THE FRESHWATER CODE

Commitment to academic success
Contribution to school and community
Respect for others
Pride in the school and its uniform

FRESHWATER SENIOR CAMPUS EXECUTIVE

Principal
Frank Pikardt
B.Sc (Ed)

Deputy Principal
Chris Mortimer
B.Music (Ed)

Deputy Principal
Darren Percy
B.Languages (Ed)

Harbord Road, Freshwater, 2096
Phone: 9905 2634
Email: nbcsfreshw-h.school@det.nsw.edu.au
Website: nbcsfreshw-h.schools.nsw.edu.au
FROM THE PRINCIPAL

Students who attend the Freshwater Senior Campus will:

'at all times be engaged in learning experiences that will be relevant, challenging, stimulating and achievable.'

This is the underlying statement of purpose to which all staff and students who attend our Senior Campus are committed. Over the last six years commitment to this ideal has made Freshwater Senior one of the premier schools on the Northern Beaches.

The Campus provides students with the widest possible curriculum choices including a comprehensive range of academically challenging HSC subjects and an extensive range of TAFE courses. Students can select from over 80 courses. On site TAFE facilities give students access to specialist courses including Digital Arts, Tourism, Sport and Recreation, Children Services and Property Services.

Within the Northern Beaches Secondary College, an exciting range of co-curricular programs, including the Duke of Edinburgh Award Scheme and programs in Dance, Drama and Music are offered.

Our student leadership program allows students to take on a wide range of responsibilities that both develop individual leadership skills and support Campus initiatives.

Students can take advantage of state-of-the-art facilities, on-site course provision through the TAFE NSW - Northern Sydney. They can also participate in the unique experience of engaging in an adult learning environment.

Facilities at the Campus are spectacular. They include general learning spaces with seminar and break-out rooms adapted to meet the needs of senior students. Our technology provisions are world class. A 250 seat Performance Theatre, national standard gymnasium and music centre with adjoining practice rooms position us with opportunities to provide a breadth of quality learning experiences for our students.

Special features of the Campus curriculum include the provision of a Welfare Program structured around a timetabled Student Mentoring Program involving all students.

Our students enjoy the opportunity to learn in an uncomplicated environment where the level of trust developed with their teachers encourages them to take more responsibility for their learning.

Frank Pikardt
Principal
Freshwater Senior Campus
### STAFF LIST

**PRINCIPAL:**
Mr Frank Pikardt

**DEPUTY PRINCIPAL:**
Mr Chris Mortimer

Mr Darren Percy

**SCHOOL CODE:** 8568

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<thead>
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<tr>
<td><strong>PERRY Ms Gail</strong></td>
<td><strong>SVILANS Ms Sandra</strong></td>
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<td>BRIGDEN Ms Juliana</td>
<td>BRADSTREET Ms Jenni</td>
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<td>GIBLETT Ms Annette</td>
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<td>GORDON Mr James</td>
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<td>JAMES Ms Lucy</td>
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<td>WHITE Ms Janelle</td>
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<td>WOODS Mr Max (ESL)</td>
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<tr>
<th><strong>LANGUAGE</strong></th>
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<tr>
<td>LEONARD Ms Barbara</td>
<td><strong>PROSS Ms Jane</strong> (H/T)</td>
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<tr>
<td>YAO Ms Joy</td>
<td>BLAMIERES Ms Philippa</td>
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<td>DUNSTAN Mr Ian</td>
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<td>KLIJN Ms Sophie</td>
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<td>MATERAC Mr Nicolas</td>
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<td>THOMPSON Mr Anthony</td>
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<tr>
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<tr>
<td>VIECELI Ms Jane</td>
<td><strong>FULCHER Ms Kathleen</strong> (H/T)</td>
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<td>BENNETT Mr Glen</td>
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<td>GREEN Ms Charlotte</td>
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<td>MOORE Mr Roger</td>
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<td>RONES Ms Claudette</td>
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<td>SCHNELL Mr Stig</td>
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<tr>
<th><strong>TECHNOLOGY &amp; APPLIED STUDIES</strong></th>
<th><strong>COUNSELLOR</strong></th>
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<tr>
<td><strong>TURNER Ms Leanne</strong> (Acting H/T)</td>
<td><strong>POWELL Ms Caroline</strong> (DGO)</td>
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<td>DIMCIC Ms Simone</td>
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<td>LEMMON Mr Jonas</td>
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<td>McNEE Ms Jacqui</td>
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<td>PERCY Mr Ben</td>
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<td>WALTERS Ms Sabina</td>
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<tr>
<th><strong>IT SUPPORT PERSON</strong></th>
<th><strong>SCHOOL ASSISTANTS AND GA</strong></th>
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<tr>
<td>DEVINE Mr Kaine</td>
<td>ANNING Ms Lyn</td>
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<td>COOPER Ms Lee</td>
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<td>CROWE Mr Phil</td>
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<td>JONES, Ms Manuela</td>
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<td>LA PEYRE Ms Shirley</td>
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<td>MARKS, Ms Linda</td>
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<td>MATTHEWS Ms Lesley</td>
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<td>MONTELEONE, Ms Wendy</td>
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<td>OSBORN Ms Trish</td>
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<td>PICKERING Ms Therese</td>
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<td>SUTHERLAND Ms Charlotte</td>
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<td>WALFORD Ms Lyn</td>
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<tr>
<th><strong>NORTHERN BEACHES SECONDARY COLLEGE</strong></th>
<th><strong>Northern Beaches Secondary College</strong></th>
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<tbody>
<tr>
<td><strong>WORSLEY Mr Neil (Principal)</strong></td>
<td>CURTIS Ms Lorna (PECP Co-ord)</td>
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<td>GRUDIC Ms Renata (HT – T&amp;L)</td>
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<td>HARPER Mr Simon (Project Officer)</td>
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<td>MATHIESON Mr Ashley (Sport Teams Co-ord)</td>
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<td>PIMENTEL Mr Benjamin (HT T&amp;L)</td>
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<td>RUTHERFORD Mr Steve (Marketing Officer)</td>
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<td></td>
<td>HILL Ms Sue (Reception)</td>
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<td>WILLIAMS Ms Marcia (Office)</td>
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<td></td>
<td>YORSTON Ms Naomi (DofE)</td>
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<td>PERRY Mr John (NBSC Bus Driver/GA)</td>
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ATTENDANCE

