

# HANDBOOK 2020



## **A guide to Indie School For Parents / Guardians and Students**

**Glenorchy Campus**



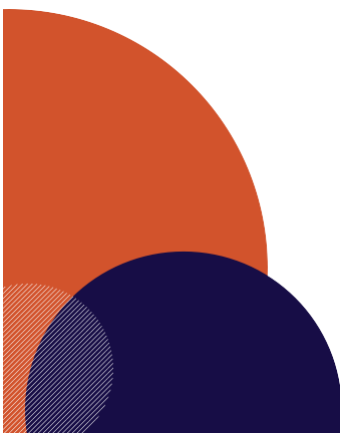


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Glenorchy Tasmania 7010

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[www.indieschool.edu.au](http://www.indieschool.edu.au)





## A MESSAGE FROM THE PRINCIPAL



Welcome and thank you for joining our Indie School community. The Glenorchy campus is one of seven Indie School across four states nation-wide.

At Indie School we believe every young person has the capacity to learn and the right to success through education. We focus on the individual needs of each student to build their skills and knowledge so that they achieve successful learning outcomes from their studies. We offer a range of alternative learning options that are designed to engage students, whilst also creating positive learning experiences.

Student wellbeing is important to us. At Indie School we ensure that we build strong relationships with the students to identify and support them in dealing with any personal issues which may impact their learning. We recognise that it is not easy raising an adolescent, and that many young people have difficulty coping in their teenage years.

Staff at Indie School work with parents and guardians to ensure that there is strong support and regular communication between both school and home; enhancing the student's school experience. This handbook is provided for parents, guardians and each student, as a guide to the processes, expectations and requirements for enrolment and engagement with the school.

We are passionate about ensuring each student's education is one that will build life skills, as well as an education that enables a transition to employment or further training. Our staff do this by:

- Engaging with students with respect and at a personable level;
- Understanding each student's learning strengths, styles and capacity;
- Having an in-depth understanding of the curriculum and how to modify it to suit the student - using effective, differentiated learning strategies;
- Providing counselling and specialist support to the student;
- Advising students on potential training and employment opportunities; and
- Helping students to set achievable goals for their future.

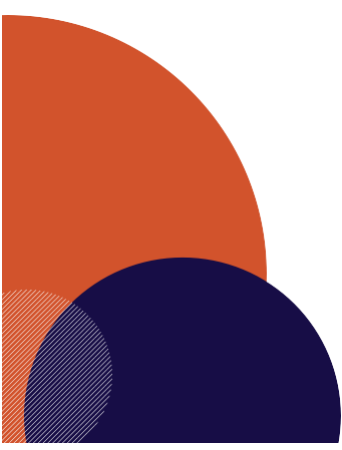
This handbook will guide you as you seek to decide whether this is the right place for you to belong, connect and succeed. We encourage you to speak to our staff and ask the questions you want answered. It will be our privilege to work with you; to achieve the best outcomes possible for each student's future.

**Rodney Wangman OAM**  
**AWCC CEO**  
**Indie Schools Principal**



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## OUR SCHOOL

Indie School Glenorchy is a registered and accredited non-government school owned and run by the Albury Wodonga Community College Limited (AWCC). The school provides support for young people who are unable to complete their studies in mainstream school, for various reasons. Students aged between 15 years to 19 years are eligible to attend the school.

At Indie School we believe that learning is intrinsically valuable and that it:

- Empowers the individual;
- Promotes growth of the individual;
- Provides opportunities and choice;
- Improves quality of life; and
- Advances citizenship in our communities.

Our school's educational philosophy focuses on the:

- Development of the student's personal qualities and attitudes;
- Development of the student's knowledge, skills and understandings; and
- Effective teaching and learning processes and experiences that focus on the engagement and growth of the individual student.

The Indie School welcomes students who have had difficulty engaging in other educational settings. We offer an alternative opportunity for young people to complete their education, in a safe and supportive environment focused on each student's personal and academic development, pathway goals and wellbeing.

