

2023

Parent and Student Information

"Seek Excellence..."

The College Motto reflects our belief that excellence is a direction we set for our lives rather than a destination – the better we get at something, the more we are motivated to try and improve. True excellence is a constant quest for improvement.

We are committed to encouraging all the members of our College Community to seek personal excellence in everything they do.

Contact Us ...

Street Address: 2 Allatoona Avenue SECRET HARBOUR 6173

Telephone: 9553 8100

Postal Address: PO Box 7134 SECRET HARBOUR 6173

Web Site: www.cometbaycollege.wa.edu.au

Email: cometbay.cc@education.wa.edu.au

Principal: Mrs Kelly Bennett



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Timetable Schedule

Students do not enter the College via the main Administration entrance. Please use all side entrances to enter and exit the College. Access to College grounds is permitted from 8.00am, with students expected to be on-site by 8.30am to allow time to get to their relevant classes.

Home Room	8.48am – 9.00am
PERIOD 1	9.00am – 10.00am
PERIOD 2	10.00am – 11.00am
RECESS	11.00am to 11.25am
PERIOD 3	11.25am to 12.25pm
PERIOD 4	12.25pm to 1.25pm
LUNCH	1.25pm to 1.50pm
PERIOD 5	1.50pm to 2.50pm
CLOSE OF DAY	2.50pm (MON – FRI)

Comet Bay College 2023 Term Dates

Semester One	
Term 1	<p style="text-align: center;">Wednesday 1 February – Thursday 6 April</p> <p>NOTE: SCHOOL DEVELOPMENT DAY MONDAY 30 JANUARY – Students DO NOT attend on this day NOTE: SCHOOL DEVELOPMENT DAY TUESDAY 31 JANUARY – Students DO NOT attend on this day NOTE: Labour Day Public Holiday – MONDAY 6 MARCH – Students DO NOT attend on this day</p>
Break	Friday 7 April – Tuesday 25 April
Term 2	<p style="text-align: center;">Wednesday 26 April – Friday 30 June</p> <p>NOTE: SCHOOL DEVELOPMENT DAY MONDAY 24 APRIL – Students DO NOT attend on this day NOTE: ANZAC Day Public Holiday – TUESDAY 25 APRIL – Students DO NOT attend on this day NOTE: Western Australia Day Public Holiday – MONDAY 5 JUNE – Students DO NOT attend on this day</p>
Break	Saturday 1 July – Monday 17 July
Semester Two	
Term 3	<p style="text-align: center;">Tuesday 18 July – Friday 22 September</p> <p>NOTE: SCHOOL DEVELOPMENT DAY MONDAY 17 JULY - Students DO NOT attend on this day</p>
Break	Saturday 23 September – Monday 9 October
Term 4	<p style="text-align: center;">Tuesday 10 October – Thursday 14 December</p> <p>NOTE: SCHOOL DEVELOPMENT DAY MONDAY 9 OCTOBER - Students DO NOT attend on this day NOTE: SCHOOL DEVELOPMENT DAY FRIDAY 15 DECEMBER– Students DO NOT attend on this day (NOTE: Senior School Students Finish Dates differ to the above due to Examinations)</p>

STUDENT SUPPORT INFORMATION

The Student Support team coordinates the monitoring and provision of support to students identified as at risk. Staff liaise with parents, staff and external agencies in developing support and management plans for students or identified cohorts. Student Support staff are available to assist students with a wide range of matters including student conflict, behaviour, mental/physical health, exceptional circumstances, attendance and other issues that may be affecting their safety or engagement in studies.

Student Support is open from 8.00am to 4.00pm daily. Students may present at triage to request support for the above issues or to report conflict. Parents can contact Student Support through the College switchboard.

Accessing and Communicating with Staff at Comet Bay College

Comet Bay College is a large Education Facility with over 2000 staff and students. As a parent/guardian, we understand that on occasion you may wish to communicate with a staff member in a timely and efficient manner. As the College has specialist (designated) staff members to assist you with specific issues, this means that it is essential to streamline this communication according to its nature and priority.

What are some of the more notable differences?

- It is crucial to organise an appointment if you wish to visit or meet with a staff member. Staff are likely to be unavailable to meet with you if you arrive without an appointment.
- There are designated staff for specific issues, therefore the Principal or class teacher will not necessarily be the staff member you initially meet with or speak to.
- When visiting the College, all visitors are required to sign in at Administration before going anywhere else within the school grounds. As an essential security measure, reception staff will enquire as to the nature of your visit and the name of the person you are meeting.
- We ask that you DO NOT contact your child directly by mobile phone. Comet Bay College has a firm policy prohibiting the use of mobile phones upon College grounds, and we appreciate your support in its enforcement.
- It is not always possible to speak with a specific staff member immediately. Reception and Student Support staff will always forward your request for contact to the appropriate staff member, who will endeavour to contact you as soon as possible.

How do I speak with a member of staff at the College?

