Contact Details

<table>
<thead>
<tr>
<th>Phone:</th>
<th>5428 0104</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax:</td>
<td>5428 0456</td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.horizonscollege.qld.edu.au">www.horizonscollege.qld.edu.au</a></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:info@horizonscollge.qld.edu.au">info@horizonscollge.qld.edu.au</a></td>
</tr>
</tbody>
</table>

Distribution of Manual

This manual is designed for distribution to existing and potential Horizons College students and their parents/caregivers.
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SECTION 1: GENERAL INFORMATION

WHO TO CONTACT

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Jan Robinson</td>
<td>5428 0104</td>
</tr>
<tr>
<td>Senior Social Worker</td>
<td>Lesley Buchester</td>
<td>5428 0104</td>
</tr>
<tr>
<td>Administration (email/phone)</td>
<td><a href="mailto:info@horizonscollege.qld.edu.au">info@horizonscollege.qld.edu.au</a> / 5428 0104</td>
<td></td>
</tr>
<tr>
<td>College Address (physical)</td>
<td>2 King Street, Caboolture 4510</td>
<td></td>
</tr>
<tr>
<td>College Address (Postal)</td>
<td>PO Box 98, Caboolture QLD 4510</td>
<td></td>
</tr>
</tbody>
</table>

SCHOOL HOURS

From Monday to Thursday school hours are 8.45 am to 2.45 pm. On Friday school hours are 8.45 am to 1 pm. The gates open at 8 am and breakfast items are available from 8.15 am.

SESSION TIMES

<table>
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<th>Friday</th>
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<tr>
<td>8.15 am – 8.35 am</td>
<td>8.15 am - 8.35 am</td>
<td>Breakfast</td>
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<tr>
<td>8.45 am – 9.00 am</td>
<td>8.45 am - 9.00 am</td>
<td>Enhancing our Journey (whole school meeting)</td>
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<tr>
<td>9.05 am – 10.10 am</td>
<td>9.00 am – 10.10 am</td>
<td>Session 1</td>
</tr>
<tr>
<td>10.10 am – 10.35 am</td>
<td>10.10 am – 10.40 am</td>
<td>First break</td>
</tr>
<tr>
<td>10.40 am – 11.45 am</td>
<td>10.40 am – 11.45 am</td>
<td>Session 2</td>
</tr>
<tr>
<td>11.45 am – 11.55 am</td>
<td>11.45 am – 11.55 am</td>
<td>Changeover break</td>
</tr>
<tr>
<td>11.55 am – 1.00 pm</td>
<td>11.55 am – 1.00 pm</td>
<td>Session 3</td>
</tr>
<tr>
<td>1.00 pm – 1.35 pm</td>
<td></td>
<td>Second break</td>
</tr>
<tr>
<td>1.40 pm – 2.45 pm</td>
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<td>Session 4</td>
</tr>
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SCHOOL TERM DATES 2015

Term 1 – 27 January – 1 April
Term 2 – 20 April – 25 June
Term 3 – 13 July – 17 September
Term 4 – 6 October – 27 November
OUR PHILOSOPHY

Vision
To be a well-respected Special Assistance School in Moreton Bay Region, able to assist an increasing number of young people to re-engage in education and assist them to achieve worthwhile social, emotional and educational goals.

Mission
Horizons College of Learning and Enrichment aims to:

• re-engage into education young people who have previously disengaged from school
• assist young people who have disengaged from mainstream education to overcome the barriers they may be experiencing which have previously prevented them from experiencing ‘success’ in mainstream education
• provide ‘accredited’ curriculum/training and a range of other opportunities/experiences so that the students’ experiences at the College are recognised and meaningful
• become recognised within the local broader communities as a well-respected Special Assistance School and an invaluable asset within the local educational landscape.
Values
Horizons College promotes the following values in all College activities:

- Participation – participating in all activities
- Respect – showing respect to staff, fellow students, staff and others
- Integrity – being honest and acting truthfully
- Determination – being determined to achieve and overcome obstacles as they arrive
- Empathy – being thoughtful of others and helping when you can.

All students are expected to uphold the ‘PRIDE’ ethos.

Aims

1. To promote equity and excellence
The College is committed to assisting, in particular, those young people for whom mainstream education is not meaningful and to improving educational outcomes for all students, including those from low socio-economic backgrounds and indigenous youth.

The College is committed to assisting students to overcome any barriers they may have previously experienced to full and active participation in education.

