



# **YMCA Vocational School**

## **Clem Jones Campus**

### **Student and Parent Handbook**

41 – 45 Mary Street, Kingston

Web Site: [www.ymcaschool.org/](http://www.ymcaschool.org/)

## Contents

Who to Contact:.....	1
Administration: .....	1
School hours and class schedule.....	1
Induction .....	1
Subjects and Courses .....	1
Assessment and Exams .....	2
Appeals Process .....	2
Attendance.....	2
Classroom Conduct .....	2
General Conduct .....	2
Discipline and Rewards.....	3
Cancellation of Enrolment .....	3
Student ID Cards .....	3
Excursion Activities .....	3
Disability Services.....	4
Contacting Teachers / Staff.....	4
Confidentially and Privacy.....	4
Indigenous Education .....	4
Student Contact Information.....	4
Graduation .....	5
Mentoring Program .....	5
Activities.....	5
Goals, Objectives and Timelines .....	5
Support Services .....	5
Student Council.....	6
Student Surveys .....	6
Complaints .....	6
Mp3's .....	6
Lost Property.....	6
Mobile Phones .....	6
Safety .....	7

Transportation .....	7
Food .....	7
Out of Bounds Areas .....	7
Smoking.....	8
Drugs, Alcohol and Medication.....	8
Anaphylaxis .....	8
Children (Babies) on Campus.....	8
Child Protection .....	8
Bullying and Harassment .....	8
Sexual Harassment.....	9
Dress Standards .....	9
School Routines .....	10
Responsible Citizenship Guide.....	10
Curriculum .....	11
Parent Information .....	12

## Who to Contact:

Principal:	Anthony Lutz
Manager Y-Care (SEQ) Inc:	Matthew Swift
Teaching staff:	Jillian Moore Andrew Kerr-Stevens Bronwen Jones Eiren Thomas Anna Lind-Hansen Edin Hodzic

## Administration:

Administration Manager	Sharon Cunningham
Logan YMCA Vocational programs	Jillian Moore

## School hours and class schedule

School commences at 9.40am and finishes at 2.15pm. We offer an additional class for English and Mathematics study after school at 2.30pm. On Fridays the school finishes at 12.30pm.

## Work Sessions

Session 1	9.40am – 12.00pm
Lunch	12.00pm – 12.25pm
Session 2	12.30pm – 2.00pm
Afternoon Break	2.00pm – 2.15pm
Dismissal Time	2.15pm - 2.30pm
Session 3	2.30 – 3.25 (English Communications/Pre-Vocational Maths)

## Induction

Within a week of starting at YMCAVS you will be given an induction. Topics will include your general and specific health and safety responsibilities, emergency evacuation procedure, bullying and harassment policies, responsible citizenship and information about your classes.

## Subjects and Courses

YMCAVS offers a mix of (VET) through the YMCA National Education and Training and QSA approved subjects. Subjects that you are able to choose will depend on your year level, and your SET Plan goals. Initial selection will be done at enrolment, any changes to your study need to be discussed with the Principal and

the Administration Manager. See Page 13 for more information on VET Courses.

## Assessment and Exams

Assessments and exams will be conducted in accordance with the requirements of the syllabus document or course requirements. The number of re-tests or the time taken to complete the task may be limited. Your teachers will give you this information.

Generally you will be permitted to keep anything you make for assessment. Teachers may take a photo of the finished item for their records. You must do all the work yourself.

You will be issued with a statement of results at the end of each semester. The YMCA Education and Training Queensland Campus will issue their own Statements of Attainment / Certificates for courses undertaken through them. Please ensure your contact details are correct if you leave YMCAVS prior to the completion of your course so these can be sent to you.

## Appeals Process

Students who are unhappy about decisions made by staff are always welcome to express their views to the Principal or at student / staff meetings. The school Guidelines and their implications are regularly discussed, revised and communicated to students. Input from students is valued and encouraged.

## Attendance

A record of your attendance will be kept and made available to other people if required by law. As your parent / guardian may be informed of absences, it is best to have them inform the office, and follow-up with a note, if you do not attend school.

YMCAVS maintains that a student must attend 80% of the term to be allowed to participate in extra curricula activities such as camps and youth concerts.

Payment of Commonwealth Allowances may be affected if students do not maintain regular attendance. We are obliged to report extended unexplained absences for students receiving financial assistance from Centrelink.