For attendance or absentee related business:

- Email and notification through the Compass App are our preferred methods for notifying us of your child's absence:

Email: CometBay.Col.Attendance@education.wa.edu.au

- Please provide your child's full name, date, time, reason for their absence and method of departure should you wish your child to arrive or depart school outside of scheduled hours, or to explain an absence.
- If you wish to collect your child from school early, you are required to report to the front office with personal identification (such as a Driver's License), as per Department of Education policy.
- It is vital to keep your mobile phone and email details up to date, as we cannot accept any correspondence from unrecognised contacts.

For issues relating to a specific class, teacher or staff member:

- Go to <http://cometbaycollege.wa.edu.au/contact/teachers/> to find the Learning Area and email address for the specific staff member you wish to speak to.

OR:-

- Contact switchboard on **9553 8100** and ask to speak with the relevant member of staff. Where unavailable, a message will be forwarded by Administration Staff, and the appropriate person will endeavour to contact you as soon as possible.

Staff aim to respond to general enquiries **within 48 hours**.

What if I have a concern or complaint?

If you have a concern or complaint that you are not able to discuss with a staff member directly, you may contact the Dean of the Learning Area that the issue relates to. Their contact details can be found here: <http://cometbaycollege.wa.edu.au/contact/teachers/>

The Dean of Student Support's contact details can be found here: <http://cometbaycollege.wa.edu.au/student-support/student-support-team>

Student Parking Arrangements

Year 12 students with a valid Driver's License only are permitted to park their car at the College in the designated student parking section. These students are required to **complete an application form available from Student Support** which details the make, model and registration number of their vehicle. The application is then submitted to the Year 12 Associate Dean for approval, and a parking permit is issued.

Students are also able to park at the front of the College in the streetside parking, they do not need a College Parking Permit to do so.

Please note; unfortunately, parking spaces within college grounds are limited, and as such, students may find that there are none available on any given day. We encourage students to use public transport or to walk to school where possible to avoid any personal inconvenience or lateness to school where they are not able to find parking.

We point out that Rockingham City Council regularly conducts checks to ensure vehicles parked in areas surrounding the College are compliant with council parking by-laws. Vehicles found to be parked illegally in the roadways/verge areas surrounding the College may be issued with an infringement notice/fine.

SCOOTER/MOPED PARKING

Scooters may also be parked at the College within the designated area. Students are required to **complete an application form available from Student Support** detailing the make, model and registration number of their scooter/moped. The application is then submitted to the Year 12 Associate Dean for approval and a parking permit is issued.

Students riding mopeds/scooters are required to park at the front of the school, southern end of the Allatoona Avenue car park, adjacent to the bike rack. Whilst this area is under full camera surveillance, it remains the individual student's responsibility to ensure their Moped/Scooter is appropriately secured with a locking device.

STUDENT ATTENDANCE AT COMET BAY COLLEGE

Rationale

- Comet Bay College is committed to providing safe and supportive learning environments which address the educational needs of all students.
- Comet Bay College students are expected to attend all scheduled classes unless they have a legitimate reason to be away.
- Students who regularly attend school and complete Year 12 or an equivalent qualification have improved health outcomes, better employment outcomes and higher incomes across their lives. It is crucial that children develop habits of regular attendance at an early age.
- The 2014 Ombudsman's report has also identified regular attendance as a significant factor in combatting suicide in youth.

School community beliefs on the importance of attending school

- It is important that students, staff and parents/carers have a shared understanding of the importance of attending school.
- We believe that working in partnership with students and families is the most effective way to engage non-attenders. Important values to develop throughout the College community include:
 - a. 'Every Day Counts';
 - b. Attending school all day, every school day;
 - c. Working together to implement strategies to improve regular school attendance;
 - d. Recognising that truancy can place a student in unsafe situations and can impact on their future employability and life choices; and
 - e. Acknowledging that attendance at school is the responsibility of everyone in the community.

Students are expected to:

- attend 100% of all school days;
- attend all lessons on time;
- set alarm clock so that they wake up early enough to get ready for school;
- aim to arrive at school slightly earlier (15 minutes) than the start of the school day;
- memorise your timetable and keep a copy handy;
- move promptly, directly and quietly to your next timetabled class as soon as the siren sounds. Move to class on the first bell and be in class by the second;
- remain in your timetabled class unless directed by your teacher with a note; and
- sign in/out in Student Support when arriving late or leaving the school grounds on business.

We ask parents to support their child by:

- ensuring their child is attending school;
- emphasising the importance of attendance with their child;
- supporting their child to develop habits of adequate attendance practices (eg. setting an alarm clock);
- providing explanations when their child is absent either via email or via direct response to a Compass generated absence notification text. These are the preferred methods for communicating information about your child's attendance:

EMAIL: CometBay.Col.Attendance@education.wa.edu.au

- communicating with Student Support the day before or first thing in the morning of the day of the absence/early departure;
- providing permission in writing (note/email) to Student Support with your child's full name, date, exact time, reason for absence and method of departure should you wish your child to arrive or depart school outside of scheduled hours;

- working in partnership with the school and communicating with Student Support. Attend meetings in relation to any concerns regarding your child's attendance; and
- avoiding contacting your child's mobile phone directly and instead, ensuring that you coordinate any early departure or absentee from school through Student Support.