2. For all students to become successful learners, confident and creative individuals and active and informed citizens
Learning will be highly personalised, authentic and meaningful to the students, with an emphasis on critical and creative thinking, personal and social capability, ethical understanding and intercultural understanding.

The community will be actively involved in teaching/learning activities and students will have the opportunity to develop a strong connection to the broader community and a sense of belonging.

3. To emphasise the importance of respect (including self-respect), learning, confidence and creativity
It is the aim of the College that students will:
- Embrace the challenges of a rapidly changing global society
- Be committed to an active and healthy lifestyle
- Be well-skilled, knowledgeable and prepared for further learning in their chosen post-school pathway
- Contribute to the social and environmental well-being of the local and global communities.
OUR SCHOOL

Horizons College is a registered Non State School, with designated a Special Assistance School status. The school was founded by Worklinks Inc, a not-for-profit community organisation with charity status. Worklinks has a long and proud history of assisting young people for whom mainstream education has not worked.

In 2015, the school catered for students in years 9, 10 and 11. Starting with approximately 40 students in 2014 the school aims to cap enrolments at 130 by 2018.

Meeting students’ needs and providing worthwhile educational experiences are at the core of what Horizons is striving to achieve. Staff are chosen carefully to ensure the needs of students, as well as the aims and goals of the school, are met.

INDUCTION

On entry to the school in 2015, you will participate in an induction and Education and Support Plan (ESP) meeting. Topics will include vocational preferences/electives, your general and specific health and safety responsibilities, family circumstances, barriers to schooling, emergency evacuation procedure, bullying and harassment policies, introduction to our PRIDE ethos and information about your classes.

New students will attend for an induction on Friday 23 January.
FLEXIBLE ARRANGEMENT

As an SAS school we work under section 182 of the Education (General Provisions) Act 2006 in providing all eligible options for students to engage in and access the curriculum at the best level for them as an individual student. We use past records, parent/caregiver interviews and relevant assessment tools along with ongoing observations to develop an ESP. Among other things, the ESP outlines curriculum to be undertaken and support to be provided. The ESP is entered into with agreement of the parents/caregivers on entry to the school.

SUBJECTS AND COURSES

Horizons College offers a mix of our own courses along with subjects offered through the Queensland Curriculum and Assessment Authority (QCAA) and a range of nationally accredited vocational education and training (VET) courses. Subjects that you choose will depend on your year level, goals and interests. Initial subject selection will be done at enrolment and any changes to your study need to be discussed with the Principal.

In 2015 Vocational education and training courses on offer for Year 11 students include, but not be limited to:

- Certificate II in Workplace Practices
- Certificate II in Access 10 (Year 10 equivalent) – Semester 1 only
- Certificate II in Sport and Recreation
- Certificate II in Construction Pathways
- Certificate III in Retail
- Certificate II in Hospitality
- Certificate III in Business (with digital design electives)
- Certificate II in Visual Arts
- Certificate II in Skills from Work and Vocational Pathway

Irrespective of the year level, there is a strong emphasis on literacy and numeracy skill development and on English and Mathematics. All year levels have literacy/English and numeracy/Maths as core subjects. Other core subjects/units in years 9-10 are likely in include a mix of:

- Social science
- Science
- Art
- Personal development
- Sport

Taster courses from some vocational areas may also be included in years 9 and 10 so that students can make informed subject selection courses in years 11 and 12.

Work experience is undertaken for two separate weeks during the year by those students 14 years of age and over – in May and October.
Students in year 11 also complete the Worklinks Employability skills course in conjunction with their work experience. This course is recognised by the QCAA and generates 1 point towards the Queensland Certificate of Education (QCE).

In years 11 and 12 students have the opportunity to achieve the full 20 points required for the award of the Queensland Certificate of Education. Options offered in years 11/12 and their respective point values are currently:

- English Communication (4 points)
- Vocational Mathematics (4 points)
- Certificate II VET courses (4 points each)
- Certificate III in Retail (5 points)
- Certificate III in Business (8 points)
- Worklinks Employability Skills Course (1 point)

**ASSESSMENT**

Assessment is conducted in accordance with the requirements of the syllabus document or course requirements. The number of re-tests or the time taken to complete the task may be limited. Your teachers will give you this information.

You may be able to keep some things you make for assessment (eg in furnishing). Teachers may take a photo of the finished item for their records. You must do all the work yourself.

