

# **AUSTRALIAN INSTITUTE OF MUSIC (AIM)**

**SENIOR SECONDARY  
COLLEGE**

**STUDENT HANDBOOK**

**2017**

**DISCLAIMER**

*This handbook contains information that is current at the date of publication. AIM Senior Secondary College takes all due care to ensure that the information contained is accurate, but reserves the right to vary any information described in this publication without notice. Questions regarding the information in this handbook can be emailed to [aimhigh@aim.edu.au](mailto:aimhigh@aim.edu.au) or by contacting AIM SSC Office on: +61 2 9219 5473.*

## WELCOME

AIM Senior Secondary College is part of a larger, diverse musical landscape that includes students studying at a variety of levels. As an extremely valuable member of this community you are learning in a unique environment. Not only is there a major focus on musical and performing arts activities but the emphasis is also on an adult method of learning. As such you might find practices and policies that are more akin to a university than a school. This document is your guide to successfully participating in the structures and procedures set in place for your safety and wellbeing. Please take the time to read it carefully so that you understand the way we like to work.

For many of you, the experience of learning in a music based adult institution will be completely new and perhaps a little daunting. Our structures and procedures may take a little getting used to. We completely understand this and are here to help you as you adjust and settle in.

Our goal at AIM Senior Secondary College is to see every student successfully achieve a high standard of learning and develop self-confidence, self-respect and the commitment to strive for personal excellence both academically and artistically. However, finding a strong life balance for all our students is of the utmost importance as this allows you to feel happy and healthy to contribute to your personal interests, art, the school and the greater community.

I wish you every success as you embark on your musical/creative journey with us, and I look forward to working with you over the coming years.

**Natalia Belovukovic**  
**Head of School/Principal**

## Table of Contents

<b>AUSTRALIAN INSTITUTE OF MUSIC.....</b>	<b>1</b>
WELCOME.....	3
CONTACTS.....	7
Campus Location.....	8
AIM Website.....	8
Email.....	8
Main Reception / Student Services.....	8
Building A.....	8
Building B.....	8
Building C.....	8
Building E.....	9
<b>ORGANISATIONAL STRUCTURE.....</b>	<b>10</b>
AIM Senior Secondary College Mission:.....	10
Head Of School is Accountable for:.....	10
Teachers Are Accountable For:.....	11
AIM SSC Assistant is Accountable For:.....	11
Student Services are Accountable for:.....	11
<b>GENERAL OPERATIONS.....</b>	<b>12</b>
Dates 2017.....	12
Preliminary and HSC Course Dates.....	12
Orientation Day.....	12
Building Opening Hours.....	12
Pattern of Study for the HSC.....	15
Outsourcing a Subject.....	15
Students with Disabilities and/or Special Needs.....	15
<b>Special Needs Curriculum Options.....</b>	<b>16</b>
Life Skills.....	16
Provisions for Students with a Disability.....	16
Disability Provisions in Assessment Tasks and Examinations.....	17
What Do You Receive?.....	17
Learning Support Team.....	18
Moodle site – moodle.aim.edu.au.....	18
Office 365.....	18
Homework.....	19
Parent Teacher Evenings.....	20
Progress Reports.....	20
Study Group.....	20
<b>ASSESSMENT.....</b>	<b>21</b>
Internal Assessment Overview.....	21
Weightings.....	21
'Take Home' Assessment Tasks.....	21
Student Submission Of Take Home Tasks.....	22
'In Class' Assessment Tasks and Examinations.....	23
'In Class' Assessment Task Illness and/or Absence.....	23
Valid reasons for non completion of an Assessment task.....	24
Marking.....	24
Feedback.....	24
Reporting Student Achievement.....	25
All My Own Work.....	26
Submission of HSC Marks.....	26

Allocation of Preliminary Grades and RoSA.....	27
N Determinations.....	28
When A Warning Will Be Issued.....	28
Before Issuing A Warning.....	29
Abiding By Reasonable Directives.....	29
Review of Assessment Ranking.....	29
Appeal to the NSW Education Standards Authority.....	30
<b>Safe and Supportive Environment.....</b>	<b>31</b>
School Counsellor.....	31
Expectations of Parents / Guardians, Teachers and Students.....	31
Student Code of Conduct.....	31
Expectations of Parents and Guardians.....	32
Expectations of Student leaders.....	32
<b>Other School Rules.....</b>	<b>33</b>
Living arrangements.....	33
Dress Code.....	33
Identification & Lanyards.....	34
Smoking.....	34
Language.....	34
Breaks.....	34
Preparedness for Class.....	34
Following Requests.....	35
Leaving Campus.....	35
Travelling to and from School.....	35
Medication.....	35
Zero Tolerance Policy.....	36
Supervision.....	36
Student Attendance.....	36
<b>Roll Call.....</b>	<b>36</b>
Rolls.....	37
Sign In.....	37
Students who have signed in but do not attend class (truants).....	37
Late Slips/Early Leavers.....	37
Late Students.....	38
Leaving Campus During School Hours.....	38
Sign Out.....	38
Absent from School.....	39
Poor Attendance.....	39
Exemptions from School (section 25 of the Education act 1990).....	39
<b>Security at School.....</b>	<b>40</b>
Building Security.....	40
Identification.....	40
Students on Campus After Hours.....	40
Visitors.....	40
Unauthorised personnel.....	40
Lockdown.....	41
Fire Evacuation.....	41
Incidents And Accidents.....	42
Serious Emergencies.....	42
<b>Bullying.....</b>	<b>42</b>
<b>Discipline.....</b>	<b>44</b>

Malpractice and Plagiarism .....	44
Discipline of Students in Class.....	44
Discipline And Appeals Committee.....	44
Mediation sessions .....	45
Study Group.....	45
Probation .....	45
Suspension And Expulsion.....	46
Suspension Of International Students .....	46
Corporal Punishment .....	47
<b>Complaints And Grievances.....</b>	<b>47</b>
What Is A Complaint? .....	47
Step 1: Verbal Complaints .....	47
Step 2: Meet with the Head Of School .....	47
Step 3: Written Complaints.....	48
Response .....	48
<b>AIM LIBRARY .....</b>	<b>50</b>
Opening Hours: .....	50
<b>Contact.....</b>	<b>50</b>
Borrowing .....	50
Returning Items .....	<b>Error! Bookmark not defined.</b>
Renewing Reserving Requesting Items.....	<b>Error! Bookmark not defined.</b>
Photocopying .....	<b>Error! Bookmark not defined.</b>
Computer Facilities .....	<b>Error! Bookmark not defined.</b>
Information Sessions.....	<b>Error! Bookmark not defined.</b>
Subscription Databases .....	<b>Error! Bookmark not defined.</b>
Special Reserve .....	<b>Error! Bookmark not defined.</b>
Housekeeping .....	51
Copyright .....	51

## CONTACTS

Principal/Dance	Natalia Belovukovic, <a href="mailto:Natalia.Belovukovic@aim.edu.au">Natalia.Belovukovic@aim.edu.au</a> (02) 9219 5411
AIM SSC Assistant:	Elloise Wood, <a href="mailto:Ellosie.Wood@aim.edu.au">Ellosie.Wood@aim.edu.au</a> (02) 9219 5473
Enquiries:	<a href="mailto:aimssc@aim.edu.au">aimssc@aim.edu.au</a>
HSC Staffroom:	(02) 9219 5436
Business Studies:	Tom Coyle, <a href="mailto:Tom.Coyle@aim.edu.au">Tom.Coyle@aim.edu.au</a>
Drama & English:	Samantha Abraham, <a href="mailto:Samantha.Abrahim@aim.edu.au">Samantha.Abrahim@aim.edu.au</a>
English, Ext 1 & 2:	Karen Nottingham, <a href="mailto:Karen.Nottingham@aim.edu.au">Karen.Nottingham@aim.edu.au</a>
IPT	Joalene Van Dam, <a href="mailto:Joalene.VanDam@aim.edu.au">Joalene.VanDam@aim.edu.au</a>
Mathematics	Daniela Tavares, <a href="mailto:Daniela.Tavares@aim.edu.au">Daniela.Tavares@aim.edu.au</a>
Music 1 & Music Certificate:	Robert Badman, <a href="mailto:Robert.Badman@aim.edu.au">Robert.Badman@aim.edu.au</a>
Music 2 & Music Ext:	Paul Taylor, <a href="mailto:Paul.Taylor@aim.edu.au">Paul.Taylor@aim.edu.au</a>
Society & Culture, Modern History:	Francisca Castro, <a href="mailto:Francisca.Castro@aim.edu.au">Francisca.Castro@aim.edu.au</a>
Visual Arts:	Gretel Harrod, <a href="mailto:Gretel.Harrod@aim.edu.au">Gretel.Harrod@aim.edu.au</a>
Student Wellbeing:	Nadia Kudianskyj & Tracy Costa <a href="mailto:studentsupport@aim.edu.au">studentsupport@aim.edu.au</a> (02) 9219 5441
<u>Library</u> Head Librarian Assistant Librarian	Anna Shelmerdine Robert Egan <a href="mailto:LibrarySYD@aim.edu.au">LibrarySYD@aim.edu.au</a> (02) 9219 5417

## Campus Location

1-55 Foveaux Street  
Surry Hills NSW 2010

## AIM Website

[www.aim.edu.au](http://www.aim.edu.au)

## Email

[enquiries@aim.edu.au](mailto:enquiries@aim.edu.au)

## Main Reception / Student Services

+61 2 9219 5444

## Building A

Student services are located here. There are 5 floors, each numbered 1-5. As an AIM Senior Secondary student, you will not use floors 2 and 3 very much (reserved mostly for tertiary studies).

