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**ERINDALE COLLEGE
STUDENT HANDBOOK**



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Message From the Principal

At Erindale College, belonging and connectedness are at the centre of all that we do. We feel privileged to support you during your college years; a time where you will make important decisions to shape your future and to become the best you can be. I encourage you to tap into the expertise of the staff and the resources around you to maximise all the wonderful opportunities and support systems available to you.

As the principal, I urge you to harness the collective wisdom of our dedicated staff and the abundance of resources at your disposal, ensuring you seize every remarkable opportunity to become the champion you need to be, not just for today but for the journey that lies ahead of you throughout your life.



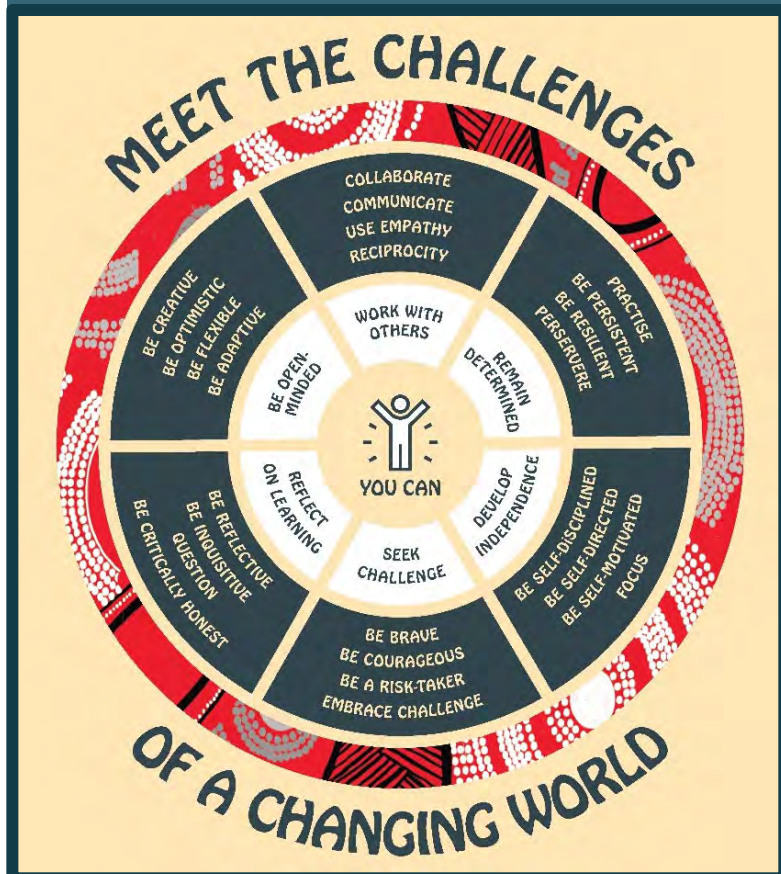
Katherine Stretton

Principal

ERINDALE COLLEGE LEARNER PROFILE

Mindset has a big impact on student learning outcomes! Attitude and character dispositions can work to strengthen and build academic outcomes for students. Evidence from students, teachers and the community have been incorporated into our design so that we can work together to create a consistent and shared language of learning.

The design is a circle with the profiles supporting the student in the middle. This represents how the attributes work together and interact to keep our students moving forward. You will also notice a stunning design by one of our Year 12 students, Leilani Keen-Church, which encircles all of the profiles.



Stay In Touch

Address: 115 McBryde Crescent Wanniassa ACT 2903

Postal Address: PO Box 332 Erindale Centre ACT 2903

Phone (General Enquiries): 6142 2977

Phone (Student Services): 6142 2931, 6142 2983

Website: www.erindalec.act.edu.au

Email (General Enquiries): info@erindalec.act.edu.au

Email (Student Absences): erindalecollege.absences@ed.act.edu.au



@erindalecollege



Erindale College, Canberra

Our Manifesto

The first step through the Erindale College doors marks the commencement of a journey of discovery.

A journey that extends well beyond the few short years our students are with us.
A journey that sets each student on a path to becoming the best they can be.

Whether it's aspiring to be a leader, professional athlete or being the first in the family to graduate, we are here to help our students realise their dreams and let them take flight.

We guide and nurture each and every student by taking the time to understand their individual needs and goals. Empowering them to chart their own course and achieve success on their terms. Now and into the future.

At Erindale College we go beyond the conventional.
We offer diverse and exciting pathways for all learners, through dynamic programs and engaging initiatives. Programs that celebrate diversity, encourage collaboration and foster a strong sense of belonging.

Our positive and engaging learning environment places students at the center of everything we do. By prioritising their needs, interests, and aspirations, we create a culture of active participation, curiosity, and a supportive foundation for students to thrive.

Erindale is not just a place of education, it is a community. A community built on mutual respect and understanding. A community that values diversity, celebrates individuality, and ignites the flame of learning and personal growth.

A beacon of empowerment. A launchpad for tomorrow.

May every step down the halls be a stride towards greatness, and may every dream find wings to take flight.

Your journey to success starts here.

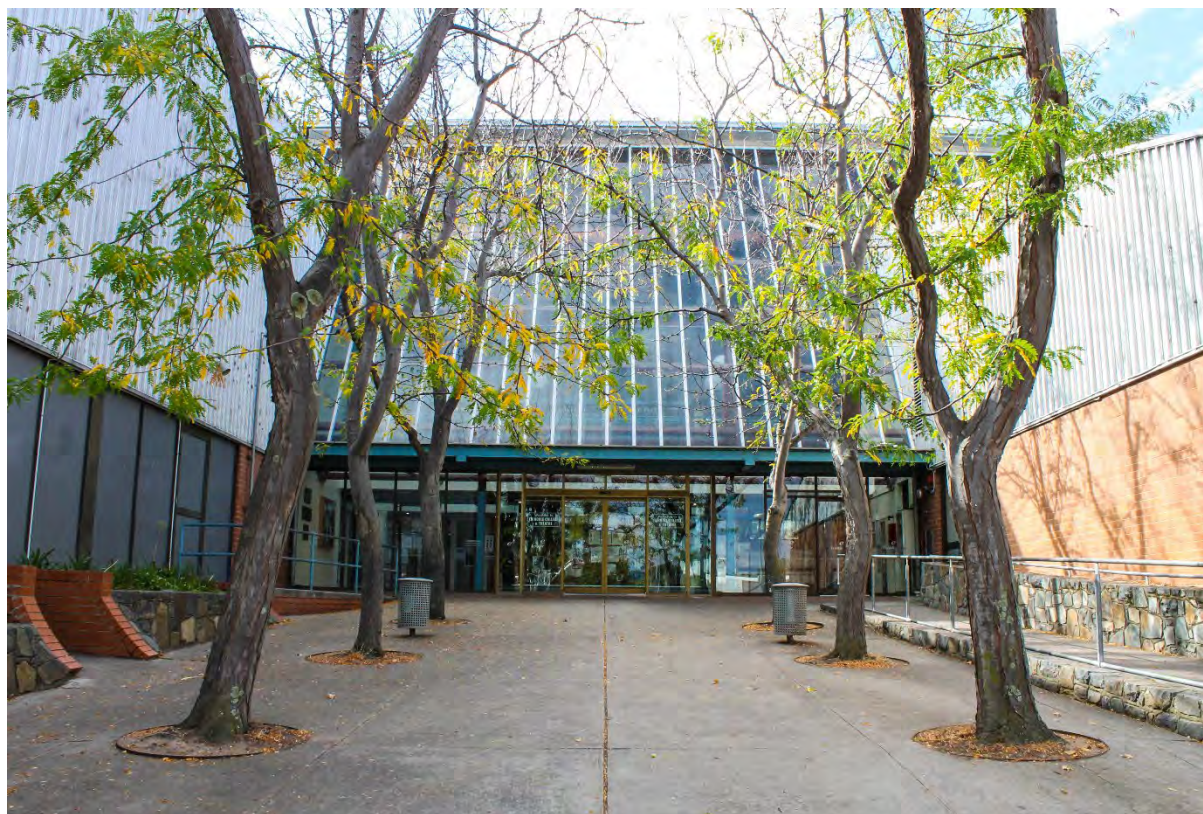
Erindale College

Executive Staff

Erindale College is led by the principal, assisted by deputy principals and academy leaders, who oversee the various academies in the college.

