



WELCOME TO 2024

ELIZABETH COLLEGE STUDENT GUIDE





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USEFUL STAFF CONTACTS

The following staff can be contacted through the Elizabeth College Office on 6235 6555:

Senior Leadership Team



Shane Fuller
Principal



Oliver Close
Assistant Principal



Helen Cooke
Assistant Principal



Ashleigh Snigg
Assistant Principal



Rebecca Wilson
Assistant Principal



Stephanie Kelleher
School Business Manager

Other Key Leadership Areas



Michael Graham-Smith
TASC Liaison Officer



Fran Moore
Wellbeing for Learning & Community



Dave Newcombe
Careers Advisor



Matt Preston
Library & Quality Teaching Coach



Sandy Verrier
Student Support & Inclusion/ Safeguarding Lead



Heath Watts
International Students Program Lead

Curriculum Leaders



Sarah Briggs
HPE



Dannica Burrows
VET



Naomi Colbeck
English, EAL & Languages



Stephen Dodge
Digital Technology



Jason Hoare
Maths & Science



Luke Jackson
Humanities & Social Sciences



Pete MacFarlane
Technology



Joy Mackey
Visual Arts



Tim Medwin
Alternative Programs



Damien Oliver-Black
Performing Arts

See page 21 for a list of Student Services staff

WELCOME TO ELIZABETH COLLEGE



Welcome to Elizabeth College for 2024! We are really pleased to be working with you as part of our community. It is a special place to learn, connect and grow.

As a school, we work hard to ensure that all students can see a place for themselves in our community, see a pathway forward and experience success along the way. Of course, this cannot happen in isolation.

Our core values guide the way we work and interact with each other:

- **Connection:** building positive relationships and a sense of belonging
- **Courage:** accepting challenges and embracing opportunities
- **Growth:** aspiring to learn and improving
- **Respect:** caring for ourselves, each other and the environment
- **Responsibility:** stepping up and doing what is right

As a college student you will take more responsibility for your learning and behaviour as you move towards adulthood. It is important we all work together to achieve the following:

- students to feel safe, cared for, valued and respected
- students to reap the rewards of working with our expert teaching team
- staff to feel safe, cared for, valued and respected

- parents, carers and families to work with us as partners to improve learning, wellbeing and life opportunities for all students in our care
- our community to be inclusive and value diversity

As a community, we

- look for opportunities for growth and improvement
- believe in high expectations with an emphasis on developing a culture of learning
- believe wellbeing is a cornerstone of what we do and how we interact
- make evidence-based, informed and impactful decisions aimed at supporting our learners, our staff and our parent/carer community to deliver first class educational outcomes

Elizabeth College is a wonderfully supportive place to learn. I encourage you to immerse yourself in our college community and all it has to offer. Please take the time to read through this Welcome Guide and if you have any further questions, please ask your Home Group teacher or one of our friendly staff.

Shane Fuller
Principal

OUR VALUES

Elizabeth College's values are **Connection, Courage, Growth, Respect** and **Responsibility**.

Our aim is for Elizabeth College to be a harmonious community where students, staff and parents/carers work in partnership, where students are 'Connected and On Track' to achieve the best possible outcomes.

Everybody has the **Right** to **Learn** and **Teach** and we are all **Responsible** for ensuring this occurs. All members of our community are expected to follow the **Elizabeth College Code of Conduct**.

RIGHTS AND RESPONSIBILITIES:

We all have a **right**

- to feel safe
- to be free from harassment
- to be treated with respect
- to be in a clean environment

We are all **responsible**

- for regular attendance
- for being punctual
- for completing tasks
- for respecting the rights of others
- for respecting property
- for maintaining a clean environment

We expect students to always act with Courtesy, Care and Respect.

Disrespect and abuse of responsibilities will be addressed in accordance with the Behaviour Management Policy.

OUR POLICIES

ATTENDANCE AND STUDENT ALLOWANCES

EDUCATION ACT 2016

Under the Education Act 2016, all young people are required to be enrolled in an Approved Learning Program (ALP) of education or training until they are 18 years old or complete Year 12 or a Certificate III (or have an exemption based on full-time employment of 35 hours a week or other specific individual circumstances for an exemption).

An ALP is made up of:

- Year 11 and Year 12 at any school/college, OR
- Vocational Education and Training (VET) through a registered training organisation, OR
- An apprenticeship or traineeship, including an Australian School-Based Apprenticeship (ASbA)

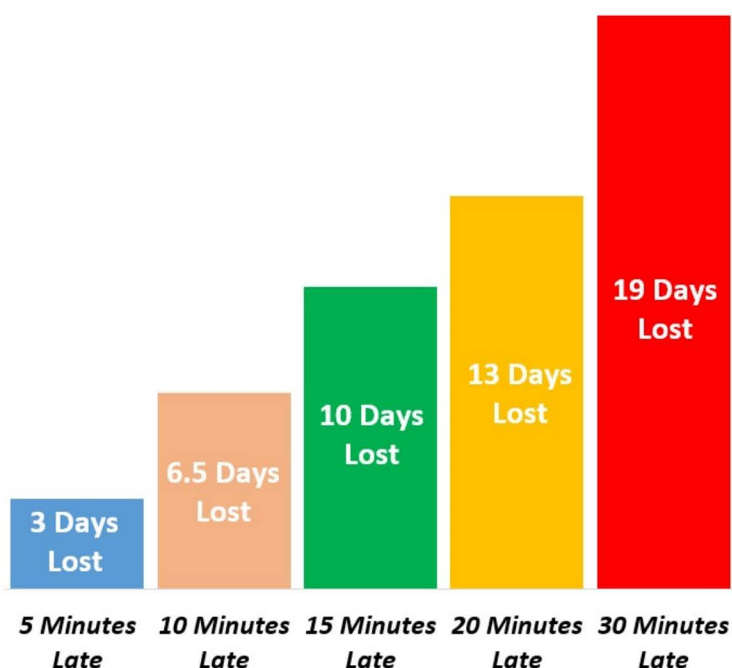
ATTENDANCE PROCEDURES AND EXPECTATIONS

At college, every minute of attendance counts. Students who attend college regularly are more likely to attain their Tasmanian Certificate of Education (TCE) and find employment or go on to further study. Regular attendance is an expectation in the workforce, so you need to prepare for this while you are at college.