Student Support follows up with ongoing attendance concerns:

As per Department of Education Policy, Student Support will actively follow up on any unresolved attendance concerns with your child through written, telephone and email correspondence. Such concerns may include:

- Unexplained partial or full day absences;
- A significant drop in attendance rate, regardless of whether absence is explained or not; or
- Student Support staff note patterns of absence or receive concerning information regarding a student's attendance.

We request that parents receive this correspondence as a measure that supports the best interest of your child. It is vital for the school and parents to work in partnership to achieve positive outcomes for students.

Students arriving to school late:

Students arriving after 8:48am must sign in at Student Support. The class teacher is notified electronically of the student's check-in time, the student then makes their way directly to their timetabled class.

Students regularly arriving late will be referred for parent contact and Student Support case management.

MOBILE DEVICES AND ONLINE SAFETY

Comet Bay College recognises that information and online technology is an integral part of the modern world and can enhance the learning experiences of students. Unfortunately, this technology can expose young people to several risks relating to their learning and safety.

Comet Bay College facilitates a number of programs that educate students about expectations relating to the safe and appropriate use of information and online technology, including REACH classes, multimedia productions and student assemblies.

The college also has very clear expectations relating to the use of information and online technology, including set procedures and responses to instances where expectations have not been met. These are covered by both the A, E, I, O, U College behaviour expectations, user agreements and numerous legislative acts.

SEXUALLY EXPLICIT IMAGES ON DEVICES

The production, storage and distribution of sexually explicit images involving children (under the age of 18) is an offence of Australian Child Sex Law. This includes instances where children produce these images and share with other children. For this reason, it is mandated that the school responds to cases in the following way.

- The legal implications of sexually explicit images will be explicitly taught at the College, and we recommend that you also discuss these with your child.
- If following an investigation, a staff member forms a belief that a student has distributed or has possession of a sexually inappropriate image/footage on their mobile device, the device will be confiscated.
- Advice will be sought from the police, including a possible police report.
- Parents will be informed that in these circumstances, police involvement is a possibility and that we recommend collection from school so that parental supervision and support can be provided. When police advise that they will be involved the phone will be held to be handed to the police.
- In addition to punitive measures, the student will be required to participate in an educational program, through liaison with police, highlighting the risks to the safety of College staff, students and legal implications.
- Liaison between Student Support staff and the Principal will take place as to whether the incident warrants a suspension or school consequence and parents will be informed of this possibility.
- A Mandatory Report must be made if a teacher forms a reasonable belief that sexual abuse has occurred.

CYBER OR ONLINE STUDENT CONFLICT OR HARRASSMENT

The national definition of student conflict for Australian schools says: Student conflict is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Student conflict can happen in person or online, and it can be obvious (overt) or hidden (covert). Student conflict of any form or for any reason, can have long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as student conflict.

Tips for Parents:

- Recognise that all children need monitoring and guidance with online behaviour.
- Spend time with your child online.
- Locate computer, iPads and mobile devices in a shared or visible area in the house - not in bedrooms (e.g. have a centrally located charging station for mobile devices that everyone must place their device in when they arrive home).
- Teach your child and model positive and respectful online behaviour – i.e. treat others the way you would like to be treated.
- Set very clear rules with your child about what they can post, who they can communicate/share with, what websites they can access and where and when they may go online.
- Consider using filters, labels and safe zones.
- Teach your child to report any concerning online behaviour or cyber student conflict to a trusted adult immediately. Reinforce that this is always the right thing to do.
- Teach your child the below “Tips for Teens”.
- Discuss, with your child, reporting instances of cyber student conflict to the office of eSafety: <https://esafety.gov.au/>
- If you believe there is a specific threat to your child, consider reporting the matter to the police. If you think there is a particular threat to your child at the College, contact Student Support.

Tips for Students:

- Think before you post anything online. Once posted, you may never be able to remove it altogether! Anything you post is potentially a permanent reflection of yourself.
- Ensure that everything you send or post is respectful and considerate of all others.
- Never share passwords with anyone and set profiles to “Private”.
- Never give out personal details online without checking with your parents first.
- Never respond to unkind, abusive or threatening messages. Always tell your parents or a trusted adult immediately.
- Never agree to meet someone you only know online without discussing this with your parents or a trusted adult.
- Never ask for, agree to produce or send an image that could be considered sexually explicit.

Containing information: information is from the office of the eSafety Commissioner:

<https://www.esafety.gov.au/education-resources/iparent/staying-safe/online-basics>

INFORMATION TECHNOLOGY AGREEMENT

The provision of Information and Online Technology provides students with access to email, internet and other digital equipment in a supportive environment. All use of this technology is subject to the Information Technology User Agreement which will be signed by student and parent prior to enrolment.

Student use of this technology at Comet Bay College is a privilege, and failure to adhere to the User Agreement and Policy will result in restriction of the user's access.