Principal	Katherine Stretton
Deputy Principal (Student Wellbeing)	Mark Armstrong
Deputy Principal (Pedagogy)	Gary Lawson
Deputy Principal (Pathways)	Danielle Banks
Deputy Principal (Vocational Education)	Helen Witcombe
SLC Sports Academy	Clinton Codey
SLC Maths, Science & IT	Michael Klinkert
SLC Technology & Creative Arts	David Appel
SLC Student Services	Joseph Nadler
SLC English	Sally Harriden
SLC Humanities	Leica Burt
SLC Compass Program	Renee Couto
Business Manager	Nigel Bourke

Academy Structure



ENGLISH & LANGUAGES ACADEMY

ENGLISH COURSES

Contemporary English A
Essential English A
English T
Literature T

HUMANITIES ACADEMY

HUMANITIES COURSES

Business T/A
Business Studies A
Global Studies T/A
Legal Studies T/A
Ancient History T/A
Modern History T/A
Social and Community Work A
Sociology T/A

MATHS, SCIENCE & INFORMATION TECHNOLOGY ACADEMY

MATHEMATICS COURSES

Contemporary Mathematics A
Essential Mathematics A
Mathematical Applications T
Mathematical Methods T
Specialist Methods T
Specialist Mathematics T

SCIENCE COURSES

Biology T/A
Chemistry T
Flight T/A
Food Studies & Nutrition T/A
Human Biology T/A
Physics T
Psychology T/A

INFORMATION TECHNOLOGY COURSES

Data Science T/A/V
Digital Products A
Digital Technologies T/A
Networking & Security T/A

SPORTS ACADEMY

COURSES

Certificate III in Fitness E
Exercise Science T/A
Health & Wellbeing T/A
Physical Education A
Sport, Recreation & Leadership A
Sports Development A

SPECIAL PROGRAMS

Academic Honours Program
Compass Program
Talented Dance Program
Talented Sports Program
Year 10 in College Program

TECHNOLOGY & CREATIVE ARTS ACADEMY

TECHNOLOGY COURSES

Design & Emerging Technologies T/A
Design & Textiles T/A
Food Studies A
Timber Products A
Hospitality Industry C
Metal Technology A

CREATIVE ARTS COURSES

Dance T/A
Talented Dance Program A
Drama T/A
Media T/A
Music T/A
Photography T/A
Visual Arts T/A

**** Modified units are offered in most courses**

For more information on college courses see the 'Erindale College Course Guide' available on the college website.

Support Staff

In addition to Academy and School Leaders, Erindale College has a key group of staff who are here to support student wellbeing, and help you achieve your academic and career goals. These people are the best point of contact for any advice or support you may need while at Erindale College.

Y10 Link Coordinator

Natalie Keen

Y11 Link Coordinator

Michelle Skerry

Y11 Link Coordinator (TSP Students)

Daniel Hawke

Y12 Link Coordinator

Aruna Williams

Y12 Link Coordinator (TSP Students)

Rourke O'Sullivan

Link coordinators are your major point of contact for any social/emotional or academic matters relating to your life at college. Your link coordinator will follow you through your 2 years of college, and can connect you to other services, such as the school psychologist or social worker. Link coordinators also monitor attendance and engagement with classes and can assist you through processes such as special consideration, class changes or academic progress checks.

ASBA & Work Experience Co-Ordinator

Glenda Johnson

Erindale College has a dedicated ASBA and Work Experience coordinator located in Student Services (eknex) to assist students who are undertaking or would like to acquire an Australian School Based Apprenticeship; or work experience placements. For more information or to book an appointment, visit the Erindale College careers website - <https://www.erindalecollegecareers.com>

Transition & Careers Officer**Tracey Marris**

The transition and careers officer can assist with career planning, resume writing and transition into and out of college. Transition and careers is located in the Student Services area. For more information or to book an appointment, visit the Erindale College careers website - <https://www.erindalecollegecareers.com>

School Psychologist (Monday – Wednesday)**Anne Shaw**

The college maintains school psychologist services 3 days a week. Any student can make an appointment by speaking with a teacher or administration staff. All staff members can request an appointment on behalf of a student, once this occurs, the school psychologist will contact you via your school email or SMS directly to organise a suitable time.

School Social Worker**Michelle Fogg & Elizabeth Churton**

Social Workers are available to assist students on site. The school social workers offers assistance with social/emotional matters, navigating external agencies for further assistance and is based on the upper level of the college. All staff members are able to request an appointment on behalf of a student, after which a school social worker will contact you via your school email or SMS directly to organise a suitable time.

Y10 Certification**Rosie Randle**

The college has a dedicated Certification officer to ensure Year 10 students remain on track to receive their Year 10 Certificate.

Y12 Certification**Roisin Boadle**

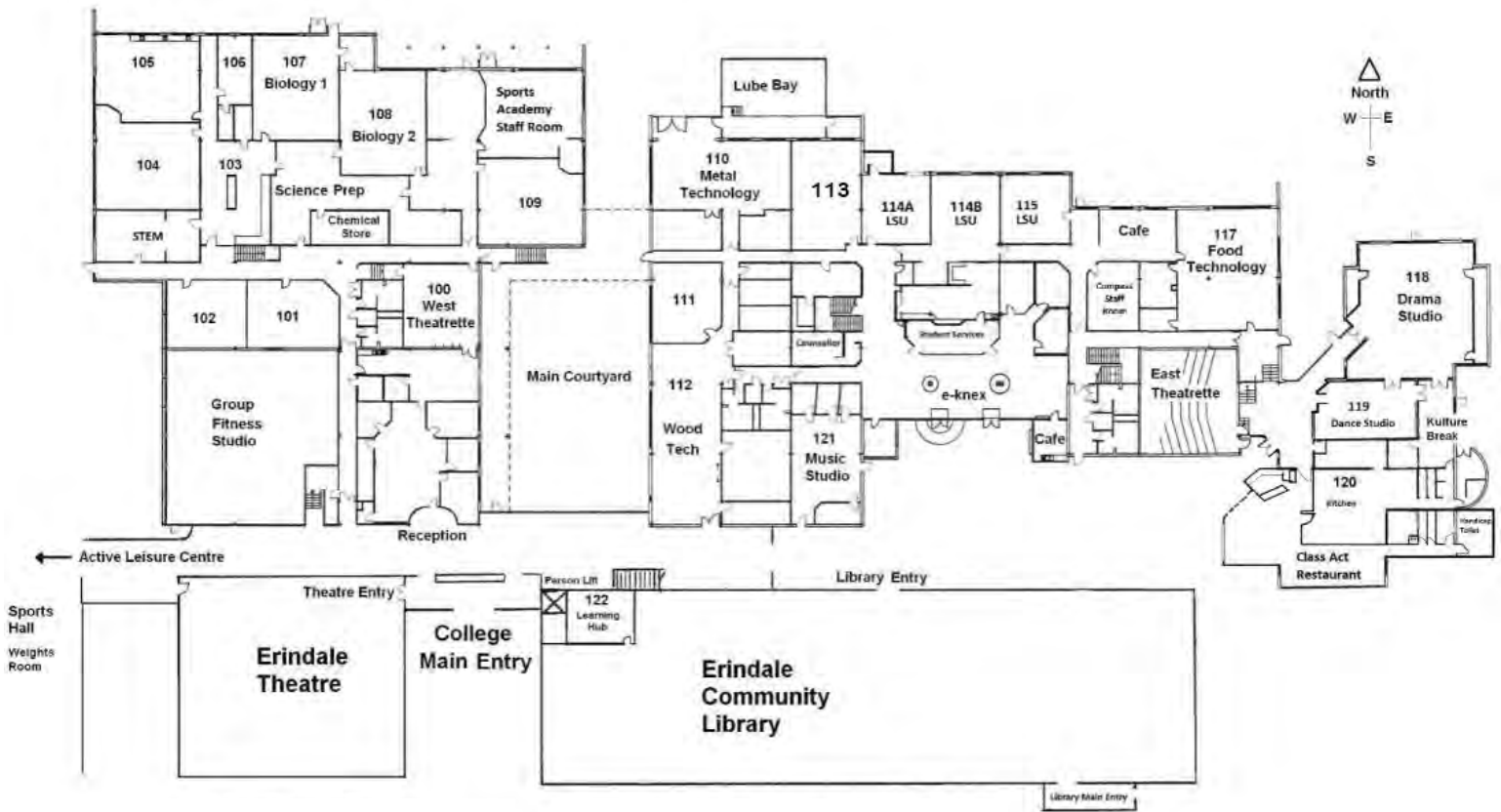
During your final year at college, significant checks will be undertaken by the college certification officers to make sure you are on track to graduate. Certification officers are the best point of contact for package checks or changes. For tertiary students, ATAR assessments can also be calculated during year 12.