Level 1:	The Studios are located downstairs.
Level 2:	Student Services (ground level).
Level 3:	Contemporary Rooms (non-bookable).
Level 4:	Ensemble Rooms.
Level 5:	Practice Rooms. (These rooms are available for bookings)

## Building B

The JPH (the big hall), the Space, the Library, Student Wellbeing, the café and the student common area are all located here. When you walk past the hall and head down the corridor past the library you will enter Building C.

## Building C

This is where most, if not all of your academic classes take place and where the HSC Staffroom and AIM SSC office are located.

The classrooms beginning with C4 are on the same floor as the HSC staff room.



## Building E

Practical dance and drama exams are held here.

A detailed map of all buildings is available from Student Services.

## ORGANISATIONAL STRUCTURE

### AIM Senior Secondary College Mission:

The Australian Institute of Music Senior Secondary College aims to provide our students with the essential skills, knowledge and core principles necessary for successful entry into adulthood, by providing secondary education with a focus on the performing arts.

The lessons and qualities derived from dedicated study – self-discipline, empathy, curiosity and a constant striving for excellence, are critical to inspiring a lifelong passion for learning and self-growth.

### The Principal is Accountable for:

Student wellbeing

Promoting a collegial and co-operative culture to support team effectiveness and to encourage individual development

Effective communication and decision-making processes within the school.

Informing staff of their responsibilities

Facilitating the professional growth of staff through the promotion of teacher efficiency in student welfare and assessment, curriculum development and evaluation, planning, classroom management and teaching skills

Evaluating the implementation of teaching and learning programs and associated teaching strategies

Inducting staff in the requirements of policies and mandatory training procedures

Maintaining open communication throughout the school community

Forming effective partnerships with the school community and greater AIM community, business and industry where appropriate

Ensuring that all legislative responsibilities pertaining to the operation of the school are carried out in a timely manner

Ensuring that regular reporting to the DAA and School Board is undertaken (who will in turn report as appropriate to the Academic Board/Board of Directors)

### Head of School is Accountable for:

Student wellbeing

Clarifying the duties of school staff and ensuring staff appropriately exercise their delegated responsibilities

Supervising the implementation of teaching and learning programs and associated teaching strategies

The maintenance by all staff of documentation required in the completion of their duties

Implementing specific programs for the development of staff who experience difficulties in the performance of their duties

Effective communication and decision-making processes within the school  
Facilitating the professional growth of staff through the promotion of teacher efficiency in student welfare and assessment, curriculum development and evaluation, planning, classroom management and teaching skills  
School discipline  
Teaching as required

#### **Teachers are Accountable for:**

Student wellbeing  
Design and delivery of effective, up to date programs  
Design and Delivery of the scope and sequence in their subject area  
Design and implementation of weekly class plans, resources, homework tasks  
Effective Register keeping  
Effective roll taking and record keeping  
Marking of all assessment tasks and homework assignments  
Timely publishing of assessment task activities  
Delivery of lessons within their subject areas  
Delivery of other subject areas from time to time as required  
Pastoral care of students as required  
Delivery of comprehensive reports

#### **AIM SSC Assistant is Accountable For:**

Maintaining accurate student records  
Maintaining daily attendance records including issuing early leaver/late slips, emailing parents/guardians for absentee and truancy  
Providing administrative and clerical support  
Assist Head of School/Principal  
Providing non-academic general assistance to students and staff  
Document staff meetings and other meetings where required  
Assist, as required, in organising and attending student social events, concerts, orientation programs, graduation ceremonies and open evenings where necessary  
Other administrative duties as required

#### **Student Services are Accountable for:**

Assisting students with booking rooms, student cards and general enquiries  
Ensuring school visitors have signed in and been issued a pass. They are also responsible for notifying the AIM SSC office of any visitors on campus  
Providing first aid assistance to students and staff  
Assisting with the care, safety and wellbeing of AIM SSC student  
Providing non-academic general assistance to students and staff

## GENERAL OPERATIONS

### Dates 2017

Term 1: Tuesday, 31<sup>st</sup> January to Friday, 7<sup>th</sup> April

Term 2: Wednesday, 26<sup>th</sup> April to Friday, 30<sup>th</sup> June

Term 3: Tuesday, 18<sup>th</sup> July to Friday, 22<sup>nd</sup> September

Term 4: Tuesday, 10<sup>th</sup> October to Thursday, 14<sup>th</sup> December

### Preliminary and HSC Course Dates

The 2017 Preliminary course commences on the 31<sup>st</sup> January and concludes on the 20<sup>th</sup> October 2017 (Week 2 Term 4).

The 2017 HSC course commences on the 23<sup>rd</sup> October 2017.

### Orientation Day

The first day of term on the 31<sup>st</sup> January 2017 is Orientation Day. All new students are required to attend from 9:30am.

During the day, you will participate in the following activities: have a tour of the campus, meet some of your teachers, get your student card, join the library, meet your Pastoral Care leaders and complete "All My Own Work" for the Board of Studies.

### Building Opening Hours

<b>Building A, B &amp; C</b>						
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
8.00 am -	8.00 am -	8.00 am -	8.00 am -	8.00 am -	9.00 am -	CLOSED
10.00 pm	10.00 pm	10.00 pm	8.00 pm	7.00 pm	5.00 pm	CLOSED

## Preliminary Timetable

Mondays			
8:40 – 8:45	ROLL CALL		
8:45 – 10:25	Modern History	Mathematics	
10:25 – 10:45	Assembly/RECESS	RECESS	RECESS
10:45 – 12:25	Business Studies	Drama	
12:25 – 1:05	LUNCH	LUNCH	LUNCH
1:05 – 2:45	English A	Music 1A	
2:45 – 2:50	BREAK	BREAK	BREAK
2:50 – 4:00	Masterclass		
Tuesdays			
8:40 – 8:45	ROLL CALL		
8:45 – 10:25	Business Studies	Drama	
10:25 – 10:45	RECESS	RECESS	RECESS
10:45 – 12:25	Society & Culture	General Maths	
12:25 – 1:05	LUNCH	LUNCH	LUNCH
1:05 – 2:45	Modern History	Mathematics	
2:45 – 2:50	BREAK	BREAK	BREAK
2:50 – 4:00	Ensemble		
Wednesdays			
8:40 – 8:45	ROLL CALL		
8:45 – 10:25	Society & Culture	General Maths	
10:25 – 10:45	RECESS	RECESS	RECESS
10:45 – 12:25	English B	Music 1B	Music 2
12:25 – 1:05	LUNCH	LUNCH	LUNCH
1:05 – 2:45	Maths Ext 1	English Ext 1	Study Group
2:45 – 2:50	BREAK	BREAK	BREAK
2:50 – 4:00	Music Technology	Dance until 4:30pm	
Thursdays			
8:40 – 8:45	ROLL CALL		
8:45 – 10:25	Visual Art	IPT	
10:25 – 10:45	RECESS	RECESS	RECESS
10:45 – 12:25	English B	Music 1B	Music 2
12:25 – 1:05	LUNCH	LUNCH	LUNCH
1:05 – 2:45	Dance	Study Group	
2:45 – 2:50	BREAK	BREAK	BREAK
2:50 – 4:00	Theory & Aural		
Fridays			
8:40 – 8:45	ROLL CALL		
8:45 – 10:25	English A	Music 1A	
10:25 – 10:45	RECESS	RECESS	RECESS
10:45 – 12:25	Visual Art	IPT	
12:25 – 1:00	LUNCH	LUNCH	LUNCH
1:00 – 3:00	Concert Practice		