The first and most important contribution students can make to their education is to attend every lesson. It is a Board of Studies requirement that the Principal is satisfied that students have “applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school”. These may include not only written work, but also all the discussions, group activities, excursions, demonstrations or practical work that might be part of lessons. Therefore, attendance at all lessons and class activities is essential to complete course requirements. A roll is marked at every lesson and a record of absences kept. If absences result in non-completion of course work students may ultimately receive an ‘N’ Award in the course concerned.

It is also compulsory to attend other designated school activities (such as carnivals) to satisfy Department of Education attendance requirements.

Leave may be granted for illness, accident or misadventure at the Principal’s discretion. Students should apply for leave for foreseeable absences well beforehand. Extended overseas trips or other long absences may put students’ ability to complete courses satisfactorily in jeopardy. Any families planning such activities should consult with the school to ascertain if leave can be granted.

If an absence is unavoidable, contact the school by phone or email. On the day of return to school, the student must provide a letter of explanation to the office, which includes the following information:

- Name and address of the parent/caregiver
- Date the letter is written
- Student’s name and year
- Reason for absence
- Doctor’s Certificate or other documentary evidence if the student has missed an assessment task or examination
- Signature of parent/caregiver

If a student is away from school for more than three days, a phone call to the school is required, with a letter of explanation being presented on return.

Attendance is monitored through roll marking at every lesson, as well as by a swipe card system which is used to monitor late arrivals.
ASSESSMENT POLICY

Assessment of student achievement at Freshwater Senior Campus meets the needs of all students to complete requirements for the Higher School Certificate.

Assessment is intended to provide an indication of a student’s attainment based upon:

a) a wider range of syllabus outcomes than can be measured by a formal exam and

b) measures and observations of outcome achievement obtained throughout the course rather than from formal examination.

The final assessment marks reflect a variety of components depending on the requirements of each course.

Assessment components will not all necessarily have the same importance or weighting. Similarly, assessment tasks will have different marking schemes.

Each faculty prepares an assessment program for each of the courses it offers. This will be issued to all students indicating the outcomes to be assessed in the course. Details of all tasks will be notified in writing at least 2 weeks before the task is administered. A yearly calendar of the tasks is provided to all students.

Students are also required to complete other assigned work such as homework, assignments or class work which may not be part of the actual assessment program, but are still vital to achieve the outcomes of each course.

