to parents asking for volunteers. The larger the roster, the less the demand on the time required of individual volunteers.

We urge parents, who have any time to spare, to come forward and support our students. Please ring the College on 9746 3500 and register your interest.

### YEAR COORDINATORS

Year Coordinators at the College maintain a pastoral care role for students in Years 7-12. They are responsible for maintaining the tone and culture of their respective year groups, deliver the Learning Community time program throughout the year and support parents and carers with any concerns related to student attendance, engagement and behaviour. The Year Coordinators are also responsible for managing a student's Good Standing Status.

### LEARNING SUPPORT COORDINATOR (LSC)

The Learning Support Coordinator (LSC) supports students with specific learning disabilities and provides assistance to teachers on the level of intervention required and the development of individual education plans for these students. The LSC also acts as the College liaison with these students and their families. The LSC is also able to provide whole school approach strategies to support students with specific learning difficulties such as dyslexia and can assist with the development of a learner profile to further support these students.

### ABORIGINAL AND ISLANDER EDUCATION OFFICER (AIEO)

The Aboriginal and Islander Education Officer (AIEO) supports and mentors indigenous students through their transition from primary school and supports students in all aspects of their schooling. They also assist teaching staff with the implementation and delivery of the Aboriginal Cultural Standards Framework and culturally responsive activities. The AIEO also acts as the College liaison with indigenous students and their families.

### YOUTH WORKER

The Youth Worker provides expertise in career and course selection and supports students with their pastoral care needs. The Youth Worker also assists students with their transition to Senior School and provides support with future student or work opportunities and school based workplace learning.

### COLLEGE NURSE

The College has a trained nurse who provides:

- Appropriate support for students with known disabilities.
- Confidential personal counselling on health-related matters and periodic health checks.

The nurse is not available to care for, or to be consulted by children who are sick before leaving home. In case of accident or illness a parent will be contacted at the earliest opportunity.

An ambulance will be called in emergencies and parents will be responsible for the cost. For this reason it is vital that a current emergency contact is made known to the College. Parents are asked to consider taking out ambulance insurance.

## STUDENT ORGANISATIONS & SERVICES

### STUDENT LEADERSHIP

Representatives of Year Groups are elected to form a Student Leadership Team. This body assists with the planning and conduct of student activities.

### ASSEMBLIES

Whole College assemblies are conducted throughout the year, and are run by the Student Leadership Team in a formal manner. The specific details for the year group assemblies will be developed and managed by the Year Coordinator with the main purpose of acknowledging the positive achievements of our students.

## COLLEGE PSYCHOLOGIST

The College Psychologist has expertise in learning strategies, course and career selection, and personal counselling. Confidential assistance is available for students with parental permission relating to their personal development, behaviour and educational issues.

## COLLEGE CHAPLAIN (NON DENOMINATIONAL)

The College Chaplain is an additional member of the student services team. The Chaplain is involved in pastoral care and is available for students, parents, staff and the community.

## LIBRARY RESOURCE CENTRE

The Library is open from Monday to Friday from 8.00 am to 4.00 pm. The Library is closed at recess.

Students may borrow FOUR BOOKS at a time for up to TWO WEEKS.

The Librarian aims to:

- Actively support the educational aims and programs of the College.
- Foster positive attitudes toward learning.
- Encourage resource-based, research-orientated teaching and learning.
- Promote an interest and an enjoyment of, reading and literature.
- Promote the centre as a source of materials for leisure activities, literature and audio-visual work.

Displays around the library are interactive with research topics, reading programs and career awareness, along with College, community and cultural activities.

## ATTENDANCE



For a student to be truly engaged in their learning they must participate socially, academically and intellectually in their schooling. Further to this is the need to attend school on a regular basis. As a College, we encourage all students to maintain regular attendance of 90% or above. Attending school regularly helps students to further develop their confidence, social skills, resilience and teamwork.

**The School Education Act 1999 requires that all compulsory aged students must attend school, or participate in an educational program.**

Parents taking students on holidays during the school term should be aware that the student could receive no assessment for work missed during such an absence. Parents should therefore make every effort not to disadvantage their child. Parents are required to complete a *Notice of Absence Form* for all absences taken during the school term.

## ABSENCES

All absences must be reported to the College daily.

Parents or caregivers must provide an acceptable reason for any absence from the College. This can be done with a written note, phone call, SMS, email or in person. Please call the College Absentee Hotline on 9746 3516 or email:

***CapeNaturaliste.Col.StudentServices@education.wa.edu.au***

Notes should be dated and specify the actual date(s) and reason(s) for the absence. Students must ensure that absentee notes are handed to Student Services on the day of their return to the College.