Erindale College Timetable

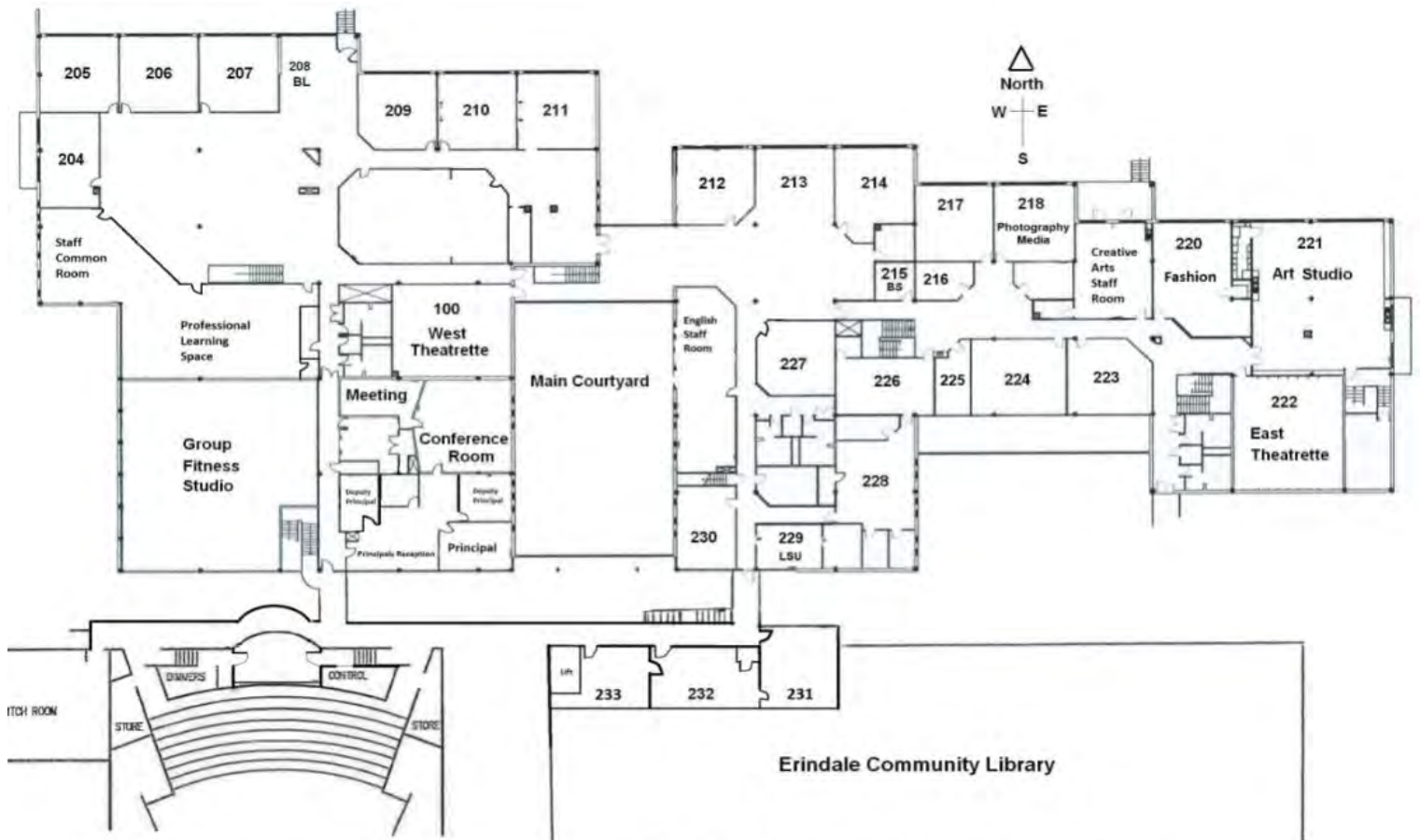
Period	Times	Monday	Period	Times	Tuesday	Wednesday	Thursday	Friday
1	9:00 10:00	Line 2	1	9:00 10:00	Line 6	Line 3	Line 7	Line 1
2	10:00 10:45	Line 1	2	10:00 10:55	Line 4	Line 6	Line 5	Line 3
10:45 - 11:05		Recess	10:55 - 11:15		Recess			
3	11:05 11:50	Line 7	3	11:15 12:10	Line 4	Line 6	Line 5	Line 3
4	11:50 12:35	Line 3	4	12:10 1:05	Line 7	Line 1	Line 4	Line 2
5	12:35 - 12:55	LINK	5	No classes				
12:55 - 1:35		Lunch	1:05 - 1:45		Lunch			
6	1:35 2:35	Line 5	6	1:45 2:40	Line 7	Line 1	Extension Programs	Line 2
7	2:35 3:25	Line 4	7	2:40 3:25	Line 5	Line 2		Line 6

* Please note: Period 5 Link occurs on Monday only. Tuesday - Friday period times are different. There is no period 5 on these days.

Campus Map



GROUND FLOOR



Level 3 - Upper Level

Erindale Education and Recreation Complex

UPPER FLOOR



Get to know your teachers as individuals and friends

Make a positive effort to make friends and get to know other students

Take an active responsibility for your own learning. When in doubt, ask!

enable

Don't skip class! Good attendance is essential for success



enrich

Don't take on too much! It is better to do fewer courses well



Bring an electronic learning device to school each day to assist in your learning

Choose courses carefully based on your interests, aspirations and abilities

Your success will depend far more on how hard you work than which class you choose

Maintain a regular sleep routine



Recognise if you are not coping and ask for help early

Set aside time for socialising, fun and sport

Plan out homework. T classes generate at least 2 hours per week

engage



The Things You Want to Know

Logins and WIFI – ONE Network

To login to a device or join the “ONE” wifi network please use the following credentials

Your username is your 7-digit student ID number – 0123456

For students coming from an ACT public high school your username and password will be the same here at college

For new students to the ACT public system, you will need to choose a password.

To choose or reset your password please see your link teacher or front office staff.

If you experience any issues logging on or with your device please seek further assistance at the front office.

TRAVEL AND PARKING

The Transport Canberra Website has a dedicated section for schools.

Information on routes, times, pick up and drop off points near the college can be found on this site.

Those students travelling from NSW can apply for a bus pass through NSW Transport, when bus passes are issued, they can be collected from the front office.

The car parks are public, and parking is at one’s own risk. Parking and traffic inspectors monitor the car parks and speeding and parking beyond the limit can and do attract fines. Students intending on driving to college are asked to park at the rear of the college and enter via the rear gates.

WHERE TO EAT

Erindale College does not have a full-time canteen but keep an eye out for the opening times of our Class Act café for some treats (and coffee) catered by our Hospitality Students.

In the meantime, there is no shortage of dining options a short walk away.

LOCKERS

Tired of carrying schoolbooks and training uniforms around all day? Lockers are available for students to rent for just \$10 a year! Just sign up at the front office and provide your own padlock.

GOOGLE CLASSROOM

Each teacher will provide you with a google classroom code to keep you updated with course work. From time to time, due to teacher absence, work will be posted on google classroom for you to complete independently during regular class hours. Year 10 Announcements – vxxh71y Year 11 Announcements - adknwxz Year 12 Announcements - ypops4b

MENTAL HEALTH SUPPORT

Erindale College has a School Psychologist on site Monday – Wednesday, and a full time Social Worker available to students. For immediate crisis support please contact Lifeline on 13 11 14.

GYM MEMBERSHIPS

For those students in the Talented Sports Program, Gym membership at the Active Leisure Centre is included as part of the initial TSP payment.

For those not in the program, a reduced student rate is available, see staff at the Active Leisure Centre for more details.

COMMUNICATIONS

Keep your details up to date to receive notifications and reminders about events at college!

The Erindale College website is a great place to source college information, including copies of your unit outlines – www.erindalec.act.edu.au

Newsletters are emailed to students and families twice a term at a minimum.

Check out our social media pages to keep up to date on news and events!

COLLEGE AMBASSADOR PROGRAM

The college ambassador program is open to all students in years 10 – 12.

Members meet weekly and students are encouraged to voice their ideas about school events and initiatives such as uniforms and formal.

Student Rights & Responsibilities

It is the right of all Erindale College students to:

- Study in a safe environment which promotes learning
- Be provided with guidance as to the learning program that best suits their needs
- Access the physical and human resources of the college in order to achieve their goals
- Be treated with respect by teachers, students and members of the community sharing our environment

It is the responsibility of all Erindale College students to:

- Show respect for their teachers, fellow students, and members of the community
 - Treat the college building and equipment with respect
 - Attend classes, complete set work, and commit to their learning program
 - Ensure they are not under the influence of, or possess illegal drugs or alcohol
- Refrain from using offensive language and behaving in a manner that reflects poorly on the college
 - Develop as citizens in both the college and community, helping and supporting others

WHAT NOT TO DO

DRESS CODE

Erindale College's dress code policy aligns with other ACT government colleges. It takes into account the diverse nature of the student population and the economic, personal, social and cultural factors affecting students and their families.

Students are required to adhere to standards of cleanliness and dress. These standards are those generally accepted as appropriate in a school setting.

Clothing that can cause offence (e.g. racist or obscene), advertising inappropriate products or is provocative is not acceptable on college grounds.

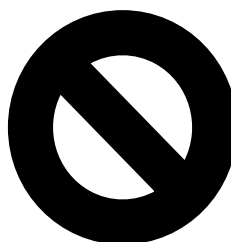
Students undertaking specialised activities such as food preparation or working with machinery must wear appropriate enclosed footwear.

