

# The Salvation Army Independent Schools



## Student/Parent School Handbook



*“We’re about young people overcoming  
adversity and building independence”*

## Welcome/Kaya/Palya/Yaama

TSA Independent School is a Special Assistance School and part of The Salvation Army's Youth Service which is part of TSA's Social Mission folio.

TSA Independent School is about working with young people aged 14-18 who have disengaged from mainstream education due to individual, relational and social factors, to re-commence their education within our schools.

TSA Independent School has three campuses in Queensland: Lawnton (Years 10-12); Riverview (Years 10-12); and Bundaberg (Years 9-10). Our team of teachers and youth workers support young people who are struggling with adversities such as mental and physical health, legal and other educational barriers. Every opportunity for extra assistance they may need to overcome these adversities and build independence is made available to young people.

The staff at TSA advocate tirelessly for those who may not be aware of their rights in education, or the resources that are available to them. Young people who have missed large portions of school find it difficult to navigate through the job market, Centrelink services, the legal system and so on. Workers at TSA Independent School, as well as providing education, training and employment pathways, advocate for young people, especially those who do not have the support of an adult in their lives.

## About TSA Independent School

### School Vision Statement

*"Wherever there is hardship or injustice, Salvos will live love and fight, alongside others, to transform Australia one life at a time with the love of Jesus."* Our schools are committed to supporting high school students in overcoming adversity and building independence, whilst challenging them to grow, whatever it takes.

### Our Philosophy

TSA Independent School considers that appropriate responses to poverty, inequality, racial discrimination and exclusion from mainstream services, are founded in the enactment of the transforming gospel and character of Jesus Christ.

For a young person to experience a high quality of life it is dependent upon the establishment and encouragement of individual aspirations and a life of purpose. To further these ideals access to and the delivery of quality educational, training and employment opportunities is required. For a student to maximise a high quality of life, a supportive community, a positive learning environment, social, spiritual and emotional development and the maturity of moral and social justice values is needed.


TSA Independent School considers it a service and a privilege to work with the community, students and parents to provide education and social supports that will equip young people with the knowledge, understanding, skills and values to have a life of quality and purpose.

## Our Guiding Principles

The guiding principles are linked to the character of the God we serve and a sound understanding of good practice held in the community:

- ◆ An enthusiasm for learning should be developed and nurtured through positive learning experiences and a positive learning environment
- ◆ TSA Independent School acknowledges the Aboriginal and Torres Strait Islander peoples of Australia as the traditional owners of this land and support the right of Indigenous people to freely express their cultural heritage
- ◆ Social inclusion practices that reflect restorative justice principals and restore relationships
- ◆ Students and parents should be involved in decision making that actively affects them
- ◆ TSA Independent School will improve the social, education and employment outcomes of young people particularly those that are at risk or have disengaged from education, training and other mainstream services
- ◆ TSA Independent School will display an unswerving commitment to young people by:
  - Involving members of the community and external organisations in the development of education and training opportunities
  - Re-engaging young people in education and training as well as developing ways to promote positive social outcomes
  - Going "out of the way" to encourage and sustain young people in education, training and employment pathways
- ◆ TSA Independent School will work with parents to achieve the best outcomes for young people
- ◆ TSA Independent School will work with government and non-government agencies to achieve all of the principles above

**TSA understands that young people and families will be attracted to our school due to:**

- Their circumstances
  - Have low levels of social literacy
  - May have limited resources and be socially disconnected
  - The need for different educational pathways and supportive environments
- 

# Name of Staff and Roles

## All Campuses


Name	Role
Helen Boardman .....	National Education Manager
Cheryl Dunkley .....	Head of Student and Staff Support Services
Riley Hore .....	Education Business Development Officer