## HSC Timetable

Mondays			
8:40 – 8:45	ROLL CALL		
8:45 – 10:25	Business Studies	Drama	
10:25 – 10:45	Assembly / RECESS	RECESS	RECESS
10:45 – 12:25	Modern History	Mathematics	Dance
12:25 – 1:05	LUNCH	LUNCH	LUNCH
1:05 – 2:45	Society & Culture	General Maths	
2:45 – 2:50	BREAK	BREAK	BREAK
2:50 – 4:30	HSC Music Workshop		
Tuesdays			
8:40 – 8:45	ROLL CALL		
8:45 – 10:25	Modern History	Mathematics	Dance
10:25 – 10:45	RECESS	RECESS	RECESS
10:45 – 12:25	Business Studies	Drama	
12:25 – 1:05	LUNCH	LUNCH	LUNCH
1:05 – 2:45	English Standard	Music 1	
2:45 – 2:50	BREAK	BREAK	BREAK
2:50 – 4:30	HSC Drama Workshop		
Wednesdays			
8:40 – 8:45	ROLL CALL		
8:45 – 10:25	English Advanced	Music 1	
10:25 – 10:45	RECESS	RECESS	RECESS
10:45 – 12:25	Society & Culture	General Maths	English Ext 1
12:25 – 1:05	LUNCH	LUNCH	LUNCH
1:05 – 2:45	Music 2	Study Group	HSC Dance Workshop
2:45 – 2:50	BREAK	BREAK	BREAK
2:50 – 4:30	English Ext 2	Maths Ext	
Thursdays			
8:40 – 8:45	ROLL CALL		
8:45 – 10:25	English Standard	Music 1	
10:25 – 10:45	RECESS	RECESS	RECESS
10:45 – 12:25	IPT	Visual Arts	
12:25 – 1:05	LUNCH	LUNCH	LUNCH
1:05 – 2:45	Music 2	Study Group	
2:45 – 2:50	BREAK	BREAK	BREAK
2:50 – 4:30	HSC Visual Arts Workshop		
Fridays			
8:40 – 8:45	ROLL CALL		
8:45 – 10:25	IPT	Visual Arts	
10:25 – 10:45	RECESS	RECESS	RECESS
10:45 – 12:25	English Advanced	Music 1	
12:25 – 1:00	LUNCH	LUNCH	LUNCH
1:00 – 3:00	Concert Practice		

## Pattern of Study for the HSC

To qualify for the Higher School Certificate, (HSC), you must satisfactorily complete a Preliminary pattern of study comprising of at least 12 units and an HSC pattern of study comprising of at least 10 units. Both patterns must include:

- at least six units from Board Developed Courses;
- at least two units of a Board Developed Course in English (English Studies Content Endorsed Course satisfies the pattern of study English requirement);
- at least three courses of two-unit value or greater (either Board Developed or Board Endorsed Courses); and
- at least four subjects.

AIM ensures you are correctly enrolled and are following the correct pattern of study by completing and checking the 'Confirmation of Entry' certificates issued to you in March of each year, for both Preliminary and HSC years.

## Outsourcing a Subject

AIM Senior Secondary College allows you to undertake **one** subject through an approved external provider. The following providers have approved assessment and reporting policies:

1. The Saturday School of Community
2. Sydney Distance Education High School
3. NSW School of Community Languages
4. Karabar Distance Education Centre

All providers have written statements detailing that the courses comply with current NSW Education Standards Authority (NESA, formerly the Board of Studies) syllabus requirements.

The subject undertaken cannot be currently offered at AIM.

We will supply you with a supervising teacher who will be required to report regularly to the Principal or delegate on your progress.

## Students with Disabilities and/or Special Needs

When you enrol, parents/guardians are asked about any disability or special need you may have. It is important that you inform the Head of School so that we may best help you to have equal and fair access to all educational facilities. AIM will never discriminate against any student on the basis of a disability or a special need.

This includes:

- by refusing or failing to accept the person's application for admission as a student; or
- in the terms or conditions on which it is prepared to admit the person as a student by denying the student access, or limiting the student's access, to any benefit provided by AIM.

In short, a student cannot be subjected to any detriment or deterrent because of a disability.

If you feel that you are being unfairly treated because of a disability you should contact the Principal or Head of School immediately to discuss the matter. It will be treated in confidence and acted on immediately.

### Special Needs Curriculum Options

If you are student with special education needs, you should choose the most appropriate courses for the HSC in keeping with your goals, interests, learning needs, and availability. Discussions will take place before the commencement of studies to ensure that your individual needs can be met.

AIM encourages you to undertake regular Board Developed courses. You may apply for adjustments you may require for coursework and/or assessment including (but not limited to) alternative assessment methods, larger print handouts and examination papers, reduced timetable options, longer mandated breaks within classes, alternative seating arrangements, Learning Support teams (see below).

Students undertaking only Stage 6 Life Skills courses are exempt from the requirement that all students undertaking Preliminary or HSC courses must complete the HSC: All My Own Work program (or its equivalent).

Further information is available at:

[http://www.boardofstudies.nsw.edu.au/special\\_ed/pdf\\_doc/hsc-reqs-students-special-ed-needs-2013.pdf](http://www.boardofstudies.nsw.edu.au/special_ed/pdf_doc/hsc-reqs-students-special-ed-needs-2013.pdf)

### Life Skills

AIM does not offer Stage 6 Life Skills options.

### Provisions for Students with a Disability

If you have a disability, you may require additional assistance with your studies. Your parents/guardian, counsellor, Head of School and where possible the relevant health care professional should meet at the start of your course to establish a study plan for you. This may involve any or all of the following:

- Special seating arrangements



- Alterations to in class study patterns including more regular breaks
- Alternative assessment and homework task arrangement
- Change in study options including Pathways programs, mentorship,
- Scheduling of Learning Support Team meetings and regular counselling sessions
- Diabetes provisions
- Readers
- Writers
- Extra time in all assessments.

## Disability Provisions in Assessment Tasks and Examinations

You may be entitled to receive special provisions if you are prevented from either:

- (a) reading the examination questions or
- (b) communicating responses under normal examination conditions.

There are two types of special provisions:

Internal Examination/Assessment Special Provisions and External Examination (Board of Studies approved) Special Provisions.

- Internal Assessment Special Provisions – These will be granted on a case by case basis and will require the following evidence before they are considered by the Principal or Head of School: Either a medical report from a qualified medical professional, or a sample of an essay conducted under examination conditions or the results of either the Neale Analysis of Reading Ability (3<sup>rd</sup> edition) or the Woodcock Reading Mastery test. Special provisions can only be granted before the task is undertaken. No special provisions will be granted in retrospect.
- External Assessment Special Provisions – These are granted by the NESAs and must include the same evidence as listed for Internal Assessment Special provisions plus a supporting letter from the Principal. It should be noted that the Board might not grant special provisions even if AIM has granted them. It is not automatic.

The NESAs may approve your disability provisions for the Higher School Certificate examinations if you have a permanent or temporary disability that would, in a normal examination situation, prevent you from:

1. reading the examination questions; and/or
2. communicating your responses.

## What Do You Receive?

Depending on the type of difficulty they have they may be granted:

- a) A reader and writer – for students undertaking the HSC this will be a Year 11 student who is sitting the same subject. For students in year 11 this will be another Year 11 student who is not sitting the same subject.
- b) A writer – as above
- c) Extra time – typically this is five minutes per half hour
- d) Extra time to rest – this is typically five minutes per half hour.
- e) Special considerations for diabetics –these may include taking bite sized food and appropriate drink into the room, having access to test strips and being seated close to a door in case you need to exit the room to administer medication.
- f) Small group supervision.

In most of the above cases a separate room and examiner will be allocated for a student or a small group to sit the assessment/examination. Students will not receive any special consideration for the quality of their work.

### Learning Support Team

If you have a disability, you may elect to attend a Learning Support Team meeting. The Learning Support Team includes you, the Head of School, your Parent/Guardian, the school counsellor and any relevant health care professional. Other parties may be involved as the situation demands.

The LST meets as required to discuss your progress and issues as they arise. Information is passed on to your teachers on a needs basis. The Principal or delegate will make the final determination in relation to decisions made by the LST.

### Moodle site – [moodle.aim.edu.au](http://moodle.aim.edu.au)

AIM Senior Secondary College has a Moodle site where teachers are required to communicate with you on a regular basis. You will have a page for each of your subjects where you can access all assessment tasks, lesson content and homework activities each week.

The school is currently reviewing use of Moodle and will be transitioning to a new platform called 'SharePoint' which runs through Office 365 suite. Students will be informed of any changes and workshops held to ensure that you understand how to access and use any learning platform that is implemented.

### Office 365

Being a student at AIM entitles you to use Office 365 on your mobile and computer devices. Your AIM account/email address grants you that license. While you learn/work with us, AIM will give you this license free of charge.

Things to know before you install:

- You need admin rights to your device
- You may need to upgrade your operating system
- Office is 1.6gbs in size and will take a bit of time to download

To get started:

- Go to [portal.office.com](http://portal.office.com)
- Login using your AIM user account and password
- Once in the portal you will see Install Office 2016 in the top right corner
- Click and download it
- Then install

Also, you can download office for your mobile device from your app store.

Search for:

- Outlook for your email, calendar, notes, etc. you can configure your private emails as well as school emails in one location.
- Word for your word processing,
- Excel for spreadsheets,
- PowerPoint for presentations
- OneNote a one stop shop to save meetings and collaboration files,
- Skype for Business is a Video, Chat and Audio Conferencing tool so you can stay in touch with staff and students. Remember to respect people's privacy.
- OneDrive for business online cloud storage,
- Yammer news feed and discussion groups

and install.

If you have issues, please come and see I.T in the café in Sydney. Please contact us via the helpdesk @ [helpdesk@aim.edu.au](mailto:helpdesk@aim.edu.au)

## Homework

All subjects will contain a reasonable component of homework activities. It is expected that you should complete between 2-3 hours of homework per week in each subject. For students undertaking preliminary courses, between 1.5 – 2 hours per week is a reasonable guideline. All homework activities will be listed on Moodle, together with any related resources and links.