SMOKING

Smoking tobacco or electronic cigarettes is strictly prohibited in and around our college. It is an offence to smoke within the extremities of a government building. Please be aware that our grounds and facilities are smoke free zones. Electronic cigarettes/tobacco/lighters and matches should always be out of sight at the college.

DRUGS & ALCOHOL

The possession of prohibited drugs is illegal, and Erindale College will act as appropriate working within the context of harm minimalization. The college, through Student Services, can provide advice and referral to other agencies.



Grades

'A' to 'E' Grades are awarded for each unit completed and are based upon unit grade descriptors (these can be found in your unit outlines).

Status (S) grades may be awarded if a study program is badly interrupted by ill health or misadventure.

Void (V) grades are issued to students who fail to complete assessment items; fail to maintain a satisfactory attendance record without good reason or fail to substantially complete scheduled classroom activities. A V grade means students are unable to be assessed and the unit will not be counted toward their ACT Senior Secondary Certificate.

Before being issued a V grade, students will likely receive a V grade warning through the college 'Assessment and Attendance Alert' reports, or Student Progress reports. Students are encouraged to speak with their classroom teacher or year coordinator to negotiate a plan to rectify the situation.



Reports

Reports are emailed home at the end of each term. At the completion of Terms 1 and 3 a 'Student Progress Report' will be issued, giving an indication of how you are tracking so far in the unit. At the completion of Semester (Terms 2 and 4) a full student report will be issued. This report contains teacher comments and your final mark for any term or Semester units undertaken in that teaching period.

Please ensure all contact details are always up to date or this may result in reports/news not reaching the correct address. To request a printed copy of your student report, or to add any additional recipients of student reports please see staff at eknex.

Parent/Teacher Interviews

Parent/teacher interviews are held once per semester. Bookings for these events are managed on-line. An email will be sent home with details on how and when to make an appointment with teachers to discuss progress and potential support for your learning. Students and families are encouraged to be in contact with classroom teachers and year coordinators on a more regular basis by phone or email where necessary. Please email info@erindalec.act.edu.au to request contact from a staff member.

Front Office

The front office is located in the main foyer and is a shared space with the public. The front office is your point of call for a variety of services including payments, school equipment and first aid.

PAYMENTS

The front office is open for payments from 8:30am to 4:00pm daily. Payments can be made in person via cash or card, over the phone credit payments, or through direct deposit.

ID CARDS

ID Cards are compulsory and issued at the beginning of each year for Years 10, 11 & 12. ID Cards are valid for 12 months. A replacement card can be reissued for \$5. See the Front Office staff if you have not had a photo taken.

BUS PASSES

Bus concession forms and Rail concession passes are available from the front office. For those students travelling from NSW on CDC/QCity busses, these passes can be collected at the front office when your request has been approved.

SCHOOL EQUIPMENT

A variety of school equipment can be obtained through the front office, including scientific calculators, information booklets required for some classes, lockers and chromebooks.

IT ASSISTANCE

If you are having trouble logging on, accessing programs or websites, or are experiencing issues with your school allocated chromebook you can head to the front office for IT assistance. Front office staff are also able to reset student log in passwords.

LOST PROPERTY

Lost property is located at the front office. If you lose an item, let front office staff know so that they are on the lookout. It is also a good idea to check lost property at the Erindale Library and Active Leisure Centre, as items found in public spaces may be returned there by a member of the public.

FIRST AID

A fully equipped sick bay and several trained first aid officers can be found in the front office. If you are feeling unwell at college, call in to let someone know – it is best to visit sick bay rather than heading home straight away and the front office staff will be able to call parents/guardians on your behalf if necessary.



College Link Program

College Link is a structured program designed to support student wellbeing and academic achievement throughout their years at Erindale College.

Students are assigned a small group mentoring class at the beginning of year 11, with one link teacher who will continue with them until the end of year 12. Link groups meet once a week for 30 minutes, where link teachers will use this opportunity to check in with students, address questions or concerns, provide course or class change advice and provide updates on upcoming events and opportunities around the college.

In addition to supporting academic success, the college link Program places a strong focus on student wellbeing, offering study tips, career pathways discussions and advice on the maintenance and improvement of mental and physical health, all within a cohesive group environment.

Link teachers are the first point of contact for both parents and students with a range of concerns; from schoolwork to personal circumstances, link teachers will aim to help, or refer you to other school or outside services for assistance where necessary.

The role of college Link teachers:

- Assist students to settle in and learn about the college
- Assist students in selecting units and structure courses throughout year 11 and 12
- Monitor student attendance
- Monitor student end of term and semester results to ensure they are on track to succeed in their studies
- Support students to improve their study skills and understanding of learning
- Support students to organise their time and prepare for assessments and class tasks
- Liaise with parents/guardians
- Liaise with link coordinators & the student wellbeing team to ensure students are adequately supported

Link teachers are in turn supported by a team of Link Coordinators. Two Link Coordinators are assigned to each year group, and are available for serious, complex, and/or long-term support or assistance.

The role of college Link Coordinators:

- Organisation of special consideration regarding assessment or attendance
- Formulation of Student Action Plans
- Monitoring serious attendance issues
- Monitoring and advising on academic packages
- Liaising with parents/guardians
- Liaising with link teachers & the student wellbeing team to ensure students are adequately supported

Courses Explained

COURSES

Courses are groups of units in the same subject area.

MINOR – At least 2 standard units. A typical minor is produced by taking one class in a subject area for one year.

MAJOR – 3.5 to 5 standard units. A typical major is produced by taking one class in a subject area for two years

MAJOR/MINOR – 5.5 to 6.5 standard units. A typical major/minor is produced by completing 7 or 8 classes in a subject area over two years.

DOUBLE MAJOR – 7 to 8 standard units. Typically, a double major is produced by completing 7 or 8 classes in a subject area over two years.

Please note: Not all courses have provision for Major/Minors or Double Majors. Students can do more than eight standard units in a course, however 8 is the maximum that will count toward the course score and academic package requirements.

TERTIARY (T) COURSES

T courses are courses which have been approved as preparation for higher education. T course scores are used in preparing the Australian Tertiary Admissions Rank (ATAR).

ACCREDITED (A) COURSES

A courses are approved courses that are suitable for a general education for students in Years 11 and 12.

VOCATIONAL COURSES (V)

Vocational courses are approved Year 11/12 courses designed to provide knowledge and skills directly relevant to an area of employment and can lead to further vocational education and training. These courses have a workplace component, are recognised nationally and can provide new apprenticeship and traineeship opportunities both during and after college. Vocational programs may also be classified as A, T, M or C courses

REGISTERED (R) UNITS

R units are designed to further a student's social, artistic, sporting, personal development, and academic progress.

MODIFIED (M) COURSES

M courses are typically T and A courses that have been modified to allow students who satisfy specific disability criteria to engage in classes at an appropriate level.

COMPETENCY BASED (C) COURSES

C classification is given to a vocational program that is assessed solely using the competencies attached to the Certificate I, II or III being undertaken. Scores and grades are not attributed to units in these courses, but they do produce standard units.

EXTERNAL (E) COURSES

E classification is given to a course that is delivered by an external Registered Training Organisation. Students can undertake any kind of vocational training course as part of their package in this way.

STRUCTURED WORKPLACE LEARNING (W)

Structured Workplace Learning units (which can be found in vocational programs) are classified as W units. Structured Workplace Learning (SWL) is the workplace component of a nationally recognised industry specific VET program.

HIGHER EDUCATION (H) COURSES

H courses are targeted extension programs or first year university programs delivered in partnership with higher education providers and are intended to support high achieving students.