## Lawnton Campus

Name	Role
Debbie Lapham .....	School Administration Assistant
Kimmi Naidoo .....	Lead Teacher
Glennicia Dumenil .....	Teacher
Kirsty Short .....	Teacher
Karin Howard .....	Teacher
Kellie Clark .....	Teacher Aide
Matt Peterson .....	Teacher Aide
Sallie Chambers .....	Teacher Aide
Nicky Chase .....	Youth and Well-being Worker
Emily Pedersen .....	Youth and Well-being Worker
Krystle Brady .....	Youth and Well-being Worker

## Riverview Campus

Name	Role
Brittany Rissman .....	Teacher
Charlotte Hanley .....	Teacher
Xingjian Lin .....	Teacher Aide
Jessie Weekley .....	Teacher Aide
Michael Matthews .....	Youth and Well-being Worker
Helen Fuimaono .....	Youth and Well-being Worker



# Name of Staff and Roles

## Bundaberg Campus

Name	Role
Zoe-Marie Hudson .....	Teacher
Hilary McDonald .....	Teacher
Janet Wright .....	Teacher
Jamie Wanchap .....	Teacher Aide
Sarah McBead .....	Youth and Well-being Worker
Ally Howard.... ..	Youth and Well-being Worker



## GENERAL INFORMATION

### Enrolment and Induction Process

Potential students (and their parents/carers if applicable) need to complete an application form and associated documents and return these forms to the school. These forms can be accessed from the school office or can be downloaded from our website. One of the school staff members will contact the student (and their parents/carers if applicable) to invite them in for an interview to find out more details about the student. At interview, the potential student can have a look around the school campus to find out whether the environment will suit them. During this interview, questions will be asked to find out more about the young person and a Privacy Consent Form and Release of Information will be completed. TSA Independent School may need to contact previous schools to find out further information to assist in developing an appropriate learning program for the student.

Following the interview, potential students (and their parents/carers if applicable) will be notified regarding the offer of a place at TSA Independent School. Students will be asked to sign a one month agreement form to help the smooth transition into school life.

The student's initial week (s) at school will be known as the induction period. Students may have a slightly different timetable and will work individually with different school staff to start to develop:

- ◆ An initial SET plan
- ◆ Harrison Report (outlines potential careers)
- ◆ Skills audit (checking numeracy and literacy levels)
- ◆ Initial plan of vocational goals
- ◆ Individual learning plan

### Contacting staff and students

#### Messages to parents/carers from staff

Sometimes it may be necessary to contact parents/carers. We would usually do this by telephone/text or email. Please ensure that you inform the school of any changes to contact details as soon as possible. For more formal notification, for example, permission to attend special events, letters may be sent home for signatures. These should be returned as soon as possible to ensure our students do not miss out on valuable activities and events. If parents/carers have a preference on how they would like to be contacted, please provide the school office with this information.

#### Messages from parents/carers to staff

School staff can be contacted via their work mobile phone numbers or by contacting the campus front office (phone numbers listed at the end of the handbook) and leaving a message with the school administrator or other teaching staff.

## **Messages from students to staff**

Students can contact staff using the following:

- ◆ Phone the campus front office
- ◆ Phone or text the staff member directly on their work mobile numbers
- ◆ Email the staff member

## **Visiting the School campuses**

### **Arranged (appointments/times etc)**

Parents/carers wanting to meet with a member of school staff should contact the school office with the numbers listed at the end of the handbook. Meetings will usually only occur before 9:30am or after 2:30pm (outside of school contact hours).

### **Unauthorised entry**

Parents/Carers/Visitors should not enter or move around the school campus without approval from a school employee. All visitors must make themselves known to the school upon arrival by going to the school reception and signing a visitor slip. Unauthorised visitors will be asked to leave the school grounds.

### **Changes to student contact details**

Parents/carers must ensure that their contact details (eg phone numbers, addresses, email, emergency contact details) are always up to date. Any changes can be emailed to the school or via telephone to the school reception.

### **Changes to student guardianship details**

If there are any changes to the guardianship of your child, please inform the school office as soon as possible. This is particularly important if a student moves into a care agency or if they are under the care of a child safety/protection department.

