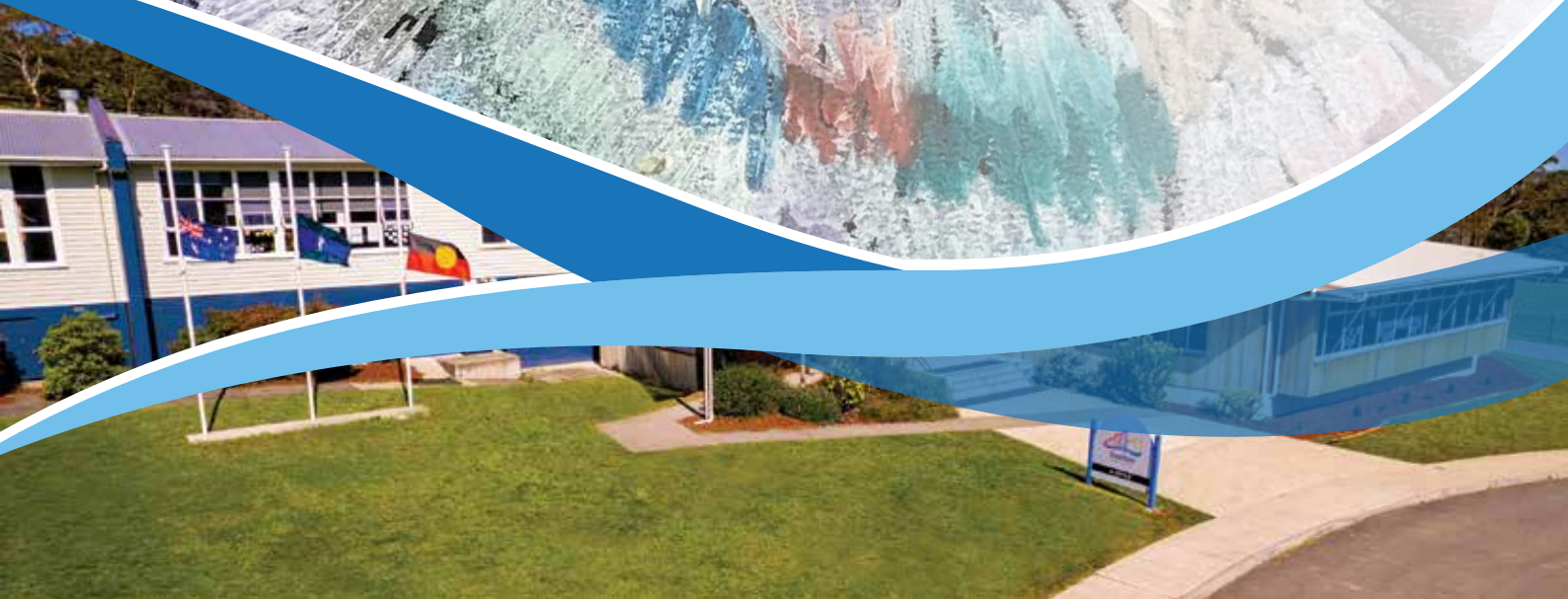


**Tasman**  
DISTRICT SCHOOL

# 2023 **Information** HANDBOOK





# WELCOME



## Dear Students and Families

This handbook provides information about our values as a school community, our goals for our students, together with information on some of the unique ways in which we work towards our goals. Information is also provided about how we are organised, who are key contacts and some daily routines, general policies and administrative requirements.

We are a proud Kinder to Year 12 school who cater for all learners and have a long and celebrated history of being a community school with dedicated staff. Tasman District School has students who reside in a range of geographical locations in the Southeast of Tasmania. As a staff, we work to create and foster a sense of community and connectedness with regular communication and opportunities to appreciate and celebrate the learning that occurs every day.