Any online behaviour or access to material/sites deemed offensive is a clear breach of this agreement. This may include behaviour or content involving:

- Pornography or sexually explicit material
- Racist material
- Offensive language
- Culturally offensive material
- Unethical material
- Drugs or related paraphernalia
- Blogs
- Social Media (eg. Facebook)

The agreement can be viewed [here](#).

BRING YOUR OWN DEVICE AGREEMENT

Students wishing to bring a personally owned device for educational use to school are required to sign a 'Bring Your Own Device Agreement'. The agreement is issued to all students and parents as part of the College's Enrolment Pack. ALL students are subject to terms and conditions relating to the use of their device whilst on college grounds.

The BYOD Agreement can be viewed [here](#).

UNIFORM DRESS CODE AND POLICY

Dress Code

The Uniform Policy and Dress Code applies at all times when students are required to wear their College uniform before, during and after school.

The College Board has endorsed a Dress Code for all students attending Comet Bay College.

We believe that a College dress code:

- enhances the public image of the College;
- assists in building College spirit;
- ensures students are safely dressed for specific College activities;
- enables teachers to quickly identify our own students from intruders on College premises;
- enables teachers to quickly identify our students on excursions;
- encourages equity among students;
- prepares students for work as most work places have dress codes; and
- is economical for parents.

Students are to comply with the Dress Code to be eligible to participate in excursions, camps and extra-curricular activities, including the 'Reward Days' that are held each term. It is not acceptable for any student not to comply with the College Uniform Policy.

For more detailed information, please refer to [The Comet Bay College Uniform Policy and Dress Code](#).

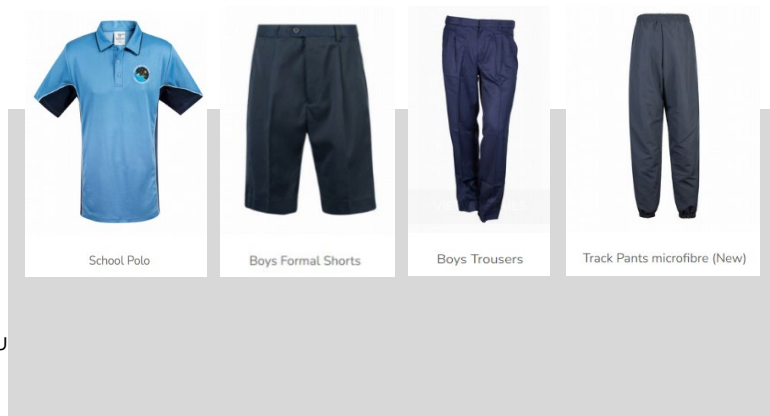
UNIFORM DRESS CODE ITEMS



Boys Day Uniform:

The school poloshirt with Comet Bay College emblem along with any of the following;

- (a) The navy blue Formal Boys Shorts, Sports Shorts;
- (b) The navy blue Formal school trousers;
- (c) Navy blue Track Pant.



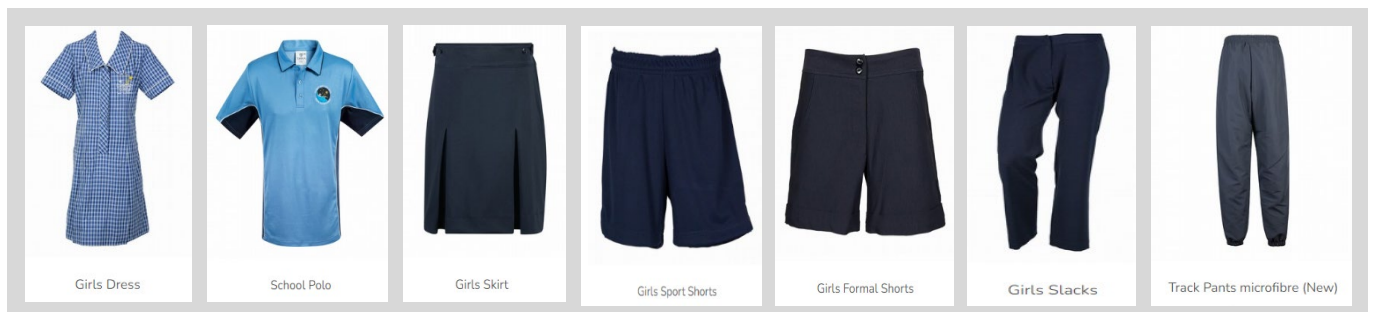
A choice of:

1. The formal Girls Dress;

OR:-

2. The school polo shirt (blue) with college emblem along with any of the following:

- (a) The formal, navy blue school skirt, sports shorts, formal shorts;
- (b) Blue formal Girls Slacks;
- (c) Navy blue Track Pant.



Note:

- Any tights worn, must be navy blue.