### **TSA Newsletter**

A TSA Newsletter is produced monthly. This is posted on our school website and given to each student for our school community to access all the amazing things that are happening.

### **Publication of images**

TSA Independent School will use student images as part of the general promotion and activities of the School in publications such as:

- Newsletters
- Campus website
- Advertising material

If a parent/carer/student does not wish their image to be used by the school, they can advise us of this on our Privacy Consent Form and Release of Information Form.



## Complaints and Grievances

Parents/Carers and students should speak with the Head of Campus and Student Support Services if they have any concerns, complaints or grievances about the school. Parents/Carers and students are encouraged to speak with the Head of Campus and Student Support Services sooner rather than later to avoid any unnecessary worry or escalation of an issue and to help resolve the matter without delay. A copy of the school's Complaints Policy can be located on the school website [www.tsaschools.org](http://www.tsaschools.org)

## Campus Policies and Locations

TSA Independent School policies are available to view or download from our school website at [www.tsaschools.org/school-policies](http://www.tsaschools.org/school-policies). Alternatively, copies are available from the Head of Student Support Services. Some of our policies include:

- ◆ Student Bullying Policy
- ◆ Child Protection Policy
- ◆ Dispute Resolution Policy and Procedures
- ◆ Privacy Policy
- ◆ Alcohol, Tobacco and Illicit Drugs Policy and Procedures
- ◆ Disability Discrimination Policy and Procedures
- ◆ Excursion Policy
- ◆ Sexual Harassment Policy
- ◆ Risk Management Framework
- ◆ Acceptable Use of ICT Policy
- ◆ Student Social Media Policy





## LIFE AT TSA INDEPENDENT SCHOOLS

### Public transport and support with Go Cards

Students are expected to make their own way to school where possible. However, our Bundaberg Campus offers a school bus service for some students. There are regular train and bus links to the school. Students are encouraged to apply for a Go Card to get concessions on transport costs. School staff will assist students with their Go Card application.

If a student is finding it financially challenging to get to school using public transport, support can be provided by issuing travel warrants. Students need to discuss this with their youth worker who can help with issuing of these travel warrants. In some cases, youth workers may assist with transporting students to and from school.

### Storing bikes/skateboards

There are secure areas available for students who travel to and from school on their bikes. Skateboards should be stored in the school office until the end of the school day.

### Mobile phones

Students are advised not to use their mobile phones during defined learning time at school. Research shows that having access to a mobile phone in the classroom environment that isn't being used specifically for education may impact on student learning and well-being. Students hand in their phones at the start of the day where they are kept locked in a safe location. They are returned to the students at the end of each day. Students can request to check their phones during break times if they are expecting a call or a message.

### Student ID Cards

New students will be issued with a Student ID Card when they first start at our school. Returning students will be issued with a new Student ID Card at the beginning of each school year at no cost. Students are responsible for the safe keeping of their Student ID Card.

### Out of Bounds Areas

There are designated areas for students to hang out when on breaks from class. Students are not permitted to enter other areas around the corp unless accompanied by school staff.

### Leaving school early

Students are not permitted to leave the school grounds or attend an off-campus school activity (eg excursion) without the school receiving permission from a parent/carer or authorised by a school staff member. Parents/carers should notify the school if their child needs to leave early. Alternatively, if a school staff member has authorised the early leave of a student, the school will contact the parent/carer to notify them that the student is leaving school early and to ensure that this is appropriate.

## Daily class times and breaks

Students should arrive at on campus to be ready to start class at 9:30am and finish classes at 2:30pm. Students should not arrive at school more than 30 minutes before classes start. There will be a 15-minute break in the morning and a 30 minute lunch at our campuses.

