

# **WESTERN CAPE COLLEGE**

**Preschool to Year 12**

# **PROSPECTUS**

## **2004**



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# A word from our College Director

The Western Cape College serves a diverse Community with widely spread social, academic and economic experiences.

Our diversity is not, however, our defining feature. Western Cape College is committed to maximising life choice for all students by maximising educational outcomes, standards of behaviour, attention and commitment to formal learning and its structure are emphasised across all Campuses.

We judge our success by the retention of students to year twelve and their choices in regard to further education or employment. This outcome is dependent upon a safe, supportive learning environment so the principles of equity and social justice are applied.

Success is also dependent upon consistent rigour so every year level and every student is critical. Data is collected on all students to track development.

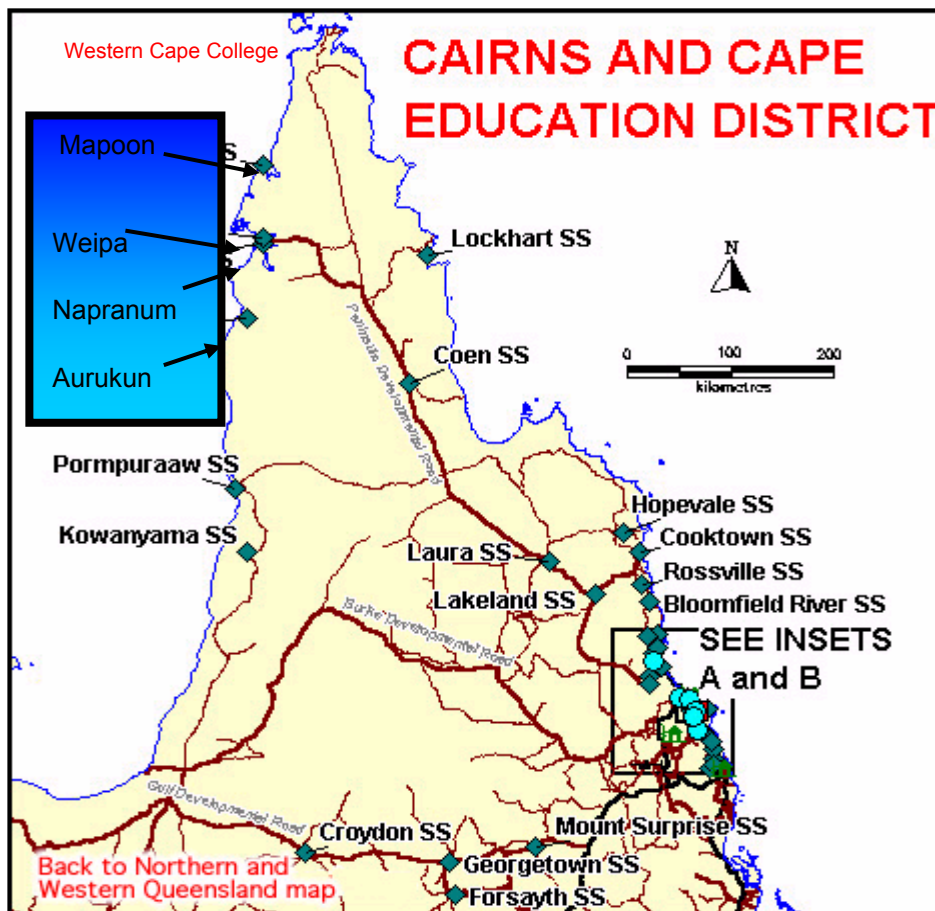
We look forward to fulfilling our charter with you as a partner in you child's education.

***Don Anderson***

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*Don Anderson  
Director  
Western Cape College*





The Qld Minister for Education, Hon. Anna Bligh on the 16th July 2002 officially opened the Western Cape College.



"Much of what is happening here at Western Cape is an example of what we'd like to see in other schools around the state. The sort of partnership that you have with representatives here in the community, the sort of partnership you have with your local industry, the sort of determination you have to achieve and to keep improving in your achievements."

Minister for Education Anna Bligh MP  
Official Opening Speech  
Western Cape College 16th July, 2002

Western Cape College was created on January 1 2002 and officially opened on July 16 2002 and is a new Education Queensland College that has been created through a re-alignment of schools in Aurukun, Napranum (Jessica Point), Mapoon and Weipa North.

Western Cape College is designed to:

- ◇ Focus on excellence – in educational delivery;  
– in achieving educational outcomes;
- ◇ Increase attendance of students at the four campuses that are forming the Western Cape College;
- ◇ Provide appropriate educational pathways.

## Western Cape College

The College Director manages the strategic issues for the whole College (P-12) and works with a range of community organisations and Education Queensland services to improve pathways, provide facilities, support and options for our young people.

An Executive Team (shown below) oversee the operation of the college. Each Campus has its own Head of School who is accountable for the day to day running.

### College Executive

College Director	Mr Don Anderson
Head of Weipa Campus	Mr Tony Fuller
Head of Aurukun Campus	Mr Stan Sheppard
Head of Curriculum	Mr Bruce Houghton
Business Manager	Mrs Sam Briggs

## Physical Location

The Western Cape refers to the area of Cape York, Queensland extending from New Mapoon south to the Kendall River (Pormpuraaw). This is primarily a coastal strip with the coastline formed by the Gulf of Carpentaria. The Western Cape College communities and population are Old Mapoon 200, Weipa 2500, Napranum 1100, and Aurukun 860. All communities except for the town of Weipa are Aboriginal Communities with traditional ownership acknowledged.

# **The Communities**

## ***Aurukun***

Aurukun was established as a Presbyterian mission in 1904. The Archer Bay site had many casual visitors mostly of the Wik people. Much earlier the coastal people played a role in preventing the Dutch explorers of the seventeenth century from landing at Cape Keerweer. Many people remained outside the mission up until the 1950's ensuring the culture remained strong. Aurukun is also located on bauxite rich land. In 1975 the community was placed under direct state government control. Following the Wik case the land has been reverted to Native Title held by the Wik people. The focal area of the Wik lies between the Archer and Edward Rivers of Western Cape York Peninsula and inland to Coen.