Jumpers and Jackets

Only approved Comet Bay College jumpers and jackets may be worn:

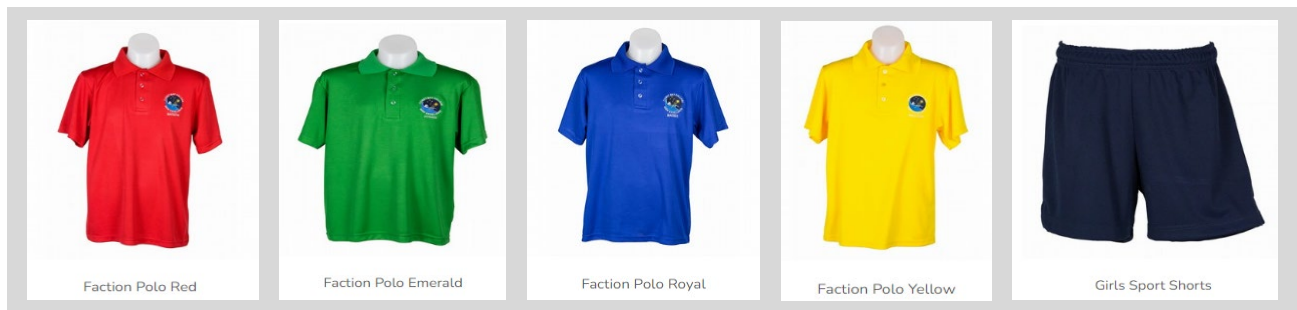


During Physical Education classes only (and Fridays):

- **Male** students to wear PE shirt (in house colour) and sports shorts. (Note - students may wear their house shirt all day on Fridays).



- **Female** students to wear PE shirt (in house colour) and sports shorts. (Note - students may wear their house shirt all day on Fridays).



Defence School Mentor

The role of the Defence School Mentor encompasses maintaining a strong communication with students and parents; the distribution of an informative monthly Newsletter; and continuing to create supportive relationships with students and the extended families of the Australian Defence Force.

Please call 9553 8100 to arrange a meeting with the Defence Transition in Schools Mentor.

Student Health Matters

Any student with diagnosed health issues must have a medical action plan for each health issue. These plans need to be updated annually or as and when the need arises. This enables us to take the best care of your child/ren while they are on site and is also a legal requirement of the College.

Parents also need to ensure that all contact details are updated regularly as this is vital information in the event of an emergency.

Please contact Administration Staff for further information, or should you require a Medical Action Plan for your child.

Psychologist Services

Our College Psychologist is available to assist with a range of services, including:

- Support in Case Conferences;
- Maintain records of all parent and student contact;
- Develop College Attendance Plans as necessary;
- Monitor students on Attendance Plans;
- Coordinate with Managers regarding Case Management; and
- Initiate involvement of outside agencies as needed (eg. SIDE).

If would like your child to access these services, please contact the relevant Associate Dean of Student Support by email or phone on 9553 8100.



The Comet Bay College 'Connect Community'

The *Connect* online portal allows for more timely and effective communication of information to parents across various aspects of their child's education via secure online access for parents/guardians. Parents/Guardians are able to communicate easily with teachers and stay informed anywhere, anytime on any device with an internet connection.

Parents/Guardians are allocated their personal, secure Connect login by the College. This is a 'P-number' as the user name, and an initial password that can be changed upon first login to something more personal. If you have multiple children at the college, you only require one login. Login credentials for students commencing Year 7 in a new academic year are released just prior to the commencement of Term 1.

The College uses Connect for ALL GENERAL CORRESPONDENCE and for the purpose of announcing significant events. Connect notices also generate an email notification to your nominated email account.

Don't miss out on important College communications! Connect with us now!



Compass Education – School Management System

Compass is a school management solution that allows parents and carers to access up-to-date and meaningful information about your school and your child's progress. Compass includes many different features, our school has recently implemented the following functions and will advise parents when further features are enabled:

Monitor your child's attendance, and enter an explanation for absence or lateness;

Communicate with your child's teachers, and update your family contact details;

View your child's timetable and the school calendar.

Please direct Compass enquiries to: cometbaycc@education.wa.edu.au



Comet Bay College Facebook Page

Join us on Facebook! We regularly update our page with notifications of College and community news and events.



Comet Bay College Instagram

Follow us on Instagram! See what our college community is up to as it happens: [@comet.bay.college](https://www.instagram.com/comet.bay.college)

Comet Bay College operates a number of after school tutorials across the English, Mathematics, Science and Humanities and Social Sciences (HASS) learning areas. The 2023 schedule will be provided to students at the commencement of Term 1, 2023.

Unique Student Identifier Number Applications

The implementation of this reform requires all students enrolling into Nationally Recognised Courses to obtain a USI number. Comet Bay College offers a wide range of Nationally Recognised Courses to its students, and therefore requires **ALL** students to obtain their individual USI.

If you have not already completed this process, please visit the link below to apply for your child's USI, and provide the number to Administration Staff.

NOTE:

- Please take care to record the number accurately, we may need to contact you in the event an error is made.
- Applications **MUST** be made using the student's LEGAL first name and LEGAL surname.
- You will be required to provide details from your current Medicare Card and an additional form of ID (for example Driver's Licence). Please have them on hand prior to starting your application.

