Promoting high achievement in a safe, disciplined and caring environment

Taminmin’s Values

R – Respect
E – Effort towards excellence
A – Achieve your goals
C – Caring community
H – Honesty
A – Z of Taminmin College

TAMINMIN COLLEGE VISION

Promoting High Achievement in a Safe, Disciplined Environment

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# A – Z of Taminmin College

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Promoting high achievement in a safe, disciplined and caring environment
INTRODUCTION

About Taminmin College
Taminmin College offers full secondary education to a diverse population over a large rural area. It caters for all students from years 7 to 12 and has a Vocational Education and Training (VET) section. Taminmin College provides success for all students with a range of pathways to access employment and higher education. Boys and girls of high academic potential can experience enrichment, extension and challenge across core learning areas in the Leading Learner program. The Sports Academy offers specialised education in practical and theoretical aspects of a range of sports for students of high physical ability. Common year level pastoral care programs and full uniform contribute to a safe but disciplined environment for learning.

The Centre for Excellence in Business and Enterprise targets students who wish to excel in the business arena.

A 75 ha mixed produce farm gives students opportunities for learning in aquaculture, horticulture and agriculture. Taminmin College is set in expansive grounds and is a short walk from Humpty Doo Township.

We hope that you will find this A to Z of Taminmin useful in conjunction with our website, Facebook, e-news and personal contact.

Miriam McDonald
Principal
A – Z of Taminmin College

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**A – Z of Taminmin College**

**THE A TO Z**

**Absenteeism**
Please advise the school regarding student absences by:
- telephoning 8983 7227
- fax main reception 89882351
- e-mail admin.taminmin@ntschools.net
The Home Liaison Officer may contact parents of students who have an unexplained absence. Students receiving financial assistance from the Federal Government are required to repay money if they have unexplained absences. Absences from individual lessons are calculated at a daily equivalent.
The MGM messaging system connects into our attendance data and send a text message if the student is absent from classes.

**Assemblies**
Assemblies are held on a regular basis. Students often plan and present the assembly giving them an opportunity to share their learning and develop their leadership skills.

**Assessment Timelines**
All students are issued with assessment timelines for each course they undertake at Taminmin. They include the essential tasks students must complete for each course.

**Awards and Presentation Evenings**
The school celebrates the success of all students and formally recognises outstanding performances at our awards evenings. These are held during the latter part of Term 4. Students have the opportunity to receive awards at the assemblies held throughout the year. Many of these are sponsored by local politicians and businesses.

**Behaviour Management**
Behaviour Management processes ensure that issues involving inappropriate behaviour are followed up. The strategies are designed to reduce the number of incidents which occur and to provide a supportive and safe environment for the student to engage positively with their education. Disruptive students will go to the Responsible Thinking Centre with follow up mediation with their teachers. High Level behaviors are referred to senior teacher for investigation and appropriate action.

**Bookroom**
Students are issued their textbooks from the bookroom.

**Book Packs**
Bookpacks are available from student reception for student purchase and will be advertised on the Taminmin website.

**Bullying**
Bullying will not be tolerated at Taminmin College. Students are urged to report all types of bullying and harassment to their teachers.
**Bus Travel**

Students travelling to and from school on buses must obey the bus driver’s instructions at all times. The bus company may suspend any student who misbehaves whilst travelling by bus. Students are responsible for getting to the bus line in time. If a student misses the bus, parents will be contacted to arrange for alternate travel home. Bus routes and information can be accessed at [http://www.transport.nt.gov.au/public/school-bus-service/darwin](http://www.transport.nt.gov.au/public/school-bus-service/darwin). Only students actually attending school have access to the school bus service.

**Canteen**

The canteen is open before school, during recess and lunchtime. Students are expected to queue in an orderly fashion. The canteen staff have the right to refuse service. Students not in uniform will be given a uniform pass if they want to access the canteen. The canteen provides a healthy, reasonably priced menu. Canteen staff are happy to discuss special dietary requirements. Contact them on 89837036.
Captains
School captains are elected each year by consensus of peers and staff. Shortlisted students are involved in an interview and presentation for final selection. A male and female captain and deputies are elected at year 12. This prestigious role acknowledges and develops leadership and provides role models for students. The captains undertake a variety of leadership roles throughout the year including hosting of the awards evenings at the end of the year. They are an integral component of the Student Leadership Group.

Careers Advisor
The Careers Advisor/s are responsible for focusing and directing students towards career pathways. Specifically the Careers Advisor develops career pathway plans for all students in senior school.