## Classroom Conduct

You are expected to attend to any instructions given by the teacher or volunteer, complete work that is given and permit other students to work without any disruption. Please use equipment correctly and report to the teacher anything that is broken or dangerous. Do not enter the room without the teacher, do not use other students' materials without their permission and do not leave the room without the teacher's permission. Tidy up before you leave at the end of class. Complying with these rules is important for ensuring good order at YMCAVS. See page 12 for our Responsible Citizenship Guidelines.

## General Conduct

Students are expected to conduct themselves with consideration and respect for the needs of other students and teaching / support staff. Conduct which unduly disrupts or interferes with a class, such as ringing or talking on mobile phones, coming in late, talking in class, is not acceptable.

Students are also not allowed to engage in 'open displays of affection', at any time within school hours, boundaries and activities (including camps).

Students must always adhere to the YMCAVS behaviour management policy. This policy will be explained to students and is available from YMCAVS staff. Most importantly, YMCAVS has a strict no violence policy. Physical or verbal abuse/intimidation is not tolerated in general society – and is therefore unacceptable at YMCAVS.

## Discipline and Rewards

You need to consider how your behaviour will impact on the school community that is staff, visitors, volunteers and other students. While at YMCAVS, we expect that all students will behave in a manner that will not bring discomfort to other students, teachers and other support staff.

For minor offences a staff member will talk to you and point out how you should behave in the future. If this approach fails you will be given an “Incident Report”, and you will then be required to attend an interview with the Principal / Caseworker. You will be assessed on your attendance at class, how well you worked, how much work you finished and your behaviour towards the teacher and other students. YMCAVS has a behaviour management system to assist students to correct behaviour that is not appropriate. However, if a student continues to misbehave this may result in you being asked to leave YMCAVS either for a short period of time or face suspension.

## Cancellation of Enrolment

YMCAVS may cancel the enrolment of any student;

- Who has failed to fulfill the normal requirements for admission or enrolment, or
- For any grave misconduct associated with the school or the academic program.

If a student or parent / carer elect to cancel the enrolment of their child from the school, they are required to complete an “Exit Form” which is available from the office.

**Behavior Management:** YMCA VS reserves the right to at any time send students home who refuse to obey instructions or who pose a safety risk to staff and/or other students. This policy is discussed with students and caregivers on enrolment.

## Student ID Cards

You will be issued with a photo ID card on enrolment. Students should carry their ID card at all times.

## Excursion Activities

Throughout the year, excursions will be organised by the teachers as part of your educational programme. In most cases there is no cost to you and you will be required to attend. Prior to each excursion the teachers will provide the students with details on the activity. Transportation will be via the YMCAVS bus. Teachers, tutors and volunteers will accompany all excursions. You will be expected to wear appropriate clothes.

On commencement at YMCAVS your parent / guardian will have signed a permission form for you attend these excursions however they may elect not to allow you to participate in some of these activities. This assists your parents with not having to complete permission forms for every excursion. In the case of non-attendance YMCAVS needs to be advised in writing by the parent / guardian.

Once on the excursion you will be expected to stay with the group and remain at the activity for its duration.

Remember that you are promoting YMCAVS so acceptable behaviour is expected.

## Disability Services

We are committed to assisting all students to meet their educational goals. If you have (or develop) a physical or learning difficulty (e.g. poor eyesight, hearing, break an arm or leg) that is affecting your ability to undertake learning activities please discuss your problems with your teachers or the Counsellor.

## Contacting Teachers / Staff

You should arrange appointments with teachers during your contact with them in class or by knocking on the staffroom door during the breaks. Office staff can organize appointments with the Principal, Administration Manager, Y-Care Manager, Caseworker or any members of staff who are absent. You will not be given staff personal details including mobiles and home contact details.

## Confidentially and Privacy

When you enrol at YMCAVS we are required to collect personal details with regards to your identification, contact details, previous education and anything that will affect your schooling. We are required to pass some of the details on to YMCA Education and Training if you enrol in a vocational course.

We believe that you have the right to have your privacy respected and personal information treated confidentially. Therefore anything you discuss with staff will not be given to other people unless you have agreed to this. Be aware that this information may need to be shared with other teachers, the Principal and staff. You will be told if this is to happen. Your safety or that of someone else may mean that we must pass on this information (eg: situations of abuse or violent acts).

The Freedom of Information Act 1989 gives you the right to access documents held by most government agencies including YMCAVS and YMCA Education and Training. You may ask the Principal if you wish to access the information in your file.

Parents' or Carers' access personal information we have regarding you in our records is at the discretion of the Principal, taking into account that your safety, privacy, maturity, the issues involved and the parent or carer's need to know that information in order to care for your welfare.