Our vision: Indie School aims to provide a safe and supportive environment for all students to learn and grow holistically; facilitating hope and agency in future pathways.

Our mission: Indie School strives to seek creative solutions and remain open to changes which best meet the individual needs of our students; engaging students in relevant and accessible learning experiences which extend their practical, personal and academic skills.



## STUDENT LEARNING

Nationally, students attending our schools often arrive after having little success in other educational settings. At our school there is an emphasis on ensuring each student has an opportunity to re-engage with learning. We do this by implementing approaches aimed at improving learning outcomes for students and ensuring that the learning pathways selected are appropriate at a given time.

Time is taken to assess and gain an understanding of the learning history of each young person who enrolls at the school. From the information gathered, individual learning and life plans are developed, to set clear targets and potential future career goals for each student. This plan guides any decisions about the learning pathway a student may undertake and the best modality of learning for the individual student.

Students are encouraged to become more reflective in the approach they take to their studies and to develop skills that will build an appreciation for lifelong learning. They are provided with opportunities to undertake classroom activities, as well as becoming involved with learning activities outside the classroom and within the community. This assists students to learn about the opportunities that exist in the community for further learning and potential employment.

The school's focus is on building student confidence and capacity which will enable them to improve and gain success in their studies.



*With a focus on the individual student, the school works to identify learning pathways that link to the knowledge, skills, attitudes and preferences of each student.*



## CURRICULUM

Indie School delivers the Australian Curriculum content to Year 9 and Year 10 students, whilst students in Year 11 and Year 12 study TASC subjects and VET Certificates against the Tasmanian Certificate of Education (TCE).

### Australian Curriculum

Students studying the Australian Curriculum engage with 8 subject areas, as mandated by the Office of Education Registration. In 2020, Year 9 and Year 10 students will study:

- English
- Mathematics
- Science
- History
- Visual Arts
- Geography
- Civics and Citizenship
- Health and Physical Education

Students study a modified Australian Curriculum, according to the needs and interests of the individual, and in accordance with the goals identified under their Individual Learning Plan. The school complies with all assessment and reporting requirements of the Australian Curriculum, but wherever possible, will tailor the learning opportunities to suit the student.

### Tasmanian Certificate of Education

Students studying for the TCE at Indie School undertake pre-determined courses, tailored to the individual, yet aimed at the development of life skills, work readiness and community engagement. Units studied focus on the progression from basic literacy, numeracy and ICT, through to increasingly more complex knowledge and skills in these subject areas.

At Indie School we offer senior secondary students a non-ATAR pathway to further tertiary studies, which students may complete as either a two or three year program. The pathway provided is most commonly directed towards further studies at TasTAFE, starting an apprenticeship or traineeship, or getting a job in a specific industry, when the student leaves school.

The school complies with all assessment and reporting requirements of TASC, but wherever possible, will modify the student's learning experiences and coursework, according to the needs and interests of the individual, and in accordance with the goals identified under their Individual Learning Plan.

For further information about the TCE, TASC has developed an excellent guide for parents and students available at: [www.tasc.tas.gov.au/students/qualifications/Tasmanian-certificate-of-education-tce/](http://www.tasc.tas.gov.au/students/qualifications/Tasmanian-certificate-of-education-tce/)



*There is an ongoing focus on how a student is progressing.  
There are a number of strategies used by teachers to assess  
a student's learning and development.*



## Vocational Education and Training (VET)

Indie School currently offers the following VET programs:

- Certificate I Hospitality
- Certificate II Digital Media and Technology

VET courses delivered by other institutions are permitted, however, there may be some cost involved, payable by the student. This fee may be subsidised, if it is part of a School-Based Apprenticeship. Further information about VET opportunities can be provided by our Head of School.



## Structured Workplace Learning (SWL)

Students are able to undertake a Structured Workplace Learning (SWL) placement in an industry setting to acquire skills, knowledge and workplace competencies.

## School-Based Apprenticeships and Traineeships

A student is able to participate in paid, part time employment, whilst completing their studies. Students can participate in School Based Apprenticeships and Traineeships (SBAT), gaining experience that can assist them to transition to further training and education or employment.