Code of Conduct
All students are expected to be COURTEOUS, have CONSIDERATION for others and to be CO-OPERATIVE. The following behaviours are not permitted at school or at school functions as they contradict the Code of Conduct:
Suspension is a possible consequence for some of the unacceptable behaviour listed below.

- vandalism of property, including graffiti using white out and/or marker pens;
- theft
- physical and verbal abuse
- sexual harassment
- intimate behaviour
- bullying and intimidation
- the possession and/or use of tobacco, drugs, dangerous substances, alcohol, lighters
- the possession and/or use of weapons
- spitting
- persistent lateness to school and/or class
- inappropriate use of personal music devices and mobile phones
- the possession and use of aerosol sprays
- inciting violence

Contacting Students
If parents need to contact students calls must go through Reception on 89837000, as text messages or phone calls to students in class are in breach of school protocol.

Daily Notices
Daily information for staff and students is read in pastoral care classes at the beginning of each day.

Damage to School and Private Property
Parents and Students need to be aware:
- No responsibility can be taken for the care of expensive toys and equipment brought to school.
A – Z of Taminmin College

- Damage of school or private property caused through intent, anger or deliberate breaking of school rules will result in consequences for action and consequences for replacement of breakage and damage.

Guidelines
- If a student accidentally damages school property eg. A broken window – school will fund the replacement costs.
- If a student damages school property after breaking school rules with intent to damage, the parent/guardian of the said student will be required to fund the replacement costs.
- Signed arrangements can be made with the school business manager or principal for the school to pay the original account and parents/guardians to make fortnightly payments at the school.
- If a student damages property outside the boundaries of the school eg. At a sport day, careers day etc, the parent/guardian is responsible for funding payment for damages.

Drugs
All illicit drugs are prohibited.

Electronic Student Profile (esp)
The Electronic Student Profile (esp) provides student information for parents and students in a secure space. Timetables, assessment plans, reports, attendance and other data can be accessed on the site. Students can log on to their profile through the student profile tab in their portal, or by visiting: https://esp.ntschools.net and use their ntschools.net username and password to login. Parents are able to register by visiting administration staff at the school. One parent login is provided for each student.

E-mail Taminmin Staff
E-mail addresses for Taminmin staff are located on the Taminmin website: www.taminmin.nt.edu.au.

Emergency Procedures
Fire Drills/Emergency procedures are carried out throughout the year.
Bomb/Fire
The school’s evacuation plan is followed. Students are not dismissed or released to a parent without the specific authority of the Principal or Assistant Principals. Students are to remain in the designated evacuation area until the “all clear” is given and then proceed back to the school.

Cyclone
We follow the NT Emergency Services’ cyclone procedures when a cyclone warning is given during school hours. Parents are requested to collect students from the school. If possible, buses will be arranged. Students driving their own vehicle can proceed home when authorised to do so by the Principal. No student is to leave the grounds without school permission.

E-News
Taminmin e-news is distributed fortnightly and contains up to the minute news and important information. To be informed of what is happening at the school on a regular basis, email...
admin.taminmin@ntschools.net or log into the Taminmin website with your email address.

**Excursions**

Excursions are an important part of the whole school curriculum and give students opportunities to explore outside the school context. Parents will be informed of local excursions where possible at least 2 weeks prior to the event and will be given a permission form to sign with all details included. When on school excursions, students are representing our school and must wear school uniform. Appropriate behaviour is expected.

*Interstate Excursions:*
Opportunities are available for students to attend excursions interstate.

*Overseas Excursions:*
Students have the opportunity to participate in the annual exchange to Kamitonda in Japan. This is a long standing relationship with Taminmin College and Kamitonda Junior High School.

World Challenge. Taminmin participates in the elite World Challenge program where students undertake a 4 week excursion overseas. The excursion is entirely run by the students and incorporates acclimatisation, an expedition, community service and recreation. Students in years 9 & 10 are offered to join the program which takes at least 12 months to prepare and plan for.

Year 11 and 12 students have taken part in excursions overseas using their classes as the basis for the educational program. Previous destinations include Malaysia, Singapore, China and Paris.
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Farm
Taminmin has a mixed produce tropical farm of 75 hectares which is fully integrated into our middle and senior educational programs, as well as VET rural programs. Agriculture is introduced to years 7 and 8 and students are able to choose it as an elective subject in year 9 and 10. It can also be studied in years 11 and 12 as part of our Northern Territory Certificate of Education and Training/or VET Programs.