## ***Mapoon***

Formerly a Presbyterian mission established in 1891. By 1907, under the Reformatories Act, it was operating as an industrial school with dormitories filled with children from all over the Cape. In the 1950's the discovery of bauxite saw mining leases taken up by Comalco and Alcan. In 1963 the Department of Native Affairs deployed people to New Mapoon. By 1973 people were returning to the site. Mapoon is a small community of 200 people located along the shores of Port Musgrave 85kms north of Weipa. The community has a long history with many changes in the last ten years as the community re-establishes.

## ***Napranum***

Napranum is located 12 km south of Weipa, on the Embley River, on the West Coast of Queensland on the Gulf of Carpentaria.

Formerly known as Weipa, Napranum was established in 1898 by the Moravian missionaries on behalf of the Presbyterian Church. Originally at York Downs's station, it moved to Jessica Point, the present site in 1932, because of malaria. At this time most of the people were Awngthim but soon people were brought from Old Mapoon (when it closed) and other communities. Bauxite was found on the reserve in the 1950's allowing mining to commence in 1960. The mission became a government settlement in 1966.

The community comprises several major Aboriginal Clan/language groups. The Traditional Owners of this country are the Alngith, Liningith, Ndrangith, Luwang, Changoth, Thainaquith and Mbaiwum – Troch people.

## ***Weipa***

This modern mining town is one of the world's richest bauxite deposit and has become a company town for several hundred miners and their families. The township of Weipa was originally developed by Comalco for its mining personnel. Reserves are estimated at 2500 million tonnes, enough for 250 years at the present rate of production. More than half the ore is sent to Gladstone for processing into alumina.

With the development of Weipa as a regional centre for government and tourism, the dependence of one company is changing in line with a policy of "town normalisation".



*Sunset at Weipa*

## The Campuses

*Aurukun Campus* provides a Preschool to year 10 program for students.

*Mapoon Campus* provides a Preschool to year 6 program for students.

*Napranum Campus* provides a year 1 to 6 program for students.

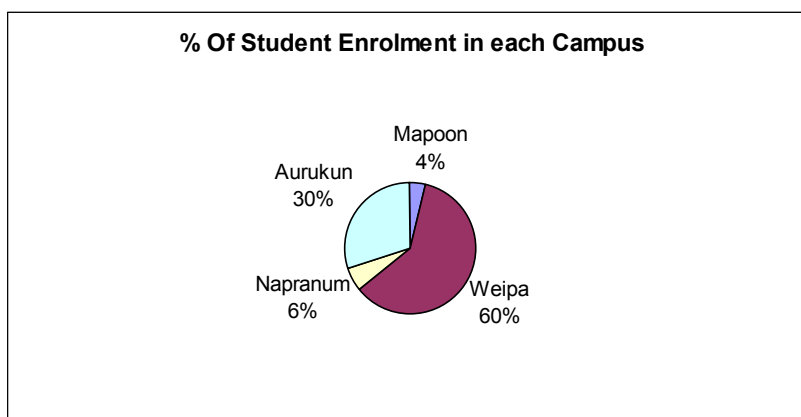
*Weipa Campus* provides a Preschool to year 12 program for students.

### Campus Student Enrolment

Mapoon	40
Weipa	615
Napranum	60
Aurukun	311

Total 1026  
% Of Indigenous Students

Mapoon Campus	98%
Weipa Campus	44%
Napranum Campus	100%
Aurukun Campus	98%



### Staffing Allocation

Place	Aurukun	Napranum	Mapoon	Weipa	College	Total
Teaching Staff	16.4	5	2	44.2	10	77.6
Support Staff						

Staff are chosen to work at the Western Cape College through a selection process.

### Western Cape College Campus Administrators

Position	Mapoon	Weipa	Napranum	Aurukun
Head of Campus	Rod Kettle	Tony Fuller	Tracey Egan	Stan Sheppard Deputy - Daniella Sheppard
Head of Junior School	Helen Foulger			
Head of Middle School	Bruce Houghton			
Head of Senior School	Lance Jarrett			



## College Governance

There are two levels of governance structure at Western Cape College – the strategic level and the operational level.

The strategic level concerns whole of College planning and reviewing, policy-making, monitoring and advising the College Director on strategic matters. To carry these tasks out the Western Cape College has a Management Board.

The **Management Board** is made up of representatives of all the stakeholder groups – administration; parents/caregivers; staff and students.

The Western Cape College Management Board structure:

### Inner Circle Members – voting

College Director	Don Anderson
Comalco General Manager	Andrew Harding
Weipa North P&C Representative	Rachel Davey
Parent Representative	Jenny Aspinall
Parent Representative	Cath Kennedy
Aurukun Council Representative	Winifred Ngakyunkwokka
Mapoon Council Representative	Jason Pfingst
Napranum Council Representative	Ross Andrews
Weipa Town Committee Representative	Michael Rowland

### Outer Circle Members – non voting

Head of Aurukun Campus & Student Welfare	Stan Sheppard
Head of Mapoon Campus	Rod Kettle
Head of Napranum Campus	Jan Anderson
Head of Weipa Campus & Human Resources	Tony Fuller
Head of Curriculum	Bruce Houghton
Business Manager	Sam Briggs
WCCCA Trust – Southern	Janine Chevathen
WCCCA Trust – Central	Mary Ann Coconut
WCCCA Trust – Northern	Delora Nixon
Business Representative	Graham Mannix
Business Representative	(awaiting response)
Ex-officio member	Rosemary Iloste

### Board Secretariat

Executive Secretary	Celeste Walker
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If you would like to attend a Board meeting you are welcome to, however only members of the Inner Circle are eligible to vote. The Board Minutes and Draft Constitution are available to the public through the College Executive Secretary or the Chairperson of the Board.

College Policies can be found on the College website – [www.westerncapecollege.qld.edu.au](http://www.westerncapecollege.qld.edu.au).

The other level of governance in the College is the operational one. This is the role of the Administration team and the P & C (Parents and Citizens Association).

There are 4 P & C's within the College. There is one for each Campus. Please contact the Head of Campus for details of the P & C meetings and the Executive members.