You will be issued with a report card at the end of each semester. You will receive nationally-recognised Certificates/Statements of Attainment for the vocational education and training (VET) courses you successfully complete and if you meet all of the requirements for it, you will also be issued with a Queensland Certificate of Education.

**APPEALS PROCESS**

Students who are unhappy about decisions made by staff are always welcome to express their views to the Principal. The school Guidelines and their implications are regularly discussed, revised and communicated to students. Input from students is valued and encouraged.
ATTENDANCE

A record of your attendance will be kept and made available to other people if required by law eg Centrelink, Job service agencies etc. As your parent /caregiver may be informed of absences, it is best to have them inform the office, and follow-up with a note, if you do not attend school.

Horizons College requires a minimum 90% attendance to ensure continued enrolment. Failure to do so could result in enrolment being cancelled.

Attendance is monitored daily and parents/caregivers receive SMS alerts when you are absent. It is important to inform the school by 8.45 am on the morning of any known absence.

Payment of Commonwealth Allowances may be affected if students do not maintain regular attendance. We are legally obliged to report all unexplained absences for students receiving financial assistance from Centrelink.

Any student who arrives after 9 am is to report to the office in the first instance for a late slip, which has to be given to the classroom teacher in whatever session is then on.

CODE OF CONDUCT - “ADDING VALUE”

All students at Horizons College have the right to LEARN and staff have the right to TEACH in a safe and positive environment.

The values of Participation, Respect, Integrity, Determination and Empathy (PRIDE) underpin all school expectations, rules and guidelines to be followed by staff and students. PRIDE is our ethos.
Disruptive, abusive and/or intimidating behaviour and language (including swearing) will not be tolerated and will result in a student receiving an official warning to stop the behaviour. This same policy will apply to students who are late for any session.

Parents/caregivers will be contacted and requested to collect their student if they reoffend after their second warning. The student is to return to school the next teaching day for a meeting with the Principal to which parents/caregivers are expected to also attend. A continuation of such behaviour will result in a suspension, followed by cancellation of enrolment. ‘Self-exclusion’ is the term used for this – as the student HAS the choice to uphold the PRIDE ethos and needs to demonstrate a willingness to do this.

In extreme cases of inappropriate behaviour, the student will be removed from the classroom immediately and sent home. Students and parents/caregivers will need to meet with the Principal prior to the student being permitted to re-enter.

*Horizons College reserves the right to send students home and for exclude students who refuse to obey instructions or who pose a safety risk to themselves, staff and/or other students with/without prior warning. This policy is discussed with students and caregivers on enrolment.*

**CANCELLATION OF ENROLMENT**

As outlined above, Horizons College may cancel the enrolment of any student for grave and/or persistent misconduct that occurs at school, outside of the school during break times or when travelling to or from school.

If a student or parent/caregiver elects to cancel the enrolment of their student from the school, they are required to complete an “Exit Form” which is available from the office.

**STUDENT ID CARDS**

Student will be issued with a photo ID card on enrolment. Students should carry their ID card at all times.

**DISABILITY SERVICES**

We are committed to assisting all students to meet their educational goals. If you have (or develop) a physical or learning difficulty (eg poor eyesight, hearing, break an arm or leg) that is affecting your ability to undertake learning activities please discuss any problems with the Principal.

**CONTACTING TEACHERS/STAFF**

Should you need to meet with a staff member or the Principal, you need to organize this through the school office. Students will not be given staff personal details including mobiles and home contact details.
CONFIDENTIALITY AND PRIVACY

When you enrol at Horizons College we are required to collect personal details in relation to your identification, contact details, previous education and anything that will affect your schooling. We are required to pass some of the details on to Worklinks Inc if you enrol in a vocational education and training (VET) course, as Worklinks is the nationally accredited Training Organisation we use for our VET courses.

We believe that you have the right to have your privacy respected and personal information treated confidentially. Therefore anything you discuss with staff will not be given to other people unless you have agreed to this. Be aware that this information may need to be shared with other staff and the Principal. You will be told if this is to happen. Your safety or that of someone else may mean that we must pass on this information (e.g. situations of abuse or violent acts).

The Freedom of Information Act 1989 gives you the right to access documents held by most government agencies, your school or Worklinks Inc, as our schools training organization and work experience coordinating service. You may ask the Principal if you wish to access the information in your file.

Parents’ or caregivers’ access to personal information in our records is at the discretion of the Principal, taking into account that your safety, privacy, maturity, the issues involved and the parent’s or caregiver’s need to know that information, in order to care for your welfare.