More comprehensive information regarding the USI is available from the USI website:

www.usi.gov.au

START YOUR APPLICATION HERE:

<http://www.usi.gov.au/Students/Pages/steps-to-create-your-USI.aspx>

Proof/Evidence of Student Enrolment Requests

Some external agencies from time to time request written/photographic evidence of a student's enrolment at an Educational Institution. Comet Bay College is pleased to provide this document, however, requires advance notification of this request. Please contact Administration Staff during the school term on **9553 8100** to lodge your request, allowing for a **48-hour turnaround** for provision of this document.

Leaving Comet Bay College?

A '**Clearance Form**' must be completed when a student leaves the College. Clearance Forms are available from Student Support. Teachers and Administrators will check College records to ensure that the student has **returned all College resources on loan**, (eg. library books) and that all College Accounts are paid in full prior to their departure.

Staff from the relevant areas (as detailed on The Clearance Form) will endorse the form and the student is required to return it to Administration Staff **PRIOR** to their **LAST DAY OF ATTENDANCE**.

GENERAL INFORMATION

Cafeteria

Prestige Catering operates the College's cafeteria and provides a range of food options for our students for recess and lunch, including fresh rolls, sandwiches, wraps and range of hot foods and snacks. Students wishing to order lunch must do so in the morning before school. Orders can be picked up directly from the cafeteria at lunchtime.

The facility includes a café-style, indoor eating area.

It is expected that students dispose of their litter thoughtfully in the numerous bins provided around the College grounds at all times.

After School Hours

After the last siren of the day, students should leave the College grounds as soon as possible. With the exception of those students who have approved commitments that are under teacher supervision (eg. tuition or after-school clubs/programs).

Personal Items

Large sums of cash and valuable items are not to be brought in to the College as security cannot be guaranteed and staff cannot take responsibility for any student's loss.

In the case of Physical Education classes, valuable items (ie. watches, bracelets etc.) are to be handed to the teacher who will store these items in a secure place for the duration of the session. Students are responsible for collection of their items from their teacher at the end of the lesson.

Bicycles/Skateboards/Scooters

Bike racks are located to the front of the College, southern end of the Allatoona Avenue carpark. Security cameras are installed directly overhead in the interest of providing greater safety, security and convenience for our students and their bikes. The area is also fully enclosed and undercover, and will be secured during school hours. Students are still required to ensure their bike is locked securely within the compound.

The racks will be open for student use at the following times, and locked outside of these hours:

OPEN from **7.00am to 9.00am** (Before school)

OPEN from **2.45pm to 4.30pm** (After school)

NOTE: ALL Bikes must also be secured with the use of the student's personal bike lock WITHIN the enclosure.

Flexi students arriving outside of these times are required to lock their bikes against the bike rack fence. Student Support Staff will assist students requiring access to the racks outside of these times, in the event of (authorised) early release from school.

Students are required to access the bike racks from the front of the College using the footpath and entering via the southern carpark entry. Students are advised NOT to ride their bikes through the carpark or College grounds.

The College cannot take responsibility for lost or stolen bikes/scooters. In the event of theft, the incident must be reported to the police by the parent/guardian.

Students are reminded that helmets are compulsory (by law) and must be worn whilst riding bicycles/scooters/skateboards for their own safety.

Skateboards are not permitted on College grounds at any time.

Changes to Contact Details

Parents are required to notify the College in writing as soon as possible of any change to a student's contact information.

This assists the College in the case of an emergency. It is vital that an alternative emergency contact is also supplied.

Library

Our Library has an excellent range of research materials for students across all learning areas. The selection is expanding rapidly, in keeping with the current curriculum. We also have an abundance of fiction, magazines, graphic novels and audio books to foster the love of reading.

The Library is open at lunchtime every day, on the arrival of the duty teacher. Students are welcome to come in and loan books, read, study or chat quietly with their friends. Resources can be returned before school or at lunchtime and after school.

Students may loan a maximum of 4 resources at any one time. Loan periods vary with the maximum being 14 days. Whilst all students are strongly encouraged to borrow resources, it is imperative that all items are returned on time and by their due date for return. Where resources are not returned by the due date, parents will be asked to pursue the return of the item, and will be invoiced where the item/s remain unreturned. As the items carry a compulsory charge, if unpaid, the debt may be referred to debt collection.

Parents on College Premises

College premises are private property under the 'Management of the Principal'. To ensure the safety of our staff and students, all persons, including parents, who wish to make contact with anyone on college premises, must first report to the Front Office to announce the nature of their business. In the case of student collection, identification will be requested and students will be located by staff and directed to meet their legal parent/guardian in reception.

Where a parent/guardian has not notified relevant college staff in advance of an intended student collection, a delay in locating the student can be expected due to reasons beyond our control. To avoid personal inconvenience, please ensure that reasonable notice of your intentions to collect your child at a particular time is provided to Student Support.

