



Horizons College Student and Parent/Caregiver Handbook

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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

Principal	Jan Robinson	5428 0104
Administration (email/phone)	admin@horizonscollege.qld.edu.au / 5428 0104	
College Address (physical)	2 King Street, Caboolture 4510	
College Address (Postal)	PO Box 98, Caboolture QLD 4510	

SCHOOL HOURS

From Monday to Thursday school hours are 8.40 am to 2.40 pm. On Friday school hours are 8.40 am to 1 pm. The gates open at 8 am and breakfast items are available from 8.15 am – 8.35 am.

SESSION TIMES

Monday-Thursday	Friday	Sessions
8.15 am – 8.35 am	8.15 am - 8.35 am	Breakfast
8.45 am – 9.00 am	8.45 am - 9.00 am	Enhancing our Journey (whole school meeting)
9.05 am – 10.10 am	9.00 am – 10.10 am	Session 1
10.10 am – 10.35 am	10.10 am – 10.40 am	First break
10.40 am – 11.45 am	10.40 am – 11.45 am	Session 2
11.45 am – 11.55 am	11.45 am – 11.55 am	Changeover break
11.55 am – 1.00 pm	11.55 am – 1.00 pm	Session 3
1.00 pm – 1.35 pm		Second break
1.40 pm – 2.40 pm		Session 4

SCHOOL TERM DATES 2017

2018	
Term 1	22 January – 29 March
Term 2	17 April (Tuesday) – 22 June
Term 3	16 July – 21 September
Term 4	8 October (Tuesday) – 30 November
16 November is last day for Years 11 & 12 30 November for all other students	
Moreton Bay Region Show Holiday 13 August	

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 an accredited Non State School, with designated 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.

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.



**September 2014 – Official opening ceremony
(The Hon – Paul Langbroek, the then Minister for Education)**

INTERVIEW

All prospective students and a parent/caregiver must attend an interview with the Principal. At this meeting a number of matters will be discussed eg expectation of students and curriculum options.

New students will attend for an induction on the day before school commences in January each year. In 2018, Friday 19 January (from 9 am to 10.30 am)

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 a suitable program for our students. Where changes are needed, we will discuss other options with parents/caregivers and the student concerned.

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.



Automotive Underbody class in action

Vocational education and training courses on offer for year 10/11/12 students **may** include:

- Certificate I & II in Construction Pathways
- Certificate I in Hospitality
- Certificates I, II & III in Business (with digital design electives)
- Certificate II in Visual Arts
- Certificate II in Skills for Work and Vocational Pathways
- Certificate II in Horticulture
- Certificate I & II in Automotive Vocational Preparation
- Certificate II in Salon Assistant
- Certificate II in Active Volunteering
- Certificate II in Information Digital Media and Technology
- Certificate II in Retail Services

There may also be opportunities in years 10, 11 and 12 to undertake a TAFE course or course provided by other training organisations.

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 include a mix of:

- Social science
- Science
- Music/Art/Drama Studies
- Sport
- Lifeskills

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

Work experience will be undertaken by students in years 10, 11 and 12 in 2018. This is a **compulsory** part of our program.

Students also have the opportunity to 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).

Across years 10 to 12, students have the opportunity to achieve the full 20 points required for the award of the QCE or to meet the requirements for a Queensland Certificate of Individual Achievement.

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 construction). Teachers may take a photo of the finished item for their records. You must do all the work yourself.



Business Class

You will be issued with a report 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 QCE.

APPEALS PROCESS

Students who are unhappy about assessment 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 Active agencies etc. As your parent /caregiver will 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 8.30 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.



Middle School Room

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 on the day advised by the Principal for a meeting with the Principal 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 or continual misbehaviour the student will be removed from the classroom and immediately sent home. Exclusion may be the outcome; however for any student not excluded 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 to 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 a 'Student Withdrawal form' which is available from the office. Students need to demonstrate they are 'benefitting' by being at Horizons if they want to remain enrolled.

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 personal details of staff members including mobile phone numbers and home contact details.

CONFIDENTIALITY AND PRIVACY

When a student enrolls at Horizons College the school is required to collect personal details in relation to the student's identification, contact details, previous education and anything that may affect his/her schooling. We are required to pass some of these details on to Worklinks Inc if you enroll in a vocational education and training (VET) course, as Worklinks is the main nationally accredited Training Organisation we use for our VET courses. There may be other training organisations with whom we also work who may also need a student's details.

We believe that students' privacy should be respected and personal information treated confidentially; however there may be times when details of your information/circumstances may need to be conveyed to some staff and the Principal eg. in order to support you or keep you safe. When enrolling at Horizons you agree for us to share relevant information which helps us to support you as best we can.

The Freedom of Information Act 1989 gives you the right to access documents held by most government agencies eg. your school or Worklinks Inc, as our school's 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 the student's safety, privacy, maturity, the issues involved and the parent's or caregiver's need to know that information, in order to care for the student's welfare.

EXCURSIONS

Throughout the year, student excursions may be organized by staff as part of our educational program. In most cases there is no cost to parents/caregivers and students will be required to attend. Prior to each excursion the staff will provide the students with details on the activity. Transportation will usually be via the Worklinks mini-bus or larger hired bus. Staff will accompany students on all excursions. Some volunteers may also attend. Students will be expected to wear appropriate clothing.