## Daily Circles and Check In

Daily Circle time and check in commences at the beginning of the school day and usually lasts approximately 30 minutes. This time is used to give students the opportunity to discuss what is planned for the day, how they may be feeling, raise any concerns and ask questions. Much of the time is spent focussing on Social and Emotional Learning where life issues may be discussed and students are encouraged to think about real life situations and discuss together how they might learn, grow and respond to these issues.

## Student Behaviour

TSA Independent School promotes the principle that students are responsible and take ownership of their behaviour and decisions. Our Code of School Behaviour is based on four principles:

- ◆ Respect
- ◆ Safe and Legal
- ◆ Responsibility and
- ◆ Participation

More detail on these 4 principles can be located on our website at:

<https://www.tsaschools.org/code-of-school-behaviour->

A large part of life at our school involves educating students about good decision making and positive outcomes. School staff dedicate a lot of time to mentoring and guiding students and discussing positive decision making.

Our school acknowledges that we have a duty of care to prevent harm to our staff and students. Where a student commits any act of violence, intimidation or threats (including verbal abuse, threats of physical harm, unwanted physical contact or intimidation) the school staff have an obligation to use due care and diligence to respond to the incident. If the school staff believe that the student **is not** at risk of causing harm to another person, the staff will try to de-escalate any incident if it is safe to do so. If the school staff feel that a student **is** at risk of harming themselves or others, contact will be made to the parent/carer to inform them of the situation and appropriate action will be taken to ensure the safety of all. This may mean being asked to leave the campus site.

## Restorative Justice Practices

Our school uses an evidence-informed positive behaviour management approach when addressing behaviours that cause harm. Restorative Justice (RJ) focuses on seeking to restore relationships and repair harm with the outcome of building social responsibility, steering away from punitive disciplinary measures.

In practice, RJ is a response to a harmful incident that seeks the inclusion of all involved, in efforts to meaningfully address the harm and restore trust in relationships.

As we are committed to keeping students in school, the use of a 'time out' is done so as an absolute last resort. In the interest of safety, there may be times where a student will be timed out for up to 5 days in order to adequately prepare and address the harm caused.

Our school has had many successes in addressing incidents in this manner and have seen how the RJ process can help students to understand the far reaching effects of their actions. It also allows students the opportunity to accept responsibility and provides an action plan to move forward meaningfully instead of repeating the cycle of behaviour at hand.

## Student Attendance

As a Special Assistance School, TSA Independent School understands that many students have had attendance issues in the past which may be the reason for disengaging from previous education providers. Our school endeavours to work alongside students to improve their attendance and education and successfully complete their schooling. It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. TSA Independent School:

- Is committed to promoting the key messages of 'Every Day Counts'
- Believes all students should be enrolled at school and attend school for the required hours
- Monitors, communicates and implements strategies to improve regular attendance
- Believes consistent school absence can place students in unsafe situations and impact on their future employability and life choices
- Believes school attendance is the responsibility of everyone in the community.

Parents/carers have a legal responsibility to ensure that their child who is of compulsory school age or in the compulsory participation phase, is enrolled and attending school.

### What can our school do to help with student attendance?

Some strategies our school will use to assist students to maintain their attendance include:

- ◆ Work collaboratively with students in identifying what needs are to be met to best support full attendance at school on stated days
- ◆ Providing a safe and secure space for students to attend
- ◆ Encouraging positive and supportive relationships with other students and staff
- ◆ Use trauma informed care and restorative justice strategies



- ◆ Use team building exercises to increase the connectedness of our school community
- ◆ Linking student attendance with their aspirations through discussions and planning
- ◆ Actively following up with students who have not been attending
- ◆ Discuss and implement ways to support them to return

### What can parents/carers do to help with student attendance?

Parents/carers are influential in helping their child(ren) want to attend school every day. Parents/carers can help their child attend school every day by:

- ◆ Taking an interest in what their child does at school:
  - Ask about their day
  - Encourage them to get organised and packed for school before going to bed
- ◆ Help their child develop a daily routine on school mornings such as:
  - Getting out of bed at the same time
  - Having a healthy breakfast at the same time
  - Leaving for school at the same time

