Procedural Expectations

Consistent with the Gospel values of faith, hope, love and with the Trinity College Colac Core Values, as endorsed in our vision statement, Trinity College students are expected to uphold the ethos of Trinity College in their attitudes and in their behaviour to all within the community.

HOMEROOM

Homeroom groups meet daily, at the beginning of each school day. Homeroom teachers work with the students at this time to see to the efficient and effective running of the normal school programme. Tasks include prayerful reflection, marking the roll, receipt of notes, distribution and collection of notices, maintenance of school and individual property, monitoring the proper wearing of the school uniform and regular checking of the use of the school planner. All students must be present for homeroom. The homeroom period is considered an important part of the college pastoral care program.

ATTENDANCE AT SCHOOL

• All students are required to attend school on all allotted school days. This includes attendance at all forms of school gatherings, such as religious, cultural and sporting activities. There should be no expectation that these days are optional in any way.
• The first bell for the day will ring at 8:47a.m. and students must be seated in the classroom by 8:49 a.m. ready for Homeroom period. Students should have books and requisites for the first two periods with them. Similarly, after each break, students are to have the materials required until the next major break. If students are repeatedly late for homeroom, disciplinary measures will be implemented.
• Prompt attention should be paid to all bells: students are to be punctual to class and, during changeover in classes, must move directly to the next class. At the start of the sound of the ‘Moving Music’, students should move promptly to their classes.
• The school must be informed of absences by a telephone call to the College Absentee Answering Machine Line: 5233 9299. If a parent/guardian is unable to call, please send a note in the student’s planner to the Homeroom teacher during the following morning Homeroom assembly.
• In cases of an unexplained absence from morning homeroom, at approximately 11.00am, a SMS text message will be sent to parents (where mobile phone numbers have been provided) to notify them that their child is absent from school. Similarly, the school will endeavour to contact other parents via their home phone.
• A student must not leave the Trinity College premises during school hours without permission. This permission must be obtained from the Homeroom Teacher and the Level Co-ordinator after presentation of a note—in the student’s planner—from a parent/guardian. Students are required to follow the Sign In/Sign Out procedure when entering or exiting the school between school hours. If late to school, students must sign in at the front office.
• Students who need to leave the College campus during school hours, once they have arrived at school, must sign out at the front office and must have parental permission. At the end of the school day, students are expected to make their way home.
• Students who are absent due to family holidays should notify the school in advance. As a general rule, staff are not expected to prepare and set work in such instances. Students are responsible for “catching up” on work missed, during their absence or upon their return to school.

PLANNER

• At the start of the year, each student is issued with a planner which remains the property of Trinity College. The planner is to be used for communication between the school and home.
• Requests for interviews with parents, teachers or school administrators for whatever purpose should also be written in this planner. Subject teachers and Homeroom teachers will comment to parents when there is a need to convey information about the student’s progress that requires attention.
• The planner should be checked regularly by parents.
• The planner must be used by all students throughout the school to record due dates for work requirements, assessment tasks and tests. Correct and efficient use of the planner for study purposes will ensure that students are able to maintain the momentum that will encourage a successful academic development.
• Students who use their planners inappropriately and/or who lose their planners will be required to purchase a new planner.

CARE FOR PROPERTY

• Students are expected to take care of their own property, as well as that of other students. School property must be treated with respect.
• Vandalism or other damage must be reported to the Year Level Co-ordinator or to the Deputy Principal. Payment for breakages or damages will be demanded in case of negligence or vandalism.
• All students are provided with a lock. Should the lock be lost or damaged, students will be responsible for paying for a new lock. No other locks, except the official school lock, will be accepted.
• Students should not bring valuables to school. Should this need arise, valuables must be locked in the student’s locker.
• All students share a responsibility to ensure safe working areas. Students must be conscious of health requirements and sustainable conservation practices. All rubbish must be deposited in the bins provided, thus providing a clean and healthy learning environment for all students.

CANTEEN

• Proper Canteen procedure and common courtesy towards those working there must be observed at all times.
• All students must pre-order their lunch by the end of the Homeroom period.
• Students without the necessary lunch for the day should consult the Wellbeing Co-ordinator or their Year Level Co-ordinator.
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TRANSPORT