Achieving your year 12 certificate

ACT SENIOR SECONDARY CERTIFICATE

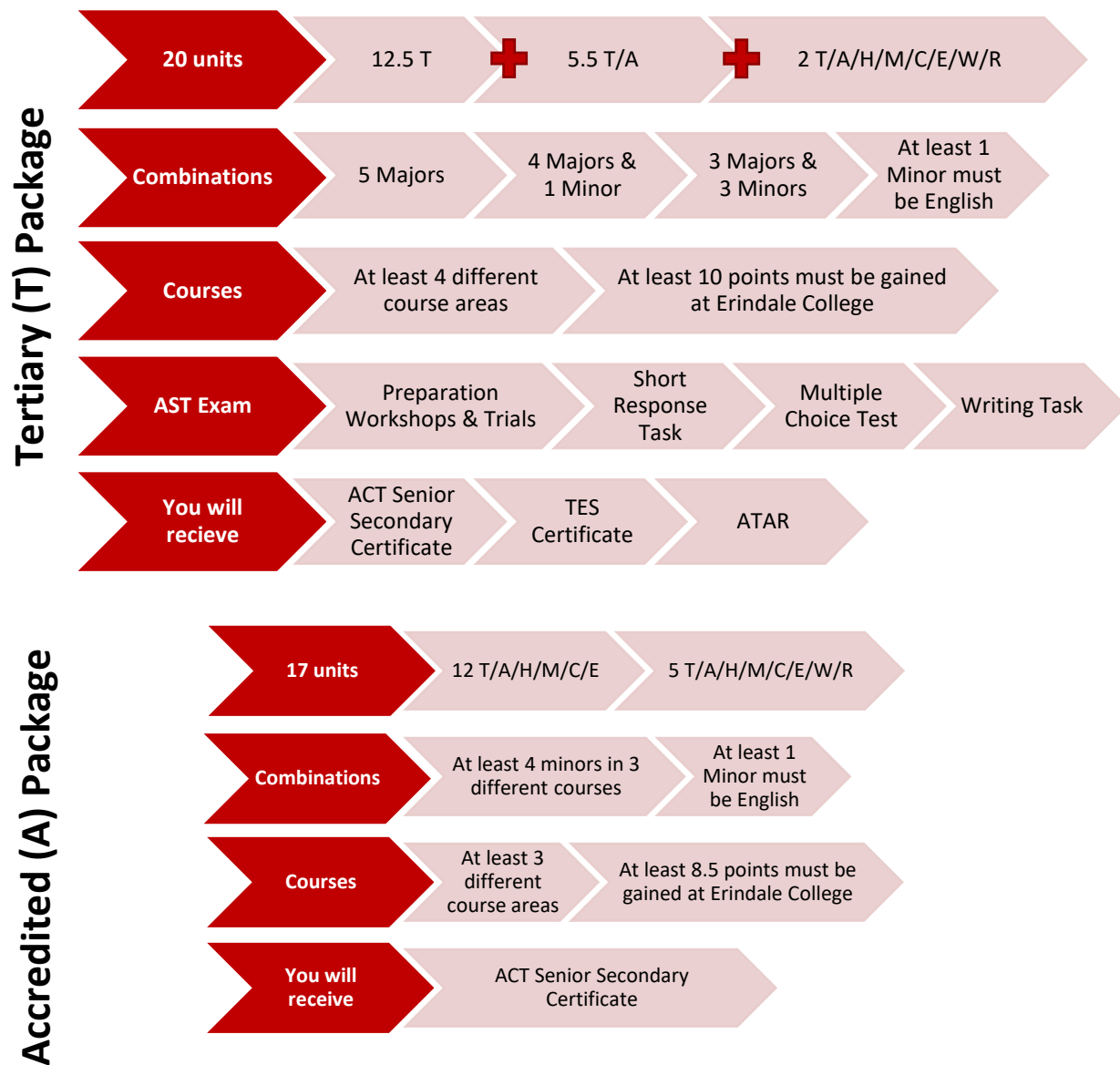
A certificate detailing your years of attendance and the college you are graduating from, and a Record of Achievement, that details your studies throughout college. It is used by a wide variety of people including Australian and International education or training institutions, and employers.

TERTIARY ENTRANCE STATEMENT (TES)

The TES reports information used in the calculation of the ATAR, which is required for admission into universities in Australia.

AUSTRALIAN TERTIARY ADMISSION RANK (ATAR)

An ATAR is used to assess and compare the results of school-leaving applicants for entry to University. This ranking is a number ranging between zero and 99.5 which reports student position relative to all other students.



Student Services (Eknex)

Student Services is responsible for matters relating to student welfare and any concerns you may have regarding your life at college, including problems relating to your attendance and academic progress. Student Services is located on the ground floor opposite the library and this area includes the Student Services Executive Teacher, School Psychologist, Social Worker, ASBA and Work Experience Assistant, Careers and Transition Officer, Registered Trade Organisation Manager and Administration.



ACCESS TO SUPPORT SERVICES

A number of support staff are located within Student Services, and all staff members are able to advise on contact details or make appointments on behalf of students. A member of staff is always available in this area to assist students who may be in distress and need someone to talk to.

CLASSES AND TIMETABLES

Student timetables are emailed to student school email accounts or issued through link class at the beginning of each Semester. If you are experiencing any timetable issues, visit eknex as soon as possible.

There is a short window of opportunity to change classes each Semester. Think carefully how these changes might affect your final package at the completion of year 12. The class selection process is run through the college LINK program, and information about lines, courses and class availability can be found at eknex.

ATTENDANCE AND ABSENCES

Maintaining good attendance at college is very important. Attending classes should be your first priority, when this isn't possible, be sure your absences are explained within 5 days of returning to school. Absence reports are emailed to student school emails, and eknex is the place to visit if you have any questions or concerns regarding your attendance at school.

Parents/Guardians will receive daily attendance alerts for any classes missed and students receive weekly attendance reports to their student email or link class, as such, we expect students to keep on top of their absences.

CHANGES TO PERSONAL DETAILS

It's important that we have both your own, and your family's contact details up to date! A 'Change of Personal Details' form can be collected from eknex to update Parent/Guardian phone, email and address details. Parents/Guardians can also update the college of changes by emailing info@erindalec.act.edu.au.

Students are regularly sent text messages about upcoming events or teacher absences so if you change your number, come down to eknex to update this and keep receiving all the information you need!

STUDENT RECORDS

Student Services houses student files, should you need to update any documentation, such as proof of residential address. Similarly, should you wish to access previous records, such as school reports, eknex staff can provide copies of this documentation.

LEAVING COLLEGE

Should you choose to leave college before gaining your ACT Senior Secondary Certificate, a parent/guardian will need to notify the college in writing, and students must complete a Leaver's form available at eknex before enrolment can be removed. At the completion of Year 12 studies, all students must complete a Graduating Leavers form available at eknex in order to confirm all requirements for Certification have been met.

Our Expectations

ATTENDANCE – THE 90% RULE

Students are expected to attend all classes, participate in a positive manner and seek our support when needed. Excursions, simulations and presentations by visitors may form part of your classwork.

Any student whose attendance falls below 90% without having due cause and adequate written documentary evidence will be deemed to have voided the unit and will be awarded a V grade and 0 points for the unit toward your ACT Senior Secondary Certificate. This means all absences MUST be explained within 5 days of returning to the college.

Erindale College uses a live roll marking system, meaning each of your teachers mark the roll in class each day. The college regularly sends notifications to students and families regarding attendance. Parents/Guardians send in an explanation via email to erindalecollege.absences@ed.act.edu.au, or write a note to be dropped in to eknex.

For missed examinations, or absences of more than 3 days due to illness, a medical certificate must be provided. For planned absences of more than 3 days for any other reason, students are expected to complete an 'Advanced Notice of Leave' form, available at eknex and have this filled out by teachers to ensure no integral classwork is missed.

ASSESSMENT – THE 100% RULE

We expect students to submit 100% of assignments for their courses. Unless prior approval is granted, any student who fails to submit at least 70% of the assessment for the unit will be considered 'not assessable' and will be awarded a V grade and 0 points for the unit. The Principal has the right to exercise discretion in the application of the late penalty in special circumstances where satisfactory documentation is supplied.

LATE SUBMISSION

Learning to submit work on time builds valuable organisation skills. If you do hand in an assessment item late, it will receive a penalty of 5% per day (including weekends and public holidays). This might not sound like much but adds up quickly! Make sure you get all the marks you deserve by submitting work to your classroom teacher, or Academy staff room by 3:45pm on the due date. In Tertiary units, work submitted more than 7 days late will be awarded a Notional Zero.

CHEATING AND DISHONEST PRACTICE

The integrity of the College's assessment system relies upon all involved acting in accordance with the highest standards of honesty and fairness. Plagiarism is the copying, paraphrasing or summarising of work, in any form, without acknowledgement of sources, and presenting this as a student's own work. Examples of plagiarism could include, but are not limited to:

- Submitting all or part of another person's work with or without that person's knowledge
- Submitting all or part of a paper from a source text without proper acknowledgement
- Copying part of another person's work from a source text, supplying proper documentation, but leaving out quotation marks
- Submitting materials which paraphrase or summarise another person's work or ideas without appropriate documentation
- Submitting an image, sound, design, photograph or animation, altered or unaltered, without proper acknowledgement of the source

Where can you go for help?



THE MINDYIGARI CENTRE FOR EXCELLENCE

In 2020, the Mindyigari Centre for Excellence was relaunched in the presence of invited Ngunnawal elders, distinguished guests and community members. Staffed by the Indigenous Education Officer, The Mindyigari Centre offers a space for Aboriginal and Torres Strait islander students to access social, emotional, and academic assistance while at college. The Mindyigari Centre is located on the upper level of the college, overlooking the main foyer. Mindiyigari is available to students 10am to 2:45pm daily.

LINK TEACHERS

Your LINK teacher will meet with you weekly to distribute information and deliver a program designed to assist your learning throughout your college years. LINK teachers can give course advice and will assist with class changes at the end of each semester. Your LINK teacher will also monitor your attendance week to week and contact home if they see a pattern on non-attendance.

YEAR COORDINATOR

Familiarising yourself with your year coordinator will be beneficial should you ever need an in school advocate, special consideration, or would like to be put in touch with a number of other services the college offer. For issues that cannot be solved by speaking with your classroom or LINK teachers, visit your year coordinator for further discussions. Like LINK teachers, year coordinators monitor attendance, and those students with a pervasive pattern on non-attendance will be referred to year coordinators to develop a plan for re-engagement.