Non-assessable homework tasks may or may not be graded and may or may not contribute to the final mark. If you fail to carry out these tasks to the best of your ability you may not be complying with all the requirements of a course and may be given a N-warning. You are strongly encouraged to seek assistance with homework activities by attending study group sessions, or speaking to your Pastoral Care teacher

## Parent Teacher Evenings

Parent teacher evenings are held for each year group no less than twice per year. These evenings will either be held in the Space or in the AIM SSC Common Room; you are encouraged to attend these evenings.

Booking sheets will be given to students two weeks before. Please note you are responsible for making appointments. A copy of the booking sheet will be available in the AIM SSC Common Room or at the AIM SSC Office.

If your parents/guardians are unable to attend, please contact the AIM SSC Office on 9219 5473 or via email [aimssc@aim.edu.au](mailto:aimssc@aim.edu.au)

## Progress Reports

Parents/Guardians may request a progress report. These will only be requested if there is genuine cause for concern in regards to your progress.

## Study Group

Each year group will have a minimum of two timetabled study sessions per week. These are supervised periods where you will be expected to complete homework, assessment tasks or revise class work. Study Group periods are compulsory classes as they have been implemented to encourage you to complete as much work as possible at school. There will be some cases where work will need to be completed at home, however, if you manage your time effectively you should be able to go home at the end of the day to rest or spend time with your family/friends etc.

Study group is a social media and device free environment – you are not permitted to use your mobile phones or access social media unless the task you are working on requires it.

Teachers will be assigned Study Group supervision sessions at the commencement of each term.

## ASSESSMENT

### Internal Assessment Overview

You will be provided with an overview at the beginning of each academic year detailing the components and weightings of all the tasks, the general nature of each task and the schedule of weeks for each task. Your teacher will provide you with a hard copy and will place this information on the Moodle subject page.

The information provided to you will include the nature of the task, the weighting and the term/week it will fall due. The week may change as the pace of the course develops.

Teachers should not allocate more than five assessment tasks (including examinations) for each Preliminary and HSC 2-unit course.

The assessment marks submitted by a school for each course are intended to indicate students' achievements at the end of the HSC course.

The assessment marks are based on:

- a wider range of syllabus outcomes than can be measured by the external examination
- multiple measures and observations made throughout the HSC course rather than a single assessment event.

The assessment marks submitted by the school reflect the knowledge and skills objectives of the course and the related outcomes.

### Weightings

The component weightings used for assessment in each course are detailed in the syllabus package for that course. It is the teacher's responsibility to make sure they have correctly weighted the assessments for the course. The Principal or delegate will check these at the commencement of each year.

### 'Take Home' Assessment Tasks

Your teacher will provide you with a written copy of the assessment task at least two weeks prior to the due date. This must include: the details of the task, the outcomes being assessed, the due date, (which should not fall over the weekend), and the marking criteria. The details must be sufficient to allow you to prepare the task thoroughly.

All tasks will have a cover sheet attached and you must complete and sign an Assessment Notification register to show you have received and understood the task, and again upon submitting the task.

If you are away, **you** are responsible for checking Moodle or contacting your teacher either in person or via email to find out about any assessment tasks given out in class.

Changing dates of assessment tasks: Teachers must not change the date of a task without the written authorisation of the Principal/Head of School. This will only occur in cases of genuine emergencies or unforeseen circumstances. Lack of preparation on the part of the students or teacher is not an acceptable reason for changing a task.

### Student Submission Of Take Home Tasks

1. All tasks should be generally delivered as a hard copy, (NB this policy is under review and teachers may request an online submission if the task is suitable).
2. Tasks are due at the **beginning of class on the due date**. Students must sign the notification sheet upon submission. A task may be handed in up to one week early, but a teacher will not accept a task outside of the specific class e.g. no tasks can be handed to teachers in the corridor.
3. Tasks not handed in on the due date and the allotted time without good reason (see point 6 below) will result in a 10% deduction per business day (excluding weekends). Please remember that even if a task is more than 10 days late, you must still satisfactorily complete the task to achieve all outcomes. When calculating a penalty, teachers will mark the task as per normal and then apply the following formula:

Days late	Penalty
1	mark x .9
2	mark x .8
3	mark x .7
4	mark x .6
5	mark x .5
6	mark x .4
7	mark x .3
8	mark x .2
9	mark x .1
10	mark of 0

4. Tasks can only be submitted to your subject teacher. Tasks left on desks or handed to other students to give to teachers will not be accepted and may result in a mark of zero.

5. If you are unable to hand in work due to medical reasons, you must produce a medical certificate on the day you return to school. The task must be submitted as soon as you return to school to your teacher. This must be done as early as possible in the day.
6. You may only miss an assessment task for reasons other than medical with prior written approval from the Principal or Head of School.
7. You may appeal marks to the Principal/Head of School in writing within 10 days of the publishing of results. Appeal forms may be collected from the AIM SSC Office.

### **'In Class' Assessment Tasks and Examinations**

At least two weeks prior to the assessment task date, you will receive a written copy of the Notification of Assessment task. This must include: the details of the task, the outcomes being assessed, the date of the task and the marking criteria. All tasks will have a cover sheet attached and Assessment Notification register that you must complete and sign once you have received and understood the task, and on the day of submission. Please check that the task includes sufficient detail for you to thoroughly prepare.

All 'In Class' tasks will have a cover page that lists the contents of the task as well as the number of marks for each question and the total. You will be informed of required equipment to be taken into the examination room in the task notification.

### **'In Class' Assessment Task Illness and/or Absence**

If you become ill during an in-school assessment task, you may be required to sit an alternative task at the next available class date. The incomplete paper will be assessed and the teacher will determine whether you have completed enough of the task to be marked. If not, the incomplete paper will not be marked and you will be required to sit an alternative task at the next available class. Teachers will ensure that you receive no advantage during the re-sitting of the assessment.

If you are unable to attend an assessment task, you will sit the task immediately on your return to school. A medical certificate is required. The school will verify this certificate by phoning the medical issuer. If there are any discrepancies or the certificate is found to be non-genuine, you will receive an immediate zero for the task and the case put before the Discipline and Appeals Committee. Fraudulent claims could result in suspension or expulsion.

If you choose to not attend an assessment task or you cannot provide a reasonable explanation for not attending an assessment task, you will receive

a mark of 0 and an N warning will be issued. You must still complete the task in order to achieve all outcomes.

If you are ill or where a misadventure occurs through a significant period of an assessment task, you must provide written documentation (either a medical certificate or report). You may be granted an extension equivalent to the time missed. The Principal/Head of School will determine this.

### **Valid Reasons for Non-Completion of an Assessment task**

If you fail to complete a task specified in the assessment program and the teacher considers you have a valid reason (e.g. illness or endorsed leave), the principal or delegate may decide that, in accordance with the school's assessment policy, an extension of time may be granted or a mark may be awarded based on a substitute task.

In exceptional circumstances (e.g. where undertaking a substitute task is not feasible or reasonable, or where the missed task is difficult to duplicate), the principal or delegate may authorise the use of an estimate based on other appropriate evidence.

If there is no valid reason for you failing to complete an assessment task, a zero mark must be recorded for that task.

If your attempt at a particular task scores zero, the question of whether the attempt was a genuine one is a matter for the teacher's professional judgment.

### **Marking**

Teachers are required to always mark against appropriate marking guidelines, using a marking rubric against specific NESA criteria. The marking criteria will always be made available to you when given a task.

### **Feedback**

It is important that you receive timely feedback on all assessments and homework tasks. This should be in written form and made available to you within two weeks of the completion of the task.

As a student, you have a right to know how you performed in a task (mark or grade), how you can improve, and how you went in comparison with the rest of the class (rank – not applicable for homework tasks). Assessment marks will be recorded and collated and will appear in your next report. Your teacher will be available to discuss your results and provide advice on improvement strategies in person or via email.



## Reporting Student Achievement

Detailed reports are sent to your parents/guardians twice per course, hence four reports will be sent over the course of Stage 6.

These are scheduled as follows:

Preliminary	End of Term 2, end of Term 4
HSC	End of Term 1, end of Term 3

(Please note, that the above dates are subject to change without notice in the event that an issue arises. If a change needs to occur, you will be notified in writing).

A report contains four sections:

**Section 1** contains descriptions of tasks, the number of marks assigned for each task and the student's ongoing total. The current ranking is also listed.

**Section 2** contains information about the learning profile of the student.

**Section 3** contains information about the specific syllabus outcomes assessed and how the student has fared in relation to each.

HD - Highly Developed	The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has reached a very high level of competence in the processes and skills and can apply these to new situations.
D – Developed	The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills and can apply these to most situations.
C – Competent	The student has a sound knowledge and understanding of the main areas of content and an adequate level of competence in the processes and skills.
B – Basic	The student has a basic knowledge and understanding of the content and has achieved a basic level of competence in the processes and skills.
L - Limited	The student has an elementary knowledge and understanding in a few areas of the content and has achieved a very limited competence in the processes and skills.

**Section 4** details teacher comments across three criteria: What was studied including information relating to the topic and associated tasks; how the student engaged in class, homework and assessment activities; specific areas where the student should focus their attention - providing a pathway for improvement.