Features:
- Registered Boer Goat Stud with commercial crossbred Boer goats
- Brahman cattle Stud
- Australian stock horses
- Annual production of a variety of tropical fruits
- Horticultural production
- Silage and hay production
- A variety of established tropical pastures

Selected VET students from Certificate II Rural Operations and Certificate III Agriculture are trained to show our livestock and other produce at the Freds Pass, Katherine and Darwin shows. Taminmin continues to win awards for cattle for which we have established an excellent reputation throughout the Northern Territory.

First Aid
Trained first aid staff are available. First point of contact is reception. Parents will be notified to pick up students who are ill. (see also Wellbeing Team – School Nurse, Medications, Infectious Diseases).

Health
Look After Yourself
Get the most out of school by looking after yourself. For major brain power:
- Sleep 9.5 hours per day
- Eat breakfast
- Drink lots of water (bring a water bottle)
- Eat healthy food
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Homework Policy
Students are required to complete all homework set by teachers. The type and amount will vary according to the unit/subject being studied. This is explained and described in detail to students by the specific unit/subject teacher.

Students without prescribed homework are encouraged to:
- keep books and folders up to date and organised
- work on assessment tasks
- revision of and practice of skills approximately 30 minutes per night
- read approximately 30 minutes per night

The library is open each afternoon and students are encouraged to make use of its excellent facilities. If parents have any concerns about homework, please contact the unit/subject teacher.

Immunisation
The NT immunisation program is provided through NT health promoting school nurses. Students are notified of the schedule through the daily notices, notes home and enews of the immunisation schedule.

Information Evenings
Information Evenings are held for the following transitions:
- Year 6 to 7 information (Term 3)
- Year 9 to 10 information (Term 4)
- Year 10 to 11 information (Term 3)
- Year 11 to 12 information (Term 3)

ID
A letter which includes the student photo on school letterhead is available for all students.

Infectious Diseases
Parents should be aware that unwell students should not be at school. Children who have been ill with an infectious disease cannot return to school until fully recovered.

Internet
Students are issued an @ntschools.net account when studying at Northern Territory schools. Protocols for internet usage are in place and are signed by the student on enrolment at school. Consequences apply for improper use of the internet and school computers.

Late Arrival
To ensure all students have full access to their education, students are required to attend class on time and every day. When late arriving to school, students are also required to report, with their guardians or a note, to student reception to sign in and receive a late slip.
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**Leading Learner Program**
The Leading Learner Program at Taminmin College supports, extends and challenges our academically gifted students to develop the practices and skills for successful life choices and careers. The Leading Learner Program provides a focused learning environment where students are encouraged to develop skills in higher order thinking and problem solving in order to acquire the critical literacies needed to reach their academic potential.

The pursuit of academic excellence is balanced by coaching for reflective practise, self monitored goal setting and the exploration of personal learning styles within a cooperative learning structure to develop active citizens and confident leaders. The program operates in the core subject areas from years 7 through to 10.

**Program Objectives**
- To develop student’s higher order thinking skills
- To develop academic and social resilience
- To promote a learning culture which values high academic outcomes
- To develop independent learning skills
- To prepare students to reach their potential at year 12 exit
- To provide pathways to university
- To develop support networks that will last them through tertiary studies and in to their professional careers

**Entry and Membership of the Program**
Entry into the Leading Learner program is by teacher recommendation, an online numeracy and literacy placement test and the written application; individual interviews are at the discretion of the manager of the Leading Learner program. Testing is carried out in second semester for year 6 going into year 7. Students may also be identified and tested throughout the year. Membership in the program can change throughout the year if a student cannot meet the academic or behavioral expectations of the program. This maintenance of standards is an important component of sustaining the integrity of the program. Parents will be contacted if there are concerns about academic performance of behavior and all teachers welcome parent communications and queries.

**Leaving School Grounds**
Students must attend school between 08:30am and 03.10pm and are not permitted to leave the grounds unless collected by a parent/guardian. As part of our safety procedures, parents are required to sign students out at reception when they are collected. Year 12 students are granted special privileges in this respect.

**Library**
Taminmin Community Library is a joint-use service for the residents of the Litchfield Council and Taminmin College students and staff. Members of the public are welcome at all time

**Lockers**
Lockers are available for student use, and are issued at the commencement of the school year.
**Medication**

Students who need to take prescription medication must deposit the medication with main reception and come to reception to take their medication.

**Mobile Devices**

Mobile devices can be used for educational purposes only and may be confiscated if used inappropriately. The College takes no responsibility for devices lost or stolen.

**Money**

This is a student responsibility. We do not encourage excess money to be brought to school. However, if particular circumstances require this, students can leave money in the school safe.