All students need to work diligently and with sustained effort on all set tasks and experiences in the course. They need to follow the course developed or endorsed by the Board of Studies and achieve some or all of the course outcomes. If these outcomes are achieved then students will satisfactorily complete courses and gain the award of a Higher School Certificate.
### BELL TIMES 2015

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tr>
<td>1S *</td>
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<td>Period 1</td>
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<tr>
<td>Break</td>
<td>10.00 – 10.20</td>
<td>10.00 – 10.20</td>
<td>10.00 – 10.15</td>
<td>10.00 – 10.20</td>
<td>Mentoring 10.00 – 10.30</td>
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<tr>
<td>Period 2</td>
<td>10.20 – 11.35</td>
<td>10.20 – 11.35</td>
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<td>Recess</td>
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<tr>
<td>Period 3</td>
<td>11.55 – 1.10</td>
<td>11.55 – 1.10</td>
<td>11.50 – 1.05</td>
<td>11.55 – 1.10</td>
<td>Recess 12.00 – 12.25</td>
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<td>Lunch</td>
<td>1.10 – 1.50</td>
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<td>Period 3 12.25 – 1.40</td>
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<td>Period 4</td>
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<tr>
<td>Period 4S for shared lines</td>
<td>Some classes finish at 5.30pm</td>
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* 1S – Some 1S classes start at 7.30am
HOME STUDY POLICY

The purpose of home study is to complement the learning process begun in the classroom. It is important for all students, as it helps them build on what they have already learnt, and prepares them for the next stage. In all courses it is essential to meet course requirements. Students will be supported, through the Campus Mentor program, to develop the organisational and planning skills necessary to succeed in the HSC.

Given the nature and time-frame of the Preliminary and HSC syllabuses, homework and home study are integral to the development of students as adult-learners in the Senior Campus. Home study helps to review and consolidate previously covered material in all subjects, and, as such, is an essential element of the learning program. It should enrich and complement the educational experience.

Home study may consist of formal homework, ongoing assessment tasks, student research, revision of previous work, summarising of key topics and the development of essential skills (e.g. essay writing).

Students will be given an on-line diary which can be accessed via their laptop. Set homework and other relevant information (e.g. assessment and excursion dates, interviews with mentors, etc) will be added by teachers, but students can also add information.

The following represents a recommended minimum for home study:

- at least 2-3 hours/day for 5 days per week,
- plus ongoing revision for Year 12.

Senior students, additionally, should use any study periods through the week to complete work.

Ideally, each day’s work should be reviewed later at home, in conjunction with the completion of set homework. Students must be aware of the importance of compiling summaries of topic areas in preparation for assessment tests and examinations and of reading ahead in preparation for the next lesson or topic.

Parents and caregivers are encouraged to support students in completing their homework, and to recognise the significance of home study in the teaching and learning process. Non-completion of homework and home study can jeopardise student progress, as the requirements of course outcomes are then not met.
SPORT

Freshwater Senior Campus has a strong emphasis on sport, with school carnivals and CHS knockout teams.

At our carnivals, participation of all students is strongly encouraged with attendance being compulsory at the Athletics Carnival. Participation in sport is an integral part of our merit system. Students cannot proceed through the merit system without participation in sporting activities.

Our Campus enters the following CHS knock-out competitions.
Boys – basketball, cricket, netball, rugby league, soccer, touch football and volleyball
Girls – basketball, netball, soccer, touch football and volleyball.

Students will also have the opportunity to be selected for the Northern Beaches Secondary College boys’ rugby union team and girls’ netball team.

We offer all students the opportunity to participate in a sport of their choice in a variety of programs. All students will benefit from these opportunities in their pursuit of personal excellence.
NORTHERN BEACHES SECONDARY COLLEGE
STUDENT WELFARE AND DISCIPLINE POLICY

COLLEGE PREAMBLE TO CAMPUS POLICIES

PREAMBLE

The prime purpose of the Northern Beaches Secondary College is to provide a positive environment that helps students to become self-directed and active lifelong learners who can create a positive future for themselves and for the wider community.

We believe our purpose is best achieved in an atmosphere of:

- positive relationships
- regular praise and acknowledgement of effort
- clear expectations of a code of behaviour
- guidance and support

We are, therefore, committed to:

- providing a safe and caring College environment
- developing quality relationships across the College community
- promoting responsibility and self-discipline

This positive learning environment is characterised by:

- mutual respect and encouragement
- recognition of students as individuals
- efficient and consistent management of students’ welfare needs
- relevant and appropriate curriculum
RATIONALE – FRESHWATER SENIOR CAMPUS

The philosophy that underpins the Welfare system is based on a number of principles

1. All students can succeed.

2. Achievement is measured in a number of ways, appropriate to the student.

3. Students make choices, but they may need support in making appropriate choices.

4. Students will be given every support and opportunity to change behaviours that adversely affect the learning experiences of others, but the continuing behaviour issues will not be tolerated.