You are expected to be on campus from the start of your classes in the morning until the end of the last class of each day. You are expected to also attend Home Group each week and your chosen Enrichment activities. Students are encouraged to regularly attend tutorials where you can access additional support from subject teachers.

When parents have given permission, you can leave the campus when you do not have a scheduled timetable class or can arrive later if you do not have a scheduled class at 8.30am.

Over one academic year





ILLNESS AND INCAPACITY

Your parent/carer should contact the College Office on 6235 6555 if you are unwell and cannot attend school. If you are officially recognised as an independent student you will need to contact the office yourself to explain any absence.

The notified/explained absence will be recorded on our digital attendance system. SMS alerts are sent to parents/carers indicating a student's absence at 4.00pm each day. Ongoing absence due to illness requires evidence from a medical practitioner. Medical certificates should be forwarded or given to the College Office.

If your parent/carer doesn't telephone or provide a medical certificate/note, your absence will be recorded as 'unexplained'. For independent students you will be required to ring yourself and provide evidence such as a medical certificate.

Students who miss classes due to illness or for any reason need to keep in regular contact with their teachers by email to ensure they can stay on track with their learning. ***It is your responsibility to identify and catch up on all work missed during the period of your absence.***

EXCURSIONS OR OTHER SCHOOL ACTIVITIES

If you are involved in an excursion/school activity such as VET placement that requires you to miss other scheduled classes, you will be marked as an 'explained absence'.

APPOINTMENTS AND PART-TIME WORK

Appointments and part-time work should be scheduled outside of class commitments.

ATTENDANCE FOLLOW-UP

If you have a number of 'unexplained' absences you will initially be contacted by either your subject teachers, Home Group teacher or our Attendance Support officer. Continued poor attendance will require you to see an Assistant Principal and/or the Principal to develop a plan to get back 'On Track'. Parents/carers will also be required to attend these meetings.

STUDENT ALLOWANCES

If you or your family receive allowances or payments from Services Australia, please be aware that Centrelink conducts reviews of enrolment and attendance of all students during the school year. It is important to remember that continued and full payments depend on your:

- enrolment in a full-time program
- attendance at all classes
- notification and satisfactory explanation of any absences, at the time of the absences
- supply of a medical certificate to explain any extended or frequent absences



A SAFE PLACE TO THRIVE

We aim to provide an environment free from discrimination, bullying and harassment for students and staff. By being respectful to each other and our environment each member of our college community can thrive. Students at Elizabeth College report they feel safe and free from harassment through annual Wellbeing and Engagement Surveys, and we are committed to maintaining Elizabeth College as a safe, welcoming campus.

Discrimination, bullying and harassment come in many forms and may relate to gender, age, race, religion, sexual orientation, social class and/or disability.

Harassment is described as any verbal or physical behaviour (of a sexist or other discriminatory nature), or written words in the form of notes, graffiti, emails, social network interactions or text messages which are uninvited, intimidating and/or offensive.

Bullying is described as ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm.



If you witness or experience any form of bullying or harassment you can do the following:

- Chat to someone you trust at the College – your Home Group Teacher, Subject Teachers, Campus Support Manager, one of the Student Services team, Assistant Principal or Principal to seek support and advice about resolving the situation
- Object to the behaviour in a respectful way
- Let a parent/carer know what is going on and seek their assistance
- Do not respond by sending texts, emails or joining social media conversations. Keep a record of these things
- Block any person who is harassing you through social media
- If bullying and harassment is happening off campus make an incident report at the nearest police station

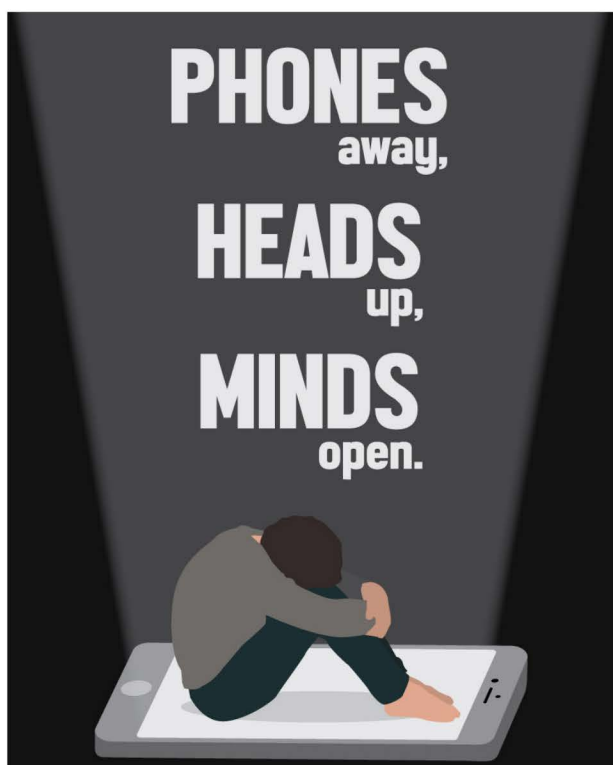


DRUGS, VAPING AND SMOKING

The use of tobacco and vapes, illicit drugs and alcohol is prohibited on campus and at all college functions and activities, regardless of an individual's age, as outlined by the Department for Education, Children and Young People's Behaviour Management Policy.