### All My Own Work

You will be required to complete 'All My Own Work' at the commencement of Year 11. This important document outlines what is required of you to complete work without gaining an unfair advantage over others. To help you further we have published an 'AIM Style Guide'. It is available on the AIM Website and is available in hard copy from the AIM SSC Office.

If you have been involved in any sort of malpractice in submitted work you will receive a mark of 0 for the task and must resubmit it in full.

The Principal/Head of School and subject teacher will determine the penalty for the resubmitted work. You may be required to appear before the Discipline and Appeals committee as well.

Honesty in HSC Assessment: The Standard requirements concerning students submitting their own work in HSC assessment are set by the NSW Education Standards Authority. Candidates for the Higher School Certificate, as well as their teachers and others, who may guide them, are required to comply with the standard.

### Submission of HSC Marks

The assessment marks submitted by AIM for each course are intended to indicate your achievements at the end of the HSC course.

The assessment marks are based on:

- a wider range of syllabus outcomes than can be measured by the external examination
- multiple measures and observations made throughout the HSC course rather than a single assessment event.

Measuring achievement at several points during the course can provide a better indication of your achievement than a single, final assessment event. Multiple measures also cater for any knowledge and skills outcomes that are better assessed in specific settings or at specific times (e.g. research, fieldwork or practical skills). The assessment marks submitted by the school reflects the knowledge and skill objectives of the course and the related outcomes.

## Allocation of Preliminary Grades and RoSA

Eligible students who leave school before receiving their Higher School Certificate (HSC) will receive the NSW Record of School Achievement (RoSA). The RoSA is a **cumulative credential** in that it allows you to accumulate your academic results until you leave school.

The RoSA records completed Stage 5 and Preliminary Stage 6 courses and grades, and participation in any uncompleted Preliminary Stage 6 courses. It is of specific use to you if you leave school prior to the HSC.

Teachers moderate their judgments by comparing work samples for their students with samples aligned to grades A to E. These are available for a selection of courses on the RoSA website (Stage 6 Preliminary).

Work samples retained by AIM may be used in professional development activities to strengthen teachers' understanding of standards.

At the end of the preliminary year, you receive a grade in all your Preliminary subjects. These appear on the NESA Academic Record. AIM awards grades as follows:

### **A**

The student demonstrates extensive knowledge of content and understanding of course concepts, and applies highly developed skills and processes in a wide variety of contexts. In addition, the student demonstrates creative and critical thinking skills using perceptive analysis and evaluation. The student effectively communicates complex ideas and information.

### **B**

The student demonstrates thorough knowledge of content and understanding of course concepts, and applies well-developed skills and processes in a variety of contexts. In addition, the student demonstrates creative and critical thinking skills using analysis and evaluation. The student clearly communicates complex ideas and information.

### **C**

The student demonstrates sound knowledge of content and understanding of course concepts, and applies skills and processes in a range of familiar contexts. In addition, the student demonstrates skills in selecting and integrating information and communicates relevant ideas in an appropriate manner.

### **D**

The student demonstrates a basic knowledge of content and understanding of course concepts, and applies skills and processes in some familiar contexts. In addition, the student demonstrates skills in selecting and using information and communicates ideas in a descriptive manner.

## E

The student demonstrates an elementary knowledge of content and understanding of course concepts, and applies some skills and processes with guidance. In addition, the student demonstrates elementary skills in recounting information and communicating ideas.

At present, AIM uses the following guideline for awarding grades when considering the numerical result of assessment tasks. It is not the only guideline to be used however.

- A: 85 - 100
- B: 70 - 84
- C: 50 – 69
- D: 31- 49
- E: 1 – 30

## N Determinations

You should ensure that you are abiding by the requirements of the NESA to successfully complete your course. You are required to:

- a) Follow the course developed or endorsed by the Board.**
- b) Apply themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school.**
- c) Achieve some or all of the outcomes.**

If you do not follow some or all of the requirements listed above, you must receive a 'N' warning.

Once your teacher has issued a warning, a copy will be sent to the Head of School. Teachers are not in a position to issue you N Determinations, only the Principal can determine if you have not met the requirements of the course.

The Principal will only issue you an N determination after you have been issued with at least two N warnings and you have failed to abide by the instructions contained in them. Generally, the Principal must be satisfied that you have been given an opportunity to improve in areas a) b) and c).

## When a Warning will be Issued

- If you develop a pattern of attending a class late or not at all (without a valid excuse).
- If you do not complete homework assignments and have been given two verbal warnings and two opportunities to complete during Study Group.
- If you do not complete assessment tasks (you will be immediately provided with a warning).

- If you are clearly not applying yourself to the best of your abilities during class and have been given two warnings.

### Before Issuing a Warning

Teachers are encouraged to use alternatives before issuing N warnings. These include counselling you, writing to you and your parents/guardian, providing alternative opportunities including study group to catch up with the work and recommending Probation. The Principal/Head of School must make a determination on an N award.

### Abiding by Reasonable Directives

You must abide by any reasonable directive given to you by a member of staff. Non-compliance will be reported to the Head of School or Principal who may refer it to the Discipline and Appeals Committee, or make a decision independently.

### Review of Assessment Ranking

Once you have completed your HSC studies, the school will submit marks for all students enrolled in all subjects to the NESA. This will be issued in the final Year 12 report.

You may request your rank order from the Principal or you may obtain it from Students Online at the NESA website.

If you believe the ranking is not correct, you may ask for a review from the school.

In this case, you must submit this request in writing or email to the Principal, outlining the reasons as to why you believe the ranking order is not correct.

The Principal/Head of School will conduct a review with senior teachers (from different subject areas than the one in question).

In conducting a review, it is necessary to check whether:

- 1) The weightings specified by the school in its assessment program conform to the Board's requirements as detailed in the syllabus package.
- 2) The procedures used by the school for determining the final assessment mark conform with its stated assessment program – in particular, the weightings used for the various assessment tasks should be consistent with those specified in the assessment program.

- 3) There are no computational or other clerical errors in the determination of the assessment mark.

You and your teacher will be notified of the outcome of the review. If there has been no irregularity the original mark will remain. If there has been a change in the mark NESA will be notified of the revised mark.

### **Appeal to the NSW Education Standards Authority**

Provision is made for subsequent appeals to the NSW Education Standards Authority if you are still not happy with the outcome of the first appeal.

The NESA will consider whether:

- The school review process was adequate for determining items 1,2,3 above and
- The conduct of the review was proper in all respects.

If the appeal is upheld, the NESA will refer the matter back to the school for review.

NESA will not consider any further appeals based on the assessment marks changed as a result of the first appeal.

## Safe and Supportive Environment

The School wishes to promote a learning environment where you and your teachers are mutually supportive. Students and teachers should respect each other and not engage in conduct that undermines this mutual trust and support. As an AIM community member, you must respect the philosophy and ethics of the school.

### School Counsellor

The Principal, Head of School, or delegate monitors student progress and may intervene to provide support as appropriate. Concerns about your behaviour or progress will be raised with your Pastoral Care teacher and then Principal/Head of School. If you show signs of distress or discomfort, you may be approached by a staff member and offered support. Support may take the form of advice, referral to the Principal/Head of School, Counsellor or other qualified person, depending on the nature of the problem. Counsellors will also be involved in learning support teams where required.

All AIM community members are required to treat each other with courtesy and respect at all times. In the case of misconduct, you may be referred to the Principal.

AIM has a student wellbeing team who are available to see students throughout the school year. To make an appointment, email [studentsupport@aim.edu.au](mailto:studentsupport@aim.edu.au) or phone (09) 9219 5441.

### Expectations of Parents / Guardians, Teachers and Students

At AIM, partnerships between parents, teachers and students will be unique to each student. There are, however, certain expectations in common to all such partnerships.

### Student Code of Conduct

The Student Code of Conduct includes:

- You have the right to be treated with respect and dignity at all times.
- You have the right to be heard.
- You have the right to equal opportunity within the learning and social environment of the school.
- You have the responsibility to respect others and allow them freedom of expression and opinion.
- You have the responsibility to carry out all reasonable activities assigned by a teacher to the very best of your ability.
- You have the responsibility to act in a manner befitting a young adult.

- You have the responsibility to attend all classes punctually and regularly.
- You have the responsibility to bring all relevant equipment and learning material to every class.

### Expectations of Parents and Guardians

Parents/Guardians are responsible for:

- Ensuring their children attend school.
- Ensuring that their son or daughter's attire is appropriate and conforms to the school's rules.
- Ensuring that correspondence from the school is dealt with in a timely and appropriate manner.
- Ensuring that they are available to discuss the student's welfare whenever necessary, including attending the school if requested.
- Ensuring that all information relating to the wellbeing of their child is communicated with the school in a timely manner.
- In addition, parents share in the responsibility of shaping their children's understandings and attitudes about acceptable behaviour.
- Parents/Guardians assume greater responsibility for their children's behaviour as their children travel to and from school.

### Expectations of Student Leaders

Student leaders will be voted in at the commencement of the HSC year. The school will vote in two School Captains, two Vice Captains and two prefects.