Parents are not permitted to wander the College grounds unescorted as this is in breach of our security procedures.

Student Portfolios

Throughout their secondary education, students are encouraged to maintain a personal portfolio including all official documents issued to them by the College (e.g. formal semester reports, merit awards, honour certificates, qualification certificates, competition placements, written statements and letters of commendation). Such evidence is frequently required by future employers and for admission to further study.

Comet Bay College provides all formal Semester 1 and 2 reports electronically. These are accessible via a personalised link released to families via email at the end of each semester. The link is time sensitive, and where families do not access, download and save their child's report to their personal device within the allocated timeframe, access to the report is lost. Please ensure that reports are accessed, viewed and saved in a timely manner to avoid any inconvenience.

Safety and Health

It is strictly prohibited to bring any form of weapon, controlled substance (tobacco, alcohol), illegal substance (drugs, solvents) or any associated items (bullets, matches, lighters, smoking implements, aerosol cans, etc.) onto College premises.

Offenders will be suspended, parents notified and, where the law has been broken, the police notified. Smokers will initially be counselled, then suspended for repeat offences.

Student safety and health rules:

- Students are not allowed to bring to school liquid paper (white out), rubber bands, spray cans, computer disks, chewing gum, marker pens, laser pens, or any other item that, in the Principal's professional judgement, may be put to inappropriate use.
- Students must move around the College in a careful and considerate manner. Running is not permitted in corridors or walkways.
- Students are not to communicate with, or encourage unauthorised persons to enter college premises.
- Students are not to leave the College grounds without permission.
- Students must not cross public roads during College hours without a teacher's supervision.
- Students out of class during lessons must carry a written pass from a teacher.

It is a legal requirement that students in practical areas must meet the following criteria:

- For Design and Technology, Science and Home Economics practical work, students MUST wear enclosed footwear that fully protects the top of the feet;
- Tie back or cover long hair;

- No large dangling earrings and all loose clothing must be tucked in when using potentially hazardous equipment (eg. stoves, D & T equipment);
- Wear safety glasses when required to do so by teachers;
- Comply with all other health and safety rules as required by teachers;
- For reasons of hygiene, students are required to bring a full change of clothing for all sport and physical education activities; and
- Students failing to comply with safety and/or hygiene rules may not enter any practical area or participate in any practical activity.

Copyright and Plagiarism

Copyright is applied to artistic and intellectual works whether or not they contain a Copyright notice. This includes information from CD-ROMS, the internet, printed material, maps, text, graphics, photographs, maps, and charts. To follow copyright laws, users;

- must acknowledge the source of information;
- must NOT use CBC facilities to copy and/or distribute software (including games); and
- must NOT use CBC facilities to copy and/or distribute DVDs, movies etc.

Plagiarism is the direct copying of another's work. If suspected, plagiarism will be addressed in accordance with the Comet Bay College Assessment Policy.

Homework Guidelines

Homework has a large and consistent effect on learning, especially when done regularly. Teachers, students and parents have responsibility for establishing and maintaining an effective home study program. Homework may be broken down into two components – completing class work and working on assignments or studying work covered in class to consolidate understanding, and revising for tests or other assessments.

In presenting homework, teachers will:

- Clearly explain what is required, preferably in writing;
- Set clear and reasonable deadlines for when work is due;
- Mark and return work promptly to reinforce students' learning; and
- Contact parents if work is not submitted, repeatedly late or substandard.

Students are Responsible for:

- Making sure they understand what is required and ASKING the teacher if they need help;
- Recording homework correctly in their diary;
- If absent, checking with their friends or their teacher/s to find out what homework, if any, was set;
- Organising their time to cover all set work from different learning areas; and
- Letting teachers know if they are being given too much homework all at the same time.

Parents are Responsible for:

- Encouraging students by showing an interest in their education – valuable support can be given by simply asking students to talk about what they did at College – parents do not have to understand the work, just talking about their work helps students to understand it better;
- Regularly checking the student's homework diary and contacting teachers if the student does not seem to be getting enough homework;
- Encouraging a homework routine and making sure the student has a quiet place to work with no distractions; and
- Not accepting that the student 'has nothing to do' – even if there is no set homework, students can always benefit from doing extra reading, going over work covered that day or practising the basics, such as spelling and maths tables (see section in diary).

How Much Homework/Study is Appropriate?