## Testing and Benchmarking

Upon enrolment, an assessment is made of a student's literacy and numeracy levels, through online testing. These tests allow the school to identify the current literacy and numeracy levels of the student. Plans for improvement are built upon the results of this testing and other information provided on enrolment, including any previous school reports. The literacy and numeracy testing is repeated at regular intervals.







## STUDENT HEALTH, SAFETY AND WELLBEING

At Indie School there is a strong focus on student wellbeing. Our Student Welfare Officer provides enrolment advice, confidential counselling, support and referral services and in-class health and wellbeing programs. Areas of learning and support include:

- student health services
- mental health services
- building resilience
- anti-bullying
- reducing drug and alcohol abuse
- child protection services
- personal development
- self-regulation
- safety
- homelessness

Our Behaviour Management plans and procedures outline the responsibilities of both staff and students, with a focus on safety, respect, acceptance of others, courtesy and appropriate school behaviours. Our policies are also reflective of Restorative Justice principles and Trauma-informed practices.

As required, the school has in place strategies for dealing with emergencies, serious incidents, inappropriate interactions between students and wellbeing and support services.

### FIRST AID

All Indie School staff are qualified First Aid officers, able to assist any student in non-emergency medical situations.

In cases of emergency or ill-health, the school will immediately contact emergency services and/or the parent/guardian.

**It is important that student contact details and medical information is up-to-date at all times.**

Students suffering from Asthma or Anaphylaxis are required to provide the school with a current individual management plan and appropriate treatment devices.

### HEALTHY EATING

Although the school does not have a canteen, students are encouraged to bring their lunch or items to make their lunch at school. Our student kitchen facilities include a microwave, toaster, kettle, fridge, oven and sandwich press.

Indie School also promotes health eating; providing basic food options available daily to students for breakfast and lunch.

It is expected that students clean up after themselves when they use the school kitchen.



## IMPORTANT INFORMATION FOR PARENTS, GUARDIANS & STUDENTS

### ENROLMENT

To enroll at the Indie School Glenorchy, you need to contact the school's Enrolment Officer, Kelly Blandon. An enrolment package, with instructions, will be sent to you upon request.

The school's process for enrolment includes:

- Information about the school, including an opportunity to ask any questions
- Recording of student and parent/guardian information
- Interview with the Head of School and Student Welfare Officer, discussing:
  - school expectations, including signing the Student Code of Conduct
  - past school experience, future pathway and support required at Indie School
- Assessment of basic literacy and numeracy skills

### STUDENT FEES

In the interest of making education accessible to all, Indie School does not charge school fees. However, excursions and some other activities may incur a charge which is payable by the student.

### ATTENDANCE

Students are required to attend school 4 days per week (Monday-Thursday). Transition Plans and/or Individual Learning Plans may result in a modification to attendance requirements. This will be discussed with students and parents, as required.

Parents/guardians/students should contact the school if a student will be absent. The school will follow up any unexplained absences. Please note: prolonged unexplained absences may jeopardise a student's enrolment at the school.

If a student is absent for a prolonged period of time and the absence is not approved, any family or student receiving government benefits will be at risk of losing their entitlement, when the absence is reported to Centrelink.

### CONTACT INFORMATION

It is very important parents/guardians ensure **the school has their current details at all times**. In the event of an accident or illness, or if the school needs to contact the family/guardian urgently, contact details need to be up-to-date. If family circumstances change, this information also needs to be provided.

### PARENT COMMUNICATION

Indie School may contact parents/guardians/students via the school Facebook page, email, SMS, letters, student reporting, phone calls or at a face-to-face meeting. Please note: email and Facebook are our preferred forms of communication as they are immediate and in writing. Parents are able to contact the school during business hours and are encourage to 'like' the school's Facebook page.