The role of the P & C is to:

- a) foster general community interest in educational matters;
- b) endeavour to bring about closer co-operation between the parents of students attending the School, other members of the community and the staff and students of the School;
- c) provide advice and recommendations to the Director/Head of Campus on issues and concerns in respect to students and the general operation and management of the School;
- d) provide or assist in the provision of financial or other resources or services for the benefit of students of the School;
- e) participate in any committee or other body comprising members of the School and wider community, which will contribute to the general benefit of students attending the School;
- f) assist a State Preschool Centre and a Special Education Unit of the School (if these exist at the school);
- g) perform any other functions as the Minister may determine.

**All parents, carers, family and community members are encouraged to attend P & C meetings. This is a very important way of getting to know about your child's school and to have your say. The students love to see their parents/family taking interest in their education and do much better when their family is involved.**



**P & C meeting, Weipa**

## **The Diversity of the Four Campuses**

### **Weipa Campus**

The Weipa Campus formally known as the Weipa North State School has become the HUB of the Western Cape College, ultimately being the destination point for the majority of students from all four Campuses. Its enrolment figures have grown considerably over the past 2 years, traditionally averaging approximately 540 students. In 2002, the year commenced with 615 students and 670 students are predicted for 2003. It is expected that these numbers will continue to rise with the Comalco upgrade and also the transition of students from Aurukun and Mapoon. The percentage of indigenous students currently enrolled is 37 %. Approximately 120 students catch the school bus in from Napranum each day. Currently a Hostel provides accommodation for up to 15 students and by 2004 will have a capacity of 55 students.

In 2002 the Weipa Campus transformed from a traditional Primary/Secondary structure to a 3-teered model encompassing a Junior School (Preschool to Yr3), Middle School (Yr4 to Yr9) and a Senior School (Yr10 to Yr12). Each of these stages has an appointed Head of Schooling accountable for the Curriculum delivery, budget and day to day operations for their respective year levels. Also, the Heads of Junior and Middle school play a significant role in supporting the teachers of the other two smaller campuses, Mapoon and Napranum.

The Campus is physically divided up into 3 sectors. The Preschool operates at Rocky Point in a beautiful location overlooking Albatross Bay and the main part of the Campus is 500 metres away. A road, creating what is known as the western and eastern sides divides the main campus.

The Weipa Campus is in Phase two of the New Basics Trial being implemented to all students in years 1 to 9. This new curriculum framework has given teachers an opportunity to design programs that are more connected to the local area and the world in general as well as being transdisciplinary across areas of study. There is also a Re-entry Class in years 7 to 9 catering for students that do not reach the required bench mark for attendance. The Senior School focuses on 3 clear pathways in its curriculum delivery - life skills, a comprehensive range of Vocational Education and Training offerings and a strong academic program in the Science, Mathematic and Humanities areas.

The Office administration team has been refocussed and is now the financial hub for the College processing all accounts and overseeing the Annual Operational Plan. A central bank of information detailing student and staff data is assembled and maintained by this team.

## **Aurukun Campus**

Koolkan Aurukun Community School is a trial school for “Partners for Success” and very much committed to the continuous improvement of education and employment outcomes for Aboriginal and Torres Strait Islander people. The approach aims specifically at developing effective partnerships between school staff and Aboriginal and Torres Strait Islander parents and communities. The partnerships established in Aurukun, which are based on respect and acceptance of mutual responsibility, have been successful in creating a shared vision of the value of education and training for Aurukun students. We believe that school and education do not sit alone. We have developed strong links with agencies such as the Council, Health and Police (justice) ensuring that benefits can be achieved for students, parents and community members alike. Strong links have also been made through the establishment of a compact with Comalco in Weipa that aims at providing training and employment opportunities for our post-secondary students.

From 1993 to 2000, the school was structured on a Clan Schooling Model. The Clans in the Aurukun region are based on language groupings. In 2000 a review of the existing Aurukun Model was undertaken. As a result, the school is now organised around discreet year level classes from Pre-school to year 10.

The school has a strong focus on effective teaching and learning practices within proven ESL approaches. While learning experiences at our school have usually been sensitive to the students’ contexts, New Basics provides a stronger framework for unit planning and also provides continuity across the school. Making connections and links to what students are doing at school, and to the community in which they live and operate in, are of paramount importance to us. Just as Standard Australian English (through an ESL approach) is a major focus of classroom learning, so too is the school’s ability to provide relevant and appropriate educational experiences across the curriculum.

## **Napranum Campus**

A school initially known as Jessica Point State School and before that as Weipa South State School, is situated in Napranum Aboriginal Community, and is now known as the Napranum Campus of the Western Cape College. The school was officially opened in 1967.

Napranum Campus caters for students in years 1-6.

The school has a strong focus on effective teaching and learning practices within proven ESL approaches. While learning experiences at our school have usually been sensitive to the students’ contexts, New Basics provides a stronger framework for unit planning and provide continuity across the school. Making connections and links to what students are doing at school, and to the community in which they live and operate in, are of paramount importance to us. Just as Standard Australian English (through an ESL approach) is a major focus of classroom learning, so too is the school’s ability to provide relevant and appropriate educational experiences across the curriculum.

## Mapoon Campus

The school started as a community school with one teacher and only a few students. It now has 35 students, two teachers, an assistant teacher, teacher aide and tutors. In 2002 the campus caters for years one to seven. In 2003 the campus will have an Early Childhood unit and classes will range from pre-school to year six.

Year seven and beyond are offered continuing educational opportunities in Weipa with accommodation provided at the Hostel.

Mapoon Campus is able to draw on the resources and expertise of other much larger campuses within the Western Cape College to provide a high standard of education.

Our focus is on improving the literacy and numeracy standards of students in a safe environment that is open to all community members.

## Resources

The college has an Annual Operating Budget of over 2.5 million dollars, with substantial P&C, ASSPA and PCAP funding additional to this. DEST, ATAS funding support does not go through the school general account and is also additional to this amount. The College also benefits from funding, from such sources as ECEF (Enterprise & Career Education Foundation), IETA (Indigenous Education Training Alliance) and ACYS (Alliance of Cape York Schools). Aurukun Campus has had a million-dollar facility built to cater for a childcare centre and preschool in partnership with the Department of Families.