Educational opportunities at Tasman District School are continuously being refined and are designed in response to educational needs and students' interests. The courses that are available in Years 7 through 12 permit students to follow a planned and balanced course of study in preparation for further education, training and ultimately employment. Our Year 11/12 provisions are aligned and coordinated with the

other schools in our *teggana* Collective, all designed to ensure our learning provides greater choice, access and engagement.

Our school prides itself on being an open and inclusive community. Our teams of teachers and support staff work together to ensure they are tailoring learning to the needs of individuals offering high support and enrichment. Staff and students work together to construct a learning environment that encourages participation, wellbeing, fun, engagement and excellence. Authentic student voice and leadership plays a large part in what we do, with students engaged in the decision making of the school.

Our learning spaces emphasise the importance of immersing students in learning. We embrace the use of technology to support learning and enhance teaching, whilst balancing the need to develop the social competencies required for success in a modern world. All students are encouraged to do their best, with student achievement and personal growth being recognised in a variety of ways. We seek to do whatever it takes to ensure one year's growth for every learner, each and every year. We take pride in the academic, sporting and cultural achievements of our students, past and present.

We look forward to welcoming and supporting you at Tasman District School.



# CONTENTS

Welcome .....	3	Anti-Bullying and Anti-Discrimination .....	16
Contents .....	4	Programs and Activities .....	17
What We Are About.....	5	Transport .....	19
Mission, Vision and Values .....	6	Assessment and Reporting .....	20
Map of School .....	7	Transition .....	21
Key Contacts and Communications .....	8	Community Participation.....	22
The School Day .....	9	<i>teggana</i> Collective.....	23
Attendance Procedures.....	10	Safety and First Aid.....	24
Student Voice.....	11	ICT .....	25
Dress Code and Uniform .....	12	Levies and Stationery .....	26
Learning Support.....	13		
Student Support .....	14		
Promoting Respectful Relationships .....	15		



# WHAT WE ARE ABOUT...



Tasman District School is a public school situated in Nubeena on the beautiful Tasman Peninsula. Our school caters for approximately 175 students ranging from Launching into Learning (LIL) to Year 12. Our school population is derived from various areas of the Tasman Peninsula including Highcroft, Port Arthur, White Beach, Nubeena, Saltwater River, Premaydena, Koonya, Taranna, Eaglehawk Neck and Murdunna. We understand that it takes a village to teach a child and as a result work collaboratively with teachers, families and our local community to provide a broad and rich learning environment for our students.

We pride ourselves on being an inclusive community that values acceptance and tolerance, wherein the rich diversity of students means everyone can find their place and feel connected. Our schools flexible learning and support systems allow a range of ways for students and staff to connect. We provide options for students to access support and be heard on diverse issues and take every opportunity to celebrate growth in all areas from student learning, to sporting achievements, personal development and other endeavours.



# MISSION, VISION AND VALUES

## OUR MISSION

**Working together to inspire and engage all learners to learn more, every day**

## OUR VISION

**Connected, Resilient, Creative and Curious thinkers**

## OUR VALUES

**Respect, Courage, Aspiration and Growth**



**RESPECT**

Respecting ourselves, others, our past and our environment



**COURAGE**

Accepting challenges and embracing opportunities



**ASPIRATION**

A culture of high expectations and high achievement.



**GROWTH**

Improving by always learning and finding better ways to do things



**Tasman**  
DISTRICT SCHOOL

## OUR SCHOOL LOGO

The school logo represents the three capes of the Tasman Peninsula. These capes also form our school House colours: Raoul – Red, Pillar – Blue and Hauy – Yellow.

# MAP OF SCHOOL





# KEY CONTACTS AND COMMUNICATIONS

## Home Group / Class Teachers

For general information, questions and concerns, Home Group/Class Teachers are your main point of contact at the school. However, teachers of specific courses are also an excellent point of contact.

As well as the Home Group and classroom teachers, we have senior staff who are the next point of contact for parents. These include Advanced Skills Teachers (AST), a Support Teacher, a Quality Teaching Coach, an Assistant Principal and the Principal.

When you arrive at the school, you will be given the contact details of people in the roles above.



