

Trinity

STUDENT PROCEDURAL EXPECTATIONS





INSPIRED BY JESUS, WE MAKE A DIFFERENCE.

Consistent with our vision, Trinity College students are expected to uphold the College ethos in their attitudes and actions within the school and our broader community.

A Trinity education induces high expectations of student behaviour and learning. It focusses on developing the knowledge, skills and character required for success in school, work and life.

Student Procedural Expectations

ATTENDANCE AT SCHOOL

- We expect students to attend school on all calendared school days including special events such as religious, cultural and sporting days.
- We expect students to be at school before the start of Homeroom. If they are late to school, they must sign in at Student Reception.
- If a student is absent from school, their parent/carer should contact the absentee line on 5233 9299 prior to 10am or complete an absence form on PAM.
- If a student does not attend Homeroom and contact has not been made to advise of their absence, an SMS text message will be sent to their parent/carer.
- Students should be on time for all classes. This means being in class before the bell goes. The moving music is the signal to get ready for class.
- If students need to leave class to attend another lesson (instrumental Music etc), written permission or a class pass is required.
- Students must not leave the College grounds during school hours without permission. If a student needs to leave during the day and has written permission to do so, they must sign out at Student Reception.
- If a student is going to be absent from school for an extended time (family holiday etc), their parent/carer should advise the College and contact the appropriate Homeroom Mentor and/or Year Level Coordinator (YLC) to make arrangements for their learning.

CANTEEN

- Correct Canteen procedure and courtesy towards fellow students and those working in the Canteen must be observed at all times.
- Students are asked to complete their lunch orders between 8:30am and 8:50am each morning.
- Lunch orders for students in Years 7 and 8 must be placed in the lunch box in the morning and taken to the Canteen. Students in other Year levels place their orders at the Canteen.

- If a student finds that they do not have enough lunch for the day or have forgotten their lunch, they should talk to their Homeroom Mentor or YLC.
- Students may not order in food from outside the school.

CARE FOR PROPERTY

- Surveillance cameras operate around the College campus for security purposes.
- School property must be treated with respect. Vandalism and/or other damage must be reported to the YLC or to the Head of Students. Payment for breakages or damages will be required in cases of negligence or vandalism.
- Students are expected to take care of their own property, as well as that of other students.
- All students share a responsibility to ensure safe working areas. They must be conscious of health requirements, sustainable conservation practices and maintaining a clean and healthy learning environment for everyone to enjoy.
- Each student is allocated a locker at the commencement of the school year. A lock is provided and their locker should be locked at all times. If the lock is lost or broken, they may purchase a replacement lock at Student Reception.
- School bags are to be stored in students' lockers. There should be no school bags on the floor or in classrooms.
- Students must not interfere with or remove items from another student's locker.
- **Valuables/money at school**
Money or valuables must be locked in the student's locker or kept at Student Reception. The school takes no responsibility for the loss of money or valuables.

Student Procedural Expectations

COLLEGE ACTIVITIES

- College events, such as camps, retreats, balls, graduations and excursions, are organised by Trinity College for the enjoyment of all in attendance. Full College behaviour expectations apply at these events.

EMERGENCY PROCEDURES

- It is essential that all students are aware of the College's Emergency Procedures. There are two main types of action to be taken in an emergency.

1. Evacuation Alarm – 'Alert' then 'Whoop/Whoop' (longer alarm)

Students are to:

- Remain with their class and follow the directions of the staff member in charge of the class.
- If a student is not with their class, they must report to the class group at the evacuation area and to the teacher in charge of the class if it is safe to do so.

If an evacuation alarm is raised during BREAKS (when students are not in classrooms):

- Students must report to their Homeroom group at the Evacuation Assembly Area (area announced).

2. Lockdown Alarm – PA or handbell (shorter alarm)

Students are to:

- Remain with their class and follow the instructions of staff members.
- If a student is not with their class, they must report to their classroom or take cover in another room if it is safe to do so. If possible, they should alert a staff member to their whereabouts.