*Middle School Parade at Weipa*

## Curriculum Programs

The Western Cape College is organised into three 'Staged Schools'. The Junior School (P-3) focuses on literacy and numeracy development, while Middle School addresses issue of disengagement, cognitive and social development. The Senior School prepares students for a variety of pathways, with academic and vocational programs running in years 10 –12 and beyond.

### Preschool:

Operates at two Western Cape College campuses, Aurukun and Weipa. Programs are based on Pre-school curriculum guidelines. Plans are in place to extend pre-school delivery to Mapoon.

### Junior and Middle Schools:

All four campuses of the Western Cape College (Middle and Junior Schools) are engaged in the New Basics curriculum trial. Each campus has developed a three year curriculum plan, through which 'targeted repertoires of practice' (cognitive, social, linguistic and cultural skills) are developed enabling students to complete a suite of rich tasks. Rich tasks are demonstrable outcomes. These tasks are performed/produced during each triad – years 1-3, 4-6 and 7-9. Technology is a major component of this curriculum, which enables students to explore their local, national and global environments. LOTE (Japanese) commences in year 6 and continues through as a compulsory subject to year 9. Students in years 7 – participate in other specialist courses as well including Manual Arts, Graphics, Home Economics, the Arts and Technology.

### Senior School:

Students in year 10 are offered programs based on KLA Outcomes syllabus documents. This leads into a range of QBSSSS subjects, Board Registered subjects and Subject Area Specification courses, which are offered in years 11 & 12.

Vocational subjects are offered through the curriculum, with Certificate level 1 & 2 courses offered in a range of areas including hospitality, engineering, the Arts and technology. Students can choose a combination of any subjects. A Structured Workplace Learning program enables students to complete certificated courses as well as on the job training. Our subject offerings are supplemented by courses through Virtual School and School of Distance Ed (Cyber School.)

Curriculum programs at the Western Cape College are underpinned by the dimensions of Productive Pedagogies. Initially this began as part of the New Basics trial, but has extended into the Senior School. Intellectual Quality, Supportive Classroom Environment, Recognition of Difference and Connectedness are continually reflected upon and enhanced through a program of teacher in-service, mentoring and sharing.

## 3 Stages of Schooling

### Junior School



Junior School is an exciting place to be! We have dedicated and enthusiastic teachers (Preschool to Year 3) as well as trained and caring teacher-aides to meet and nurture the educational needs of our students.

Teachers work closely in year levels and whole Junior School teams to develop rich tasks (units of work) that focus on the New Basics Curriculum with links to real life experiences and student interests, learning styles and development. We promote teachers working as a T.E.A.M and Together Everyone Achieves More!



Literacy and numeracy are a major focus of our Junior School program. Access to a wide range of information and communication technologies is available to all students and vital to their curriculum development.

A College approach is taken to monitoring and assessing children. This system supports good teaching practice and enables us to monitor and develop students' development so that they reach their full potential.

Parents and community support are integral in an effective early childhood environment. Parents are encouraged to become part of their child's education through various ways:

- STOP, LOOK and LISTEN – Really listening to children when they talk.
- Classroom helpers – in the areas of reading, maths etc
- Becoming active members of the Parents and Citizens Association
- Promoting all the positives about the campus to family and friends
- Keeping the communication channels open between home and school



A variety of parent workshops focusing on reading development, handwriting, parenting skills etc will be on offer for parents throughout the year.

We look forward to this year of challenges and celebrations and extend the invitation for parents to be involved in this exciting Junior School journey.

Weipa Campus Junior school parades are on Fridays at 8.20 am on the Western side of the Campus. All parents and community members are welcomed to attend.





## Middle School

The new millennium is a time in education in Australia when interest in raising standards of achievement is fast becoming a preoccupation. This interest is revealed in the convergence of three developments:

- ♦ The shift of an outcomes focused curriculum
- ♦ The emergence of middle schooling
- ♦ The emphasis on literacy as a state and national priority

The overarching purpose of all schooling in our society is to help students become citizens, life long learners and healthy, caring ethical intellectually reflective individuals. These skills, knowledge and personal competence that students acquire in school should enable them to be successful today and in the future.

The middle years of schooling, years 4-9, are amongst the most exciting, challenging, scary and frustrating of any time for our young people. The Western Cape College Middle School is committed to providing a philosophy-based on the unique needs and characteristics of our students and a balanced, meaningful, challenging and relevant curriculum.

The Weipa Campus of Western Cape College Middle School is made up of the following:

- 2 x Year 4 classes
- 3 x Year 5 classes
- 2 x Year 6 classes
- 3 x Year 7 classes
- 3 x Year 8 classes
- 2 x Year 9 class



The Weipa Middle school parades are on the Western side on Thursdays at 8.20 am. Please come and be part of it.

Napranum Campus of the Middle School is made up of the following:  
1x 4,5,6 class and re-entry class

Mapoon Campus of the Middle School is made up of the following:  
Groupings to enhance the learning outcomes of students.

Aurukun Campus of the Middle School is made up of the following:

- 2 x Year 4 classes
- 3 x Year 5 classes
- 2 x Year 6 classes
- 2 x Year 7 classes
- 2 x Year 8 classes
- 2 x Year 9 classes

There are 487 students in the Middle School at Western Cape College.  
The Western Cape College Middle School is characterised by:

**New Basics Curriculum that is challenging, integrative and exploratory.**  
**Varied teaching and learning approaches.**  
**Assessment and evaluation that promotes learning.**  
**Flexible organisational structures.**



## Senior School

The Senior School comprises students in years 10, 11 and 12 as well as students who are enrolled in alternate courses. It is during these final years of schooling that our students specialise in courses of study that will prepare them for further study or employment. Western Cape College courses are designed to promote both academic and vocational achievement for students. Students may choose subjects, which contribute to an OP (Overall Position used to determine tertiary entrance), are board registered, or provide dual accreditation in the form of nationally recognised certificates levels 1,2 or 3.

In 2002, our Senior School curriculum is based on the eight Key Learning Area P-10 Syllabi, fourteen Queensland Board of Senior Secondary Studies Syllabi, a variety of Subject Area Specifications and TAFE courses. This year, this curriculum will be delivered by fifteen teachers based at our campus, plus teachers working in partnership with us at Virtual Schooling and School of Distance Education in Brisbane. To ensure industry currency and to meet the Australian Quality Training Framework, we have employed people with trade qualifications to deliver some of the practical components of our vocational courses.