## Apps, Socials and Web

We use a variety of ways to communicate with parents, our most common is via text messaging and email. However, we also use Facebook and Dojo. Please make sure you like our school Facebook page so you receive notifications as quickly as possible.

 [www.facebook.com/TasmanDistrictSchool](http://www.facebook.com/TasmanDistrictSchool)

 [www.tasman.education.tas.edu.au](http://www.tasman.education.tas.edu.au)

 [tasman.district.school@decyp.tas.gov.au](mailto:tasman.district.school@decyp.tas.gov.au)

### Newsletter:

Our newsletter is published once a fortnight on the odd weeks. It is emailed and posted on our school website. If you would like a paper copy sent home with your child, please let us know.

## School Notifications

**Notifications are posted on our Facebook page or emailed. If you have not already advised your email address, please email [tasman.district.school@decyp.tas.gov.au](mailto:tasman.district.school@decyp.tas.gov.au) so that your address can be added to your child's enrolment record.**

Please remember to advise of any changes to your email address during the course of your child's enrolment.



# THE SCHOOL DAY



There are no end of lesson bells at Tasman, there is music to indicate the start of the day, end of recess and end of lunch.

SECONDARY DAY		PRIMARY DAY	
Home Group	8:30 - 9:00	Block 1	8:30 - 10:10
Period 1	9:00 - 10:10		
Recess	10:10 - 10:40	Recess	10:10 - 10:40
Period 2	10:40 - 11:50	Block 2	10:40 - 1:00
Period 3	11:50 - 1:00		
Lunch	1:00 - 1:30	Lunch	1:00 - 1:30
Period 4	1:30 - 2:40	Block 3	1:30 - 2:40



## Office Hours

**The school office is open daily from 8:00am - 3:30pm. There is an answering machine for out of hours messages (6250 2126) or emails can be sent to [tasman.district.school@decyp.tas.gov.au](mailto:tasman.district.school@decyp.tas.gov.au)**

## Duty of Care

**Teachers are on duty from 8:20am. Students should not arrive at school until this time. Student learning starts at 8:30am.**

## Lockers - Secondary

Lockers are allocated to students in their home classrooms. It is the students' responsibility to keep their locker neat, organised and secured.

## Visitors to the School

All visitors to the school must sign into the school office on arrival and sign out on departure.

# ATTENDANCE PROCEDURES

## ABSENCES

It is very important that you let us know the reason for your child's absence from school. Please make contact with the school to explain absences promptly. Please make sure the message includes the student's first name and surname, your relationship to the child and the reason for late arrival/early departure/absence.

If there is no notification, the school will make contact with you, to determine the reason for the student's absence. A doctor's certificate may also be requested to verify an absence. The Department for Education, Children and Young People is required to follow up frequent absenteeism so you will receive a letter after 5, 10 & 15 days of unexplained absences.

Information regarding "unauthorised absences" can be found on the following link: <https://documentcentre.education.tas.gov.au/Documents/Infosheet-TeachingLearning-Authorised-Absences.pdf>

## LATE ARRIVALS AND EARLY DEPARTURES

Late arrivals and early departures need to be advised to the school office by parents either in person or by phone.

All late arrivals must sign in and early departures must sign out via the digital screen at the office. Please ask the office staff for help if required.



# STUDENT VOICE



Student voice is valued as an integral practice at Tasman District School. This allows students to collaborate with the school community and address many areas of growth that they recognise as a benefit to their education. This focus on student representation plays a significant role in creating the most effective learning environment possible. Students can gain a deeper understanding on their education through being active participants in the decisions that affect them throughout the school. In order to achieve such a concept of student voice, Tasman District School offers a number of leadership opportunities where students can act upon their ideas and represent their peers.



The Student Representative Council (SRC) run fundraisers, and events they feel are close to the hearts of the school. There is a lot of freedom around what projects they choose to lead allowing students to express themselves on a school wide level. The SRC's main vision is to support student wellbeing and a positive school culture. Their projects are student initiated. Being a student at Tasman District School means you are able to have a say in what happens around the school.