WELFARE STRUCTURE

The staff recognises that the welfare focus of a senior Campus will have a different emphasis from a regular 7-12 school. As students go through the latter part of their adolescence, some students will find it difficult to remain focussed on their studies.

ACADEMIC SUPPORT

Mentoring Program:
Each student is assigned to a group that meets once each week on a timetabled basis with an experienced teacher. The program covers items such as: settling into Freshwater Senior Campus, the culture of the Campus, study timetables, time management and a range of topics connected with late adolescent development and the transition from school to work. It is intended that the teacher and student develop a positive relationship in order for the student to be able to confide and trust in their mentor and seek guidance. Students should feel free to discuss any problems with their mentor who will liaise with other support staff as necessary.

Specific Support Personnel:
The Campus is fortunate to have on site a number of people who will be able to provide support for specific issues related to learning.

ESL Teachers:
Students from an ESL background, as well as having an opportunity to attend a specialist English class, will also be supported by the ESL staff in their other subjects on a regular basis. Students who may require ESL support will be identified upon enrolment. Their specific needs will be met by negotiation with the ESL staff.

Class Teachers:
All classroom teachers have a responsibility for the progress of students in their class and will encourage students to approach them with any problems that are interfering with their learning. Similarly, students should feel free to approach the Head Teachers or the Deputy Principals if they feel there is an impediment to their learning.
COUNSELLING SUPPORT

The Year Advisers:

The Year Advisers can be approached by students who are having a general difficulty affecting their schooling. Year Advisers will liaise with mentors, class teachers and appropriate support personnel to develop individual welfare plans to support students through a problem and to overcome a learning difficulty. Year Advisers have a key role to play in ensuring that parents stay informed.

The School Counsellor (Ms C Powell):

Students can self-refer or be referred by staff to see the Counsellor. The Counsellor is able to provide support and guidance on a wide range of issues: personal, emotional or academic. As well as liaising with school personnel, the Counsellor can liaise with a number of external support agencies that can help with specific problems. Discussions with the Counsellor are confidential.

The Girls’ Supervisor (Mrs B Leonard):

The Girls’ Supervisor, as well as being responsible for developing programs to provide girls with leadership opportunities and ensure that girls are committed to achieving their best, has a counselling role. Any female student should feel confident in approaching the Girls’ Supervisor to discuss any matter pertinent to their education or progress at school.

Executive Staff:

Students can ask to see any of the Head Teachers about a problem they may be experiencing in a particular subject. Problems that are not directly learning related, e.g. bullying or harassment should be referred to either of the Deputy Principals.

Anti-Racism Contact Officer (ARCO) (Mrs G Perry):

Students can speak to the Anti-Racism Contact Officer over any person or practice they believe to be prejudicial on the basis of race. Contact is confidential.
CODE OF CONDUCT

Freshwater Senior Campus is an adult learning environment. Students enrolling into courses offered at the Campus do so on the condition that they acknowledge and comply with the Code of Conduct which has been formulated through consultation with the Campus community.

It is an expectation of the Senior Campus that all students will:

- ACCEPT and support learning as the core function of the Senior Campus.
- RESPECT the rights and property of others.
- ACCEPT the different needs, abilities and opinions of others.
- CARE for our environment, including Campus buildings, furniture, equipment, recreation areas and the natural environment of the Campus.
- WEAR CAMPUS UNIFORM as determined by the Campus community and maintain pride of appearance.
- BE RESPONSIBLE for their actions, be courteous, co-operative and use commonsense at all times.

It is expected that all members of the Campus community will not:

- Smoke on Campus grounds or in Campus uniform.
- Bring illegal substances, alcohol or weapons of any kind to the Campus.
- Use iPods or mobile phones inappropriately during class time.
- Invite visitors onto the Campus grounds without prior permission.
- Behave in an unco-operative, threatening or violent manner.
- Leave the Campus without following appropriate procedures.
DISCIPLINE AND THE CODE OF CONDUCT

Teachers will inform students of the behaviour guidelines to be followed in class. However, they will be consistent with the Code of Conduct.

Students should note the following:

• Persistent disruptive behaviour cannot be tolerated. Although students will be supported and encouraged to change behaviour, students may be asked to leave the Campus if their behaviour disrupts the learning of others. This will not occur before appropriate intervention and a parental interview.