## Indigenous Education

YMCAVS provides an inclusive education that meets the needs of all students regardless of cultural differences. Indigenous education at YMCAVS is designed to meet the national goals as stated by [http://www.dest.gov.au/sectors/indigenous\\_education/policy\\_issues\\_reviews/national\\_goals\\_for\\_indigenous\\_education.htm](http://www.dest.gov.au/sectors/indigenous_education/policy_issues_reviews/national_goals_for_indigenous_education.htm)

## Student Contact Information

Please keep this up to date with phone numbers, as we may need to contact you or your parent / carer at home. If you move or when you leave please let the office staff know your new address and phone number as soon as possible. Contact info is also required after you leave YMCAVS so that Staff and Teachers can

make contact with you to obtain survey data.

## Graduation

You will graduate from YMCAVS after completion of a full program of study (i.e. all programs or units of competency in a Certificate). Teaching staff will advise you of details of any official graduation ceremony. The graduation ceremony is normally held at the end of November – early December each year.

## Mentoring Program

Mission Statement and introduction

To remove barriers to education and to nurture the intellectual, physical, social, emotional and spiritual development of youth, this program operates within school hours, to assist in building relationships with disengaged youth.

## Activities

Activities will be designed to build relationships with disengaged youth. The type of activity will be varied to suit individual's interests. Mentors will be engaged in areas where they have an interest or skill base.

## Goals, Objectives and Timelines

Our main goal is to form a link with these youth, providing a positive role model and influence on these youth. Most have not had a significant positive role model in their life.

The program builds friendships and give positive feedback to encourage these youth to achieve goals in life is the main goal of the program. The amount of activities and contact time will depend entirely on availability of mentors and teachers.

There are normally no costs to the student or parent for excursions / sporting activity, but this does depend on the activities chosen.

## Support Services

Assistance

There are several people you may ask for assistance. In all cases you may have a friend or parent / guardian with you when you discuss your problems. If you have any questions or problems relating to your lessons, you should talk to your teacher in the first instance. You may also talk to the Principal.

Personal problems (including harassment, bullying, and domestic violence) may be discussed with the Principal or Caseworker. You will need to make an appointment to see these people. See the Office Staff to make an appointment.

Other questions may be asked of the Office Staff who will refer you to the appropriate person if they do not have the answer. Your problems will not be discussed with anyone else unless you give permission. Remember that the staff is here to help you.

## Student Council

YMCAVS has a Student Council comprising of selected students' from each group (where possible). These students represent your views and suggestions at the student council meetings. If you have ideas or suggestions, please inform your student council, so that they can bring these to the attention of the YMCAVS staff. Students are encouraged to discuss issues relating to their educational experience at YMCAVS and make positive suggestions for improvement.

## Student Surveys

We may from time to time ask you to complete student surveys to get your thoughts on the course you are undertaking, the facilities at YMCAVS and other topics that will assist with future planning. The information in these surveys is confidential as we do not ask for your name or contact details. Surveys are a part of our quality improvement processes.

## Complaints

If you have a complaint, query or concern with another student, staff member or the Centre you should speak up to ensure help is provided. Usually the first person to approach is the person whose behaviour is causing the problem. Other people you can talk to are Principal, Y-Care Manager and teaching staff. You may have your parent / carer or another student with you when you make your complaint. Formal complaints can be initiated through our complaints process (see YMCAVS Administration for forms).

## Mp3's

Mp3 players are not allowed to be used at the school during class times. If a student brings any music player to school they are to;

- Hand it in to the office during class times,
- Be aware that the school does replace lost or stolen players.

## Lost Property

Anything left in classrooms or found by the cleaner will be given to the office staff. Please do not bring valuable items on campus – leave them at home or in some secure place. We cannot accept responsibility for any lost, stolen or damaged personal property. The lost property that is not collected at the end of each term will be taken to a local charity.

## Mobile Phones

Mobile phones are not permitted at YMCAVS. If in possession of a mobile phone, students' are to secure the device in student lockers during the day. YMCAVS takes no responsibility mobile phones damaged or lost at the school.

## Safety

General Safety: Under Workplace Health and Safety legislation students are required to:

- Follow any health and safety instructions,
- Use the personal protective gear that is provided,
- Not intentionally damage equipment, and
- Place their own or other people's health and safety at risk by their actions.

This means that you must follow any directions given by staff or that are provided on signs to ensure your health and safety and that of others.

A full safety induction will be provided especially before using the workshops. Make sure you understand instructions on the use of the equipment before turning it on. Keep the workplace tidy to minimize the risk of accidents.