Illicit drugs and alcohol usage impact on an individual's safety and ability to concentrate and learn. It is unacceptable for any person to be on campus if they are affected by the use of alcohol or other drugs. If a student discloses that they are affected by or show evidence of illegal drug use, it is a reportable offence and parents/carers will be contacted to collect the student and/or the police will be contacted. Disciplinary action by the College or police may be taken, depending on the circumstances and will be guided by Department policy.

As a College we focus on harm prevention and harm reduction and management. If you need additional support our Student Services staff can work with you or they can put you in touch with appropriate community support services.



LOITERING

To support the safety and wellbeing of members of our community, students are asked not to loiter around the surrounding streets of the College, including Tasma, Murray, Warwick and Elizabeth Streets, outside Hungry Jack's and the Garden of Memories park.

Congregating in these areas often results in littering, damage to property and the obstruction of pedestrian traffic. The congregation of students in these areas also attracts undesirable non-students to the College, threatening the safety and welfare of students and staff.

Being on campus before each class and during break times will help you feel 'Connected and On Track'. There are plenty of warm, safe spaces on the College grounds: the canteen, the HIVE, the Undercroft during the winter term, D Block study area and various stations and outdoor spaces on campus.

MOBILE PHONES

As a student, you are permitted to have your mobile phone in your possession during the school day. During class time or school activities phones and ear/headphones must be placed in lockers or bags, either on silent or switched off.

In some lessons, your teacher may instruct you to use your mobile phone for educational purposes. In exceptional circumstances you may ask the teacher to use your phone and permission may be granted.

Students are advised they should not use their phones to record images or sounds of other students or staff without explicit permission. Ongoing misuse of your phone will be referred to the Curriculum Leader or Assistant Principal.

EMERGENCIES

FIRST AID

If you are feeling unwell or are injured, please make your way to the College Office in A Block or go to the First Aid room in F Block. Ask to speak to a First Aid Officer.

If you are unable to make your own way, send someone to the College Office or call 6235 6555. We will send someone to help you.

ACCIDENTS

If you witness an accident or are concerned for someone's safety, please call the College Office on 6235 6555 or let the nearest staff member know.

LOCKDOWN

In the unlikely event of a Lockdown, you will hear the PA announcement "CODE RED". This will be repeated three times. You will also notice Lockdown lights (orange overhead) will be activated in T block workshops, Theatre and E Block Level 3 Music areas.

If you are **in class**, stay there and follow the instructions of your teacher. Do not use mobile phones. These should be turned off and in bags.

If you are **not in class**, quickly move off campus using the nearest exit. Safely cross roads and go to the safest location away from the College.

When the situation has been resolved you will hear the following announcement: "ALL CLEAR", repeated 3 times. Please wait for instructions from your teacher.

FIRE ALARMS

If you are **in class** and you see or smell smoke or fire or hear a fire alarm / PA announcement:

- follow the instructions given by your teacher
- leave the immediate danger area in an orderly manner and by the most appropriate exit
- go directly with your teacher / class to the skate park
- remain with your class group where your teacher will check your attendance
- return to the College when you are instructed by the Chief Warden

If you are **not in class** and you see or smell smoke or fire or hear a fire alarm / PA announcement:

- if a teacher / warden is around, follow their instructions
- leave the room / building / campus grounds in an orderly manner and by the most appropriate exit
- go directly to the skate park
- return to the College when you are instructed by the Chief Warden

TEACHING & LEARNING

HOME GROUP

KIND, CONNECTED AND ON TRACK

You will have weekly Home Group sessions. These are designed to be more than just routine check-ins – they are opportunities for you to explore the vital connection between your health, wellbeing, and your academic achievements. Your Home Group teacher, who may also be one of your subject teachers, will work with you to create a My 2024 Learning Goals plan in Term 1 and you will use this to project and monitor your progress throughout your time at college.

Your Home Group teacher is your key ally in enabling your success at college. Think of them as your go-to person for anything you need at college. They are not only here to assist you in overcoming challenges but also to help you discover the countless resources and services available to ensure your success. Your Home Group teacher is also a point of contact for your parents/carer.

The Home Group program encompasses a range of experiences and activities aimed at enriching your college experience. From Home Group Activities Days to events like Harmony Day, NAIDOC Week, Wellbeing Day, and the Careers Expo, there are plenty of opportunities for you to engage with your peers and the broader college community. Home Group sessions run every Wednesday. In this time there are opportunities for you to explore connections between your health and wellbeing and being the best you can be.

At Elizabeth College, we believe in nurturing not only your academic growth but also your life skills. Your Home Group teacher is here to help you navigate through these formative



years, guiding you toward a path of continuous learning, personal development, and a strong sense of belonging.

We are excited to embark on this journey with you and look forward to celebrating your achievements, big and small, as you become the best version of yourself.

COURSE CHANGES

Our staff have worked closely with you and your parents/carers to enrol you in the correct subjects according to your previous academic success, pathway plans and interests. You have also had the opportunity to experience subjects through transition activities such as Taster Day and the ConnECt program.

The only course changes done in the first weeks of term will be where there is an error with your timetable, a missing class or if it is recommended by your teacher due to a level change. All course changes should be discussed with your Home Group teacher.

From Week 3 any course change needs to be discussed with the relevant Assistant Principal or Assistant Principal on duty. Parents/carers and Curriculum Leaders will need to be consulted and will need to sign the course change form.

Course changes need to be finalised by the end of February. After this date students will have missed too much course work and are unlikely to fulfil the requirements of TASC/VET courses. Please be aware that any changes to your course may have implications for gaining your TCE or TCEA, particularly numeracy, literacy and ICT ticks.

ASSESSMENT

All teachers develop a Scope and Sequence plan of the year's learning and assessment tasks for each subject/course. Teachers use Canvas to provide course material and assessment tasks.

You will be provided with Assessment Notices for major assessment tasks that outline the tasks, due dates, which criteria will be assessed, expectations around Academic Integrity and the weighting of the tasks. If you have any questions, you can ask your teacher for further information.