Candidates will be voted in after they present a 2-3minute speech. The current year 12 cohort and teachers will be allowed to vote. The final decision rests with the Principal/Head of School.

Student leaders are expected to instill and display the School Code of Conduct at all times. Responsibilities of student leaders may include:

- a. Heading the Student Representative Council
- b. Assisting with the running of Pastoral Care Groups
- c. Offering general support, information and guidance to new students and any student experiencing problems at school
- d. Providing support to the Head of School
- e. Heading the school jersey committee.
- f. Heading the school formal committee.
- g. Representing the student body at Orientation Day, Open Day, Information Evenings, Concerts etc.
- h. Running a community project for their Pastoral Care Group with the assistance of their teacher
- i. Representing the school at leadership conferences etc.



In the event that there are not enough students voted in, positions on the Student Representative Council will be open to any student who expresses an interest in being part of part of the SRC. The SRC Coordinator will allow up to six students to join the SRC. The final decision rests with the Head of School/Principal.

## Other School Rules

### Living Arrangements

It is a school requirement that you are living with your parent/guardian at all times. This is to ensure that in the event of any issues such as illness, injury or other arising, the school is able to immediately contact a parent/guardian who is able to visually confirm that you are ok.

If you are from interstate, you are required to live with your parents or a nominated guardian. This could be a relative or family friend or organised through an external agency. If this occurs, please contact the school as your guardian will need to sign a 'Guardian's Agreement'.

You must continue to live with your parent/guardian until you graduate from school. A student, who turns 18 during their HSC, is not exempt and must continue to abide by this rule.

Exceptions may be made in certain circumstances. A written request should be sent to the Principal or delegate before the commencement of the school year or as soon as your situation changes. The Principal or delegate will review the situation and send a written approval/rejection that will be stored in your student file.

Any student who does not live with a parent/guardian should immediately contact the Head of School/Principal to discuss their living arrangements. The school will review your circumstances. If your living arrangement is not appropriate, the school will liaise with your parents to find a suitable solution. Please note, that if we are unable to assist, and you choose to continue to live without a parent/guardian, your place at the school will need to be reviewed.

### Dress Code

AIM does not have a designated uniform. However, it is expected that you will not dress in any way that may be deemed to be offensive or create discomfort to any member of staff or the student body.

Undergarments must be covered with another piece of clothing. Shorts that reveal too much leg or your derriere, open back or strapless dresses, low cut tops of any description and clothes that reveal a midriff are banned. In addition, it is not appropriate for you to reveal any part of an undergarment or wear any clothing with offensive labels, tags or writing.

If you are wearing inappropriate clothing, you will be required to change before being allowed into class. You may be sent home, in which case your parent or guardian will be notified.

In cases where going home is not possible, you will remain on campus but will not be allowed to attend class.

### Identification & Lanyards

You must always wear your AIM SSC Identification whilst on campus. This is your de facto uniform.

Teachers are required to also wear their ID at all times on campus

### Smoking

Smoking is banned for all AIM Senior Secondary College students and staff. You cannot smoke anywhere within 1000 metres of any AIM facility. The best course of action is to not smoke at all.

### Language

Students and staff may not swear or use offensive language at any time. If you swear or use racist, bigoted or otherwise offensive language, you will be reported to the Principal and may be referred to the Discipline and Appeals Committee.

### Breaks

Each period runs for 1 hour and 40 minutes. Your teacher may choose to give you a short break in the middle of a class, but this is not to be assumed; it is entirely at the discretion of the class teacher.

Breaks are to be used for filling up water bottles and using the restrooms. They are not to be used for buying coffee or hot drinks as this is too time consuming. You must remain on campus during breaks.

Certificate classes, because of their shorter duration, will not include any breaks.

### Preparedness for Class

You must always be fully prepared to learn for every class with pens, pencils and paper at all times. The use of a computer is encouraged, but there will be times where normal writing equipment is required. For music classes, you are

required to bring your instrument, associated equipment and manuscript paper.

### Following Requests

All reasonable requests by teachers must be followed at all times. If you are not attending a scheduled class but are on campus, you are still required to abide by the rules of AIM and remain under the duty of care and directives of AIM Senior Secondary College staff.

### Leaving Campus

You may be permitted to leave the campus whilst not attending class if given permission by your parent/guardian. You must sign out at the AIM SSC BEFORE leaving campus.

Whilst off campus, you do not fall directly under the duty of care of staff. You must behave appropriately and abide by school rules at all times.

### Travelling to and from School

You are required to obey all school rules and behave in an acceptable manner whilst travelling to and from school. If you break rules relating to language, attire or smoking whilst travelling, you will be disciplined as if you are on campus.

### Medication

The school may accept responsibility for the administration of your medication.

The school has a duty of care to ensure that you receive the right medication, in the right doses, administered in the right way.

Before we can agree to these steps we must have a meeting with your parents/guardians who are required to fill out an 'Administration of Routine Medication form', available from the AIM SSC Office.

Once this has been satisfactorily completed, the Principal or Head of School may authorize a teacher, the AIM SSC Assistant or delegate from Student Services to be responsible for the administration of the medication. A meeting will be organised with your delegated person, parent/guardian and student to determine the appropriate method.

Medication will be stored in the HSC Office and kept locked. If medication requires refrigeration it will be stored in the HSC Staffroom or Building A in a secure area.

The school will not allow narcotic drugs on site nor will it accept responsibility for medication to be administered on an 'as needed' basis.

The school will never administer any medication, whether prescription or not, without completion of an 'Administration of Routine Medication form'.

### **Zero Tolerance Policy**

AIM Senior Secondary College has zero tolerance for any student who compromises the wellbeing or safety of any member of the school community. If you: self-harm, cut, or act in any fashion that compromises your safety or that of others, you will immediately be placed on suspension for up to one week.

During that week, you are to seek help from a medical professional who will be required to provide the school with documentation that you are fit to return to school.

Please note that you will not be allowed back on campus without the written confirmation from your health care professional. This also includes if you reveal or disclose any details about serious issues like abuse, self-harm. If you feel the need to disclose, you are encouraged to approach one of the following people for assistance: Pastoral Care Teacher, the AIM SSC Assistant, the Head of School, Principal or the Student Wellbeing Officers.

### **Supervision**

As a student at AIM Senior Secondary College, you are in your final years of schooling, and given the central location of the premises, it is expected that you will need minimal supervision on-site and should be responsible for yourself off-site. However, it is imperative that the school knows where you are whilst under our duty of care.

### **Student Attendance**

By enrolling at AIM Senior Secondary College, you commit to a minimum of 85% attendance for all scheduled classes. This is also a requirement by NESA for you to successfully complete a course.

### **Roll Call**

Roll call will be taken every morning at 8:40am sharp. You will be allocated a Pastoral Care Teacher at Orientation Day. Your teacher will take you to your roll call room to ensure you know where you need to go each morning.

## Rolls

Class rolls will be marked within the **first ten minutes** from its official commencement. You must be in class by this time to be marked as present.

## Sign In

If you miss roll call, you are required to sign in at the AIM SSC Office.

If you do not have a class during period 1 you must sign in no later than 10:00am each day. This is the latest time you can arrive on campus unless you have written permission from the Head of School/Principal.

The AIM SSC Assistant will make a list of students who are absent at 10:15am and distribute this via email and hard copy to all teachers.

If you arrive later than 10:00am, you must still sign in and will be given a late slip. This must be given to your class teacher.

Your parents/guardians are notified by 11 AM if you have not yet signed in. The following letter is emailed:

***[Student Name]** was not at school by 11AM on **[Insert date]**. Thank you if you have already contacted the school about this absence. If not, could you please send an email to the school to explain this absence and finalize our records. Please remember that the school is required to keep documentation explaining absences.*

## Students who have signed in but do not attend class (truants)

Teachers will follow the procedure below if you are listed as 'at school' but do not attend class:

The teacher will wait until the assigned break or the midpoint of the lesson and then notify the AIM SSC Office. The Head of School or delegate will attempt to contact you and your parents/guardians immediately. If the school cannot determine your whereabouts, the police may be called.

Students who continue to truant may be required to attend a meeting with your parent/guardian to devise a plan or support. However, if you continue to truant, you may be brought before the Discipline and Appeals Committee.

## Late Slips/Early Leavers

If you are late to class for any reason, you must get a late slip from the AIM SSC Assistant. You must give this to your teacher upon entering the class. No student will be allowed to enter class without this.

If you need to leave early for any reason, your parent/guardian must send a note or email to your designated Pastoral Care Teacher or [aimssc@aim.edu.au](mailto:aimssc@aim.edu.au). This note needs to be shown to your Pastoral Care Teacher or the AIM SSC Assistant who will give you an early leaver slip. You must then present this slip to your class teacher. **Before** leaving campus, you **MUST** sign out at the AIM SSC Office so that we are not searching for you in the event of an emergency.

### Late Students

Students who arrive late will add their name to the late register and attend detention that day during lunch. During this time, you will be expected to study. This information will be logged onto a database. You may be excused from detention if your parent/guardian sends an email to explain why you were late.