Students with more than five days unexplained absences in a term will be monitored by the relevant Year Coordinator and Associate Principal and an attendance plan may be developed.

Special days including excursions and carnivals are normal College days and all students are expected to attend.

## ATTENDANCE QUERIES

These should be directed in the first instance, to the Student Services staff. Attendance will be monitored by the Year Coordinators and Associate Principal.

## PUNCTUALITY

Students must arrive at the College in time to commence their first class promptly at 8.50 am.

All students arriving late must provide a note from a parent/carer. Students arriving late must obtain a late note from Student Services before they are allowed to enter a classroom. Students who regularly arrive late to College without a legitimate excuse, may be at risk of losing their Good Standing status.

## PERMISSION TO LEAVE COLLEGE

In all but exceptional circumstances students must provide written parental request/permission before they will be permitted to leave the College grounds unless they are leaving with their parents. Parents should report to Student Services to sign their child out.

Students are **not permitted to leave College grounds** at any time during the College day. This includes when a student has arrived on school grounds at the start of the day, after using school bus services, being dropped off by a parent or caregiver or when they have ridden, walked or driven to school. **Students are not permitted to go home for lunch.**

## MOBILE PHONES



### POLICY

The College does not allow mobile phones to be carried or accessed by students at any time while they are at the College.

Some parents will provide their children with mobile phones for safety reasons especially while travelling long distances on school buses.

Students must ensure that the phone is handed in at Student Services 1 on arrival and retrieved as they leave at the end of the day.

Parents or caregivers wishing to leave messages for their children should do so by telephoning the College. Staff will endeavour to ensure that messages are passed on during break times.

Student Services staff will also assist students who need to contact family or other persons in an emergency.

### PROCEDURES

1. Students must hand in phones to the Student Services staff on arrival at the College.
2. The name of the owner will need to be clearly labelled on the phone before handing in. The Student Services staff will assist where required.
3. On leaving at the end of the day, students will report to the Student Services and retrieve the phone. Student Services staff will again assist with this.
4. Any student found acting in breach of these guidelines can expect that a staff member will take possession of the mobile phone and deliver it to the Associate Principal who will issue a Notice of Inappropriate Mobile Phone Usage to the parent/caregiver. The mobile phone will be returned when:
  - **FIRST BREACH:** The letter is signed by a parent/caregiver and returned to the Associate Principal, the phone will be returned to the student at the end of that day.
  - **SECOND BREACH:** A parent is required to come in to the College to collect the mobile phone between the hours of 8.30 am – 3.30 pm.
  - **THIRD BREACH:** The student will NOT be able to bring a mobile phone to the College. A parent meeting with the relevant Associate Principal is required to collect the mobile phone.
5. Students that are repeatedly found to have a mobile phone in their possession will face further consequences such as detention and loss of Good Standing status.

## INTERNET POLICY

Parents are asked on enrolment at the College to sign the "Student Parent Memorandum of Agreement" for Connection and Use of a Student owned Device on the CNC Network and students are asked to sign the "Acceptable Usage Agreement for High School students Years 7-12." Signing these forms means students agree to use the internet and online services in an appropriate manner, as per the College and Department of Education ICT Policy.

Any student found recording, distributing or uploading inappropriate image or videos of students, parents or staff on a school premises will be suspended.

## FINANCIAL MANAGEMENT



### MANAGER OF CORPORATE SERVICES

The Manager of Corporate Services is responsible for the College's financial management, building maintenance, hire of facilities and general office management. Parents are welcome to discuss financial matters with the Manager of Corporate Services if required.

### FINANCIAL ASSISTANCE

Families experiencing financial difficulties should contact Student Services to ascertain their eligibility for government assistance. Families who hold certain Centrelink concession cards are able to claim financial assistance under the Secondary Assistance Scheme.

### RECEIPT OF MONIES

Students can pay fees or excursion/activity charges before school commences, at recess or lunchtime. Students are discouraged from carrying large amounts of money in their bags. This can be left at Student Services for safekeeping during the school day if required.

### INSURANCE

Department of Education and Training Public Liability Insurance. Students on camps and excursions within Western Australia that are approved by the Principal are automatically covered for insurance by the Education Department as are students on Work Experience.

### STUDENT ACCIDENT INSURANCE

Students are NOT covered by insurance whilst attending the College. Parents are advised to take out their own private insurance cover and ambulance cover.

## CAMPS AND EXCURSIONS

Camps and excursions are an important part of the educational experiences of our students. In most cases the camp or excursion will be an integral part of the learning program.