# DRESS CODE AND UNIFORM

The dress code is a set of requirements for how students should present themselves when attending or representing the school. The Dress Code extends to personal appearance of students, (e.g. jewellery, headwear and length of dresses/shorts). Specific requirements for Tasman District School include:

- Skirt, dress and short length must be below the tips of fingers when standing up straight and arms beside the body.
- Jewellery should be practical and safe e.g. studs or small hoops are safest for piercings.
- Headwear may be worn for religious reasons, no beanie or baseball caps inside.

Uniform from Kinder - Year 10 is a means of stating that one belongs to a community. The uniform is an indicator of pride in one's school and acknowledges that our school has expectations regarding dress. As well, school uniform provides a cost-efficient way of ensuring students are clothed practically.

Uniform is also a practical safety issue as one can identify our students immediately when on excursions or when on duty in the grounds. The Tasman District School Uniform Policy is specifically designed to provide flexibility to meet the diverse needs of our school community. It is designed as a framework from which to operate.

Students in Years 11 and 12 are not required to wear the school uniform. However, they are required to adhere to our Dress Code which includes neat casual dress and suitable

shoes. In some classes, this may mean covered-in footwear as an occupational health and safety requirement.

**Hats:** To comply with the School's Sun Safe Policy all students are encouraged to wear a wide brimmed hat whenever outdoors in Terms 1 and 4. Hats, including beanies, are not to be worn inside buildings.

**Footwear:** Students should wear shoes that provide good support for their feet. In the workshops, kitchens and science labs, open-toed shoes are not allowed for health and safety reasons. Students should also change to appropriate sports footwear for HPE classes.

**Lost Property:** It is strongly advised that school uniform is labelled. There is a lost property basket located at the top of the stairs. All lost property is donated to the local Op shop at the end of each term.

**Purchasing of Uniform:** A selection of uniform items are available from the school office.





Tasman District School's learning model and courses provide a foundation for successful, lifelong learning and participation in our community. It acknowledges that the needs and interests of students will vary, and that schools and teachers differentiate and plan from the curriculum in ways that respond to those needs and interests. The curriculum at Tasman District School acknowledges our unique location, the changing ways in which young people learn and the challenges that will continue to shape their learning in the future. We aim to develop young people who are active participants in this country, aspirational and motivated to succeed and contribute to society.

A core element of this work is preparing students for the future and transition planning from one year to the next including learning after Year 12.

Our Learning Support is based on the concept of teams of teachers, utilising their collective capacity to meet the needs of all learners. This means that a small team of teachers work together to plan learning for students including differentiation, assessments, feedback, intervention and extension. This shifts the language from 'my class' to 'our students'.

Tasman District School is committed to providing the best possible access to an inclusive education for all of our learners regardless of what hurdles may lie in their path. The school's commitment to the target of a minimum of one year's academic growth for each chronological year is strengthened by the use of Professional Learning Teams,

where teams work together to plan what the students are going to learn as well as the best teaching strategies for each learner.

The vast majority of student's needs are met within the classroom settings by their teachers through Quality Differentiated Teaching Practice. The school is working towards adopting Universal Design for Learning where differentiation is built in from the very outset of the planning stage providing multiple ways that students can access and demonstrate their learning.

We have a team of highly experienced Support Teachers and Teacher's Aides. This allows students to be allocated support time based on their level of needs, specifically for adjustment in their learning and the impact of their disability on their day-to-day life. In addition, we make use of a wonderful team of professionals including: An Inclusive Practice Coach, Vision Services, Hearing Services, Speech Therapists, Occupational Therapists, School Nurse and a wide variety of other support services.

Overall Learning Support at Tasman District School provides a wonderfully supportive environment focussed on allowing every student to achieve their very best.

# STUDENT SUPPORT

Tasman District School supports students in a number of different ways beyond their regular classroom teacher.