### What can students do to help with regular attendance?

- ◆ Get plenty sleep – go to bed at a reasonable time
- ◆ Get into a routine every morning – up at same time and eat a healthy breakfast
- ◆ Develop effective relationships with other students
- ◆ Develop a connection with teachers, youth workers and teacher aides
- ◆ Get involved with school life – school work, vocational certificates, activities
- ◆ Set some SMART goals – ask for help with this!
- ◆ Speak with the teaching staff **early** if you are experiencing problems with attending school or feel you are at risk of not attending school – don't avoid!

### Benefits of Regular Attendance

Young people who go to school every day progress and improve more as a person than those who tend to miss a lot of school days. Going to school every day is important because:

- ◆ Young people who attend school every day feel that they belong to a community. It is their place, they are happy to be there and take part in other school activities
- ◆ It gives young people the best chance to learn and improve their numeracy, literacy and other vocational skills they will need throughout their lives
- ◆ Being with other students each day gives young people chance to build and maintain friendships and to develop the necessary skills to work with and respect other people
- ◆ Young people who attend school every day are safer and less likely to be victims of crime or involved in crime
- ◆ Students who attend school every day are more likely to stay engaged with school and stay longer until they are ready to finish Year 12 or enter the workforce

### Reporting and Monitoring Attendance

TSA Independent School's reports and monitors attendance through:

- ◆ Daily roll call
- ◆ Excel spreadsheet which includes categories covering unexplained absences, explained absences, tardiness, flexible arrangements and exemptions.

## **Absences and reporting absences**

Parents/carers/independent students must inform the school when a student is going to be absent from school. Parents/carers/independent students should contact the teaching staff or reception by 10:00am on the day of absence. If a student is not in class and our school has not been advised, a text message will be sent out after 10:15am asking parent/carer/independent student to contact us with a reason for absence. A doctor's certificate may be needed for longer periods of absence due to sickness. For extensive absence periods or unexplained absences, TSA Independent School will contact the parent/carer/independent student to arrange a meeting to discuss this issue and how our school can support the student's return to school.

## **Arriving late**

Students who arrive late must check in at reception before they go to class. They should provide a valid reason for being late, along with a check in on how they are feeling. This information will be noted on a late slip which will be handed in to their teacher on arrival at the classroom.

## **Leaving Early**

TSA Independent School will allow students to leave early where parents/carers have notified the school or where the school staff or student feels that it is appropriate for them to leave early. In this case, the parents/carers will be contacted for permission prior to students leaving the campus.

## **Incursion Days**

All students at TSA Independent School have the opportunity to participate in a variety of school programs which aim to enhance their social, emotional and educational development. These days are an integral part of our school program.

### **Why are incursions beneficial?**

Incursion days are an important part of a student's learning experiences and their personal development. Activities are intentionally designed to grow students in maturity, confidence and responsibility and develop their ability to work as a team member.

### **Guidelines for helping students have a positive Incursion experience:**

- ◆ Get involved – it's all about you!
- ◆ Be responsible for their own behaviour and choices
- ◆ Act safely and responsibly



## Dress Code

TSA Independent School does not have a specific student uniform. The following are guidelines for students:

- ◆ Modest, tasteful, non-revealing, practical and non-offensive clothing (eg shirt or singlet with straps/sleeves, covered midriffs and if possible, closed shoes)
- ◆ Sun safe and Work Health and Safety compliant
- ◆ At school, we try to use the 5 b' rule: no breast, no bottoms, no bare midriff, no bare shoulders and no bare feet.

## HEALTH AND SAFETY

### Smoking/Vaping

TSA Independent School has a no smoking and vaping policy on and off site during school hours. All campuses will continue to work with students towards encouraging healthy lifestyle choices and ensure that students are aware of the effects of smoking and vaping.