SPECIAL CONSIDERATION

We understand that for some students, difficulties may arise that impede their ability to attend or complete schoolwork. These difficulties may include poor physical or mental health, bereavement or family crisis. In these circumstances, students may be entitled to special consideration, where variations to assessments or extensions may be awarded. It is your responsibility to communicate any challenges you may be facing to your teachers and Year Coordinator as early as possible. Appropriate documentation or evidence is also required to support your application for Special Consideration.

Erindale College Library

Opening Hours

Erindale College Library is open Monday – Fridays from 9:00 to 3:30 pm.

The Erindale Branch ACT Public Library is open from 10:00 am and 5:30 pm. Students are welcome to continue studying during these times.



Students are required to sign in once a day at the desk next to the information desk. This is for statistical and attendance purposes.

How do I Borrow?

Erindale College Students are automatically granted borrowing rights to the Erindale College collection including class textbooks. Students do not need their student ID card to borrow books their information is recorded in the library system.

To join the ACT Library just ask at the College Desk for assistance.



How do I Return Books?

Students can return books at the **College Book Return Box** at the College Library Front Desk. This is an inside box with a postage slot, perched at the College Front Desk next to the typewriter. Please don't return books to the ACT Library shoot. Students needing to borrow books can do so by requesting to borrow from the Teacher Librarian.

Students **do not** have to pay overdue fines, but, at the duration of their college term, unreturned books will require payment. Unusual circumstances will be considered but borrowing

resources comes with responsibility, so please try to return books in a timely manner. It is a good habit when you hand in the assignment return the book.

Behaviour

Students visiting the College Library are using a public space so therefore their behaviour and language need to be appropriate to this space. Students may consume food, but that also comes with the responsibilities.

Assistance

Students may read for pleasure, find assistance with assignment unpacking, essays, reports and thesis writing from the Teacher Librarian. They may also obtain regular check in sessions for time management and research skills in general or, if you don't know what to do talk to the Teacher Librarian who can navigate you through to the appropriate person/place/thing.

Classes

Sometimes teachers may bring students to the library for classes. Or, on your lines off you may visit to study, complete assignments, play board games, puzzles or read. Students can also print their assignments in black and white (no colour – see front office).

Knit and Natter

Knit and Natter is the Wednesday Knitting group of which creates knitting projects around the school. It is fun and a chance to chat, learn a new skill and meet new people.

If you have a specialist group such as a book club and would like to meet in the Library, just speak to the Librarian to organize a space and time for this to occur.



Student Wellbeing Team

School can be a challenging time! To help you navigate through school and make it successful, we have a team in place to support you throughout your time at college.

Erindale College Support Teachers

Link Coordinators

Link coordinators are your major point of contact for any social/emotional or academic matters relating to your life at college. Your link coordinator will follow you through your 2 years of college, and can connect you to other services, such as the school psychologist or social worker. Link coordinators also monitor attendance and engagement with classes and can assist you through processes such as special consideration, class changes or academic progress checks.

Michelle Skerry
Y11



Aruna Williams
Y12



Daniel Hawke
Y11 TSP



Rourke O'Sullivan
Y12 TSP



SLC Student Wellbeing

The SLC of Student Wellbeing is the leader of the wellbeing team and is responsible for the coordination and cohesion of student support services and the delivery of the College Link program. The SLC of student wellbeing frequently advocates for students and liaises with other school staff and parents/guardians as required. This SLC is also responsible for approving Special Consideration applications such as extended leave of absence, assessment extensions and estimates.

Joseph Nadler



SLC Student Wellbeing (TSP)

The SLC of Student Wellbeing (TSP) is responsible for the coordination and cohesion of support services and for approving Special Consideration applications for those students enrolled in the Erindale College Talented Sports Program. In addition to advocating for students and liaising with school staff and parent/guardians, this SLC works to ensure that students successfully manage their sporting and academic commitments to reach their personal goals.

Clint Codey



SLC Inclusion Support

The SLC of Inclusion Support is responsible for the running and coordination of the Erindale College Compass program and is the leader of Inclusion Support Programs (ISP) within the college. This SLC also creates Individual Learning Plans (ILP) for students needing extra support and structures in place during their time at college.

Renee Couto



Erindale College Support Services

School Psychologist (Monday – Wednesday)

The college maintains school psychologist services 3 days a week. Any student can make an appointment by speaking with a teacher or administration staff. All staff members can request an appointment on behalf of a student, once this occurs, the school psychologist will contact you via your school email or SMS directly to organise a suitable time.

Available services:

- Therapeutic interventions
- Counselling
- Psychological assessment
- Liaising with parents/guardians where necessary

Anne Shaw



School Social Worker

A full time Social Worker is available to assist students on site. The school social worker offers assistance with social/emotional matters, navigating external agencies for assistance and is based on the upper level of the college. All staff members can request an appointment on behalf of a student, after which the school social worker will contact you directly to organise a suitable time.

Available services:

- Counselling
- Case management
- Collaborating with parents/guardians and staff
- Liaising with external stakeholders and services

Elizabeth Churton



Michelle Fogg

Pesi Palu



Alice Jones



School Youth Workers

Our Youth Workers are available to support students with their attendance and run a events and groups to support students such as:

- LGBTQIA+ Students
- Pasifika Students
- Young carers

Erindale College Careers Team

ASbA & Work Experience Co-Ordinator

Erindale College has a dedicated ASBA and Work Experience coordinator located in the Student Services area to assist students who are undertaking or would like to acquire an Australian School Based Apprenticeship, or work experience placements. For more information or to book an appointment, visit the Erindale College careers website - <https://www.erindalecollegecareers.com>

Glenda Johnson



Transition & Careers Officer

The transition and careers officer can assist with career planning, resume writing and transition into and out of college. Transition and careers is located in the Student Services area. For more information or to book an appointment, visit the Erindale College careers website, www.erindalecollegecareers.com

Available services:

- Careers information, advice and counselling
- Careers education
- Student career pathways and planning
- Workplace learning
- Developing career competencies in and outside the classroom