Subjects offered to students in the senior school are done so in a variety of ways. Many of our classes are composite year 11/12 classes with a unitised approach to curriculum. Some subjects are delivered through Virtual Schooling, while others are offered in partnership with Brisbane School of Distance Education or TAFE. All subjects are delivered in seventy minute teaching blocks. Some of the more practical subjects, such as Engineering and Hospitality require students to work additional hours or a flexible timetable arrangement. These are negotiated with students and time off in lieu is provided.

All senior school students will undertake XXX. This subject comprises mandatory units in drug and alcohol education, protective behaviours, career planning, (including work experience) QCS preparation, driver ed, sexual awareness and QTAC preparations. Students may access the Guidance Officer during this time. During various times of the year tutorials and exam preparation may occur.

The senior school students may access the lockers in the undercover area to store books and other materials required for school. Locker keys will be issued at the commencement of term one. However, conditions do apply for the issue of these and students must sign an agreement to this effect.

Senior parades for the Weipa campus are on Wednesdays at 8.20 am on the Eastern side of the Campus. This parade is for all Yrs 10, 11 and 12 students as well as students in 'Connections'.

Some of the subjects offered include:

Year 10 –	English	Home Economics
	Maths	Business Principals
	Science	Graphics
	Health and Physical Education	Art
	Physical Education / HRE	Computer Studies
	Shop A	Social Education
	Shop B	Japanese

Year 11 / 12 –



English  
English Communication (studies)  
Practical Literacy  
Maths A  
Maths B  
Trade and Business Maths  
Practical Numeracy  
Arts in Practise  
Japanese  
Biology  
Industrial Skills Furnishing  
Marine Studies  
Art  
Sports and Recreation Studies

Industrial Skills Engineering  
Chemistry  
Home Economics  
Accounting  
Geography  
Ancient History (S.D.E)  
Computer Studies  
I.P.T  
Modern History  
Industrial Skills Automotive  
XXX  
Multistrand Science  
Hospitality

*In addition to Core Physical Education and Human Relationships Education, Year 11 & 12 students have the opportunity to undertake a number of short courses during an additional XXX class. This may me may be used for extension programs, leadership courses, Queensland Core Skills preparation, First Aid and Driver Education, Personal Safety courses etc. It is during this time students may access the Guidance Officer to receive career advice.*



# ASSIGNMENT POLICY

## RATIONALE

1. **POLICY** - It is imperative that a clearly articulated school procedure relating to school assignments be set and implemented by **all** teachers and understood by **both** students and parents. This eliminates the ambiguity and tension often faced by students, parents and teachers.

2. **RATIONALE** - Assignments are justifiable on educational grounds when they enhance student learning or are considered to be the most appropriate means of achieving particular educational goals. Assignment writing is a learning process.

THEY ARE ONLY ONE MEANS AMONG MANY.

## THE PLACE OF ASSIGNMENTS IN THE CURRICULUM

Assignments and projects play a significant role in contemporary education. Set in accordance with the work program, they fulfil three major functions.

1. Develop specific skills such as research, summarising and synthesising.
2. Provide for individual differences.
3. Contribute to assessment.

## GENERAL GUIDELINES

1. The Head of Middle School/Senior School will discuss this policy with students at the beginning of each year and with each new arrival to school.
2. An assignment or project should fulfil the relevant objectives.
3. The assignment load will be reasonable and balanced.
4. Adequate resources should be available.
5. Due dates for assignments will be carefully planned and timetabled by the 3rd week of each semester.
6. Students may not be permitted to participate in excursions if they have outstanding assignments.

## STUDENT RESPONSIBILITIES

1. Adhere to the due date.
2. Ensure that the work is your own.
3. Use the class time constructively.
4. Ask for assistance. Allow others to proofread/comment. Prepare a draft copy for your teacher.
5. Read the assignment carefully. **Remember:** it is the quality of your work, not the quantity nor prettiness that is important.
6. Extension to due date may be granted if exceptional circumstances exist- this may be acquired only via a request by the student / parent to the relevant Head of Department, Deputy Director. This must occur a minimum of 48 hours prior to due date.
7. Students are advised to make ongoing backup copies of their assignment as computer hard drive or software problems will not be considered a valid excuse for assignment lateness or extensions.

## THE ASSESSMENT OF ASSIGNMENTS

1. Assignments completed in years 7-9 and will be used as part of the teaching/learning process. Results will be used for internal reporting to parents (end of semester reports).
2. Assignments undertaken in years 10, 11, and 12 can be used in the awarding of exit levels.
3. In order for students to fulfil the requirements of their course, **assignments must be handed in**. Late assignments will be corrected and feedback provided but will be recorded as a very low achievement (VLA) on student assessment profiles. This will have an adverse effect on students overall levels of achievement. Alternatively a maximum of sound achievement (SA) may be recorded on the student profile based on the standards attained at the draft submission stage.
4. When the assignment is **LATE** the student's assessment will be based on their in-class achievement during the writing process. A letter will be sent home informing parents of late/unsubmitted drafts and assignments.

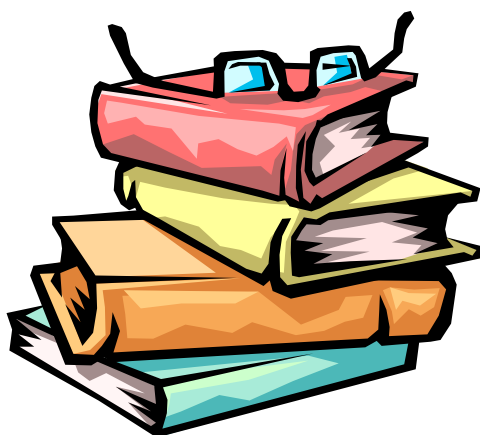
### FOOTNOTE

This policy is written to ensure that students and their families are treated fairly and compassionately. There may arise cases, which, at the discretion of the Principal need to be treated as exceptions.

## PLAGIARISM

The MLA Handbook for Writers of Research Papers clearly explains the complex issue of plagiarism.