If you arrive late three times without an explanation, you will be required to attend after school detention. This will be scheduled on a Friday afternoon from 3:00pm – 3:45pm. An email notification will be sent to you and your parents informing you to attend.

If you continue to arrive late, your parents/guardians will be called to discuss your attendance. Continued lateness may see you brought before the Discipline and Appeals Committee as being late affects your ability to successfully complete your pattern of study.

### Leaving Campus During School Hours

Parents and guardians are contacted at the beginning of the school year and asked to grant approval for you to be allowed to leave campus during lunch. In effect, you will no longer be under the direct duty of care at these times. However, you must continue to abide by the rules and regulations governing your conduct at all times.

If you are travelling between buildings, you are still considered to be under the duty of care of the school and do not need to sign out during these times.

Movement restrictions will be placed on you if your parents/guardians do not agree to the above.

### Sign Out

You may sign out if:

1. The school has received notice from your parent/guardian.
2. You have finished your classes for the day and have written permission from your parent/guardian. Permission will need to be granted on a term-by-term basis either with a signed note or an email.

3. If you are ill and your parent or guardian have been notified to collect you or a reasonable plan of safe transport has been adopted for you.

### Absent from School

If you are absent from school, you are required to either bring a signed note or have your parent/guardian send an email explaining your absence (send these messages to [aimhigh@aim.edu.au](mailto:aimhigh@aim.edu.au)).

It is your responsibility to see your teacher either in person or via email to catch up on any missed work or enquire about any assessment tasks given out.

### Poor Attendance

If you have been identified as having a poor attendance record or are in danger of not meeting course requirements through non-attendance or continual lateness to class your parents/carers will be contacted and the following actions may be taken:

- Counselling with the Head of School, Principal or School Counsellor. This may include your parents/guardian.
- Referral to the Discipline and Appeals Committee for further action including Probation.

Teachers will log any incident on your student file where you have missed more than two consecutive classes or have been late to two or more classes in a topic of study. They may also contact your parent/guardian and report this to the Principal.

### Exemptions from School (section 25 of the Education act 1990)

Under some circumstances, the Principal may grant a Certificate of Exemption from attending school for an extended period. This may include the granting of an exemption totalling up to 100 days in a 12-month period. Possible reasons include: family holidays that can be proven to benefit the educational wellbeing of a student or elite programs including international music tours. Given the nature of the HSC, it is unlikely that periods of more than 2 weeks will be granted. You may be required to complete schoolwork whilst on tour under prearranged supervision. The Principal will not grant an exemption retrospectively.

## Security at School

### Building Security

Key AIM premises are under surveillance at all times with facilities supported by AIM staff at main entry points during working hours. An external monitoring company ensures the premises are under watch afterhours and any detection is brought to the Director of Operations.

### Identification

You must wear your AIM identification card while on AIM premises. You may be asked to produce your student ID card by security staff at any time and if you are not wearing your student ID lanyard, you may be required to wear a visitor's identity pass.

### Students on Campus After Hours

During the school term, you are allowed on the senior secondary level (C4) Monday to Friday from 8:00am – 5:00pm. You are allowed to rehearse until 6pm in Building A, after which you should not be on campus.

You are not permitted on campus over the weekend or during the school holidays without the prior written consent of the Head of School or Principal.

### Visitors

AIM welcomes visitors to the campus. However, a visitor will not be allowed to enter the classroom without written permission from the Head of School or Principal. Visitors to AIM need to sign in at Student Services in Building A. Visitors must be signed in by an AIM staff member and will be given a visitors pass, which they are required to wear during their visit. People on the premises without passes should be reported to the AIM SSC Office or Student Services in Building A.

### Unauthorised Personnel

Any person seen on campus whom you suspect are not authorised staff or students should be reported immediately to a teacher, the Head of School or the Principal. If they are unavailable, please report to Student Services in Building A.

Do NOT approach the person directly. If the person is in the vicinity of normal AIM Senior Secondary College classrooms on Level 4, Building C further action may be warranted, including Lockdown.



## Lockdown

As part of a wider community of tertiary study at AIM, Senior Secondary College students may be required to go into Lockdown. This is a limited response to an unauthorised visitor on campus who is near the classrooms on Level 4, Building C.

The procedure is as follows:

1. The Principal/Head of School will initiate a Lockdown by alerting all staff members in the HSC staff room.
2. A designated staff member must alert every HSC student in the Common Area and will accompany students to C4D. The door is to be locked.
3. Students in other parts of Level 4 not in a classroom are to be escorted by a designated staff member to room C405 or room C4D. The room is then to be locked.
4. Teachers and students in all other rooms are to be informed by the Principal and must close the door and not open it again until the Principal/Head of School, Official AIM security guard or police informs him/her that it is safe to do so. Once this has occurred, Lockdown will be lifted.

## Evacuation/Fire Alarm

**The following instructions are for those buildings equipped with an Emergency Warning Intercom System (EWIS)**

ALERT SIGNAL:                   “BEEP” “BEEP”  
EVACUATION SIGNAL:           “WHOO” “WHOO” “WHOO”

When you hear the Alert Signal:

- Stay in your place of work but prepare for evacuation. Advise any visitors to the building of the procedure
- Wardens are to report to the WIP phones and await instructions

When you hear the Evacuation Signal:

- Follow the Warden's instructions and evacuate the building using designated exit routes. **DO NOT USE LIFTS**
- Once outside the building, proceed to the designated assembly area
- SENIOR SECONDARY students must have their name checked off the roll (teachers are permitted to remove rolls from campus in the event of evacuation/fire alarm)
- People leaders must account for their employees and visitors, then co-ordinate to advise their Warden
- **DO NOT** re-enter the building until advised

Your teacher is responsible for evacuating the room where they are teaching. Fire drills will be held at least once per year for all students and staff.

<b>Building A</b>	<b>Buildings B</b>	<b>Building C</b>
Fire Exits: Two fire stairways.	Fire Exits: Building B Main foyer to Foveaux St. Fire stairs at rear to Sophia St.	Fire stairs at rear to Sophia St. or Exit from rooftop.

### Incidents and Accidents

If you have been injured, you must report the incident to a teacher, the AIM SSC Assistant, Principal, or Student Services. You must also report any potential cases where you believe an injury could occur.

The following steps will apply:

- 1) Complete an Incident Report form. This form is available at Student Services. This is for both potential incidents and reporting of incidents.
- 2) Submit it immediately to the AIM SSC Office.
- 3) The Principal will either immediately contact the Campus Manager (for cases of immediate potential injury) or raise the matter with the Director of Operations or the Chief Executive Officer.

### Serious Emergencies

In the case of a serious emergency, please alert a teacher immediately and then the following guidelines apply:

- 1) If there is an immediate threat to life, call 000
- 2) An accredited first aid officer will be immediately called to assist you.
- 3) First aid kits are available on all floors of all buildings and first aid officers are available during all school hours.
- 4) Complete an Incident/Accident form and give it to the Principal or Head of School. All cases involving injury will be immediately referred to the Campus Manager.

### Bullying

All students have the right to expect that they will spend the school day free from the fear of bullying, harassment and anti-social behaviour in a secure, ordered and supportive environment.

AIM is strongly opposed to any form of repeated verbal, physical, social or psychological behaviour that involves the misuse of power by an individual or group towards one or more persons.

AIM is strongly opposed to bullying through information and communication technologies: Cyber bullying.

AIM is strongly opposed to any form of humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender.

AIM recognises that bullying of any form or for any reason can have long-term effects on those involved including bystanders and is committed to ensuring that it has no part in the AIM Senior Secondary College environment.

All stakeholders in AIM Senior Secondary College are responsible for ensuring that our Statement of Purpose is upheld through constant communication and active measures.

## Discipline

### Malpractice and Plagiarism

Plagiarism is the presenting of the words and ideas of others as if they were your own. It includes copying sections from books, articles or websites without indicating a quotation and acknowledging the author. Paraphrasing is also plagiarism when the author of the original works is not acknowledged. Taking or copying from other students and presenting this as your own work, is also plagiarism.

Generally, the guidelines are lenient if you have failed to adequately reference your work and are extremely harsh if you have knowingly cheated.

If you have any doubt about what constitutes malpractice, please refer to the following website for further clarification:

<http://amow.boardofstudies.nsw.edu.au/>

### Discipline of Students in Class

A teacher will not allow you to leave, or send you out of the classroom other than for personal hygiene, health, and other instances as appropriate to the circumstance.

A teacher may not send you out from class for a disciplinary reason. If you become unruly or unmanageable the teacher will ask a responsible student to go to the AIM SSC Office to alert the Principal, or the HSC Staffroom for assistance.

The classroom teacher may discipline you by the following methods:

1. Ask you to attend a recess or lunchtime detention. You should remain in detention for no longer than 10mins for recess and 20mins during lunch.
2. Ask you to complete work during study group either the same day or within one day of the class.
3. Contact the Head of School/Principal to seek action by the Discipline and Appeals Committee.
4. Contact your parents/guardians directly via email.