We have a Support Teacher who co-ordinates and guides teachers, parents and students in developing and implementing Learning Plans. The support teacher also works with students one to one on specific, targeted learning intervention and goals.

## SUPPORT SERVICES

Tasman District School provides a comprehensive counselling and referral service. The team is comprised of Social Worker, School Psychologist, Speech Therapist and School Nurse. We also work closely with the Royal Flying Doctors, RAW and the Neighbourhood House.

The main focus of the support and intervention centres around maintaining positive mental health. Students, parents and guardians can contact Year Team Leaders who can assist in organising appointments. If you would like additional assistance, support is also available through:

**LIFE LINE** - 131 114

**KIDS HELPLINE** - 1800 55 1800

**HEADSPACE** - 6231 2927

**ESAFETY COMMISSIONER** <https://www.esafety.gov.au/>

**AUSTRALIAN COMMUNICATION  
AND MEDIA AUTHORITY**

Phone: 1800 880 176, Email: [cybersafety@acma.gov.au](mailto:cybersafety@acma.gov.au)

[www.bullyingnoway.com.au](http://www.bullyingnoway.com.au)

Tasman District School provides a range of support services for all students. We understand the diversity of our learners and our support team can provide support and advice on a range of issues.

### School Health Nurse

Our School Health Nurse can answer any questions you might have about::

- growing up
- sleep
- mental health
- healthy eating and body image
- relationships, general health and wellbeing
- sexual health, smoking, alcohol and drugs

### School Psychologist

Our school psychologist sees students for a variety of reasons:

- educational assessments and support around study
- emotional support
- crisis support
- mental health support
- managing stress and coping strategies
- adjustments in education to support students

### Social Workers

Our Social Worker can help you with:

- advice and referral
- counselling – family, crisis and emotional support
- student advocacy
- support with attendance

# PROMOTING RESPECTFUL RELATIONSHIPS



Positive and respectful behaviour is critical for student engagement and wellbeing, and encourages learning and attainment. All members of the school community have a responsibility to promote respectful relationships. Tasman District School use restorative practices and principles to support our students to reflect on their behaviour, build and repair affected relationships, and to address unacceptable behaviour between people if the need arises.

## OUR CODE OF BEHAVIOUR

All students and teachers have the right to learn and teach in an environment free from disruption	<ul style="list-style-type: none"><li>• Allow others to work without disruption</li><li>• Come prepared for all lessons with necessary equipment and books</li><li>• Be on time</li><li>• Follow instructions promptly</li><li>• Strive to be the best learner you can be</li></ul>
All staff and students have the right to work in a safe and well maintained environment	<ul style="list-style-type: none"><li>• Show care for the internal and external environment of the school</li><li>• Respect property</li><li>• Follow classroom rules</li><li>• Show care for the wellbeing of yourself and others</li></ul>
All staff and students have the right to be treated fairly and with respect	<ul style="list-style-type: none"><li>• Treat others with courtesy and respect through language and actions</li><li>• Cooperate with staff and fellow students</li><li>• Accept others individual differences</li></ul>

At Tasman District School, all members of the school community are expected to follow our Code of Behaviour.

However, sometimes extra support and help is needed in doing this. The Student Behaviour Flowchart shows some of our key steps in supporting and guiding students in being positive members of the school community.

Each individual case needs to be considered individually e.g. the frequency and severity with restorative solutions and what is best for the student.

## BEHAVIOUR SUPPORT PATHWAY

This Behaviour Support Pathway will help you know what pathways you have if you are unable to follow our Code of Behaviour.

### RESPECTFUL, SAFE AND READY TO LEARN

#### BUT SOMETIMES THINGS GO WRONG...

##### REMINDER

You will be reminded about what is expected.

##### RETHINK

You will have a chance to think about how to get back on track, this may involve moving somewhere else in the classroom.

##### RESET

You will need to leave the classroom to reset and meet later with your teacher to talk about what happened.

##### FURTHER CONSEQUENCES AND SUPPORT

Senior staff will work with you to find the best way forward.