To plagiarize is to give the impression that something you have written was your own idea, when, in fact, it was borrowed from someone else. You may certainly use other people's words and thoughts in your assignments but you must acknowledge the authors. e.g. (Gibaldi and Achtert: 1988, 21-22).



## **COLLEGE PROCEDURES**

***These procedures apply to all campuses unless otherwise stated!***

### **Arrival at School**

Playground Supervision is not provided on an organised basis before school. This is an extremely busy period due to classroom preparation by teachers, and therefore no full time supervision is provided. Of course teachers will constantly be aware of problem situations as they move to and from rooms each morning.

Members of the administrative team will supervise grounds and buildings from time to time before teaching sessions commence. Parents of children who arrive early at school are especially advised to be mindful of this situation.

At the Weipa Campus, the school crossings are manned from 7:45am, it is expected that in general students will arrive at school no earlier than 8:00am and no later than 8:15am. Times of arrival and departure from school in the afternoon are dependent on starting and finishing time in the campuses of Mapoon, Napranum and Aurukun.

### **School Attendance (Compulsory until age 15)**

The Education (General Provisions) Act provides in part that:

*“Every parent of a child being of the age of compulsory attendance (not less than six nor more than fifteen years of age), shall cause such child to attend a school on each school day.”*  
(Reg 57 p21)



### **Absentee Notes**

Official notices are posted home for unexplained absences after 3 days. **Whenever a child is absent from school, parents are expected to provide a note of explanation regarding such absence.** This note is required with a two-fold purpose in mind; as a training in courtesy to the child, and as evidence that parents know that their child has been absent from school.

Contact will be made with parents should a pattern of unexplained absences begin to emerge. Our purpose in doing this is to ensure the well being and learning opportunities for our children.

### **Permission to Leave the School Grounds**

No student will be permitted to leave the school grounds at recess or at any other time before school closes except in an emergency or for special reasons explained to the School in a note from parents.

### **Lateness**

Students late to school must report to the Office to obtain a late slip before being admitted to class and sign the “LATE BOOK”. Persistent lateness may be regarded as truancy and results in action being taken.

## Injury

In the case of injury or serious illness (in Weipa or Napranum) the Ambulance is usually called and the child may be transported to the hospital. Please ensure your family is covered by the Queensland Ambulance service. In Aurukun and Mapoon the Health Care Centres are contactable.



## Illness at School

Effective teaching and learning does not take place when sick children are sent to school. Parents are asked to refrain from sending to school any students who are not well. In general, if a student becomes ill at school parents will be contacted and asked to arrange care for their child. All sick students will receive interim care in the sick bays at the campuses office.

## Weipa Campus Lesson Times

<b>JUNIOR SCHOOL (YRS 1-3)</b>	
8:20 – 10:30am	Morning Session
10:30 – 11:00am	Morning Tea 10:30 – 10:40am Supervised eating time
11:00 – 12:30pm	Middle Session
12:30 – 1:15pm	Lunch 12:30 – 12:45pm Supervised eating time
1:15 – 2:30pm	Afternoon Session

<b>MIDDLE SCHOOL (YRS 4-6 POD)</b>	
8:20 – 11:00am	Morning Session
11:00 – 11:40am	Lunch 11:00 – 11:15am Supervised eating Time
11:40 – 12:45pm	Middle Session
12:45 – 1:15pm	Afternoon Tea
1:15 – 2:30pm	Afternoon Session

<b>MIDDLE SCHOOL (YRS 7-9 POD)</b>	
BLOCK 1	8:20 – 9:40am
BLOCK 2	9:40 – 10:50am
LUNCH	10:50 – 11:40am
BLOCK 3	11:40 – 12:50pm
AFTERNOON TEA	12:50 – 1:20pm
BLOCK 4	1:20 – 2:30pm

<b>SENIOR SCHOOL</b>	
FORM CLASS	8:20 – 8:30
BLOCK 1	8:30 – 9:40am
BLOCK 2	9:40 – 10:50am
LUNCH	10:50 – 11:40am
BLOCK 3	11:40 – 12:50pm
AFTERNOON TEA	12:50 – 1:20pm
BLOCK 4	1:20 – 2:30pm

### **Aurukun Campus Lesson Times**

<b>All Year Levels</b>	
9.00 – 11:00am	Morning Session
11:00 – 11:30am	First Lunch 11:00 – 11:10am Supervised eating Time
11:30 – 1.00pm	Middle Session
1.00 – 1:30pm	Second Lunch
1:30 – 2:45pm	Afternoon Session

### **Mapoon Campus Lesson Times**

Mapoon uses flexible timetabling to allow teachers and students to engage fully in all activities. A general timetable is listed below.

Morning Session	8:45 – 11:00
Lunch	11:00 – 11:50
Middle session	11:50 – 1:30
Small Break	1:30 – 1:45
Afternoon session	1:45 – 2:40

### **Napranum Campus Lesson Times**

Session 1	8.45 – 11.00
Morning Tea	11.00 – 11.30
Session 2	11.30 – 1.00
Lunch Break	1.00 – 1.30
Session 3	1.30 – 2.30

### **Sending Money to School**

Any payments to the School should be made at each campus Office, which is open at 8am, first thing on arrival at school in the morning. Students are advised not to leave money in ports or under desks. It should not be necessary for students to have large sums of money with them during the school day. If necessary, valuables may be left at the office for safe-keeping.

### **Lost Property**

Students are required to clearly label all property and uniforms. This should result in very little lost property. Lost property is kept outside the Western Administration Office and can be collected by parents or students.

## **Administration of Medication to Students**

Students are not to bring medication in any form to school except under the conditions below. Non-prescribed medicines are not available in the school, nor will they be administered by teachers.

If it is essential for your child to take PRESCRIBED MEDICINE during school hours the following procedure needs to be followed:

- a. a request be made in writing to the school by the parent (on the admission form or by note)
- b. the medication is left at the office for security
- c. the medical practitioner's instructions are conveyed to the administration in that letter.

The only exception to the policy above relates to asthmatic students who are responsible for taking their own medication at home. These students should have ready access to their asthma medication during school hours, provided that written permission from a parent or legal guardian is presented to the school initially.

Students are responsible for their inhalers at all times. It is not a requirement that inhalers be stored in a central location as required for other medications.