You will be provided with feedback and marks against criteria in a timely manner. At the end of the year, you will be provided with a summary of your final internal ratings for each subject. For more information please visit 'Assessment Information' on the Student Intranet.



ACADEMIC INTEGRITY

Students' work must comply with TASC guidelines on authenticity, plagiarism and referencing as outlined in the TASC Academic Integrity Guide at <http://eliz.college/tasc>

Your Subject Teachers will instruct you about referencing, and Library Learning Hub staff are also available to help you. For more information please visit <http://eliz.college/referencing>

For all externally assessed work, such as folios and independent studies, you will be required to submit your work through an academic integrity tool and supply a report to your teacher as part of the assignment completion process.

Any academic breaches will be referred to the Curriculum Leader or an Assistant Principal and you will be required to meet to discuss the matter further.



HOMWORK

Homework supports high levels of student achievement and consolidates skills and concepts learned at school. These tasks will often be assessed by teachers and will count towards your internal ratings at the end of the year. At College, students will be expected to complete homework on a weekly basis. Students should expect to complete 4.5 hours per week for each level 3 and 4 subject, and 2 hours per week for each level 2 subject, including VET courses, whether this is set by the teacher or is personal study.



EXTENSIONS

You are expected to submit assessments on the date they are due, completed to the best of your ability. If there is a legitimate reason why you are not able to complete an assessment by the due date, you need to talk to your teacher prior to the due date.

Legitimate reasons for an extension could include illness, family or personal emergencies, or absences relating to other learning activities that have impacted on your time to complete assessment tasks such as completing work placement. Reasons why an extension may not be given may include going on a holiday, sport or work commitments.

Extensions must be requested before the day of the assessment is due (no later than 5pm the day prior) and you need to email this request.

You must submit your assessment on the new negotiated due date.



TUTORIALS

Our timetable has opportunities during the week where students are able to access individual and group support with subject teachers. These provide an important opportunity to clarify thinking and understanding, deepen knowledge and develop skills to support learning.

We also run peer support tutorials where you can meet with other students who will help you with your study, and weekly classes for help with completing Flexible Learning units.

Our Support Teachers are also available at different times during the week in the Library to work with students with additional learning needs.

All students are encouraged to attend at least 1-2 tutorials each week so they can stay 'On Track' with their learning.

BRING YOUR OWN LAPTOP (BYOL)

Students will be required to have their own personal laptop (Windows or MacBook) on campus each day to connect to our wireless network to access the internet, email and cloud storage provided by the Department for Education, Children and Young People.

If you do not have your own personal laptop, please complete a loan agreement (please collect from the College Office or go to <http://eliz.college/laptop>) and return it to the College in early 2024. Loaning a laptop will incur an additional levy of \$100 per year. This levy will not apply if you are approved for the Student Assistance Scheme (STAS).

You are entitled to a free copy of Microsoft Office 365 as part of the Department's home use program. Instructions for downloading can be found on the student intranet or in the College Library Learning Hub. iPads/tablets are not appropriate for college study.



ICT ACCEPTABLE USE POLICY

During your time at Elizabeth College, you will be able to access many computer services across the campus using your personal username and password. The ICT Acceptable Use Agreement outlines the expectations for all students and must be signed by students and parents/carers and returned to the College prior to the start of the teaching year.

The ICT department is here to assist you if you are having any issues accessing computer services on campus. They are located in the Library.



LIBRARY

The Library is a vibrant and friendly space in the centre of the College. It is the main research and study hub for students to work independently or collaboratively. Opening hours are 8.00am to 3.30pm Monday to Friday.

You can use the library for:

- study, research, group work
- accessing a wide variety of texts for study and leisure
- help with academic integrity, copyright, referencing, research skills and study support
- borrowing resources such as books, magazines, and audio-visual items
- accessing career, further study and general campus information
- photocopying, scanning and printing
- access to subscription databases, ClickView and recommended websites
- a selection of board and card games



REASONABLE ADJUSTMENTS FOR EXAMS

If you are studying Level 3 and Level 4 subjects you may be eligible for Reasonable Adjustments for TASC exams if you have a diagnosed pre-existing condition, such as a physical, psychological or medical condition, or a specific learning disorder.

Reasonable Adjustments may include adjustments such as extra time, use of a laptop, a smaller room, or permission to bring food or medication into the exam room. Home Group teachers will discuss options for Reasonable Adjustments in Term 1.

If you think you might be eligible, please see one of our Student Services counsellors to discuss evidence requirements. For further information, please contact

Michael Graham-Smith:
michael.graham-smith@decyp.tas.gov.au or

Alana Czerniawski:
alana.czerniawski@decyp.tas.gov.au

Information can also be found at
<http://eliz.college/reasonableadjustments>

SUPPORTIVE LEARNING

If you have recognised additional learning needs or a disability, our Support Teachers work with you to develop or update your learning plan, communicate with your teachers about strategies to best support you with your learning, and provide assistance when required. If you are coming from interstate or from an independent or Catholic school it is a good idea to meet with Support Teachers prior to the start of Term 1. Please contact Damian Stolp by email:
damian.stolp@decyp.tas.gov.au

QUALIFICATIONS & CERTIFICATES

OFFICE OF TASMANIAN ASSESSMENT, STANDARDS AND CERTIFICATION (TASC)

TASC is the qualifications authority for Tasmania. It manages senior secondary courses, assessment, certificates, qualifications, and the application of national and state standards.



TASC LIASON OFFICER (TLO)

Our TLO ensures Elizabeth College complies with all TASC policies, procedures, and reporting requirements; and facilitates communication between Elizabeth College and TASC. Mike Graham-Smith is Elizabeth College's TLO, and he can support you if you have questions regarding TASC, TCE, TCEA or ATAR.

Mike can be found in room T303 and you can contact him by email:
michael.graham-smith@decyp.tas.gov.au

The TASC Website www.tasc.tas.gov.au is also a great source of information regarding courses, assessment, previous exams, and qualifications.