### Other Drugs

TSA Independent School is an alcohol and illicit drug free area and does not permit the use, possession, sale and/or distribution of these prohibited substances on or surrounding any of our school premises. Our school will encourage students, parents, carers and staff to contribute to a healthy school culture by offering and providing education and interventions regarding substance abuse, providing one on one support and by providing referrals to external services if required.

If a student is suspected of having alcohol or illicit drugs at school, our school will take the following action:

- ◆ Ensure medical and emotional safety of the student concerned
- ◆ Ask the student to hand over the substance to a staff member for disposal
- ◆ If the student refuses to handover the substance, they will be asked to leave school for the day (ensure student is safe to leave our school site) and will not return until they are school ready
- ◆ Contact parent/carer if appropriate
- ◆ Report the matter to police if appropriate, after discussions with the Head of Campus
- ◆ Offer appropriate support to any student involved in the matter
- ◆ Follow Restorative Justice Framework and Positive Behaviour Management procedures

TSA Independent School reserves the right to refuse access to our school services if there is an assessed safety risk to other students and/or staff. This may include unduly intoxicated persons or persons heavily under the influence of drugs. For further information, you can access the school's Alcohol, Tobacco and Illicit Drugs Policy and Procedure from our website.

## Sickness

Students who are sick or unwell to the extent they need to recover in bed, think they may be contagious, need to see a doctor or require medication should stay at home and not attend school until they are well. Parents/carers/independent students should contact the school to notify of the absence and keep us informed about when the student is expected to return to school. A doctor's medical certificate may be requested by the school when students have been absent for a week or more.

## Use of prescribed medication at school

Some students may need to take prescribed medication while they are at school. This may be for a short time while treating a temporary illness or on a more permanent basis. TSA Independent School's first preference is for students to not bring their own medication to school. If a student is required to self-administer medication, a discussion occurs at enrolment or throughout the course of the student's enrolment, ensuring that this practice is safe for the student and others. If medication is needed during the school day, the student's medical practitioner is required to complete and sign a Medication Request Form. TSA Independent School will not issue non-prescription drugs such as Panadol, Nurofen or Antihistamines.

### Self-Administration Process:

- Student to obtain approval from the school to be responsible for self-administration of medication
- Student to complete Medication Request Form
- Consultation needed with parent/carer regarding arrangements for self-administration of medication
- Parent/carer, school and medical practitioner to determine and agree that the student is responsible for self-administration of medication
- School to be provided with any written advice from the prescribing health practitioner
- Agreement to be reached amongst relevant parties as to where medication is to be stored and where and how it is administered (locked in a safe, designated location)
- School to ensure that staff who supervise students who self-administer by injection or pump are provided with appropriate training
- Medication must have medical authorisation - a pharmacy label with patient details and dosage instructions and be in original packaging
- Information on potential side effects of medication is obtained from parent/carer

For further information, you can access the school's Administration of Medication and First Aid Policy and Procedures from our website.



## **Student accidents/injuries and First Aid**

All teachers, youth workers and staff will hold a current first aid and CPR qualifications. Where possible, school staff must attempt to provide first aid care to students that have been injured in accordance with the requirements of the Workplace Health and Safety Act. As per policy, school staff will contact parents/carers for known or reported injuries. An ambulance will be called as a precaution if there is any doubt about the nature or severity of a student's injury.

## **Work Health and Safety**

Everyone at TSA Independent School is required to follow health and safety rules. Students must follow instructions given by all school staff to ensure the health and safety of themselves and others. Under the school's health and safety guidelines, students are required to:

- ◆ Dress in appropriate and safe clothing
- ◆ Follow all health and safety instructions given by school staff
- ◆ Use any Personal Protective Equipment (PPE) provided (also includes on excursions, work experience, volunteering)
- ◆ Not place their own safety or other people's safety at risk by their actions
- ◆ Follow all health and safety signage and notices
- ◆ For further information, you can access the school's Work Health and Safety Policy and Procedures from our website.