• Any violence to any member of the school community will result in immediate suspension and a possible review of continuation of enrolment at the Campus.

• Any serious rudeness, or threatening behaviour towards any member of staff will result in suspension and a review of continuation of enrolment at the Campus.

• Students bringing illegal drugs, alcohol or weapons to school will be suspended, and the Police will be notified if appropriate.

• Students found smoking on school premises, other Campuses and TAFE, or while wearing school uniform, will receive one warning. Their parents will be notified that a second incidence will be viewed as severe disobedience and a suspension will result.

• Student attendance will be continuously monitored. Parents will be notified of absences and may be invited to attend an interview. Students who truant will be deemed to be not making a serious attempt to gain their Higher School Certificate and may have their place declared vacant.
ROLE OF THE YEAR ADVISERS

- The Year Advisers are key persons in the welfare structure. They have the primary function of ensuring a student’s academic and social progress and liaise with a student’s teachers over any matters causing concerns. They are the student’s first place to go for support and a parent’s contact for information and advice.

- Monitoring Register of Individual Student Contact (RISC), the database accessed by all staff that records information on behaviour and progress on a daily basis, and alerting Deputy Principal and Counsellor of the need for intervention.

- The development of individual student welfare plans involving the co-ordination of appropriate support staff and class teachers to implement agreed strategies; the monitoring and evaluation of these.

- Monitoring of whole day attendance, and the initiation of follow-up contact with parents where appropriate.

- Confirmation of fractional truancies.

- Monitoring of reports, the organisation of follow-up letters and interviews for unsatisfactory students.

- A central role in developing Campus policy, such as welfare, merit schemes.

- Regular contact with mentors.
DRESS CODE

The Freshwater Senior Campus community, which includes parents, students and staff members, has agreed that our Campus will have a school uniform. The Campus community fully supports a policy and set of procedures to ensure that all students comply with uniform requirements. The Campus community strongly believes that the wearing of a uniform reflects the individual’s commitment to the Campus.

The wearing of a school uniform:

- engenders in students a sense of belonging and pride which promotes self discipline and enhances self worth. It also ensures a sense of equality for all students.
- assists in the development and maintenance of the tone of the Campus and the good conduct of the students. Therefore, the wearing of a uniform assists the students in the development of skills in personal neatness, appearance, presentation, organisation and self-discipline and is an important learning experience.
- requires students to take responsibility for wearing the uniform and accepting responsibility for the disciplinary consequences that follow if they choose not to follow the procedures.
- increases security of students when travelling to and from the Campus. Safety is part of the Welfare Policy for all students.

CAMPUS UNIFORM

*Campus uniform must be worn by all students. The basic colours are black, white and blue.*

**BOYS-SUMMER**
- Shorts: Black with Freshwater Senior Campus logo
- Shirts: White polo with black and gold trim collar and Freshwater Senior Campus logo
- Shirts: White shirt with Freshwater Senior Campus logo

**BOYS-WINTER**
- Shirts: As summer
- Shorts: As summer
- Long Pants: Black with Freshwater Senior Campus logo
- Tops: Blue sweatshirt with Freshwater Senior Campus logo
**GIRLS-SUMMER**

- **Skirt:** Black with Freshwater Senior Campus logo
- **Long pants:** Black long pants with Freshwater Senior Campus logo
- **Shirt:** White polo with black and gold trim collar and Freshwater Senior Campus logo
- **Shirt:** White shirt with Freshwater Senior Campus logo

**GIRLS-WINTER**

- **Long pants, Skirt:** As summer
- **Shirts:** As summer
- **Jumper:** Blue sweatshirt with Freshwater Senior Campus logo
  - Blue wool jumper with Freshwater Senior Campus logo
  - Black stockings or leggings worn with the school skirt

Blue fleecy top/jumper with Freshwater Senior Campus logo

Short plain white socks, short plain black socks.

**All black enclosed shoes.**

In an emergency or exceptional situations when a student cannot wear a uniform item, parents can write an explanatory note for each day.

Parents need to be aware that to meet Work Health & Safety (WH&S) requirements, students are required to wear enclosed shoes at all times; thongs or any type of slip-on shoes that are not fully enclosed at the heel and toe are not acceptable and do not meet OH&S requirements.

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**FRESHWATER SENIOR CAMPUS UNIFORM**

is available at

Pickles School Wear
Unit 8, 42-46 Wattle Rd
Brookvale 2100
(East Point Business Centre)
Ph: 9905 2711   Fax: 9905 2815
Email: picklesschoolwear1@bigpond.com