**Non Submission of Assessment Task Policy**

Students are required to submit all assessments. In the case where a student does not complete an assessment by the due date, a non submission process is undertaken. This process is supported by the student, the classroom teacher, the senior teacher of the faculty and senior administration in the school. If a non submission occurs, a timely process gives the student both assistance and time to complete the late work. This is undertaken with an aim of ensuring that the student completes the work to a reasonable standard.

**NTCET – What is it?**

Students who successfully complete their senior secondary education are awarded the Northern Territory Certificate of Education and Training (NTCET). The NTCET is a nationally recognised qualification that paves the way for young people to move from school to work or further training and study. The certificate is based on two stages of achievement: Stage 1 (normally undertaken in Year 11) and Stage 2 (Year 12).

**Orientation**

The smooth transition from primary to secondary school is of prime importance. The Taminmin program commences during semester 2 and involves; a parent information evening, feeder school visits by Taminmin staff and year 6 student orientation day at Taminmin. Families wishing to visit Taminmin are welcome at any time and can make an appointment to tour the facilities and meet staff.
Pastoral Care
Students are allocated a pastoral care class which meets during the week. Parents are able to contact pastoral care teachers as first point of contact for any concerns or information. firstname.surname@ntschools.net

Parent Teacher Evenings
Parent Teacher nights are held twice a year and are advertised in the NT News, Taminmin e-news, Facebook and a letter to parents. Parents are required to make student appointments so that interviews can be arranged with their teachers. Parents are encouraged to attend to discuss their child’s progress with individual teachers.

Parking
Limited parking is available on the school grounds for student vehicles. Parking is available for students if they:
- complete a vehicle registration form and lodge with an Assistant Principal
- arrive and depart the school grounds taking the utmost care that all speed limits are observed
- park in designated parking areas

Photos
Student photos are taken each year early in the first term. Notification of photo day is through e-news and daily notices. Students are to wear school uniform for their photos.
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Reporting to Parents
Each course offered at Taminmin is assessed and communicated via a written report which is posted to parents and students twice a year. In addition to these formal reports, parents are welcome to contact the school at any time to discuss their student's progress.

Role of Parents
We encourage parent participation at all levels, including:
- discussing your concerns with teacher/senior teacher/ assistant principal
- answering questionnaires
- attending parent information nights
- advising the school of planned absences eg. annual leave, family crises
- supporting the school with fundraising
- participating on the School Council
- helping with school sports
- taking an active interest in student semester reports
- notifying the school promptly of change to address / phone number

School Council
Taminmin Council holds meetings each month. The meetings are open to the whole school community. The Council is made up of parents, teachers and student representatives and participation is encouraged from the wider community. The School Council’s purpose is to provide a management base as outlined in the Education Act, which reflects the views of the whole school community. Parents are encouraged to come along and be involved.

Smoking
Students are not permitted to smoke or to be in possession of smoking implements. The school has a no tolerance policy for smoking.

Special Education Teacher
A Special Education Teacher caters for students who have been identified as special needs students. Programs are designed in consultation with Student Services, class teachers, special education teachers and parents.
Sports
The school engages in a wide range of sporting activities. Students are encouraged to participate in competitions, including all school sport run carnivals. There are also opportunities for students to engage in lunch time sporting activities. Annual whole school athletics and cross country carnivals provide positive team building and a welcome break from their usual studies and are enjoyed by all.

Sports Academy
The sports academy is aimed at providing students with opportunities in areas of sport with a view to improve performance, coaching, officiating and training. Students can enter the Sports Academy program from year 9.

Stationery
In preparation for classes, students must obtain and attend school with the following items which are available for purchase at the school.
- 6 x 8mm lined exercise books – 1 exercise book required for each subject
- 1 x 5mm graph book
- 1 x HB pencil
- 1 x black pen
- 1 x red pen
- 1 x wooden ruler
- 1 x glue stick
- 1 x pair scissors
- 1 x packet coloured pencils
- 1 x sharpener
- 1 x eraser
- 1 x protractor
- 1 x multiview calculator (optional)
- USB (optional)

School teachers/staff do not supply equipment to students.
It is imperative that students bring all equipment to school each day

Students out of Class
Students must have a Lesson Pass or a Library Pass when out of class. Students found without a pass will be considered as being out of class without permission.
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Student Leadership Group
The Student Leadership group consists of student leaders from each year level. These students meet regularly with the Principal and have an important role in the school. Students;

- represent the student body at School Council
- conduct special appeals – eg Red Cross etc
- act as hosts for parent teacher evenings
- are involved at a Territory level in student conferences and events
- act as hosts and guides for exchange students and visitors to the school

Subjects
Years 7 - 10
Core subjects for students in years 7 to 10 are: English, Maths, Science, History, and Health & Physical Education.
Students are also able to undertake a range of elective subjects. Full details are on the Taminmin website.