Parental permission through completed documentation is required for all camps and excursions.

When attending camps or excursions, students are expected to abide by the College rules and wear College dress, where appropriate.

Some optional educational activities may require additional payment. When required, parents will be advised of the cost in writing.

## COLLEGE UNIFORM POLICY

This College distinguishes itself by the willingness of the majority of its students to wear College dress. This fine record has been attained only because of parental interest and student support.

Acceptance of enrolment assumes an agreement to conform to the dress code. Should a decision be made to change the uniform, students are entitled to conform to the standard in existence at the time of their enrolment.

The College Board has endorsed the College's dress code because it:

- Fosters and enhances the public image of the College.
- Assists in building team spirit.
- Ensures students are safely dressed for specific College activities.
- Encourages equity among students.
- Enhances the early identification of unauthorised persons on College property.
- Prepares students for employment.

Cape Naturaliste College uniforms are available from Uniform Concepts, Busselton. Wearing school uniform is expected of all students and compliance is carefully monitored. Each student is required to have both the general uniform for their year group and a physical education uniform.

Cape Naturaliste College has a **"No Denim"** policy in place. **Students found to be out of uniform will be sent to Student Services where they will be offered a change of clothes from the stocks available in the clothing pool. (This is a short term loan only.)**

If, however, there are extenuating circumstances for not wearing dress code the student must present a letter from their parent/caregiver to Student Services before the start of the school day. A change of clothing will be offered or an Out of Uniform note will be provided to the student for that day and a record made on Academy Roll Marking System. Parents/caregivers may be contacted and requested to bring

suitable clothing to school for their child. Our uniform items are listed below:

### Daily Uniform

CNC Sand Polo Shirt  
Navy Shorts  
Navy College Jacket  
Navy Skirt  
Navy Skort  
Navy Tracksuit Pants

### Physical Education Uniform

Navy PhysEd Polo Shirt  
Navy PhysEd Shorts

### Additional Items

CNC Leavers Jacket  
Country Week Jacket

*Only students in Year 12 are allowed to wear the CNC Leavers Jacket of that specific year.*

## ACCESSORIES TO THE UNIFORM POLICY

**Tights:** Navy blue or black tights to be worn under skirts or shorts. No holes or ladders. Leggings are not appropriate.

**Undershirts:** Students may wear a plain white or navy blue T-shirt/long sleeved top under their polo shirt. Students wearing hooded tops or any other coloured tops will be expected to remove the garment.

**Headscarves:** Students may wear headscarves for religious reasons, preferably in school colour code (plain navy blue, red or sand).

## MAKEUP AND JEWELLERY

Heavy and/or theatrical makeup is considered inappropriate for school. Spiky jewellery, long earrings and excessive numbers of bangles and chains are also not appropriate in the workplace as they are a risk to safety. Students wearing inappropriate makeup and/or jewellery will be referred to Student Services. Students who refuse to remove inappropriate items and makeup may be dealt with under the school Code of Conduct.

## UNACCEPTABLE ITEMS OF CLOTHING

- Hooded tops.
- Denim/Denim look of any description in any form or colour.
- Tops which expose the midriff and/or have low cut necklines or are collarless.
- T-shirts with logos or in colours other than navy blue or white worn as undershirts.
- Skirts, skorts and shorts which are deemed too short.
- Shorts or long pants worn in such a manner as to reveal

boxer shorts or underwear.

- Torn or ripped clothing.
- Any visible outerwear not purchased from the uniform shop is in breach of the uniform policy.
- Bandanas or clothing worn in such a way as to identify with a subculture or a group not school approved.
- Items of clothing/headwear bearing symbols deemed offensive or inappropriate for a school environment.

As school is an important preparatory phase for students entering the workforce we, at Cape Naturaliste College, believe it is important for the students to adopt standards as would be expected by the majority of businesses and workplaces. In keeping with this belief students are required to wear the appropriate dress code in accordance with the College Board's ruling.

## FOOTWEAR

Students are expected to wear shoes that have covered heels and toes. The top of the foot also needs to be covered to meet the requirements of Occupational Safety and Health. Thongs, thong style footwear, shoes only covering the toes or the top of the foot, ugg boots and slip-on shoes are not permitted.

## SUBJECT SPECIFIC PROTECTIVE CLOTHING AND FOOTWEAR

### PHYSICAL EDUCATION CLASSES

All students at the College are required to change into the College Physical Education uniform for every Physical Education class. Students are to change back into their College uniform at the end of a Physical Education class even if it is the last period of the day.