EXCURSIONS

Throughout the year, excursions will be organised by staff as part of your educational program. In most cases there is no cost to you and you will be required to attend. Prior to each excursion the staff will provide the students with details on the activity. Transportation will be via the Worklinks mini-bus or larger hired bus. Staff will accompany all excursions and possibly some volunteers. You will be expected to wear appropriate clothing.

From 2015, your parent /caregiver is asked to sign a permission form at the commencement of the academic year to cover your participation in these excursions. Parents / caretakers can still elect not to allow you to participate in some of these activities, however by completing the form once it will save a lot of time etc. In the case of non-attendance or excursion, Horizons College needs to be advised in advance in writing by the parent /caregiver.

Once on the excursion students are expected to stay with the group and remain at the activity for its duration. Remember that you are representing Horizons College so acceptable behaviour is expected.
SUPPORT SERVICES
There are several people you may ask for assistance, including teachers, social/youth workers and the Principal.

Personal problems (including harassment, bullying, and domestic violence) may be discussed with social/youth workers or any staff member with whom you feel comfortable discussing the matter with.

Other questions may be asked of the Office Staff who will refer you to the appropriate person if they do not have the answer. Your problems will not be discussed with anyone else unless you give permission. Remember that the staff is here to help you. At times the school may refer you to additional agencies for support.

STUDENT LEADERS GROUP
Each year the College will ask for nominations for senior student leaders for that year. These will usually come from the upper year levels and need to be young people who can demonstrate that they have upheld the PRIDE values of the school. Two school captains and two vice-captains will be appointed from the group of senior leaders (10-12).

Students can self-nominate or be nominated by a fellow student. Shortlisting of applicants will be undertaken by the Principal, who may take advice from other staff.

Senior leaders will represent the school on various occasions and will also meet regularly with the Principal to discuss and give advice on matters of importance to the student group. Student leaders will be expected to uphold the PRIDE values of the school at all times. The photo below shows the Principal with the 2014 student leaders.

2014 Student Leaders
STUDENT SURVEYS

We may from time to time ask you to complete student surveys to get your thoughts on the course you are undertaking, the facilities at Horizons and other topics that will assist with future planning. The information in these surveys is confidential as we do not ask for your name or contact details. Surveys are a part of our quality improvement processes.

COMPLAINTS

If you have a complaint, query or concern with another student, staff member or the Centre you should speak up to ensure help is provided. The first person to approach is the Principal. You may have your parent / carer or another student with you when you make your complaint. Formal complaints can be initiated through our complaints process (see Horizons College Administration for forms).

DIGITAL MUSIC PLAYERS

Digital music players are not allowed to be used at the school during class times. If a student brings any music player to school they must:

- Hand it in to the office or keep in your locker.
- Be aware that the school does NOT replace lost or stolen players.

LOST PROPERTY & PROTECTION OF PERSONAL PROPERTY

Anything left in classrooms or found by the cleaner or staff will be given to the office staff. Please do not bring valuable items on campus – leave them at home or in some secure place. We cannot accept responsibility for any lost, stolen or damaged personal property brought onto the school premises. The lost property that is not collected at the end of each term will be taken to a local charity.

MOBILE PHONES

Mobile phones are NOT permitted in classrooms at Horizons College. If in possession of a mobile phone during session times, students will have their phone confiscated and returned at the end of the day. Horizons College takes no responsibility for mobile phones damaged or lost at the school. If you have lost or forgotten to bring your locker key, your phone needs to be handed in at the office during session times. Immediate suspension will occur if a student has a phone in class; exclusion will occur if it happens again.

Inappropriate messages on Facebook about another student, a staff member or the College will not be tolerated and will have serious consequences including exclusion.
SAFETY

Under Workplace Health and Safety legislation students are required to:

• Follow any health and safety instructions,
• Use the personal protective gear that is provided,
• Not intentionally damage equipment, and
• Not place their own or other people’s health and safety at risk by their actions.

This means that you must follow any directions given by staff or that are provided on signs to ensure your health and safety and that of others.

A full safety induction will be provided especially before using the workshops. Make sure you understand instructions on the use of the equipment before turning it on. Keep the workplace tidy to minimize the risk of accidents.

Please ensure that you respond quickly to any emergency evacuation instructions given by staff and that you stay clear of any hazards.

As soon as possible, please report to a member of staff any accidents to you or other people and / or faulty gear (including any outdoor or sporting equipment).