Tracey Marris



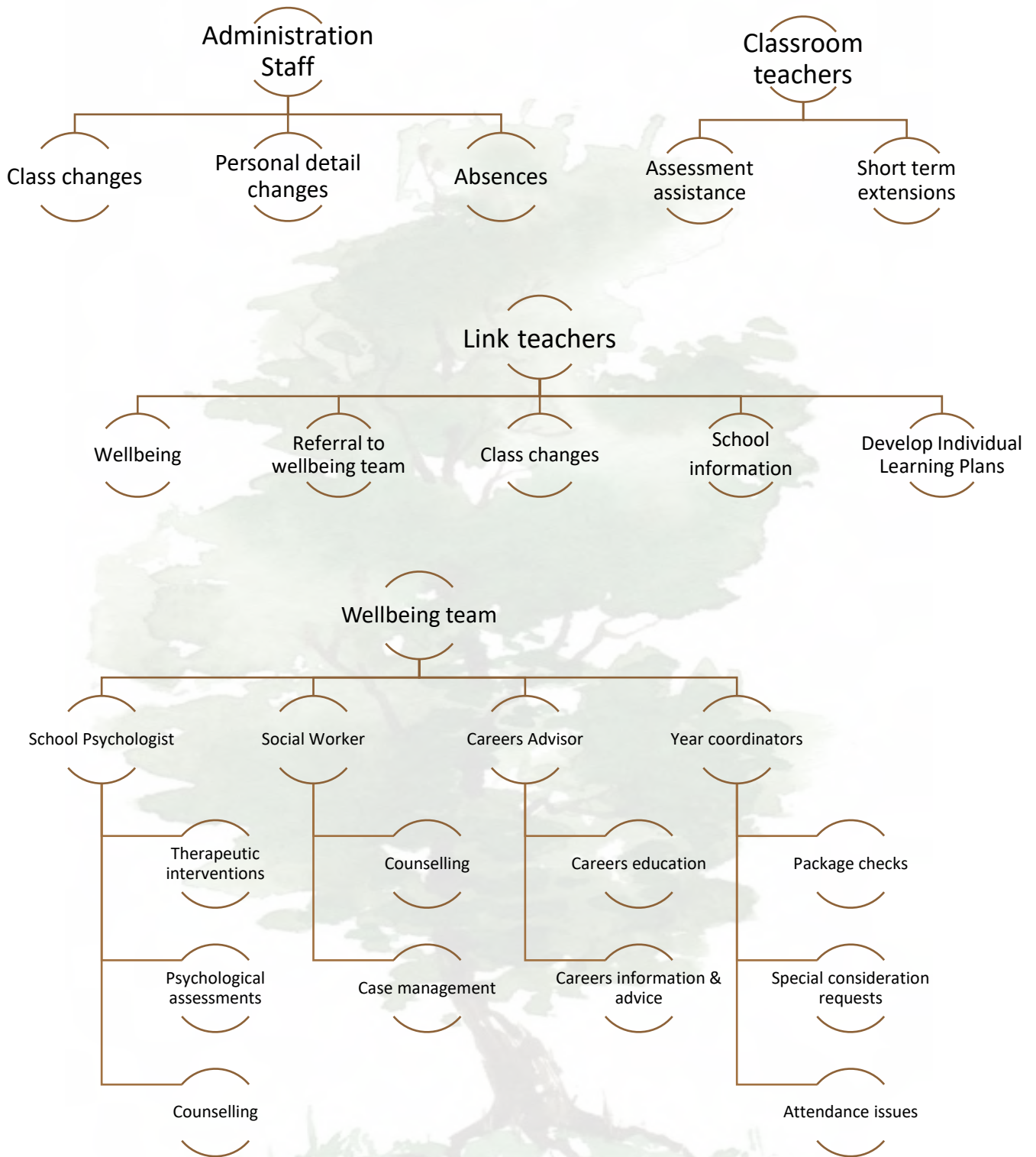
Careers Administration Assistant

Brittney Tuckerman



Where to go for help

All teachers are there to support students to reach their full potential. If you require support for your wellbeing, teachers and school staff can refer you directly to the Student Wellbeing team. If possible, speak to your link teacher about the need to access additional school support. Link Coordinators and Student Wellbeing SLCs will be contacted if you require further support surrounding special consideration.



Developing Coping Strategies

There's no doubt about it, life can be hard sometimes. From relationship issues, to work and study stress, to days when we don't feel great – we all go through stressful and emotional periods.

When that happens our coping strategies kick in – these are things that we've learnt over time that help us feel better. Some people naturally use ways of coping that are helpful – like journaling, meditation or speaking with friends. But for some of us, the way we cope can leave us feeling worse in the long term. We may stop doing things we enjoy, use alcohol or other drugs, and disconnect from friends and family.

So, where should you start if you want to learn new ways to cope with difficult times? The important first step is to reflect on how you react to stress – taking time to understand *what* you do and *why* you do it. This builds your self-awareness. It can help you learn things about yourself that will help you handle tough times in the future. The more you understand yourself, the better you will be at applying more helpful strategies that *work for you*.

Some practical ways to improve your wellbeing everyday can be as simple as changing your current habits.

Get enough sleep. Sleeping well and helps you feel energised, mental health.

Eat well. Eating well can improve general health and wellbeing. Fill your body and brain all the

Get into life. Keep doing the stuff are important to you. It can help a sense of accomplishment and and help to connect with others. skating, reading, or playing the other things like working or studying to give you meaning.

Stay active. Staying active can help you to your mood. Make time to take a break from going to the gym, kicking a ball around with a mate and make sure its something you enjoy.

Connect. Spending time with family, friends (including pets) and people in your community can help strengthen your mental health and wellbeing.

Learn new ways to handle tough times. Taking time to think about you're handling tough times is really important. Sometimes the things we do naturally can help, and other times they don't. Increase your options for handling touch times as they'll come in handing now and in the future.

Cut back on alcohol and other drugs. Cutting down on the amount of alcohol and drugs that you take, or avoiding them altogether will help you sleep better, feel better, and keep a healthy headspace. While alcohol and drugs may make you feel good in the short term, they can impact your mental health, making you feel worse in the long run.



your wellbeing everyday can be as simple as changing your current habits.

is good for your brain and body, stay focused and protect your

your mood, energy levels and up on nutritious food (like and drink plenty of water to give power it needs to function well.

you love to do and the things that kept the fun in your life, give you purpose, boost your confidence Some of these activities, such as guitar, might just be for fun, but can give you new skills and night help

sleep better, manage stress and boost study or work or hanging out, whether it be or just going for a walk. Whatever it is, start small,

Sleeping Well

Getting the right amount of quality sleep can give you more energy, improve concentration, help you better deal with stress and, you guessed it, keep a healthy headspace!

It's easier to manage your emotions, you have more patience, and you deal with stressful situations better. Also, you reduce your risk of mental health challenges into the future!

Sleep and your mood

Quality of sleep is like a mental health superpower.

When you get enough sleep it's easier to manage your emotions, you have more patience, and you deal with stressful situations better. Also, you reduce your risk of mental health challenges in the future!

Yet, it is so common to struggle to sleep. That's because your sleep can be impacted by many things – from the food you eat to feeling worried or anxious even using your phone

before

bed.



Getting the right amount of sleep can improve your headspace:

- Giving you more energy
- Improving your memory, attention and concentration
- Making you less likely to crave unhealthy snacks
- Help you to better deal with stressful situations

How do I sleep better?

- At least an hour before bed, switch from video games, YouTube and social media to TV or watching a movie
- Lower the brightness on your phone and computer screens at night (or enable night-time mode/blue light filters). Some have features to automatically change the colour of your screens to help you prepare for rest
- If you find it hard to wind down, try a mindfulness exercise
- Try to sleep the same amount every night. An extra hour, every now and then, is fine – but any more can confuse your body clock
- If you need to get up during the night try to avoid turning on bright light and hop back into bed quickly
- Avoid caffeine at least six hours before you go to bed
- If you can, avoid napping during the day

Depression

Many people feel sad after they have gone through stressful or difficult times. This could be a relationship break-up, trouble with family or friends, changing schools or exam times. It's normal to feel down from time to time, and it can actually help you figure out what's important to you.

Symptoms

Different people will experience depression in different ways. It usually includes these signs and symptoms for a period of at least 2 weeks.

Changes to your feelings or emotions

Like feeling unhappy, numb, empty, irritable, guilty or like everything is too hard.

Changes to your thoughts

Like having negative thoughts, struggling to concentrate, or having thoughts of self-harm or suicide.

Physical changes

Like feeling tired most of the time, difficulty sleeping, changes in appetite or unexplained aches or pains.

Behaviour changes

Like withdrawing from family or friends, not getting things done or using more alcohol and other drugs.

There's no simple answer to why depression happens. For some, it can be a combination of challenging life events or issues. These might include things like prolonged stress, traumatic relationships, discrimination, bullying or social isolation. Other things that have been linked to depression are things like decreased sleep, increased alcohol and other drug use, lack of exercise and poor diet. For others, it might be connected to a family history, or other individual coping strategies. But sometimes there's no clear reason, and that's okay too.

What can I do?

People experiencing depression can and do get better. A part of depression means it can feel hard to find the energy or motivation to make some changes. Sometimes it might feel like nothing will help. That's why recovery is often made easier when someone has support from people around them, including family, friends and school and community groups. It can help to start with one thing you know you can do, then slowly add things in step by step. This can help you feel like you're making progress.

Take care of yourself

Looking after our minds and bodies can help us with our general mental health and wellbeing

You can:

- Eat well to improve your mood, energy levels and general health and wellbeing
- Sleep well to help your brain and body rest



- Get moving to help you sleep better, manage stress and boost your mood
- Avoid, or at least limit your use of alcohol and other drugs

Notice your thinking patterns

Being aware of our thoughts and feelings is an important step toward improving how we feel. Taking notes on this can help you figure out which thoughts make you feel better or worse. Keeping a journal can help you understand this more.

Talk about your thoughts and feelings

It's a good idea to talk to someone you trust about your thoughts and feelings. Talking to other can help you feel understood and may help you see things from a different point of view. You might:

- Talk to your family or friends, a teacher or coach, your mob or Elders
- Get support from online communities or resources
- Connect with others and be part of a group, to manage feelings of loneliness

Get into life

Sometimes it can be difficult to think of enjoyable things when you're feeling low. It might take some extra effort but try to do something that you used to enjoy, even if you don't feel like it. This can be very helpful in lifting your mood. Try to notice any changes in how you feel between and after these activities. Learning new skills can also help boost your confidence and give you a feeling of achievement

Try some relaxation strategies

Practicing relaxation techniques can help you manage stress and help ground you during tough times. It can help ease heavy emotions. There are lots of websites and apps that can help you with this – just google 'mediation apps'

The link between depression, suicide and self-harm

Some young people who experience depression also self-harm or experience thoughts of suicide. Self-harm and thoughts about suicide are often ways of trying to cope with difficult emotions.

If you have thoughts of suicide or self-harm its really important to talk to someone you trust or get professional support.

How do I get help?

For some people, using the tips on this fact sheet will be enough to help manage symptoms of depression, but if you experience these symptoms most of the time, for longer than two weeks – it's time to reach out for support. You have lots of options for getting support with depression:

- Mental health professionals at headspace and eheadspace (online and phone support) can help
- School based counselling or student wellbeing services
- A General Practitioner (GP)

If you or someone you know is going through a tough time you can get help and support from headspace, your school or university wellbeing service or your local health provider. For more information, to find your nearest headspace centre, or for online and telephone support, visit [headspace.org.au](https://www.headspace.org.au)

If you need immediate assistance call 000 or to speak to someone urgently, please call Lifeline on 13 11 14 or Suicide Call Back Service on 1300 659 467.