#### Specific requirements are:

- Ensure long hair is restrained.
- CNC Physical Education polo shirt.
- Navy Physical Education shorts.
- Gym shoes/runners.
- Hat and sun-cream especially in Terms 1 and 4.
- Students may wear a white or navy blue T-shirt/long sleeved/thermal top under their polo top. (Hooded tops are not permitted.)
- Students wearing any other colours will be expected to remove the garment.
- Students may wear plain navy blue/black sports skins/leggings but these must be worn under the College Physical Education shorts.
- NO OTHER clothing items are acceptable.

Students are encouraged to bring spare socks, towel and a plastic bag during the winter months. Showers are available for students to access all year round. Physical Education uniform is only to be worn for Physical Education classes and is not an alternative for the general College uniform throughout the school day.

## DESIGN AND TECHNOLOGY, SCIENCE AND WORKPLACE LEARNING

### Students are required to:

- Wear enclosed footwear.
- Ensure long hair is restrained.
- Wear protective clothing and glasses as required in these areas.
- Workplace Learning students are to dress appropriately for the specific workplace or as instructed by the employer.

## HOME ECONOMICS

### To ensure safety and maintain a high standard of hygiene, students are required to:

- Wear enclosed footwear.
- Ensure long hair is restrained.
- Bring appropriate containers and utensils to practical food lessons.
- Wear approved clothing as required.

## SANCTIONS FOR NON-COMPLIANCE OF UNIFORM POLICY

### For non-compliance of the Uniform Policy, students can expect to have sanctions imposed:

- A one-off dress pass for wearing a non-uniform item of clothing will be provided. This will be when the parents/caregivers provide a note outlining unforeseen hardship. Note: This is a single event.
- Students who change back into non-uniform item of clothing after they have been provided with a change of clothing will be given recess/lunch detention.
- Parents/caregivers may be contacted to discuss their child's non-compliance with the Uniform Policy.
- In extreme circumstances a longer term loan of uniform items from the clothing pool can be arranged. Students are expected to return the items at the end of the agreed period of time.

### Persistent non-compliance of the Uniform Policy could result in:

- Loss of Good Standing.
- Restricted student movement during recess and lunch time.

## SECURITY



### BEING SECURITY CONSCIOUS

While the College makes every effort to ensure the safekeeping of student property, it is important to be aware of the following:

- Belongings including books and clothing should be clearly marked with the student's name which may increase the chances of recovery of lost property.
- Large sums of cash and/or valuable jewellery should not be brought to College, as the College cannot guarantee their security.
- Money and other valuables should not be left unattended at any time, including in college bags, classrooms or change rooms.
- The College does not have insurance to cover theft or damage to student property and parents and caregivers are encouraged to insure personal devices such as ipads or laptops under a personal insurance contents policy.

### VEHICLES

Students who wish to drive or ride a licensed vehicle to school must accept the following conditions:

- Complete and return a "Request to Drive/Ride a Licensed Vehicle" Form.
- Park the vehicle in the designated area as directed by the College administration.
- The College expects that most student drivers will travel to school on their own. If there is a good reason for a passenger to travel with the student driver, the College will only allow registered passengers to travel to and from school with the driver/rider.
- The vehicle is not to be used during the school day unless the student has officially signed out from the school with parental and College permission.
- The right to drive or ride to school will be lost if the student drives in an unsafe manner or causes disruption to the College.

### BICYCLES

Bicycles can only be parked in the bike rack location. Students should equip bicycles with a sturdy locking device and, if necessary, a high tensile chain. Bicycle racks are out-of-bounds other than at arrival and departure times. The College attempts to keep these areas as secure as possible but cannot accept responsibility for theft or damage. Students are required by law to wear bicycle helmets. Helmets and bicycles should be clearly marked for identification.

### SKATEBOARDS/SCOOTERS

Scooters (including electric) or similar equipment must be stored and locked in the racks provided.

## ACADEMIC REPORTS



The purpose of reporting to parents is to monitor the academic, physical, social and emotional wellbeing of students. This enables parents to be informed of student achievement, areas of strength and areas where improvement is required.

### MONITORING STUDENT PROGRESS

Student progress is regularly monitored and reported in a variety of ways including:

- Parent-teacher interviews.
- Telephone conversations.
- Progress reports.
- Letters of concern.
- Letters of commendation.
- Connect – parent-teacher email.
- Task mark reports.

### PROGRESS REPORTS

Interim Reports are issued to all students at the end of Term 1. This is followed by a Parent Evening for students in Years 10, 11 and 12 so that parents and teachers can meet to discuss student progress and other relevant matters.