# STUDENT LEARNING AT TSA INDEPENDENT SCHOOLS

## Student Learning Philosophy at TSA

The curriculum at TSA Independent School provides opportunities for students to re-engage with learning and develop the knowledge and skills needed to be successful in their chosen pathway. Our school acknowledges that all students have different strengths and learning needs, and that many of the students at TSA Independent School have previously had interrupted or difficult schooling experiences which have impacted their learning. To support student learning, the programs, teaching and assessments are modified to suit individual needs.

## Year 9 and 10 Program

Our Year 9 and 10 Program is developed using the Australian National Curriculum and the Foundation Skills Training Package at Certificate Level I. Students study English, Mathematics, Science, Technologies, HASS, HPE, and Arts at a level which is suitable to their needs. They also study a range of vocational programs. Our Year 10 students also work on their SET Plan prepared in collaboration with teaching teams. Work experience at our school is also actively encouraged and is coordinated by our teaching team.

## Senior School Program

Students across both campuses can study the Applied subjects: Essential Mathematics and Essential English or alternatively the QCAA Short Courses in Numeracy, Literacy and Career Education. Successful completion of these subjects contribute points towards the student achieving their Queensland Certificate of Education (QCE). Students also study towards the Vocational Pathways and Work Skills qualification at Certificate II Level which also contribute points towards their QCE.

Students also study additional Vocational Certificate programs: Certificate II in Hospitality and Certificate II in Self Awareness and Development. In addition, they also have the option of completing short courses in literacy and numeracy. These vocational programs contribute points towards their QCE.

During their senior years of study, students may also gain credit towards their QCE through undertaking study in recognised Certificate Level Courses and other programs offered by Registered Training Organisations, School-based Apprenticeships or Traineeships or TAFE. These learning options are planned in consultation with our teaching team as a key focus of the senior program in preparing them for transition into further study or work. Work Experience at our school is actively encouraged and is coordinated by our teaching team.

## Computer and Internet use for Curriculum Related Activities

Computers and other information technology resources at TSA Independent School are intended for learning purposes. When using the Internet, it is impossible for the school to filter out all material, which may be inappropriate or offensive. It is the responsibility for each student not to initiate access to such materials or distribute such material by copying, storing or printing. Each student should:

- ◆ Take care of computers, keyboards, iPads, earphones and other accessories

- ◆ Not copy any software or alter any of the settings on any computers or other digital resources
- ◆ Not eat or drink near any IT equipment

For further information of the acceptable use of IT and social media use, please refer to our following policies from our website:

- Acceptable use of ICT Services Policy
- Acceptable use of Personal Electronic Devices
- Student Social Media Policy

## **Student Assessment**

Student assessment is undertaken as required by the subject syllabus or course requirements. Teaching staff will consider student needs and/or individual learning plans when planning and administering assessment tasks. This means that a student may have options regarding the type of task they complete and how it might be presented.

Assessments are designed to ascertain student progress, give students and parents/carers feedback on the student's progress and to help plan for future learning experiences. As each student may be working to their own ability and according to their individual learning needs, teachers will closely monitor completion of assessment pieces to ensure that students are given opportunity to complete their units of work.

## **Report Cards**

Report cards are issued at the end of each semester (twice a year) from our school. TAFE and other Registered Training Organisations issue their own independent reports for students who have participated in courses external to TSA Independent School. We believe that students should be working at a level that is suited to their needs and be given every opportunity to progress and achieve success at our school, therefore, report cards reflect a student's own individual learning journey.

## **Social and Emotional Learning**

All our students participate in a variety of school programs which aim to enhance the student's social and emotional development and encourage a desire to contribute to society in a positive way. Our school uses the Social and Emotional Learning Framework as a curriculum to help support our students. This framework comprises of competencies such as self and social awareness, responsible decision making, self-management and relationship skills and is delivered alongside and integrated into our school curriculum. Our mission is to develop the wellbeing of young people by providing this social and emotional learning in an inclusive environment.