The headspace Clinical Reference Group have approved this clinical resource. Fact sheets are for general information only. They are not intended to be and should not be relied on as a substitute for specific medical or health advice. While every effort is taken to ensure the information is accurate, headspace makes no representations and gives no warranties that this information is correct, current, complete, reliable or suitable for any purpose. We disclaim all responsibility and liability for any direct or indirect loss, damage, cost or expense whatsoever in the use of or reliance upon this information.
Version 1.4, 05 July 2021

Anxiety

Anxiety is something that we all experience from time to time. It's our body's way of preparing us to manage difficult situations.

Sometimes anxiety can help us perform better by helping us feel alert and motivated.

Anxiety can come and go – but for some of us, it can stick around for a long time and end up having a big impact on daily life. When this happens, it might be time to do something about it.

Symptoms of anxiety

Everyone experiences anxiety differently, but there are some common signs and symptoms.

Physical signs can include:

Heart racing
Faster breathing
Feeling tense or having muscle aches (especially neck, shoulders and back)
Sweating or feeling dizzy
Shaking
'Butterflies' or feeling sick in the stomach

Changes to thoughts, feelings or behaviour can include:

Worrying about things a lot of the time
Being unable to control the worries
Having trouble concentrating
Worries that seem out of proportion
Being unable to relax
Avoiding people or places
Withdrawing from friends and family
Feeling annoyed, irritated, or restless
Difficulty sleeping

What are panic attacks?

Panic attacks are sudden rushes of intense anxiety or fear, together with frightening thoughts and physical feelings

Physical feelings might include:

Pounding heart
Sweating
Difficulty breathing
Shaking
Feeling dizzy
Feeling sick

Frightening thoughts might include:

'I'm going to die'
'I can't breathe'
'This isn't going to stop'
'I'm having a heart attack'

Panic attacks can be overwhelming, but usually only last about 10 minutes. It's important to know that these feelings pass.

Types of anxiety disorders

Anxiety disorders involve more than temporary worries or fears and are some of the most common mental health challenges experienced by young people. They can significantly affect how a person feels, thinks, behaves, and interacts with others. People can experience different types of anxiety disorders, but it's important to know that they can all be treated.

Generalised anxiety disorder

Some people may worry, and feel their worries are out of control. They might feel tense and nervous most of the time, have trouble sleeping or find it hard to concentrate.

Social Anxiety Disorder

Some people may experience intense anxiety in social situations because of fear of embarrassment or judgement.

This may lead a person to avoid situations where there are other people, like work, school, or hanging out with friends.

Panic disorder

Some people have recurring panic attacks and ongoing fears about experiencing more panic attacks



Managing anxiety

Care for yourself. Managing anxiety starts with good self-care. Try to eat well, get enough sleep and stay active to help your overall mental health and wellbeing. You can also learn about stress and different ways you can manage it

Talk about it. It's a good idea to talk about how you're feeling – whether its with your family, friends, a teacher, coach, your mob, or Elders. They can support you, help you understand what's going on, stick to your self-care goals and get extra help if needed.

Notice your thinking patterns. Being aware of how your thoughts can influence your anxiety is an important step towards managing it. It can help you understand what contributes to your anxiety and what your triggers are. This can help you to handle them differently and learn new ways to cope.

Be aware of avoidance. Its normal to want to avoid situations that make you feel anxious. It might help in the short term, but over time it can make your anxiety feel worse. This is because you don't get the opportunity to learn that the thing you fear may not happen or be as bad as you think.

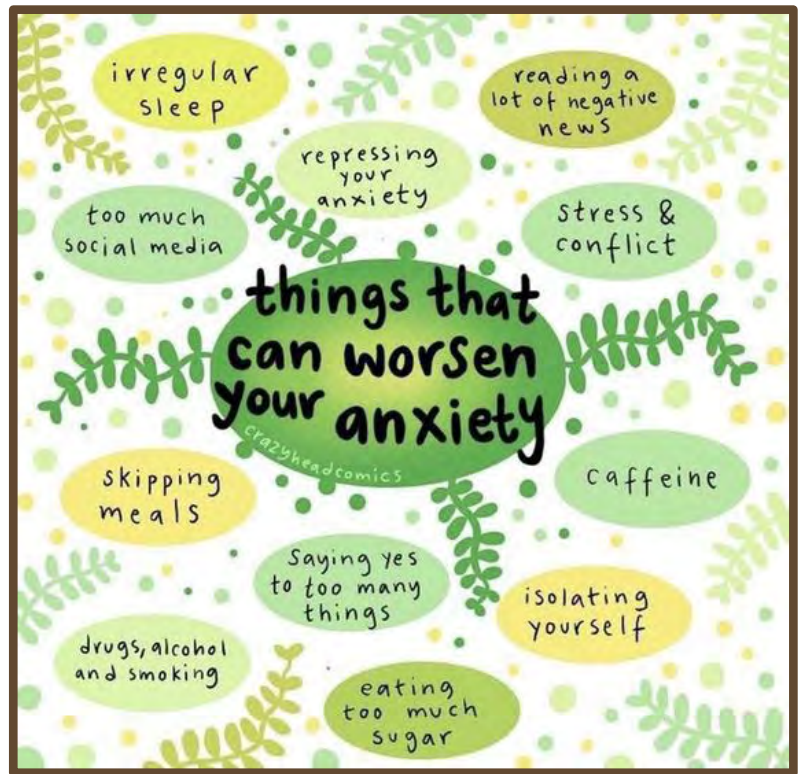
Learn some skills to cope with anxiety. like helpful self-talk and relaxation – then gradually face the things you fear and put your skills into action. As you get better at managing anxious situations, you'll become more confident and motivated to keep it up

Try new breathing strategies. Lots of anxiety symptoms involve a cycle of physical sensations – pounding heart, shortness of breath, trembling, or butterflies in the stomach. Working on controlling your breathing is a good way to try to interrupt that cycle. There are some apps and websites that can help

Limit your use of alcohol and other drugs. While these things may help you feel good in the short term, they can make you feel much worse in the longer term.

Anxiety and depression

Many young people experiencing an anxiety disorder may also experience symptoms of depression. This can make things much more confusing. If you think this is happening for you, its important to reach out for support.



Life goes on outside of school, and we recognise that some personal difficulties may arise for you throughout your time at college. The Student Wellbeing team have collated several reputable local resources to access should you be experiencing need external support for your safety or physical and mental health.

Mental Health & Physical Health



Mindmap ACT Youth Portal is a dedicated portal for children and young people to help navigate Canberra's mental health system to find the right services and support www.mindmap.act.gov.au



Head to Health is an Australian Government webpage helping you find digital mental health resources from trusted service providers www.headtohealth.gov.au



ACT Walk-in Centres offer free health care for non-life-threatening injuries and illnesses. Located at the Community Health centres throughout Canberra, they are open from 7:30am – 10:00pm daily, and no appointment is necessary www.health.act.gov.au/hospitals-and-health-centres/walk-centres



Sexual Health and Family Planning ACT provides and information service on STI transmission, testing and contraception, as well as offering a free counselling service for women experiencing an unplanned pregnancy www.shfpact.org.au

LGBTIQ+



QLife provides anonymous and free LGBTI peer support and referral for people in Australia wanting to talk about sexuality, identity, gender, bodies, feelings or relationships from 3pm to midnight, everyday [www.qlife.org.au](http://www qlife.org.au)



A Gender Agenda aims to support the goals and needs of the intersex, transgender and gender diverse communities of Canberra and the surrounding region. Through education, advocacy, peer support and professional networks we connect people to each other and build off the wisdom of collective experiences www.genderrights.org.au

Aboriginal and Torres Strait Islander



Gugan Gulwan is a service to support Aboriginal and Torres Strait Islander people. They provide a tutoring program, drop-in program, mentoring and more gugan-gulwan.com.au or (02) 6296 8900

Homelessness & Emergency Relief



OneLink is the ACT Government's central service for homelessness accommodation services and support in the ACT www.onelink.org.au or 1800 176 468



OzHarvest can provide food relief for individuals and families in the Canberra region www.ozharvest.org/food/receive-food-individuals

Domestic Violence



Domestic Violence Crisis Service helps people build lives free from domestic violence and fear, providing emergency and long-term support, advice domestic violence resources and services www.dvcs.org.au



Relationships Australia provide support services to aid people in achieving positive and respectful relationships www.relationships.org.au

Uniforms

An optional uniform is available to all students. Orders are taken through an external website, <https://www.theschoollocker.com.au/schools/erindale-college/uniforms>



Tournament Track Pants

Core Backpack

Pro Track Jacket

Tournament Tee



Pro Polo

Pro Gilet

Pro Soft Shell

Pro Hoodie

Pro Short



Essential Gym Short

Essential Reversible Tee

Supporter Polo

Supporter Tee