### Discipline and Appeals Committee

This committee is made up of nominated staff members, chosen by the Principal or Head of School at the commencement of the school year. It meets as required to discuss and evaluate disciplinary actions that fall outside of the normal in class disciplinary options. The options available to the committee

include: recommending counselling, mediation sessions, study group attendance, probation, suspension and the recommendation to the Principal of expulsion.

### Mediation Sessions

If you are asked to attend a mediation session, you may have a support person attend with you if required. Sessions will generally take place immediately after school but you must attend at the designated time if requested.

### Study Group

You will be required to attend up to two timetabled study group sessions per week to complete homework activities or assessment tasks.

You may be required to attend further supervised study sessions if you have not adequately completed a homework activity, classwork or an assessment task. You must be prepared to attend the study group on the day and may not delay the activity unless parental/guardian approval has been received. Failing to attend study group will result in immediate probation.

### Probation

If you fail to abide by the rules, procedures and reasonable requests of AIM, you may be placed on Probation for a period, generally not exceeding two calendar weeks.

#### ***A student placed on probation must:***

- Collect a probation sheet from the AIM SSC Office for the period of probation
- Report daily to your Pastoral Care Teacher with a completed attendance and homework task list signed off by individual teachers.
- Attend all scheduled supervised study group sessions.
- Have a parent/guardian sign off on all homework assignments and assessment tasks.
- Have a statement of probation on their academic record

Any student who has been placed onto probation twice, and continues to fail to abide by the rules, procedures and reasonable requests of AIM will immediately be suspended and their case brought before the Discipline and Appeals Committee.

## Suspension and Expulsion

**Suspension** is a temporary enforced absence from the school due to disciplinary reasons. You will remain enrolled and are still required to fulfil any academic obligations whilst suspended.

You may be suspended if it is considered that you have not abided by the rules of Probation.

You may be suspended if the actions are deemed to be too serious to warrant Probation.

If the Discipline and Appeals committee agrees to suspend you, your parents/guardian will be invited before the committee to make a submission.

Suspension may vary depending on the seriousness of the issue, but should generally not exceed two school weeks.

You may be required to see the school counsellor before recommencing school.

Teachers will maintain contact with you throughout your suspension, as you must complete all class activities and homework assignments. Tasks not completed during suspension will attract penalties as listed above.

**Expulsion** is the permanent removal of your enrolment and candidature at AIM Senior Secondary College.

You may be expelled if you:

- are suspended on three occasions.
- are in possession of alcohol or drugs on campus.
- strike another student, verbally or physically intimidates or bullies
- commit an action that brings, or may bring, serious disrepute upon AIM, its staff or students
- are guilty of a crime

If the Discipline and Appeals committee agrees to recommend your expulsion, you and your parents will be invited before the committee and may make submissions. The Principal will attend this submission and has ultimate authority in the decision.

## Suspension of International Students

If you are an international student who has been suspended from his/her studies and chooses not to appeal the decision within a 20-working day period, withdraws from the process, or the process is completed and results in a decision supporting AIM, then AIM is required to notify the Secretary of

DIAC through PRIMS that you are not achieving satisfactory progress as soon as practicable.

If you access AIM's internal grievance processes and appeals, you will remain enrolled during this process until a decision has been reached.

## Corporal Punishment

AIM expressively prohibits the use of corporal punishment by any staff member under all circumstances. AIM does not sanction the use of corporal punishment within the home environment as a means of enforcing discipline at school.

## Complaints and Grievances

The School has processes in place for dealing with complaints and grievances raised by you and/or your parents/guardians. These processes incorporate principles of fairness for all parties concerned.

### What is a Complaint?

This is the expression of dissatisfaction with any part of the learning or discipline process provided by AIM Senior Secondary College. It can be either written or verbal and be delivered by you, your parent or legal guardian.

### Step 1: Verbal Complaints

You are entitled to make a complaint either verbally or in writing.

We believe that most complaints can be handled with goodwill on all sides. The best way to deal with a situation is to speak to the teacher concerned if the matter relates to a particular class or subject. If you are not satisfied with the outcome, a written complaint should follow (see below).

Generally speaking, verbal complaints should be made where possible to the teacher concerned. If you are not comfortable doing this or are dissatisfied with the outcome proceed to step 2.

### Step 2: Meet with the Head of School/Principal

Make an appointment to see the Head of School/Principal to discuss your complaint. All conversations will be treated as confidential. Where possible the Pastoral Care Officer will mediate to resolve the issue. The Principal will be briefed at this point.

If the issue cannot be resolved informally it will be necessary to file a **written complaint**.

### Step 3: Written Complaints

A written complaint may be made before or after a verbal complaint if you or your parent/guardian chooses. The form is at the end of this guide.

A **Complaint and Appeals** form should be completed and submitted to the Principal who will consider the matter.

The Principal will respond appropriately to the complaint by:

- 1: Making a written acknowledgement to you and your parents/guardian.
- 2: Considering all elements of the case and counselling the various parties individually and collectively if necessary. You will be invited to speak to the principal and you are encouraged to have a parent/guardian present.
- 3: In considering the correct response, the Principal considers all aspects of the complaint, ensuring that the process and outcome is fair and in your best educational interests and within the guidelines of good teaching practice.
- 4: A written finding will be sent to all parties. Communication will be confidential at all times.

### Response

You will be notified in writing that your complaint has been received and is being responded to. This will be via email and in hard copy.

The Principal will choose the fairest method for all stakeholders when responding to this form.

This may include one or more of the following:

- 1) Arranging a mediation session
- 2) Raising the matter at the AIM SSC weekly meeting
- 3) Discussing the matter with the teacher/student independently
- 4) Having a task remarked, either internally or where necessary externally
- 5) Referring the complaint to the Discipline and Appeals Committee for further review.
- 6) Referring the matter to the school counsellor

Please note: The Principal cannot overrule or change a result provided by a teacher for an assessment task based on dissatisfaction of the marks with no other substantiating information.



When considering the response, the Principal will follow the following guidelines:

1. Appealing a result solely because you are dissatisfied with the grade is not grounds for an appeal.
2. The Principal must be satisfied that there is evidence of either a miscalculation in marks, unclear instructions provided or other extraordinary circumstances.
3. The response must be fair and equitable to all stakeholders including third parties.

You will be notified in writing as to the course of action. If you are not satisfied with this outcome you may appeal directly to the AIM Discipline and Appeals Committee.

## AIM LIBRARY

### Opening Hours:

8:30am – 6:00pm During Trimesters – AIM Tertiary schedule  
8:30am – 5:00pm During Tertiary holiday periods – AIM Tertiary schedule

### Contact

**Phone:** (02) 9219 5417

**Email:** [library@aim.edu.au](mailto:library@aim.edu.au)

**After Hours:** A chute is available outside of the Library

**Library Home Page:**

<https://aimusic.sharepoint.com/Academic/Library/SitePages/Home.aspx>

### Borrowing

Students may borrow up to 10 items for a period of 2 weeks. Items can be renewed up to 5 times (if no other user has reserved the item). Students can borrow any items held by the library, except items with a Not For Loan sticker on a spine.

Return chute is available outside of the library

### Renewing/Reserving items

To access the renewal page, students will go to the Library Home Page and follow the link located there. To login to the renewal page, students will use their student number (as a username) and date of birth backwards in the format YYYYMMDD (as a password).

Items can be reserved in the same portal as the renewals (see above).

### Library facilities

Library has several Macs and PCs with following software available: Auralia, Sibelius, MuseScore and Logic Pro. Students can log into them with their AIM credentials (firstname.lastname and password).

Students can print/photocopy/scan at the library. Library staff will help with the process.

Students can also borrow headphones and portable mobile chargers.

## AIM Library Subscriptions

AIM library subscribes to many print and online journals, and databases. All subscribed material can be accessed through Single Search (located on the Home Page). Individual links to databases can be found on the Databases page located here:

<https://aimusic.sharepoint.com/Academic/Library/SitePages/Databases.aspx>.

## Purchasing New Items

Students can suggest materials for purchase. Appropriate form is located on the library Home Page:

<https://aimusic.sharepoint.com/Academic/Library/SitePages/Home.aspx>.

## Referencing

AIM uses APA 6<sup>th</sup> edition referencing style. The AIM Style Guide can be found on the Library Home Page:

<https://aimusic.sharepoint.com/Academic/Library/SitePages/Home.aspx>.

Librarian offers help in regards to referencing and the use of such tools as Zotero or Endnote. Contact the librarian to schedule a 1:1 session

## Housekeeping

Food and drink is allowed in the library. The front space of the library is an open, collaborative space and staff and students are allowed to make noise. The back of the library is a Quiet Zone.

## Copyright

Please remember the following. You are permitted to copy:

- 10% of number of pages or one chapter if hardcopy original. 10% of words if electronic copy (these rules don't apply with ebooks accessed through ProQuest Ebook Central – each book might have different allowances set by the publisher).
- All of an item in an anthology, up to fifteen pages.
- One article from a journal or more than one article if the subject matter is the same.
- The whole of an artistic work if it illustrates or accompanies text or music copied, or if it cannot be separately purchased.
- 10% of a musical work
- The whole of a work if that work cannot be obtained within a reasonable time (textbooks 6months / other works 30 days) at an ordinary commercial price.