If a lockdown alarm is raised during BREAKS (when students are not in classrooms):

- Students must report to their Homeroom classroom if it is safe to do so. If it is not, then they to proceed to the closest safe room. If possible, they should alert a staff member to their whereabouts.

HEALTH AND SAFETY - STUDENTS

- Students should ensure that their annual Medical Form is completed on PAM at the beginning of the year so that College staff can best support their health needs.
- If a student becomes unwell during school they should go to Student Reception. Reception staff will look after them and contact their parent/carer.
- Students are encouraged to practice good hygiene at all times. They should wash hands frequently with soap and water and/or use hand sanitisers located throughout the College. Coughing or sneezing into a tissue or sleeve is encouraged.
- Students should stay home if they are unwell.

SUNSMART AND HATS

- Given our Australian high UV levels, especially in summer months, Trinity College supports Sunsmart practices. We encourage all students to wear hats, sunglasses and sunscreen while outdoors. Sunscreen is available from a number of points throughout the school. Wearing a hat while outside during break times or in outdoor classes is compulsory in Terms 1 and 4.

Sunsmart Outside 5:

1. Slip on sun-protective clothing that covers as much skin as possible.
2. Slop on SPF 30+ Sunscreen – make sure it is broad spectrum and water resistant.
3. Slap on a hat – that protects your face, head, neck and ears.
4. Seek shade.
5. Slide on some sunglasses – make sure they meet Australian Standards.

Visit www.sunsmart.com.au

Student Procedural Expectations

SMOKING, VAPING, ALCOHOL & DRUGS

- In Victoria it is unlawful for any person to use vapes or e-cigarettes (with or without nicotine content) on school premises or within four metres of a school entrance. Therefore smoking and/or vaping is not permitted on school grounds at any time.
- Similarly, the use of alcohol or drugs is not permitted and such use will result in disciplinary measures and possible police involvement.

PROHIBITED AND/OR DANGEROUS WEAPONS

- Students must not bring prohibited or dangerous weapons to school. Such behaviour will result in disciplinary measures and possible police involvement.

HOMEROOM

- All students are required to attend Homeroom each morning. It is an important part of the school day, offering the opportunity to build strong relationships with peers and teachers, and to connect with information, opportunities and provide prayerful reflection. Homeroom Mentors mark attendance, check uniforms and share important information relevant to the students' Year level or House. They can also support students with any concerns they may be having about school.

HOMEWORK EXPECTATIONS

- Trinity College places value on homework to support learning in the classroom.
- Homework enables students to consolidate learning and apply new skills to different situations. The College's homework expectations include:
 - Tasks explicitly allocated by teachers.
 - Revision including preparing for tests and exams.
 - Study to consolidate and enhance learning – this is often self-directed and could include reviewing and summarising class notes, practice tasks, questions and essays.
 - Reading for pleasure – we encourage every student to read for 15 minutes every day to enhance and consolidate literacy skills.

Years 7 and 8

The main objective of homework, at Years 7 and 8 is to develop effective habits and to improve the fundamentals of literary and numerary. Reading is important in developing literacy skills and has many wellbeing benefits.

For Mathematics homework, Year 7 students should complete Maths Pathways modules as required to ensure the completion of six modules a fortnight. In addition, all Years 7 and 8 students complete weekly topic worksheets which align and support the classroom focus.

For English homework, students may need to complete English classwork tasks.

They are also expected to read a book for pleasure for 15 minutes every day.

Years 9 and 10

Students in Years 9 and 10 are encouraged to engage in 1-1/2 hours per night four times a week.

Years 11 and 12

Students in Years 11 and 12 are encouraged to engage in 10 to 15 hours over a week.