Keep eating areas clean and tidy after use and deposit scraps and other waste materials in the appropriate bins.

Sunscreen, seating under shadcloths or inside the rec area and water fountains are available for your protection and comfort.

STUDENT PROTECTION

All students, staff, parents/caregivers and school visitors operate within the ‘Student Protection Guidelines’. Further information on the school policies for student protection can be accessed at www.horizonscollege.qld.edu.au/policies/child-protection-policy. Any student, staff, parent, caregiver or visitor who breaches student protection will be dealt with according to this policy and Student Protection guidelines. Students, Parents, Caregivers and any member of the community can report a student protection issue.

BULLYING AND HARASSMENT

Bullying and harassment of or by staff and fellow students will not be tolerated. Offenders will be disciplined. Please report any incidents to the Principal.

SEXUAL HARASSMENT

Sexual harassment, by definition, is unwanted and unwelcome sexual attention. It may be sexual harassment when someone:

• makes unwelcome comments about your sex life;
• stares or leers at you;
• persists in asking you out after you have said “no”;
• tells dirty jokes, or displays offensive objects or literature in your presence;
• makes offensive phone calls;
• touches or brushes against your body on purpose or against your will; or
• tries to force you to engage in sexual activities.

Horizons College has a zero tolerance policy for sexual harassment. Offenders will be severely disciplined, or in a serious complaint, it will be referred to the Police. Please report any incidents to the Principal.

SMOKING

Horizons College has a strict No-Smoking policy within the school grounds. Students on breaks outside the school eg at shop over the road to purchase food, are not to smoke.

DRUGS, ALCOHOL AND MEDICATION

Apart from prescribed and over the counter medication (eg cough mixture, aspirin) the possession and use of alcohol and illegal drugs, as mentioned previously, is strictly prohibited. Persons found supplying illegal drugs at Horizons College or at any of its activities will be referred to the police and charged.

If you have any problems associated with addiction to these substances you are encouraged to make an appointment with a member of the youth team who will assist with support.

If your student requires prescription medication or Panadol (must have the chemist ‘sticker’ notification for prescription) it must be given at school by the school. Students need to leave the medication at the office. A separate ‘Medication Request Form’ needs to be completed for each new prescription from your doctor. This must be completed before Horizons staff can administer the medication.

ANAPHYLAXIS

If your student suffers from anaphylaxis, it is important to provide to the school, up-to-date information on your student’s medical information, this includes an ‘Anaphylaxis Action Plan’ signed by their treating doctor. This action plan should include a photo, allergic triggers, signs and symptoms of a reaction and first aid response/medication.

TRANSPORTATION

Horizons College provides a free bus for various school excursions; however, students must abide by the directions given by the school and the driver. Failure to do this will suspend the students from the bus service.
FOOD, LEAVING THE SCHOOL IN BREAKS, AND ZERO TOLERANCE TO ALCOHOL AND DRUGS

Breakfast items are available between 8.15 am and 8.35 am. A barbeque or school lunch will be provided usually once a fortnight, with noodles being available every Monday lunch. Students are invited to bring your own lunch and to use the fridges provided in the recreation room/shed.

Students are permitted to leave the grounds for 20 minutes at first and second breaks; however must be back on time and must sign out in the ‘sign-out’ book prior to leaving the grounds. During this time, students are to behave appropriately, not smoke while in public and represent the College well. Any inappropriate behaviour reported to the school during break times, will be dealt with severely.

Students also need to know that the College has a zero tolerance to drugs and alcohol, neither of which can be brought onto school grounds. Students cannot attend if under the influence of alcohol or drugs and will face serious consequences if found to be dealing any such items, including with the police being advised.

OUT OF BOUNDS AREAS

During your induction you will be shown the areas of Horizons and surround areas that you are not permitted to enter at all or unless accompanied by a staff member.

You are not permitted to enter any classroom, work area, staffroom/office or Reception without a staff member. You are expected to leave Horizons College at the end of classes for that day and not remain on or near the premises unless participating in a sporting or other activity.
STUDENT CONTACT INFORMATION

Please keep this up to date with phone numbers, as we may need to contact you or your parent / caregiver at home. If you move or when you leave please let the office staff know your new address and phone number as soon as possible. Contact info is also required after you leave Horizons College so that staff can make contact with you to obtain survey data or to forward on any VET Certificate or Statement of Attainment you have achieved.