Years 11 - 12
Students are offered a broad and varied curriculum which allows for flexible options, and includes academic and vocational pathways.

Term Dates for 2014

Semester One
Term 1 January 24th to April 4th
(Students resume Tuesday 28th January)
Term 2 April 14th to June 20th

Semester Two
Term 3 July 21st to September 26th
Term 4 October 6th to December 11th

Term Dates for 2015

Semester One
Term 1 January 23rd to April 2nd
(Students resume Tuesday 27th January)
Term 2 April 13th to June 29th

Semester Two
Term 3 July 20th to September 25th
Term 4 October 5th to December 10th

Times
School commences at 8:30am and finishes at 3:10pm.
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Uniform
All students are required to wear the school uniform in a neat and tidy manner. Uniform shirts and pants are available for purchase at the School. The shirts are made of a cool light fabric. Jackets are also available but are not compulsory. Sample uniforms are displayed in administration.

The uniform consists of:
- Uniform shirt
- Uniform shorts, or long pants (black only)
- Sports type shoes (fully closed in and covered) and socks
- Sports uniform shirt & black shorts for sport/PE classes & sports days

Students who have classes outside, such as PE or Agriculture, are required to wear a hat and sunscreen.

Students are unable to participate in electives, science, art and PE subjects without fully enclosed shoes. Students who do not comply with this code may have their parents contacted to either collect them from the school or deliver appropriate uniform. Students must be in full school uniform to attend school related activities including excursions.

Visitors
All visitors to the school are required to check in at Main Reception.

Vocational Education and Training (VET) courses
Taminmin has an extensive range of VET courses available for students. This provides students with an opportunity for a pathway into industry. For more information see our website or contact our VET office on 89837000.

Website
For up to date information explore the Taminmin College website at http://www.taminmin.nt.edu.au/. Staff email addresses, a school calendar and other information can be accessed.
Wellbeing Team

Aboriginal and Islander Education Worker (A.I.E.W.)
The AIEW works with teachers, students and parents to improve indigenous students’ attitudes towards study, attendance and further education. The AIEW also encourages parent participation in all school activities.

Chaplain
The chaplaincy service runs 3 days/week in the school and is available by appointment at other times, including outside of school hours. The service is for students, staff and families to just ‘have a chat’, to share a concern or to ‘tap’ into helpful resources. Pastoral care, specific wellbeing and character building programs, questions of life all fall within our services for students. Specific engagement with students on a ‘one to one’ basis requires parent permission.

Counselor
School counselors, through mutually respectful partnerships, improve, maintain and promote emotional, social, physical, and mental wellbeing and support whole school approaches that encourage and enhance lifelong learning. Any member of the school community is welcome to contact the School Counselor with concerns.

Home Liaison Officer
The Home Liaison Officer is based at Taminmin and also services the school’s feeder primary schools. This officer is in constant contact with students experiencing difficulties affecting their education. The Home Liaison Officer also follows up students who have unexplained and continuing absences.

School-Based Constable
The Constable is a member of the school community and is employed to improve or consolidate perceptions and attitudes to law and order issues and the police generally.

School Nurse
The Health Promoting School Nurse’s primary role is health promotion, health education and ongoing individual consultation, care and management related to health, medical and personal concerns of students.
The NT immunization program is provided through the NT school nurses. Students are notified through the daily notices, notes home and enews of the immunisation schedule.

Students who need to take medication during the day must deposit it at Main Reception. (see Medication).

Infectious Diseases: Parents should be aware that unwell students should not be at school. Children who have been ill with an infectious disease will not return to school until fully recovered.

Parents may contact the School Nurse with any concerns or queries.
Woodside Reserve
The natural resource area of 150 hectares was named Woodside to acknowledge the assistance given by Woodside Energy Ltd in developing this area into a teaching and learning resource for the school.

Progress in the reserve to date includes the development of interpretive walks, observation areas and flora and fauna surveys. Students at all year levels use the reserve for research and practical studies in conservation and land management.

Workplace Safety
Taminmin operates on NT Occupational Health & Safety standards. Workplace officers regularly conduct OH & S audits of the school in an effort to guarantee the safety of all people who may come to the school.

“Promoting high achievement in a safe, disciplined and caring environment”