Students should not be denied access to their inhalers.

An inhaler for emergency situations is included in the school's first aid kit.

## **Behaviour Management**

The College has a Behaviour Management Policy and Code of Behaviour, which have recently been reviewed and revitalised in conjunction with the Management Board and parent bodies. The aim of the Behaviour Management Policy is to offer all members of the College Community guidelines through which they can promote positive approaches to student behaviour. This can be achieved through promoting the rights of all members of our College community and developing within these participants the necessary responsibilities to preserve these rights. These documents made be acquired through the campus offices.

## **Transport**

Weipa Campus:

Buses operate from Napranum. A staff member is on duty in the afternoon to ensure students depart safely. Bicycle racks are provided for those students who cycle to school. Student 'drop off' by parents is on Central Avenue on the road side drop off zone. If parents wish to walk their children to the class the parking is at the eastern side car park. The western side car park is for campus vehicles only.



## Parental Contact

The first point of contact, in regard to a concern or issue, is generally your student's teacher. This may be informal or through an appointment made at the office. It is requested that you be mindful of school routine and focussed learning time.

All teachers have supervisors with whom a parent may wish to make contact. These include:

Mapoon Head of Campus	Rod Kettle	40909129
Napranum Head of Campus	Tracey Egan	40697126
Aurukun Head of Campus	Stan Sheppard	40606127
Weipa Head of Campus	Tony Fuller	40906422
Head of Junior School - Weipa	Helen Foulger	40906454
Head of Middle School - Weipa	Bruce Houghton	40906464
Head of Senior School - Weipa	Lance Jarrett	40906474



Other Officers in specific roles with whom appointments can be made include:

Curriculum - all campuses	Bruce Houghton	40906426
Guidance officers	TBA	40906402
	Jenny Adermann	40906402
School Nurse		40906448
Business Manager	Sam Briggs	40906410



**Teachers greatly appreciate** previously determined appointments before and after school.

## Guidance and Special Education Services

Two Guidance Officers will be shared between Weipa, Napranum, Mapoon and Aurukun campuses. Counselling for students and parents is available in the areas of career, education and personal concerns. Appointments can be made through the relevant campus office.

Support Teacher (Learning Difficulties) is currently at the Weipa Campus, but will assist those students with special requirements in the other campuses. A Key Teacher (Year 2 Net) is also based in each campus to support students in the early childhood years. A variety of specialists (eg Hearing Impaired Advisory Visiting Teacher, Occupational Therapist, Speech Therapist) will also visit the college periodically during the year.

The role of Learning Support is to work with those students experiencing learning difficulties. The role of Special Needs is to support students who have a disability.

## Western Cape College Uniforms – All Campuses are the same

### School Uniform

#### Male/female:

Shirts	Royal Blue and Grey with College logo.
Shorts/Skirts	Black or Royal Blue



#### Female option:

Dress	Princess line style (Royal blue and white squares) Material available Harris Bros. Cairns.
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### Sports Uniform:

Weipa Campus has 3 Sport Houses. Your child will be notified of their Sport House in the first few weeks of school – all siblings are in the same Sports House.

#### House Shirts:

Duyfken	Royal Blue/Red
Evans	Blue/Maroon
Flinders	Green/Gold



#### House Shorts:

Black

### Napranum:

Sports Shirt	Yellow/Black
Sports Shorts	Black



### Mapoon:

Sports Shirt	Green with black motif
Sports Shorts	Black



### Aurukun:

Sports Shirt	Red Yellow and Black
Sports Shorts	Black



School uniforms and hats can be purchased at Arrow Discounters in the Heritage Shopping Complex, Weipa.

Uniform Orders from each campus can be faxed to the shop on 40698204. Payment must be received before the goods are released from the shop when they arrive.

## Uniform price List

	(Arrows)	
Shirts: kids size	6 –14	\$25
Adult sizes	XS – XXXXXL	\$28
Shorts: kids size	8 – 14	\$15
Adults size	XS – XXXXXL	\$17
Sports Shirts: kids size	6 - 14	\$28
Adult sizes		\$3
Broad Brimmed Hats:		\$12

## Staff Dress

To support students to appreciate standards, all staff of Western Cape College are expected to dress in a professional manner at the same standard expected of students in senior schooling uniform.

The College staff clothing range for staff is of this standard and is recommended but not compulsory.

## Personal Records:

As each child is enrolled, a file is made out from information supplied by parents. We refer to these files often when we wish to contact parents if a child is sick or some advice is sought. The information may be required in an emergency so it is important that it is kept up to date with such data as telephone numbers, contact persons, doctor, and emergency actions to be followed. **PLEASE CONTACT THE COLLEGE CAMPUS IMMEDIATELY WHEN ANY INFORMATION IS CHANGED.**

Some thought should be given to nominated emergency contacts. While every effort is made to contact parents directly, circumstances may arise where this contact needs to make significant choices for the well being of your child.

Some of the information is recorded on Education Queensland School Management System, which is a record of all children who have ever attended this College and the grades for which they were enrolled.

This information is kept confidential and remains within the confines of this College.

## Custody:

An area of increasing concern for schools is that of custody. Clearly our prime responsibility is to the custodial parent. We cannot prohibit access by the other parent unless there is a Family Court order in place to support such action. We will endeavour to comply with the wishes of the custodial parent. It is however far easier to act if we have sighted the appropriate orders. These orders would be secure and used only as needed.

## Visitors to the School

All visitors, including parents and guardians, entering the school grounds must sign the visitors' book located in the main office. An exception is made for parents/guardians during drop off and collection times.

## School Tuckshops

The relevant campus P&C Association runs their tuckshop, which is situated, in the grounds of each campus.

In **Weipa**, the tuckshop is situated on the western side. Students can purchase a wide range of foodstuffs and drinks. All profits go to the P&C Associations to benefit the campus. At the Weipa campus parents, relatives and friends are urgently needed as voluntary workers and the school would be greatly obliged if willing workers could contact the Tuckshop Convenor (40906428).

Lunch orders should be written on paper bags and placed in the class tuckshop baskets with correct payment please. This will ensure children receive their preferred choice of lunch. Lunches brought from home may be stored by class groups in their air-conditioned classroom. A copy of the tuckshop menu is attached.