Parents/caregivers are asked to sign a permission form at the commencement of the academic year to cover a student's participation in these excursions. Parents/caretakers can still elect not to allow your student 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 on 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. Students are representing Horizons College so acceptable behaviour is expected.

SUPPORT SERVICES

There are many Horizons staff members who students may ask for assistance, including teachers, school councillors, youth worker and the Principal.

Personal problems (including harassment, bullying, and domestic violence) may be discussed with any teaching or youth team staff member with whom the student feels comfortable discussing the matter.

Students' problems will be discussed only with staff members who need to know unless a young person's safety is at risk and others need to be informed for safety reasons. Remember that the staff is here to help students. At times the school may refer students to additional agencies for support.

STUDENT LEADERS GROUP

School Captains, Vice-Captains and Senior Leaders will be appointed by the Principal each year.

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.

STUDENT SURVEYS

We may from time to time ask students to complete surveys to get their thoughts on the courses they 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 names 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 school 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).

LOST PROPERTY AND 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.

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

MOBILE PHONES

Mobile phones are **NOT** permitted in classrooms at Horizons College. An automatic suspension will result. If a student has a phone in class a second time, he/she will be excluded. 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.

Inappropriate text messages or Facebook messages about another student (in or out of school time) or a staff member of the school 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 any personal protective gear that is provided
- Not intentionally damage equipment
- Not place their own or other people's health and safety at risk by their actions.

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



Computer Room

A safety induction will be provided before using the workshop or kitchen. 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 shade sails or inside the recreation room and water fountains are all 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 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 zero tolerance to sexual harassment. Offenders will be severely disciplined, and if a serious complaint, it will be referred to the Police. Please report any incidents to the Principal.



Middle School Class

SMOKING

Horizons College has a strict no-smoking policy within the school grounds.

DRUGS, ALCOHOL AND MEDICATION

The possession and use of alcohol and drugs is strictly prohibited. Over the counter medication (eg cough mixture, aspirin) is permitted. Persons found supplying illegal drugs at Horizons College will be referred to the police.

If a student requires prescription medication (must have the chemist 'sticker' notification for prescription) and needs to take this at school, it must be handed in to reception on arrival and administered 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.

If you have any problems associated with addiction to alcohol or illegal substances you are encouraged to make an appointment with a member of the youth team who will assist with support and /or referral to an outside agency.

ANAPHYLAXIS

If your student suffers from anaphylaxis, it is important to provide 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. Students are expected to provide their own transport to and from school.



The 'Pride Café & Gallery'

FOOD PROVIDED

Breakfast items are available between 8.15 am and 8.35 am. Free food is provided at 10.10 am each day. Students are invited to bring their own lunch and to use the fridges provided in the recreation room/shed. The Pride Café offers 'tuckshop' food (nutritious meals) for a small cost a couple of times a week, usually in the second break. Drinks are also available for purchase at a low cost.

OUT OF BOUNDS AREAS

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

You are not permitted to enter any classroom, work area or staffroom/office 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 College-organised activity.

STUDENT & PARENT/CAREGIVER CONTACT INFORMATION

Please keep our records up to date with your phone numbers (student and parents/caregivers) as we may need to contact parents/caregivers during school time. If you move from where you are living please let the office staff know your new address and/or phone number as soon as possible. Contact info is also required for the six months after you leave Horizons College so that staff can make contact with you to obtain survey data or to forward on any Certificate or Statement of Attainment your student may have achieved.



Hospitality Class

CHILDREN ON CAMPUS

Horizons College does not have the infrastructure for babies or children of students. Baby-sitting arrangements need to be put in place. 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, nudity, swear words). Bare midriffs, low cut tops or short shorts are not to be worn.

Some programs of study demand that specialised protective clothing (eg closed in shoes) 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 in the workshop, in hospitality or during sports sessions. Teachers 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 other shirts if they wish.



Hospitality Kitchen

SCHOOL ROUTINES

Students must follow school routines and schedules. These routines will be explained to students on interview and enrolment. All students are expected to be on time to school in the morning and on time for all sessions. Students are to make time before 8.40 am for putting articles in lockers, getting a drink of water or visiting the bathroom. Students need to go to the bathroom and have a drink in break times. There is a small break after each session to allow for this.

BECOMING A RESPONSIBLE CITIZEN

We expect all of 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: ADDITIONAL PARENT INFORMATION

PARENT/CAREGIVER 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/discussions provide information to parents/caregivers on how they can support their student at home and assist in dealing with adolescent behaviour.

ABSENCES

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 8.30 am or sending a message with your student on the next day of their attendance. Horizons College has to report unexplained attendances to Centrelink after five days of unexplained absence.

STUDENT CONTACT

All contact with students during school hours by family members 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 and pay for 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 or not being able to contact you in a timely manner if your contact details have changed, and we have not been informed. The welfare of your student is paramount and, in the case of a health/injury, your student's welfare will take top priority. Parents/caregivers will be informed ASAP once the student's immediate needs are taken care of.

CHANGE OF GUARDIAN DETAILS

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

RESOURCES LEVY

A weekly resources levy of \$20 is payable for each student to cover the expense of books and other resources. Students also do not need to purchase text books or stationery.

Parents/caregivers will receive an invoice at the beginning of each term, and can 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 be eligible to have this levy deducted from Centrelink payment. Please discuss this with the school administration. \$30 is payable on enrolment, covering a locker key (\$10) and the cost of one school polo shirt (\$20).

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: admin@horizonscollege.qld.edu.au

Website: www.horizonscollege.qld.edu.au