This depends on individual progress, but as a general guide:

Year 07:	1 hour / night during the College week	5 hours / week
Year 08:	1 hour / night during the College week	5 hours / week
Year 09:	1.5 hours / night during the College week	7.5 hours / week
Year 10:	At least 2 hours / night during the College week	10 hours / week
Year 11:	2.5 to 3 hours / night during the College week.....	12.5 to 15 hours / week
Year 12:	3 to 4 hours / night during the College week.....	15 to 20 hours / week

2023 Examination Dates

Term 1

Years 7 / 8 / 9 / 10 EXAMS 3 – 6 April (inclusive)
Year 7 & 9 NAPLAN (Online) 15 – 27 March (inclusive)

Term 2

Year 11 & 12 OLNA 1 – 2 May (Writing)
Year 11 & 12 OLNA 1- 12 May (Numeracy and Reading)
Year 11 EXAMS 1- 13 June (inclusive)
Year 12 EXAMS 26 May - 2 June (inclusive)

Term 3

Years 7 / 8 / 9 / 10 EXAMS 18 - 21 September (inclusive)
Years 10 / 11/ 12 OLNA 4 – 5 September (Writing)
Years 10 / 11/ 12 OLNA 4 – 15 September (Numeracy and Reading)

Year 12 ATAR Mock Examinations – Other 26 September - 6 October
(during the school holidays)

Term 4

Years 9 OLNA 23 – 24 October (Writing)
Years 9 OLNA 23 October – 3 November (Numeracy and Reading)
Year 11 Examinations 3 - 10 November (inclusive)

Year 12 ATAR WACE Examinations – Written 30 October – 17 November

LAST DAY OF STUDENT ATTENDANCE:

Year 12 – Friday 22 September 2023 (Year 12 NON-ATAR)

Year 12 - Friday 20 October 2023 (Year 12 ATAR)

(Year 12 ATAR students return **10 - 20 October** to timetabled classes for exam revision)

Year 11 - Friday 3 November 2023

(Year 11 ATAR students return to sit individual exams **3-10 November**)

Year 10 – Thursday 14 December 2023

Year 9 – Thursday 14 December 2023

Year 8 – Thursday 14 December 2023

Year 7 – Thursday 14 December 2023

NOTE: The above dates are accurate at the time of going to print. Students will be notified of their exam schedules closer to the date. No allowance in the timetable can be made for holidays, work or personal arrangements; please refer to the Comet Bay College School Reporting and Assessment Policy for further clarification.

Examination Conduct – Years 10, 11 and 12

IMPORTANT EXAM INFORMATION

1. Students should be at the examination room at least 10 minutes before the commencement time of the examination.
2. Students who arrive late to the examination will not be given extra time to make up the time missed.
3. Students will not be admitted to the examination room after 30 minutes has passed from the start of the exam, unless in extenuating circumstances and with the permission of an Associate Principal.
4. Students must attend the exams in school uniform. Students presenting out of uniform may be sent home to change thus missing out on some of their exam time.
5. Students must not wear caps or hats in the examination room. Veils or headwear, worn for cultural, medical or religious reasons as part of a student's normal attire when attending school, can be worn during an exam.
6. Students should make sure that they have been to the toilet before coming to the examination room.
7. Students are not allowed to enter the examination room until requested by the Supervisor.
8. Students are to place bags where directed by the Supervisor.
9. **What to bring to the Exams:**
 - Pens, pencils, highlighters, eraser, ruler, compass, protractor and other items specified by particular subjects (e.g. string for Geography).
 - Approved calculator (This will vary for different subjects. Make sure you are aware of the type of calculator you may use for a particular subject).
 - Clear pencil cases only may be left on the desk; other pencil cases should be left on the floor during exams or in your bag.
 - Students may bring water into the examination room, providing that the water is in a clear plastic bottle.
10. **What NOT to bring to the Exams:**
 - Mobile Phones;
 - iPods/MP3 players;
 - Food (including chewing gum), except in special circumstances (e.g. medical, and authorised by the Year 11 Associate Principal before the Examination Period commences);
 - Calculator instruction booklets;
 - Blank paper;
 - Map templates;
 - External storage media.
11. No books or notes may be taken into the examination room except in Mathematics where students are allowed up to 2 x A4 sheets of notes. These sheets may be written on both sides, but may not have notes stuck to them. They must be left on the desk at all times.

Examination Room Regulations

1. When students wish to contact the Supervisor, they must raise their hand and wait for the Supervisor to address them.
2. Students must not move from their seats without the permission of the Supervisor.
3. Students may NOT leave the examination room before the end of the exam.
4. No student is to make contact with any other student or the exam supervisor to borrow equipment. If a student has forgotten to bring something, they will have to do without it.
5. There is to be no communication of any kind with another student during the exam.
6. From the moment that the Supervisor asks students to enter the room, there must be no talking.

7. If reading time has been allowed, no student may have their pen/pencil in their hand during that time.
8. Students should write clearly using a pen (preferably blue or black) or pencil.

Breaches of Examination Rules

1. **Students who break any rules of the examination** will have their examination papers confiscated immediately and may receive a mark of 0% (especially if the Supervisor believes that cheating may have occurred or was about to occur).
2. **Possession of unauthorised materials** will result in cancellation of whole or parts of a student's paper where unauthorised materials are considered to be relevant to the subject being examined (whether or not actual use is established).
3. **Unauthorised removal of examination materials** from the examination room will result in cancellation of whole or parts a student's paper.
4. **Blatant disregard of the examination room regulations** will result in the removal of the student from the examination room. The student will be escorted to Student Support, and normal College discipline will apply (parents will be contacted and asked to collect their child from school).