Please ensure that you respond quickly to any emergency evacuation instructions given by staff and that you stay clear of any hazards.

As soon as possible, please report to a member of staff any accidents to you or other people and / or faulty gear (including any outdoor or sporting equipment).

Keep eating areas clean and tidy after use and deposit scraps and other waste materials in the appropriate bins.

Sunscreen and water fountains are available for your protection and comfort in summer.

## Transportation

YMCAVS provides a free bus for various school excursions. However, students must abide by the directions given by the school and the driver. Failure to do this will suspend the students from the bus service.

## Food

A free breakfast is served between 9 and 9-30am, dinner is served from 3.45 to 4.15pm a charge of \$4 for a meal. YMCAVS operates a canteen 5 days per week. Food and Drink are available for purchase from the canteen during the lunch break. Prices are listed at the canteen, and are usually kept to a minimum to avoid the burden on parent / carers. An eating area is provided. Please clean up this area after use.

## Out of Bounds Areas

During your induction you will be shown the areas of YMCAVS that you are not permitted to enter unless accompanied by a teacher, tutor or youth worker.

You are not permitted to enter any classroom, work area, staffroom / office or Reception without a staff member. The car park is out-of-bounds unless boarding the bus supervised by a staff person.

You are expected to leave YMCAVS at the end of classes for that day and not remain on the grounds unless participating in a sporting or other activity.

## Smoking

YMCAVS has a strict no-smoking policy. YMCAVS students are not permitted to bring tobacco or any prohibited substances/devices to the school.

## Drugs, Alcohol and Medication

Apart from prescribed and over the counter medication (e.g. cough mixture, aspirin) the possession and use of alcohol and illegal drugs is strictly prohibited. Persons found supplying illegal drugs at YMCAVS or at any of its activities will be referred to the police and charged.

If you have any problems associated with addiction to these substances you are encouraged to make an appointment with the Counsellor who will assist with support.

If your child requires prescription medication or Panadol (must have the chemist 'sticker' notification for prescription) to be given at school by the school, a separate 'Medication Request Form' needs to be completed for each new prescription from your doctor. This must be completed before YMCAVS Staff can administer the medication.

## Anaphylaxis

If your child suffers from anaphylaxis, it is important to provide to the school, up-to-date information on your child's medical information, this includes an 'Anaphylaxis Action Plan' signed by their treating doctor. This action plan should include a photo, allergic triggers, signs and symptoms of a reaction and first aid response/medication.

## Children (Babies) on Campus

YMCAVS does not – at this stage – have the infra structure for babies or young children. You should therefore ensure you have someone to baby- sit for you (with a back-up if necessary). Please talk to the Administration Manager or Caseworker if childcare is an on-going problem.

## Child Protection

All students, staff, parents and school visitors operate within the 'Child Protection Guidelines'. Further information on the school policies for child protection can be accessed at [www.ycare.org.au](http://www.ycare.org.au) or from the school office. Any student, staff, parent, carer or visitor who breaches child protection will be dealt with according to this policy and Child Protection guidelines. Students, Parents, Carers and any member of the community can report child protection issue using the forms that can be accessed on the website. If a student wants to talk to the 'Child Protection Officer' the name of this person can be found displayed at the YMCAVS Administration Office.

## Bullying and Harassment

Bullying and harassment of or by staff and fellow students will not be tolerated. Offenders will be disciplined. Please report any incidents to a member of staff.

## Sexual Harassment

Sexual harassment by definition is unwanted and unwelcome sexual attention. It may be sexual harassment when someone:

- makes unwelcome comments about your sex life;
- stares or leers at you;
- persists in asking you out after you have said “no”;
- tells dirty jokes, or displays offensive objects or literature in your presence;
- makes offensive phone calls;
- touches or brushes against your body on purpose or against your will; or
- Tries to force you to engage in sexual activities.

YMCAVS has a no tolerance policy for sexual harassment. Offenders will be severely disciplined, or in a serious complaint it will be referred to the Police. Please report any incidents to any member of YMCAVS staff.

## Dress Standards

Students must wear clothing and footwear appropriate to their program of study (see Fig-1 below). No provocative clothing is allowed, and clothing should not display inappropriate motives (e.g., drug references, sex, swear words). Some programs of study demand that specialised protective clothing (e.g. steel capped boots) are worn to meet the requirements of the Workplace Health and Safety Act. For your own safety we do not permit students to wear thongs, masseurs or sandals that offer little or no protection or surface grip. Teachers do have the right to prohibit students from taking part in learning activities unless appropriately dressed. Safety shoes and overalls are available at a cost to the student each day, and must be collected before the bell sounds in the mornings.