# ANTI-BULLYING AND ANTI-DISCRIMINATION

If you believe you are being harassed or discriminated against, you have the following choices about how you can deal with the situation.

## **Ignore it << ACTION 1 >> Walk away**

### **Approach the person who has bullied or harassed you.**

Tell the person to STOP, state what you don't like.

Use 'I' statements. Do not retaliate by harassing the person involved.

**If it stops - Great!**

**If the inappropriate behaviour continues:**



## **ACTION 2**

Talk to a teacher, a trusted adult or a trusted friend.

Explore with this person ways of dealing with the problem.

**If it stops - Great!**

**If it continues:**



## **ACTION 3**

We will help you resolve the problem by following the four steps below.

1. Everyone involved will fill in a questionnaire.
2. A restorative circle will be held between the people involved with the aim of a resolution acceptable to all, including agreed upon consequences for the continued bullying.
3. All parties will be required to sign a student agreement that shows he/she understands the serious nature of the bullying/harassment.
4. Parent/guardians will be informed.



## **ACTION 4**

**If agreement is broken - Behaviour Flowchart - Further Consequences and Support will be enacted.**



# PROGRAMS AND ACTIVITIES

A number of different programs and activities are offered to students during and after school if they wish to take participate.



# PROGRAMS AND ACTIVITIES





## PICKING UP AND DROPPING OFF STUDENTS

Parents who are picking up or dropping off students may park in the car park or on the main road outside the school. You are welcome to drop your child off between 8:20 - 8:30am and pick up at 2:40pm. The waiting area for parents or older siblings to pick-up at the end of the day is the area between the kinder room and the main block.

Buses use the turning circle between 8:15 - 8:30am and 2:40 - 2:55pm, please make sure you do not use the turning circle during these times.



## BUS SERVICES

A teacher is on bus duty from 8:20 - 8:30am in the morning and from 2:40pm till departure in the afternoon. If your child is not travelling on their normal bus, please contact the office by 2:00pm so that bus drivers can be told.

School buses cover the following areas before and after school:

- Port Arthur
- Highcroft/White Beach
- Saltwater River
- Eaglehawk Neck

As the buses are operated by providers outside the Department for Education, Children and Young People, parents should realise that all school commuting matters lie outside the authority of the school.

Any problems should be referred directly to the bus contractor, Steve Mundy on 0407 603 673 or the Department of State Growth 61 65 66 26

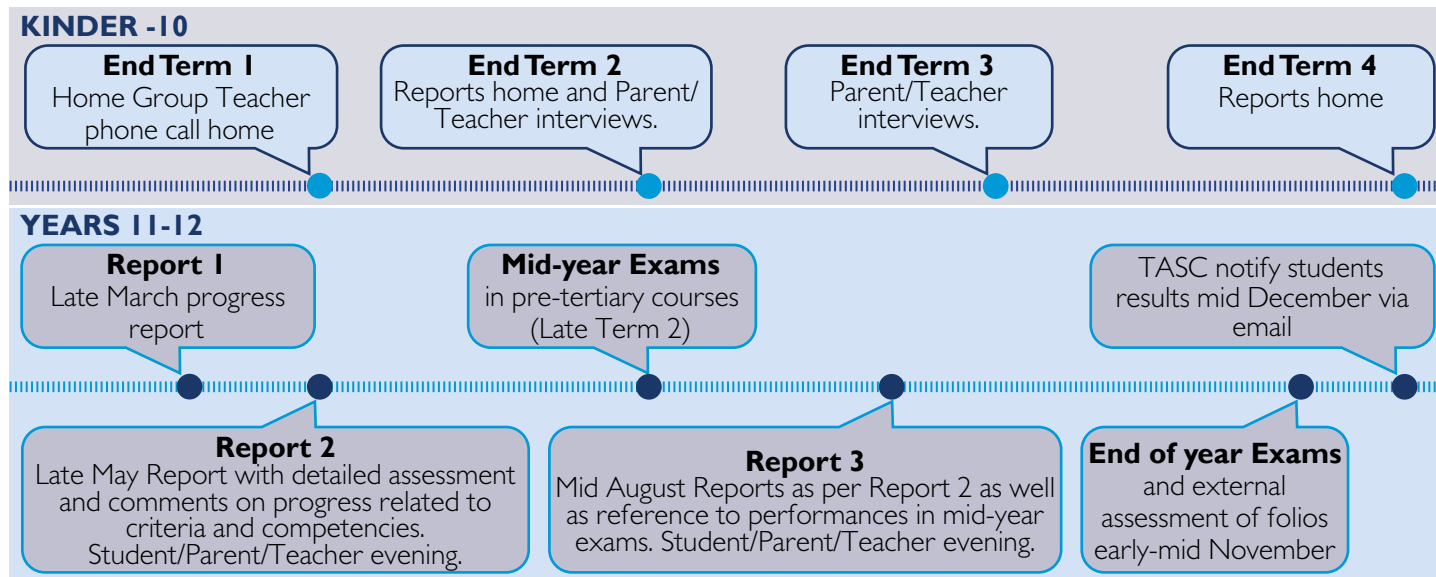
**Conveyance Allowance:** You may be eligible for a conveyancing allowance if you live more than 5km from the nearest bus stop. Information and Application forms are available from [Conveyance Allowance – Transport Services](#).