### SEMESTER REPORTS

The academic year is divided into two semesters, each of approximately twenty weeks. Semester Reports are issued to all students at the end of Semester 1 and 2. A parent evening for students in Years 7, 8 and 9 is held during Term 3 to discuss student progress and other relevant matters.

## BEHAVIOUR & DISCIPLINE



The College's Behaviour Management Policy describes the processes and procedures regarding the maintenance of acceptable student behaviour and sanctions for unacceptable behaviour. The behaviour management policy is based on a set of rights and responsibilities for all individuals at the College.

At Cape Naturaliste College, we support our students by:

- Providing highly effective teaching and learning programs.
- Providing a positive and engaging college environment (social and physical).
- Ensuring all College structures and processes are reinforcing positive behaviours.
- Ensuring effective support systems are in place for students and College staff.

We recognise and reward our students who have complied with all their College obligations, and therefore not being

subject to any form of sanction, suspension or disciplinary censure. Students who achieve this are considered to have **Good Standing** status. The College encourages all students to maintain their **Good Standing** status to allow them to fully participate, engage and enjoy all aspects of College life. This is in line with the College Behaviour Management Policy that states:

*By adopting a positive approach to behaviour management we can minimise inappropriate behaviours. At Cape Naturaliste College we will strive to provide:*

- *Relevant, engaging and appropriately challenging work.*
- *A safe, supportive and positive classroom and College tone.*
- *Positive relationships.*
- *Clear boundaries and expectations.*
- *Low key responses to minor misbehaviours.*
- *A focus on minimising misbehaviour, de-escalation of conflict and restoration of relationships.*
- *An educative approach to behaviour management.*
- *Positive parental involvement.*

A student in **Good Standing** will be eligible to attend reward days and represent the College at extra curricula events. In lower school (Years 7-10) these events include, but are not limited to, Interschool Athletics Carnivals, School and Interschool Surfing, Winter Carnivals, Music Tour Camps and the Mate V's Mate Cup. In senior school (Years 11 and 12) these events could include, but are not limited to, Interschool Athletics carnivals, School and Interschool Surfing, Country Week, Year 12 Ball, Music Tour Camps, Year 12 Farewell Assembly and the Year 12 Presentation Ceremony.

#### **Individual Monitoring Improvement Plans:**

The **Good Standing** process is managed by the Year Coordinators at the College. To assist students who may be at risk of not having **Good Standing** status, the relevant Year Coordinator may develop individual monitoring plans over a five week period to improve regular school attendance, positive engagement and/or behaviour. Students are encouraged to regularly review and monitor their Good Standing status through Connect and discuss any concerns with their Year Coordinator.

#### **Good Standing status:**

When lost, students will have Good Standing re-instated after 10 school weeks for lower school and 20 school weeks for senior school. The parent/caregiver will be notified by the relevant Year Coordinator if a student does not have Good Standing status. **Please note: Inclusion/exclusion of a student to attend events is at the discretion of the Principal.**

Students will lose their Good Standing status if they demonstrate concerns in any of the following four areas:

#### **1. Attendance:**

- The student has not maintained an attendance rate of 80% or higher during the year.
- All unexplained absences have not been verified before attending an extra curricula event.

#### **2. Uniform:**

- The student has received three or more uniform breaches in one term.
- The student does not regularly present in correct College uniform items.

#### **3. Engagement:**

- The student fails to submit homework and/or assignments on a regular basis or the relevant Year Coordinator has concerns for the student's academic efforts.
- The student regularly presents late to class with no legitimate explanation (more than five times in one term).
- The student regularly presents late to school with no legitimate parent/caregiver explanation (more than five times in one term).

#### **4. Behaviour:**

- The student receives five or more single period withdrawals accumulated across all Learning Areas during the term.
- The student's behaviour warrants them being placed on a behaviour card by the Head of Learning Area, Year Coordinator or Associate Principal.
- The student's behaviour warrants them being placed on extended class withdrawal by the Head of Learning Area or Associate Principal.
- The student's conduct and behaviour warrants them being withdrawn for an extended period at break times by the Year Coordinator or Associate Principal.
- The student is in breach of the College Mobile Phone Policy on three or more occasions during the year or when the student refuses to hand over their mobile phone to a staff member when directed.
- The student has been suspended for their behaviour.

#### **Please Note:**

Inclusion/Exclusion of a student to attend an extra-curricula event is at the discretion of the Principal, in consultation with the relevant Year Coordinator and Associate Principal.



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# STUDENT INFORMATION