TASMANIAN CERTIFICATE OF EDUCATION (TCE)

You will be supported at Elizabeth College to achieve your TCE. The TCE is a qualification that has four standards:

- Everyday adult reading, writing and communication in English (literacy skills)
- Everyday adult mathematics (numeracy skills)
- Everyday adult use of computers and the internet (ICT skills)
- At least 120 points, with at least 80 at Level 2 or above, by completing a full program as part of your senior secondary education and training.

For more information go to <https://www.tasc.tas.gov.au/students/qualifications/tasmanian-certificate-of-education-tce/>

TASMANIAN CERTIFICATE OF EDUCATIONAL ACHIEVEMENT (TCEA)

The TCEA recognises senior secondary education participation and achievements with descriptive text. The certificate is designed for students for whom the Tasmanian Certificate of Education does not provide an adequately just and fair account of their participation and achievements in their senior secondary years.

A student is eligible to apply for the TCEA at the end point of senior secondary schooling (Year 12 or Year 13) when they meet at least one of the following eligibility criteria:

- where an impairment, disability and/or condition impacts upon one or more aspects of their learning
- where personal circumstances and/or family circumstances and/or trauma related experiences have had a significant impact on learning or caused difficulties in learning

TERTIARY ENTRANCE SCORE (TE)

TASC calculates a score for each pre-tertiary subject. Your TE score is calculated by combining the scores of your best three pre-tertiary subjects (from Years 12 or 13), together with the best score(s) of up to two other pre-tertiary subjects in that year or one other year. The TE score is then used to calculate an Australian Tertiary Admission Ranking (ATAR).

AUSTRALIAN TERTIARY ADMISSION RANKING (ATAR)

The ATAR tells universities how a student's overall academic achievement in senior secondary education compares with other students in the same year group and is used to allocate places to students. TASC will advise eligible students of their TE score and ATAR in mid-December. Students wishing to attain an ATAR must also achieve their TCE.

For more information go to <https://www.tasc.tas.gov.au/students/university/>



UNIVERSITY ENTRANCE

If you are interested in a university pathway, it is important to check the requirements of entry with the university you would like to attend. Many courses require you to complete a minimum of four TASC pre-tertiary subjects to attain an ATAR to qualify for university admission.

Most students on a university pathway will study at least five pre-tertiary subjects over the two years to gain the best possible ATAR. Of these, at least three must be achieved in Year 12 or 13. You also need to achieve your TCE to obtain an ATAR. For some university courses students may be required to provide other evidence of attainment, such as a portfolio or sit the University Clinical Aptitude Test (UCAT).

There are many pathways to university. You may complete a TasTAFE course or an associate degree that leads to further study at university. The University of Tasmania also offers placements based on their Schools Recommendation Program (SRP) where year 12 students can apply for up to five courses at the end of June. Rather than an ATAR, the application is based on your school's recommendation. This recommendation can factor in your year 11 results, as well as other considerations.

MAKE THE MOST OUT OF YEAR 11 AND 12

Studying at College will be rewarding, challenging and exciting as you start to prepare for the next chapter beyond school. To get ahead make sure you follow these steps:

- Set up a dedicated study area with limited distractions
- Use a daily or weekly planner to stay 'On Track' for assignments and deadlines
- Have a structured study routine that works for you
- Work on balance – schedule time for family and friends, study, chores and work
- Look after your health – make sure you eat and sleep well, schedule exercise, sport or activities you love to do, have some down time
- Make sure you understand what TCE, TCEA and ATAR mean and what this means for you. For more information go to <http://eliz.college/tceandatar>
- Visit the Tasmanian Assessment, Standards and Certification (TASC) website to find out more about the courses you are studying: www.tasc.tas.gov.au
- Use the resources and support available at Elizabeth College – your Home Group Teacher, Subject Teachers, Assistant Principals, Curriculum Leaders, Library and extensive Student Services team
- Immerse yourself in the opportunities and range of experiences Elizabeth College offers. It is a great way to learn new skills, have fun and meet new people
- Attend tutorials regularly to clarify and extend your learning
- Stay in touch with your teachers by email if you are away from school or need help. You can also ask questions or make a time to see your teachers outside of class time
- Use the range of Student Services available to you. Be proactive in addressing issues before they become overwhelming. Our staff are always happy to help

OUR COMMUNITY

ENRICHMENT

Enrichment activities are a great way to share experiences with existing friends, to meet new friends and get to know teachers at Elizabeth College. All students are expected to be involved in at least one activity each block, but you can enrol in as many as you like. There are two blocks throughout the year. The program is quite flexible should you wish to have smaller weekly or fortnightly sessions, or you might prefer a one-off extended day trip. Sessions are scheduled at different times throughout the week.

There is something for everyone, from adventure activities where you can explore the outdoors, wellbeing activities including fitness and sporting activities, and our popular student groups such as the Student Leadership Group or the Pride Group. You may like to get involved in community activities such as Wildlife Rescue or join one of our many music ensembles.

You can also gain nationally recognised employment qualifications in First Aid, Responsible Service of Alcohol, Bronze Medallion or your Recreational Boat Licence.





WHOLE SCHOOL CELEBRATIONS

As a College, we value the opportunity to come together as a community, to showcase talent, to acknowledge successes and to share experiences. We have assemblies each term and we also celebrate whole school activities/events such as Harmony Day, NAIDOC Week, and Wellbeing and Career Expos.



STUDENT SUPPORT SERVICES

Our comprehensive Student Services team is located in the red brick building on Elizabeth Street, otherwise known as Nangaree. We have a qualified team of specialists including Counsellors, Youth and Social Workers, School Psychologists, School Health Nurses, Support Teachers, Teacher Assistants and a Campus Support Manager. We also have a Careers Advisor who is located in the Library.

The team can help you with advice and support on a range of issues including enrolment and course information, future pathways and personal issues such as relationships, housing, allowances, finances and mental health. They offer confidential services and can organise referrals to outside agencies.