Buses:
• A large number of our students travel to and from school on buses. The school bus service is available for students living more that 4.8km from the school. It is the responsibility of the Colac Secondary College to implement and administer the bus system in this area.
• A student travelling by bus must do so on the bus prescribed and must follow correct bus procedures, as well as sign a Bus Code of Conduct form.
• Trinity students must sign a Bus Code of Conduct at the commencement of the school year and are to follow all directions concerning the catching of buses and the behavioural expectations on the bus as detailed on the School Bus Code of Conduct.
• Until they board their allotted bus, bus students are to remain on the College grounds. They are required to move directly to the bus shelter and to keep within the bus shelter area.
• Students are not permitted to travel on any bus other than their normal home-school route without first obtaining a pass from the Office. A parental letter detailing reasons and dates for the bus pass must be submitted on application for an extraordinary ‘Bus Pass’.
• As well as the school bus service, a bus currently runs from Apollo Bay to Colac on a user-pay basis.
Bicycles:
- Students riding bicycles to and from Trinity are mutually responsible, with their parents, for correct observance of the road laws during that time. However, the school is responsible in following up reports on complaints from the community regarding any misconduct on bicycles.
- Students riding bicycles to and from school must always observe the rules of the road. They must wear an approved helmet and ride no more than two abreast.
- All bicycles must be placed in the bicycle shed provided. Students take full responsibility for the safekeeping of their bicycles and must keep their bicycles locked at all times.
- Cyclists are to enter the school grounds using the Hearn Street entrance only.

Scooters and Skateboards:
- Students are permitted to ride scooters or skateboards to and from school and are mutually responsible, with their parents, for correct observance of the road laws during that time. The school is responsible in following up reports on complaints from the community regarding any misconduct.
- Scooters and skateboards may not be used on the College grounds.
- Students must take full responsibility for the safekeeping of scooters and skateboards.

Car Travellers:
- When students are being collected from Trinity College, it is imperative that both drivers and pedestrians adhere to road safety rules.
- This is of particular importance with regard to the use of school crossings. Any student crossing Pound Road or Hart Street must use the school crossing at all times.

Student Drivers:
- Senior students intending to drive to and from school must liaise with the Year 12 Coordinator for permission to do so.
- Students must also follow the College’s expectations in regard to car usage.

Out of Bounds Areas:
- A student is not permitted in classrooms or corridors during break periods unless supervised or accompanied by a member of the teaching staff. Similarly, the staffroom and other staff areas are out of bounds to a student unless in the supervised company of a staff member.
- Students must remain in the designated areas during morning and lunch recesses.
- All visitors to the school must first report to the Office, obtain permission to be on Campus, sign in, wear a Visitor’s Badge and, at the end of the visit, return the badge to the Office and sign out.

Use of Portable Communication Devices (Such as Mobile Telephones):
- Portable communication devices (such as mobile telephones) may be brought to school, but must be switched off during school hours and must not be used at all during the school day. These devices should preferably be locked in lockers during the school day.
- No portable communication device (such as mobile telephones) may be used or sighted at any time during the school day. This includes before school time whilst on the College premises until the final school bell at the end of the school day. Should this occur, disciplinary measures will be implemented: the phone will be confiscated and the student will incur an after school detention.
- Should a student continue to flaunt this procedure, further disciplinary measures will be implemented.
- The school telephone may be used by students out of class time, upon permission by a member of staff and on payment of charges.

Use of Portable Audio-Visual Devices (Such as iPods/MP3/DVD Players but Excluding iPads):
- No portable audio-visual devices (such as iPods/MP3s/DVD players) or their attachments may be used or sighted at any time during the school day. This includes before school, during the school day and until the end of the school day whilst on the College premises by any student in Years 7-12.
- The only exception to this is that these devices may be used ONLY by Year 11 and 12 students during their assigned study periods as a listening device. This concession is subject to review, dependent on students’ co-operation.

Trinity College Expectations:
- Various activities, such as retreats, socials, balls, graduations and excursions, are organised by Trinity College. At all such events, full Trinity College behavioural expectations apply.
- Smoking is not permitted on school property by any person, nor is smoking permitted when a student is in school uniform or participating in any school event. Similarly, the use of alcohol or drugs is not permitted and such use will result in disciplinary measures and possible police involvement.
- Students may not bring prohibited or dangerous weapons to school.

Student Representative Council (SRC):
The SRC has been established to enable communication between the students. It can raise its own agenda, but may also deal with matters sent to it by members of the Administration.

It consists of the College Captains, Vice Captains, Prefects, House Captains and representatives from each Homeroom. It is run by the College Captains, with the assistance of a member of staff.

SunSmart Policy:
Given the high UV levels that are experienced, especially in summer months, Trinity College supports Sunsmart policies. We need to ensure that we are ready to Slip, Slop, Slap and Slide to keep well-protected from the sun. The College encourages all students to use sunscreen and wear hats and sunglasses whilst outdoors. Sunscreen is available freely from a number of points throughout the school. The compulsory wearing of hats is enforced throughout Term 1 and early in Term 4.

Sunsmart Outside 5 – Visit www.sunsmart.com.au
1. Slip on some 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. Put it on 20 minutes before you go outdoors and every two hours afterwards.
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.