# ASSESSMENT AND REPORTING

Teachers use a variety of assessment techniques, both formal and informal to gauge where students are in their learning. This helps inform them so they can plan how they can best help students in the next steps of their learning.

Students receive feedback specific to their current learning from their teachers. Parents are encouraged to talk to their child on how they are progressing at school. Teachers contact home to help keep parents informed of progress as required. Likewise, parents are encouraged to contact course teachers at any time if they have a concern.

There is also the formal reporting to parents process which provides a summative assessment of where the student is at in their learning for that time of the year.



## HOMEWORK

Homework should be a 'No New Learning Time'. It should support the consolidation of concepts and learning by students. Teachers will talk to classes at the beginning of the year about homework requirements for each course.

## HOW CAN PARENTS HELP?

Parents clearly wish to support and play an active role in their child's education. Study time is likely to be most effective without the distractions of mobile phones, computer games, television etc.

- Create a regular study time and space, so it becomes a habit.
- Help them agree on some study time tasks they can do (keep them small and realistic).
- Negotiate a start and finish time.

Primary students have home readers, parents are encouraged to take time to sit and read with their child as much as possible as this has been shown to have a positive affect on their literacy skills.



## TRANSITION INTO YEAR 7

There are many components to the formal aspects of Tasman District School's Year 6/7 Transition Program, which starts in Year 6. These include:

- liaison visits to our primary schools
- guided school tour
- additional student transition opportunities for identified students
- 6 to 7 Transition Day



## TRANSITION INTO YEAR 11

Tasman District School offers individualised support and transition for all Year 10 students into Year 11. A team of teachers work together with students and families to make this happen. Discussions around transition initially start off broad, looking at passions, interests and courses enjoyed. This is followed by investigating possible future careers and pathways to achieve these.

All Year 10 students complete a Transition Plan that is sent home at the end of the year in their final report. Through the Transition process, students should be:

- developing greater self-awareness
- building self-efficacy
- identifying skills/strengths
- learning about the labour market
- interacting with others/teamwork
- adapting to change
- learning about work/industries related to learning areas
- planning (including Year 11/12 courses) to reach their career aspirations

Some key Transitions opportunities are Taster Days and Course Counselling sessions.

# COMMUNITY PARTICIPATION

## PARENT/CARER AND COMMUNITY PARTICIPATION IN THE SCHOOL

All visitors to the school must sign in and out at the front office. Parents/carers are encouraged to visit classrooms, to assist or observe, but are requested to arrange their visits with the classroom teacher prior to arrival. If you need to drop off items for your child during the school day, please go to the office and they will make sure your child receives their items.