To make an appointment see our receptionist at the top of the stairs in Nangaree or complete an online referral form using the QR code below or around the College. You can also ask a teacher to complete a referral form on your behalf.



CAREERS ADVICE AND PATHWAY COUNSELLING

Our Careers Advisor provides advice on various career-related matters such as university and TasTAFE courses, apprenticeships and traineeships, part-time or casual job applications and resumes, and general career planning. He can help explain career pathways, course options, ATAR and TCE requirements.

Uni, TasTAFE and industry representatives visit the College throughout the year.

You can visit Dave Newcombe in the Library Careers Centre, email david.newcombe@decyp.tas.gov.au or go to <http://eliz.college/careers> to book an appointment.

MEET THE STUDENT SERVICES TEAM



Rebecca Wilson
Assistant Principal



Sandy Verrier
AST/Counsellor



Alana Czerniawski
School Psychologist



Marie-Rose Genovese
Support Teacher



Damian Stolp
Support Teacher



Dee Morgan
Counsellor



Jane Shearing
Counsellor



Narelle Traill
Youth Worker



Angela Spooner
Social Worker



Dave Newcombe
Careers Advisor



Jesse Blackaby
School Health Nurse



Ashley Howells
School Health Nurse



Johnathan Karisny
Chaplain



Jon Klapsis
Campus Support Manager



Sarah Newcombe
Administration

OTHER INFO YOU NEED TO KNOW

BREAKFAST CLUB



Variety School Breakfast Club provides a free breakfast for all students in the HIVE between 8.00 and 8.30 every day. Keep an eye on social media to find out what is on offer.



BUSES

Metro buses come via Elizabeth Street with bus stops very close to the College. The following bus companies also leave close to Elizabeth College:

- O'Driscoll Coaches – servicing the Derwent Valley area
- Tassielink – servicing the Huon Valley area
- Redline – servicing the Dodges Ferry & Sorell areas
- Cresswells – servicing the Brighton area

Information on how to apply for a Metro Green Card can be found at www.metrotas.com.au/fares/greencard

CANTEEN

The canteen is located in A block and offers a range of cooked and fresh food prepared each day by our friendly staff. Students are encouraged to use the Qkr! app to place canteen orders.



CCTV CAMERAS

These are in operation at all times, across all areas of the College.

COMMON ROOM SPACES

The College has a number of indoor and outdoor spaces available for student use, including the Library and T block decks, F block and A block courtyards, and the Canteen. The HIVE and D block study room are quiet chill out spaces. The Undercroft is open at break times during the winter term as an additional space.



CLOTHING AND FOOTWEAR

We expect you to wear neat casual dress. Clothing with discriminatory or inappropriate language or slogans is not appropriate school wear. It is a WHS requirement to wear closed footwear for practical subjects and some classes will require you to wear protective clothing such as goggles and lab coats. If you are studying VET classes you may be required to wear a uniform. Your VET teacher will discuss this with you.

COLLEGE COMMUNICATION

We use EdSmart which generates texts and emails as our main communication channels. Each week information is shared through Home Group News. The student intranet will also link you to key information.

You and your parents/carers are also encouraged to follow Elizabeth College's official Facebook/Instagram pages, and you can also access key information on our website: <https://elizabethcollege.tas.edu.au>

We have two types of newsletters: our monthly e-News and our three Term Newsletters. These are circulated electronically to students and parents/carers and can also be accessed through our website.

COLLEGE OFFICE HOURS

The College Office is open from 8.00am–4.00pm each day. The staff can help you with any query. Payments can be made during these times.



COMPLAINTS

Sometimes you may have an issue with a teacher, another student or someone else on campus. It is important that you seek help and try and resolve the issue as soon as possible. The first step is to talk to the other party using a calm, positive approach. You can also go to the relevant Curriculum Leader, make an appointment to see one of the Student Services team or see an Assistant Principal. This person will listen to your concerns, they may record notes and then consult the other party. They will work with you in a timely manner to try and resolve the issue.

COPYRIGHT

The *Copyright Act* states that “students are permitted to copy a reasonable portion of a literary, dramatic or musical work in both print and electronic form for the purpose of research or study. Reasonable portion is defined as 10% of the number of pages or one chapter if the work(s) is divided into chapters”. The Library Learning Hub staff can answer any further questions you may have.

COVID-SAFE PRACTICES

You need to ensure you continue to follow COVID-safe practices, including staying at home if you are unwell and retaining high levels of personal hygiene, including hand washing and using the sanitisers that are located around the College.

ELIZABETH COLLEGE ADVANCED ACADEMIC DIPLOMA (ECAAD)

ECAAD is for students wanting to attain a high ATAR for university entrance and who have shown academic strength and community involvement through high school. ECAAD provides a supportive environment, a diverse range of extension activities, and study skills and wellbeing workshops to help you flourish, explore ideas, make friends and achieve your best. Participation in the ECAAD program is by application at the end of Year 10, and again at the end of Year 11 if you would like to continue with the program in Year 12. For more information visit <http://eliz.college/ecaad>

FOOD PREPARATION

Toasters, microwaves, sandwich presses and urns are available for student use in the canteen and the HIVE. Please clean these items after use, ready for the next person.

GYMS

We have a range of personal fitness spaces, including the gym where popular Enrichment and lunchtime activities run, and Chuggy’s Gym, a strength and conditioning facility that is open to all students and staff. The Spin Room has a suite of spin cycles to improve physical performance.



ID CARDS

Student photo ID cards are issued at the beginning of the year. You will need to carry this with you at all times on campus and show to teachers on request. They are issued from the Library and are free of charge.

LEVIES AND FEES

Levies for a full-time student for 2024 are \$450. Some subjects attract an additional fee. For more information about levies and fees go to <http://eliz.college/levies>

LOST PROPERTY

Lost property is kept at the College Office or with Campus Support. If you find anything on campus that you believe is lost, please hand in to the College Office.