CHILDREN (BABIES) ON CAMPUS

Horizons College does not have the infrastructure for babies or young children. You should therefore ensure you have someone to baby-sit for you if you have a student (with a back-up if necessary). Please talk to the Principal if student care is an on-going problem.

DRESS STANDARDS

Students must wear clothing and footwear appropriate to their program of study. No provocative clothing is allowed and clothing should not display inappropriate motives (eg drug references, sex, swear words). Bare midriffs, low cut tops or very short shorts are also not to be worn.

Some programs of study demand that specialised protective clothing (eg steel capped boots) are worn to meet the requirements of the Workplace Health and Safety Act. For your own safety we do not permit students to wear thongs, masseurs or sandals that offer little or no protection or surface grip. Teachers DO have the right to prohibit students from taking part in learning activities unless appropriately dressed.

Upon enrolment, students are provided with one complimentary Horizons College polo shirt, which they may be requested to wear for specific formal occasions. Students also have the option to purchase more shirts if they wish.

SCHOOL ROUTINES

Students must follow school routines and schedules. These routines will be explained to students on interview and enrolment. Students must sign in and out when leaving the grounds during breaks and must be back on time from these breaks. All students are expected to be on time to school in the morning and on time for all sessions. Make time beforehand for putting articles in lockers, etc.

BECOMING A RESPONSIBLE CITIZEN

We expect all our students to add value to our community through our PRIDE values, as mentioned previously.

This can be done in a multitude of ways. The guide below will help as will the ongoing conversations with all staff at school.

Participate – in all school activities and make the most of the opportunities provided to you
Respect - happy and peaceful communities are those where people hold respect for each other. Have respect for:

- Yourself
- Family, others in the school community and visitors
- Those in our neighbourhood and in the wider community
- Diversity and cultural differences
- All living things and the environment
- Opinions of others even when they are different from yours
- Property.

Integrity – be honest with yourself and others. Honesty starts with being honest to yourself. Are you doing all you can each day to make it a better day for you and others.

Determination – keep trying even when you may not find things easy at first. Determination will see you succeed. If you say you ‘can’ you will!!

Empathy – be kind to those around you and look out for those who need a helping hand or kind word. Show you care.

SECTION 2: PARENT INFORMATION

PARENT SUPPORT

Horizons College offers parent/caregiver support, where requested to help keep their student engaged at school. This can be organized through the Principal. These meetings provide information to parents/caregivers on how they can support their student at home and assist in dealing with adolescent behaviour.

ABSENTEES

If your student is going to be absent from school, it is important to inform the administration ASAP. This can be done by phoning Horizons by 9am or sending a message with your student on the next day of their attendance. Horizons College has to report unexplained attendances to Centerlink after 5 days of un-explained absence.

STUDENT CONTACT

All contact with students during school hours must be made through the office. Students are not permitted to use their mobile phones during school session times to answer calls.

The office will relay any message in a timely manner to the student concerned, and will arrange for the student to contact you if required.

Students are allowed to contact you from the school using the office phones, for emergencies only.
TRANSPORT

The Caboolture Railway Station is 200 metres from the school. Students are expected to find their own way to and from school.

CHANGE OF CONTACT, AND EMERGENCY CONTACT DETAILS

It is your responsibility to ensure that Horizons College has up-to-date information regarding your contact details, and the contact details of emergency contacts. Horizons College cannot be held responsible for lost correspondence, missed phone calls and not being able to contact you in a timely manner if your contact details have changed, and we have not been informed.

CHANGE OF GUARDIAN DETAILS

If the guardianship changes for your student, please inform us as soon as possible. This is especially important if the student moves into a care agency, or with the Department of Student Safety.

RESOURCES LEVY

A weekly resources levy of $20 is payable for each student to cover the expense of books and other learning resources.
Parents/caregivers will receive an invoice at the beginning of each Term, and can then opt to pay weekly or monthly in accordance with their preference. Payment can be made via cash, direct deposit or Eftpos.

Some parents/caregivers may eligible for Centrelink assistance for this levy, and as such may be able to set up an automatic payment facility. Please discuss your eligibility with Centrelink and school administration.

**FURTHER INFORMATION**

For any further information please contact Horizons College as per the following details:

Horizons College  
Block F, 2 King Street  
CABOOLTURE QLD 4510

PO Box 98, CABOOLTURE QLD 4510

Phone: 5428 0104  
Fax: 5428 0456  
Email: info@horizonscollege.qld.edu.au  
Website: www.horizonscollege.qld.edu.au