Student Procedural Expectations

MOBILE DEVICES

- Mobile Devices includes portable electronic/communication devices such as mobile phones and smart watches.
- **Procedure for Student Usage**
 - No mobile phone, portable electronic/communication device or their attachments may be used or sighted at any time during the school day.
- **Security**

Lockers and locks have been provided for students to ensure the safekeeping of their belongings. Trinity College will accept no responsibility for the loss/damage/theft of any such devices.
- **Disciplinary Process**

Should a mobile phone, portable electronic/communication device or its attachments be sighted after the first bell or before the last bell of the day, disciplinary measures will be implemented as follows:

 - The device will be confiscated and handed in to Student Reception. It may be collected by the student at the end of the school day.
 - The penalty for this offence is an afterschool detention. The relevant YLC will contact home to arrange this detention.
 - Should the student refuse to hand over the device as per College procedures, the matter becomes a disciplinary one. The student will be reported for refusing to comply with the procedures of Trinity College and the relevant YLC will implement appropriate measures.

OUT OF BOUNDS AREAS

- Students are not permitted in classrooms or corridors during break periods unless supervised or accompanied by a staff member. The staffroom and other staff areas are out of bounds at all times unless in the supervised company of a staff member.
- Students must remain in designated areas during break times.

SIMON COMMUNICATOR

- Students can view important information from staff/teachers regarding meetings, events, activities, school news and room changes on the SIMON Communicator.
- The SIMON Communicator has several areas of information which include:
 - Daily Messages
 - College Calendar
 - Student Timetable
 - School Links – Student Resources
 - Class Resources

STUDENT REPRESENTATIVE COUNCIL (SRC)

- The SRC has been established to ensure that the student voice is heard in matters that affect our students. It offers students an opportunity to experience a leadership role, to represent their peers and to raise, discuss and resolve issues that concern them.
- The SRC consists of the College Captains, Vice Captains, Prefects, House Captains and representatives from each year level. The SRC is run by the College Captains, with the assistance of the Director of Wellbeing.

Student Procedural Expectations

TRANSPORT

- All students are to use the footpaths and school crossings as designated on campus to ensure the safety of all around campus. Students must not cut across the carpark as a short cut as this is dangerous, especially during peak traffic periods.

■ Buses

- A large number of students travel to and from school on buses. The school bus service is available for students living more than 4.8km from the school. Colac Secondary College (CSC) coordinates school buses in this area. If you need to arrange bus travel, please contact CSC on 5231 9800.
- Trinity College bus travellers are required to sign a Bus Code of Conduct at the commencement of the school year. Students must abide by this Code of Conduct.
- Students may not travel on any bus other than their normal route unless they have a formal bus pass. Bus passes can be obtained from CSC.
- Students must stay on College grounds, at the College Bus Shelter, until your bus arrives.
- A 'user-pay' bus service runs between Trinity College and Apollo Bay. Contact Student Reception for more information about this service.

■ Bicycles

- Students riding bicycles to and from school must always observe the road rules. Students must wear an approved helmet and ride no more than two abreast.
- The safekeeping of their bicycle is the student's responsibility. Students should place their bike in the College Bicycle Shed and keep it locked at all times during the school day.

- Students riding bicycles are to enter and exit the College via the Hearn Street bike entrance. Students are not to ride their bikes through College grounds.
- All bicycles must be removed off campus at the end of the school day. Trinity College cannot accept any responsibility for damage done to bicycles left on campus after hours.
- Students must not ride their bicycle on campus. This includes the College carpark, especially during peak traffic periods.

■ Scooters and Skateboards

- Students are permitted to ride scooters or skateboards (etc) to and from school and must always observe road rules. Students should wear approved safety gear.
- Students must take full responsibility for the safe keeping of your scooter or skateboard etc.
- Scooters and skateboards may not be used on the College grounds.

■ Car Travellers

- Students should use the designated drop off and pick up bays in the College carpark.
- Students must follow road safety rules at all times.
- Students must use the school crossings on Pound Road and Hart Street to cross the road.

■ Student Drivers

- Senior students intending to drive to and from school must liaise with their respective Year Level Coordinator for permission to do so.
- Students must also follow the College's expectations in regard to car usage.



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