**Aurukun** has a daily Tuckshop where each family contributes \$10 per week (payroll deduction), which allows each student a healthy lunch each day.

**Mapoon Campus** runs a Nutrition Program whereby students can purchase a limited range of food. There are times throughout the year when students assist in making/cooking a variety of snacks and light meals, which are then sold for lunch. Many families provide excellent home-made meals for their children that contain sandwiches, fruit and wholesome snacks. Soft drinks and lollies are not encouraged. For more information or if wishing to assist with the program, please contact the school.

**Napranum Tuckshop** operates with the help of CPED workers offering nourishing meals to the students e.g. chicken and rice for little lunch and sandwiches and fruit for big lunch. The cost is supported by parents and the P&C assisting with funds.

## Sun Safety Policy

Sun Safety, Health and Safety issues have been of primary concern in the development of the uniform, in line with Education Queensland's policy and legislation.

"HAT" should be defined as headwear that protects the face, neck and ears from the sun, eg. Legionnaire or broad-brimmed styles.

We believe that the wearing of hats is essential and have a policy to make students aware of the necessity to wear hats. Legionnaire hats, in the college colour of royal blue are available from Arrows Discounters situated in the Heritage Shopping Complex, Weipa, as are the broad-brimmed hats in royal blue and cream. Baseball caps, which provide little or no protection for ears and neck, are not acceptable.

### **Expectations of Weipa Campus:**

- establish shade throughout the school in line with Queensland Cancer Fund recommendations;
- provide parents, students and staff with information on Sun Safety awareness and issues, eg newsletters;
- provide access to suitable hat wear;
- require all year one students to have a hat (legionnaire or broad brimmed) on school entry;
- actively encourage Sun Safety Wear with a variety of programs/incentives, eg gold card, monitors.

### **Expectations of Staff:**

Staff at Western Cape College is expected to –

- enforce the “no hat, no play” policy for all students in Preschool to Year 6;
- encourage the “no hat, no play” policy for Year 7-12;
- wear a wide brimmed hat or legionnaire hat whilst outside the classroom;
- incorporate, in conjunction with physical education specialist and/or the local health team, sun protection and skin cancer awareness programs in the classroom;
- involve students in sports and outdoor education lessons outside peak UV periods, ie mornings prior to lunch where possible.

### **Expectations of Students:**

Students at Western Cape College are expected to –

- wear a hat (preferable legionnaire hats as sold at school office) outside the classroom;
- wear either the school uniform or the sports uniform both consisting of collared shirt, shorts or skirt;
- use sunscreen during physical education lessons (including swimming lessons) and sports carnivals where possible;
- utilise the shaded areas of all venues when available.



## **What is expected of Western Cape College**

**Teachers across the College will be referred to , while in school, by the titles of Miss, Mrs, Ms or Mr followed by their surname.**

### **- Weipa Campus Students**

Pride in yourself and your own personal standards should be reflected in the way you conduct yourself at the school in which you spend a great part of your day.

The way in which you wear your uniform, your behaviour at school (and on field trips), and your care for the appearance of the school grounds and school property reflects upon your standards, and the standards of the school.

It is important that all students develop respect for themselves as people and as members of the school community. Students are expected to conduct themselves at all times in an appropriate way.

All people involved in the school community should work together to make their experience in the school as productive and satisfying as possible.

It is expected that everyone will participate to the best of his/her ability, in as many school activities as possible. These activities include class work, homework, sporting activities, cultural activities, service activities (serving on committees, assisting with fund raising, etc). Once students become involved in a sporting, cultural or social activity it is expected that they will accept responsibility for their part in the activity. When students do not behave as they are expected, or when the rights of others have been infringed, they must accept there will be consequences, which are fair and reasonable.

### **- Napranum Campus Students**

All students attending school at Western Cape College Napranum Campus have the right to Feel Safe, Be Happy and To Learn.

Pride in yourself and your own personal standards should be reflected in the way you conduct yourself at the school in which you spend a great part of your day.

Your behaviour at school (and on field trips), and your care for the appearance of the school grounds and school property reflects upon your standards, and the standards of the school.

It is important that all students develop respect for themselves as people and as members of the school community. Students are expected to conduct themselves at all times in an appropriate way.

All people involved in the school community should work together to make their experience in the school as productive and satisfying as possible.

It is expected that everyone will participate to the best of his/her ability, in as many school activities as possible. These activities include class work, homework, sporting activities, cultural activities). Once students become involved in a sporting, cultural or social activity it is expected that they will accept responsibility for their part in the activity. When students do not behave as they are expected, or when the rights of others have been infringed, they must accept there will be consequences, which are fair and reasonable.

### **- Aurukun Campus Students**

It is expected that everyone will work towards their personal best in all school based activities ranging from class activities to sporting activities beyond Aurukun.

All people involved in the school community should work together to make their experience in the school as productive and satisfying as possible.

When students do not behave as they are expected, or when the rights of others have been infringed, they must accept there will be consequences, which are fair and reasonable.

All students attending the Aurukun Campus are here to **Learn**, feel **Safe** and to **Care** for others and property.

### **- Mapoon Campus Students**

Mapoon students are expected to attend school every day with a positive outlook that allows everyone in the school to feel safe.

We do not have many written rules but rather expect all members of the school community to consider the safety and well-being of everyone including themselves.

Our students demonstrate 'ownership' of the school and take great pride in the appearance of the school.

All students are encouraged to participate in a wide range of activities. Our current emphasis is on strengthening reading, writing and number skills to provide a solid foundation for all learning areas.



*Attitude?*  
*Ya I got Attitude..*

Opening of School Year

Tuesday 27 January

Easter vacation  
Student Free Day

9 April to 18 April  
19 April

Winter vacation  
Student Free Day

26 June to 11 July  
12 July

Spring Vacation  
Student Free Day

18 Sept. to 3 Oct.  
18 October

Summer Vacation

11 Dec. to 23 Jan.04

School recommences

25 January 2004

Public Holidays 2004



Australia Day

26 January 2004

Good Friday

9 April 2004

Easter Monday

12 April 2004

Anzac Day

26 April 2004

Labour Day

3 May 2004

Queen's Birthday

14 June 2004



# Who's Who in Western Cape College