## **Graduation and Awards Celebrations**

All students at TSA Independent School attend our annual graduation and awards celebrations where all students are recognised for their contribution to the school and for their learning and other achievements throughout the year. It is a whole school event held towards the end of November each year. Students can invite family members to this celebratory event.



## STUDENT WELFARE

### Youth Workers at TSA

At TSA Independent School, we are fortunate to have a Health and Well-being Youth Worker attached to each class. The youth worker can be your 'go to' person for support with social, emotional and practical matters. They also help support our students accessing:

- Centrelink applications and services
- Health and medical support services
- Counselling services
- Housing and accommodation services
- Transitions from school to work and/or further post-school training

### Emotional Wellbeing for students

TSA Independent School puts the emotional wellbeing of our students at the heart of all that we do. Our social and emotional mission statement of students *learning in an environment that supports and cultivates the well-being of young people by providing social and emotional learning in an inclusive educational environment* shapes how we do things. We have developed an integrated Social and Emotional Learning Framework to support student learning here at our school which assists students to develop competencies around social awareness, self-management and self-awareness, relationship skills and responsible decision-making. For further information around these competencies, visit the website <https://casel.org/core-competencies/>

### Child Protection

The well-being and safety of our students is of primary importance to our school. We will seek to ensure the protection of students from harm as far as is reasonably possible by implementing risk management strategies, practices and procedures which promote the well-being of our students.

Our staff are required to ensure that their behaviour and conduct towards students and their relationships with students, reflect the proper standards of care required when working with young people. Our school has a duty of care to students and is required by law to report to relevant authorities any suspected harm or sexual abuse to a child under the age of 18 years.

### What does the school mean by harm?

The Department of Child Safety, Youth and Women identifies the four different types of child abuse: physical, sexual, emotional/psychological abuse and neglect.

### How does the school seek to protect students from harm?

Please refer to the School's Child Protection Policy for information. Our policy covers the actions the school must take if a member of staff or a parent/carer becomes aware of, or reasonably suspects that, a student has been harmed by a member of staff, a person outside of the school, by the student themselves or by other students.

### **Who should I tell if I am not feeling safe at school or at home?**

Every young person has the right to feel safe and free of harm whilst at TSA Independent School or during their life outside of school. You can tell any member of staff or an adult you trust. Staff at our school are trained to listen and talk with students who are experiencing different concerns.

### **What will happen if I report to a member of staff what is happening to me?**

If the concern is worrying you but not causing you immediate harm, the staff member will discuss ways you might be able to solve the problem. If the staff member believes you are being harmed, or are in danger of being harmed, they have a responsibility to report it to our Student Protection Officers or in some cases, directly to child safety authorities.

### **What if I don't want the member of staff to tell the Student Protection Officer?**

The member of staff will keep your concerns confidential unless they are made aware or reasonably suspect that harm or sexual abuse has occurred. The law and legislation states that staff are mandatory reporters and must report the harm.

***“Here at TSA we are determined to walk  
with young people to create a good life  
that contributes to a better world”***



## School Contact Information and Details

### Lawnton Campus

27-29 Lawnton Pocket Road  
LAWNTON QLD 4501  
Phone: 3384 3031

### Riverview Campus

25 Endeavour Road  
RIVERVIEW QLD 4303  
Phone: 0427 215 379

### Bundaberg Campus

Tom Quin Community Centre  
8 Killer Street  
BUNDABERG QLD 4670  
Phone: 4153 3557

### Office Hours

#### Lawnton Campus

8am – 4pm

#### Riverview Campus

8am – 4pm

#### Bundaberg Campus

8am - 4pm

**Email for all campuses:** [tsaindependentschools@salvationarmy.org.au](mailto:tsaindependentschools@salvationarmy.org.au)