LOCKER HIRE

There are two sizes of lockers available for student use: medium and large wooden lockers. To hire a locker you will need to pay a small annual cost via Qkr! and you will be issued a combination lock for the year. For more information, please see <http://eliz.college/lockers>



MEDICAL CONDITIONS

If you have a serious or complex medical condition (e.g. anaphylaxis/allergy, asthma, diabetes, epilepsy/seizures, etc) that may require care or assistance whilst at Elizabeth College you will need to provide a current **Medical Action Plan** to the College prior to starting the school year. This information will be treated sensitively, placed on your student file and shared with relevant staff to ensure your safety. For more information, please see <http://eliz.college/medicalconditions>

PARKING

Due to limited parking spots students are not permitted to park cars on site. There is two-hour parking in the adjacent streets surrounding the College and the Campus Support Manager can provide further information on longer term parking. Bike racks and an undercover space is available for bikes. Motorbikes can be parked on campus, but you will need to visit the College Office to complete a parking permit.

PART-TIME WORK

Many students have part-time work while studying at Elizabeth College. Full-time students should limit work hours to a maximum of 15 hours per week and these hours should be scheduled outside of your class times. If you feel pressured by your workplace to work more than this, please talk to one of the Assistant Principals for advice on how to approach your employer to discuss the matter.

PRINTING

Students will receive \$20 printing credit at the start of the year. To access printing, you will scan the barcode on your library card. Extra printing can be purchased from the College Office and this will be credited to your print quota.

PRIDE GROUP

Elizabeth College has an active Pride Group for LGBTQIA+ students and allies. They meet weekly as part of the Enrichment program. For more information chat to our School Health Nurses. All are welcome.



SKATEBOARDS AND SCOOTERS

Skateboarding and scooter use is prohibited on campus. These items should be safely stored in lockers when on campus or left at home.

STUDENT LEADERSHIP GROUP (SLG)

The SLG meet weekly as part of the Enrichment program, and you can self-nominate if you wish to join. The SLG contribute to and organise community activities and initiatives. Student wellbeing is a key focus of this group.



STUDENT ASSISTANCE SCHEME (STAS)

STAS is for families on low incomes who meet the eligibility conditions. If approved, you will not be required to pay school levies. Grandparents raising grandchildren may also be eligible for STAS. A STAS application form must be completed and returned to the school with any supporting documentation. Forms can be found at <http://eliz.college/stas> and are also available at the College Office.

STUDY LINE

A full-time load consists of four subjects, Enrichment, Home Group and a study line. This study line should be used for completing homework, catching up on unfinished work or preparing for assessments.

TEXTBOOKS AND STATIONERY

Students are required to have access to the textbooks and stationery listed on the College Booklist for their respective courses. Information regarding purchasing booklist items can be found at <http://eliz.college/booklist>

There is no charge for textbooks and stationery items for STAS approved families.

UPDATING YOUR DETAILS

If your address, phone or email contact changes for yourself or your parent/carer please inform the College Office and your details will be updated in our system.

VALUABLES

Please leave valuables at home. The College cannot guarantee security for valuables.

WORKING WITH VULNERABLE PEOPLE CARD (WWVP)

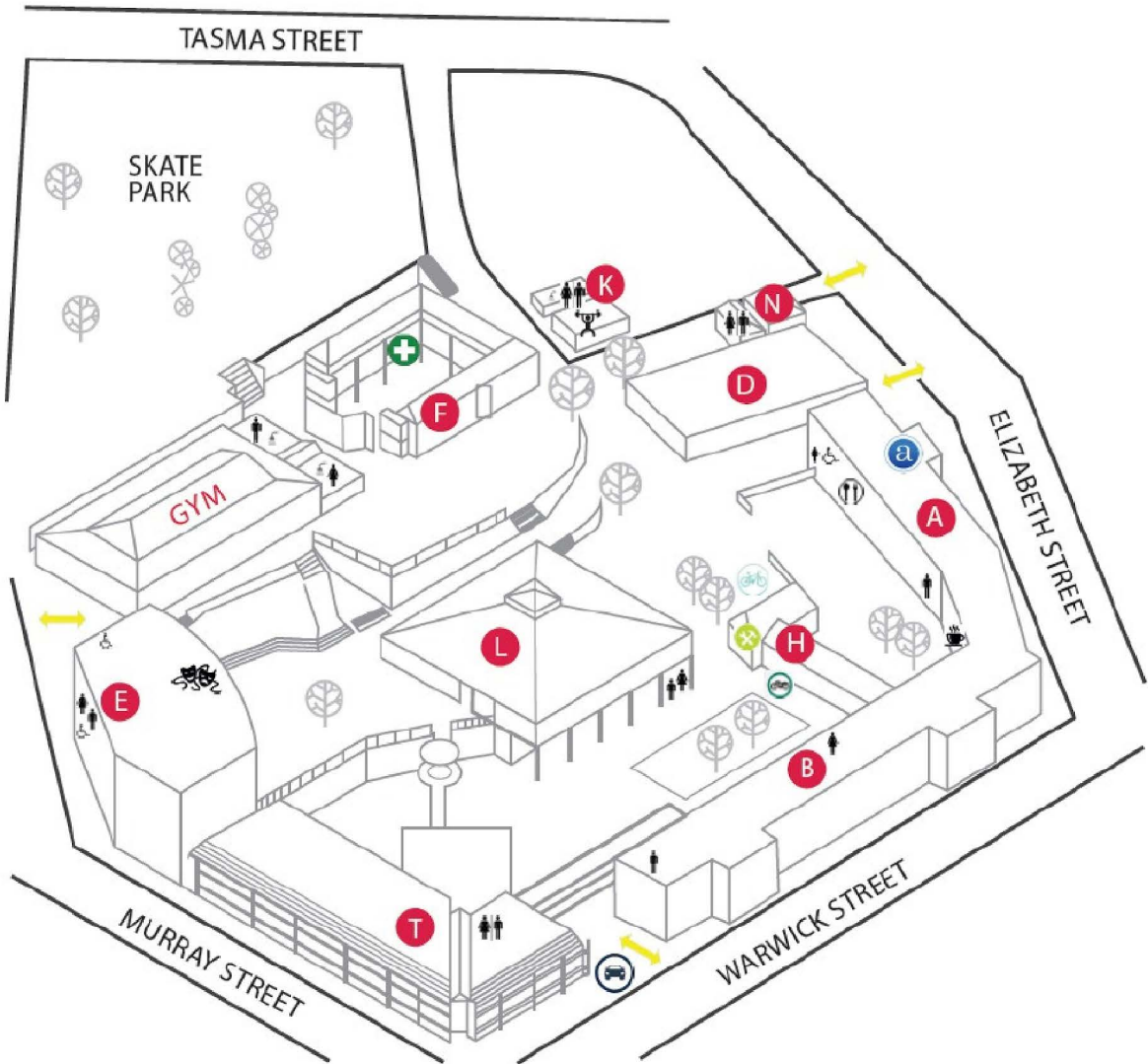
If you are studying a VET program or subjects like Working with Children you may be required to have a Working with Vulnerable People Card. Your teachers will inform you about this at the time of enrolment. For further information go to <http://eliz.college/wwvp>