Fig-1



**Shirts/Tops only**  
No singlets, bare midriffs or open shirts and tops.



Shorts and Skirts of appropriate length.

**Appropriate Footwear.**  
No thongs or sandals.

## School Routines

Students must also follow school routines and schedules. These routines will be explained to students on interview and enrolment. Morning and afternoon routines involve signing in and out; and the securing of bags, phones, and electronic devices. Staff also require students to order their lunch – if required – before 9.50am every day.

## Responsible Citizenship Guide

### *Show Respect*

- Happy and peaceful communities are those where people hold respect for each other.

Have respect for:

- Yourself
- Family, others in the School Community and visitors
- Those in our neighbourhood and in the wider community
- Diversity and cultural differences
- All living things and the Environment
- Opinions of others even when they are different from yours
- Property

### *Make a Contribution*

- Everyone should aim to make a difference, to make the world a better place. We value what each person can offer their friends, their family, their school and the community. To achieve this, everyone must strive to participate daily.

### *Take part in Class/Social Activities*

- Develop Self Control
- Join In Everything
- Community Service-Help others
- Be On Time
- Always Make An Effort
- Be a good Sports/Fair Play
- Communicate
- Try Your Best
- Have a positive attitude
- Have a go at things

In making a contribution we must:

- Be fair
- Make an effort – always having a go within our abilities
- Have a positive attitude
- Attend school each day
- Participate in responsible citizenship

### ***Be a Responsible Citizen***

As a responsible citizen we care about others in our community; we act with kindness and integrity. A responsible citizen

- Is Kind
- Is Just
- Has integrity
- Forgives others
- Is concerned for the welfare of others
- Avoids language and behaviour that upsets others
- Gains an education
- Abides by laws
- Develops independence
- Is Responsible for his own actions – exercises self control.
- Learns to communicate, negotiate and avoids confrontation

### ***Dare to be Different***

- Be proud of what we do for ourselves, for each other and for education

### ***Talk Straight.***

- Everyone is honest, says what they think and is heard. We all learn to listen to each other with respect.

## **Curriculum**

### ***Compulsory Core Subjects***

- English (Literacy)
- Maths (Numeracy)
- Life Skills (Social and Emotional Learning)
- Information Technologies (Embedded in all Curriculum)

### ***Elective Studies***

- Certificates 1 & 2 Automotive
- Certificate 1 Workplace Readiness/Awareness
- First Aid
- Pre-Vocational Mathematics
- English Communications
- Vocational Certificates in Children's Services
- Transitions Class (Dedicated to transitioning students to traineeships, apprenticeships, and work experience).
- Activities in Gym and Fitness, Art, Photography, and Health/Physical Activity

## **Parent Information**

### ***Student Contact***

All contact with students during school hours must be made through the office at YMCAVS. Students are not permitted to use their mobile phones during school hours to answer calls. The office will relay any message in a timely manner to the student concerned, and will arrange for the student to contact you if required. Students are allowed to contact you from the school using the office phones, for emergencies only.

### ***Absentees***

If your child is going to be absent from school, it is important to inform the administration of YMCAVS ASAP. This can be done by phoning YMCAVS, or sending a message with your child on the next day of their attendance. YMCAVS has to report un-explained attendances to Centerlink after 5 days of un-explained absence.

### ***Transport***

The Kingston Railway Station is 500 metres from the school. Students are expected to find their own way to and from school.

### ***Medication***

If your child requires prescribed drugs to be taken during school hours, you will be required to complete a "Medical Request Form". The form is available from administration upon request. YMCAVS staff cannot administer medication unless they have gained consent from you. Medical Request Forms are only valid from the duration of the prescribed drug, and cannot be transferred to other drugs or prescriptions.

### ***Change of Contact, and Emergency Contact Details***

It is your responsibility to ensure that YMCAVS has up-to-date information regarding your contact details, and the contact details of emergency contacts. YMCAVS cannot be held responsible for lost correspondence, missed phone calls and not being able to contact you in a timely manner if your contact details have changed, and we have not been informed.

### ***Change of Guardian Details***

If the guardianship changes for your child, please inform us as soon as possible. This is especially important if the child moves into a care agency, or with the Department of Child Safety.

### ***Parent Support***

YMCAVS offers a Parent Support to all parents and carers of students at YMCAVS. This is usually organised by the caseworker. These meetings provide information to parents how they can support their child at home and assist in dealing with adolescent behaviour.