## SCHOOL POLICIES

Indie School has established policies and procedures which guide the operation of the school and the care of our students. Such policies include, but are not limited to:

- Student Code of Conduct
- Behaviour Management and Support
- Child safety
- Register of Student Attendance and Enrolment
- Management of Student Illness
- Critical Incident
- Anti-bullying
- Reporting Student Achievement

School policies are available on the school's website or upon request from through the Student Welfare Officer or Head of School.

### STUDENT CODE OF CONDUCT:

1. Own my behaviour and actions at all times – no one else is responsible for my behaviour and actions;
2. Attend school as per my timetable;
3. Engage in my learning during class time;
4. Be respectful to other students, teachers and staff at all times. This includes not using inappropriate verbal or non-verbal communication nor wearing inappropriate clothing;
5. Be respectful of school property. If I cause any damage to school property I may be liable for all repair costs;
6. Remain in class for the whole of the period unless permitted to leave by a staff member (for the purpose of using a documented support strategy for self-regulation);
7. Return to class on time from the school break period;
8. Place my mobile phone into the designated safe box during class times;
9. Use the sign-in/sign-out record when leaving for and returning from the break period, or if I leave school early;
10. NOT smoke on any Indie school premises;
11. NOT bring energy drinks to, or drink energy drinks on, the Indie School premises;
12. NOT bring alcohol to, or drink alcohol on, the Indie School premises;
13. NOT bring or come to school under the influence of illegal drugs;
14. Attend all review meetings of my progress and learning; and
15. If I am absent, my parent or guardian must contact the Indie School to explain my absence. Unexplained absences will be recorded and followed up by the School.

## **BEHAVIOUR MANAGEMENT AND SUPPORT**

Indie School expects safe and respectful behaviour from all students and staff. Unsafe or disrespectful behaviours may result in removal from the class environment, exclusion from excursions or other activities, internal school suspension, external school suspension, and/or behaviour contracts. A student may be sent home following a phone call to parent/guardian, or in the case of illegal or dangerous behaviour, the police will be called. A student who continuously engages in unsafe or disrespectful behaviours may be expelled, following due process. Please refer to the policy documentation available on our website for further information.

## **GOVERNANCE**

The Board of the Albury Wodonga Community College is the governing body for Indie Schools.

## **COMPLAINTS**

Students and parents/guardians are encouraged to meet with the Head of School in the event a complaint arises. A formal complaint can also be made by completing the Complaint Form, located on the school's website. School policy and procedure will be followed in dealing with the complaint, to reach an acceptable outcome for all parties involved.

## **COMMUNITY PARTNERSHIP**

To provide students with opportunities to learn within their local community, the schools have set up or been involved in a number of partnerships and local events to support student learning.

## **PRIVACY OF CONFIDENTIAL INFORMATION**

All confidential information provided by families to the school is secured and is not allowed to be released, except to those organisations and persons with approval and/or legislative authority to access the information.

## **PERSONAL PROPERTY**

Students are responsible for taking care of any personal property they bring to school. The school cannot guarantee the safety of any personal property that is left at the school. Valuable items should be left at home.

## **LUNCH PASS**

Parents/guardians are able to provide students with permission to leave the school during recess and lunch breaks, to purchase food.



## SCHOOL TERM DATES FOR 2020

Indie School Glenorchy operates in line with the Tasmanian school holidays.

- TERM 1:** 11<sup>th</sup> February to 9<sup>th</sup> April
- TERM 2:** 28<sup>th</sup> April to 2<sup>nd</sup> July
- TERM 3:** 21<sup>st</sup> July to 24<sup>th</sup> September
- TERM 4:** 13<sup>th</sup> October to 11<sup>th</sup> December



**Contact us**

 **indieschool**

**Indie School – GLENORCHY**  
332 Main Road  
Glenorchy TAS 7010

**For enquiries, please contact Kelly Blandon, our Enrolment Officer**

**Phone: 0457 895 133**

**Email: [kelly.b@awcc.edu.au](mailto:kelly.b@awcc.edu.au)**

*Office hours are 8:30am to 4:30pm, Monday to Friday.*

*Messages can be left on the phone answering service and will be acted on at the earliest convenience.*