COLLEGE TIMETABLE

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30	Line 1	Line 4	Line 3	Line 5	Line 3
10.00	Recess	Recess	Recess	Recess	Recess
10.30	Line 2	Line 5	Line 2	Line 4	Line 1
11.30			Home Group		
12.30	Lunch	Lunch	Lunch	Lunch	Lunch
1.30	Tutorial / Enrichment	Tutorial / Enrichment		Tutorial / Enrichment	Tutorial / Enrichment
2.30	Line 3	Line 5	Line 1	Line 4	Line 2
2.45		Afternoon Break	Tutorial	Afternoon Break	
3.00	Afternoon Break	Tutorial / Enrichment	Afternoon Break	Curriculum PLT / Collaboration	
3.15	Teacher Assessment & Prep / Leadership Meeting		Whole Staff PLT / Collaboration		Teacher Assessment & Prep
3.30					
3.45					
4.15					

COLLEGE MAP



- | | | | |
|------------|--|----------|--|
| A | Administration, Humanities | K | Playgroup |
| | Bicycle Shelter | L | Library & Careers Centre |
| B | Foods, Maths, Science, Visual Arts | N | Student Services |
| | Café Tang | a | Office |
| | Canteen | T | Automotive, Computing, Construction, English Writing, Graphic Design, Housing & Design, Journalism, Maths, Metalwork, Woodwork |
| D | Children's Services, Maths | | Gender Neutral Toilet |
| | Chuggy's Weight Gym | | Female Toilet |
| E | Performing Arts | | Male Toilet |
| F | EAL, English, Health & Wellbeing, Languages, Spin Room | | Gender Neutral Accessible Toilet |
| | First Aid | | Showers |
| | Facilities Office | | Theatre |
| GYM | Sports | | Pedestrian Entry / Exit |
| H | International Students Program, Student Common Room | | Vehicle Entry / Exit |
| | | | Motorcycle / Scooter Parking |

KEY DATES

Monday 22 January

Thursday 1 February

Thursday 8 February

Monday 12 February

Tuesday 13 February

Wednesday 21 February

Wednesday 28 February

Wednesday 6 March

Monday 11 March

Wednesday 20 March

Thursday 28 March

Fri 29 Mar – Tues 2 Apr

Wednesday 10 April

Mon 15 – Fri 26 April

Monday 29 April

Wednesday 8 May

Wednesday 15 May

Wednesday 22 May

Tuesday 28 May

Wednesday 29 May

Monday 10 June

Tuesday 11 June

Wednesday 26 June

Tuesday 3 July

Mon 8 – Fri 19 July

Monday 22 July

Wednesday 31 July

Wednesday 7 August

Monday 12 August

Wednesday 14 August

Thursday 22 August

Wednesday 28 August

Friday 6 September

Wednesday 11 September

Wednesday 18 September

Wednesday 25 September

Mon 30 Sep – Fri 11 Oct

Monday 14 October

Thursday 24 October

Thursday 7 November

Friday 8 November

Mon 11 – Thu 21 November

College Office opens

ECAAD Year 11 information session

Term 1 begins

Regatta Day – College closed

Awards Evening

Cluster assembly 1 & 2

Cluster assembly 3 & 4

Home Group Activities Day

Eight Hour Day – College closed

Reports to students

Moderation Day – student free day

Easter break

Harmony Day

Holidays

Term 2 begins

Cluster assembly 1 & 2

Cluster assembly 3 & 4

Careers Expo

Reports to students

Discussions of Learning

College musical opens – 9 to 5

King's Birthday holiday – College closed

Student free day

Ground Sounds concert

Assembly & NAIDOC Week celebrations

Holidays

Term 3 begins

Cluster assembly 1 & 2

Cluster assembly 3 & 4

Science Week begins

Reports to students

Discussions of Learning

Subject Expo

Moderation Day – student free day

Year 11 into 12 enrolments

Wellbeing Expo

Assembly

Holidays

Term 4 begins

Show Day holiday – College closed

WHAAM! art exhibition

VET Graduation Ceremony

Final assembly and awards

TASC exams





Elizabeth College

inspired resourceful learners

elizabethcollege.tas.edu.au  

We acknowledge the Tasmanian Aboriginal Community as the traditional and continuing custodians of Lutruwita, where Palawa have cared for their children and prepared them for life since the beginning of time. We honour Elders past and present, and acknowledge the cultural teaching and learning that has occurred on this land for thousands of years. We are committed to ensuring every Aboriginal and Torres Strait Islander young person at Elizabeth College is known, safe, well and learning.