## WORKING WITH VULNERABLE PEOPLE

All Department for Education, Children and Young People volunteers are required to be registered under the Registration to work with Vulnerable People Act 2013 (RWVP). The application can be found at [Apply for registration to work with vulnerable people at Service Tasmania](#).



## SCHOOL ASSOCIATION

The purpose of the School Association is to enable the school community and staff to work in partnership to provide the best possible learning experiences and school life for our students. School Association and community members are invited to learn alongside staff at Professional Learning so that we have a common understanding of school priorities and how we will achieve them.

Meeting times are advertised in the Newsletter and on Facebook. All are welcome to attend.



# TEGGANA COLLECTIVE



The *teggana* Collective is made up of all the schools to the East of the Derwent River. The schools comprising the *teggana* Collective support young people and families in exploring pathways and learning opportunities for students in Year 10 to continue their education in 11/12 learning, training or workplace readiness qualifications.

The schools are:



**Triabunna District School**



At the heart of the *teggana* Collective is a strong sense of shared purpose that is to provide a choice of pathways for every young person in the *teggana* region. Pathways that are inspiring, personalised, supportive, and aspirational.

Each campus has a unique context, where a degree of specialisation and focus provides students with not only a universal curriculum but also powerful points of difference in facilities and course offerings. Each campus also has a wealth of partnerships with external resources enabling a 'value-add' to the learning experience of young people.

Shared enrolments between schools across the *teggana* Collective enable students to access flexible study arrangements dependent on the course requirements and availability.

Our challenge is to communicate to our young people and families about the many ways students can learn in Years 11 and 12 and how this supports their journey beyond school.

# SAFETY AND FIRST AID

We have a dedicated First Aid Officer, along with many other staff who hold First Aid qualifications.

Students who require first aid should inform a teacher if in class, otherwise, they should report to the office if able. If unable, they should send a friend or get a message to a nearby teacher.

For major injuries, the First Aid officer will go to the student.

- Burns need to be immediately placed under cool running water– send a friend to notify a senior staff member
- If falling from any height or a heavy fall, remain where you are. If safe to do so send a friend to the office for first aid
- ALL head injuries must be reports to the office
- Importantly, all must refrain from throwing objects of any kind, including plant material from trees/bushes.

Parents will be notified as required. It is important the school is informed of any medical conditions that your child has.

A medical action plan must be provided or renewed at the beginning of each year.

**Please Note: Our First Aid Officer is NOT a nurse and will provide the best care as a first responder. The school Nurse does not provide First Aid. Be kind to each other, if you see an injury/accident happen, report it to a duty teacher or the office.**

## MEDICATION

Students needing medication at school should collect a permission form from the office to take home for parents to complete. Parents should return this form together with medication which is clearly labelled, unopened and in original packaging with the student's name and instructions as soon as reasonably possible. This will be dispensed from the office in accordance with DECYP policy and the written instructions.

Under DECYP regulations, no medications will be supplied by the school.

## MEDICAL ALERT PLANS

Please talk to the office or a senior teacher if you think your child needs a Medical Alert Plan. These are typically for students with diabetes, epilepsy, severe allergies or other serious health issues.

## EMERGENCY CONTACTS

Please inform the office of any changes to contact details so current information is available in case of sickness or accident

Parents or guardians must notify the school via:

- phone 6250 2126
- email [tasman.district.school@dfcyp.tas.gov.au](mailto:tasman.district.school@dfcyp.tas.gov.au)
- with a note



Secondary students are supplied with a DECYP laptop to use. It is their responsibility to look after their laptop. Safe storage is provided. Wilful damage to laptops may result in an invoice being sent to parents.

## ICT ACCEPTABLE USE AGREEMENT

All parents and students when enrolling are provided with a copy of our ICT Acceptable Use Agreement, a digital copy can be found on our school website.

Computer resources at Tasman District are intended for learning. When using computer resources:

- Students are provided with a school network account that includes access to the internet and email and must not allow other students to use their account.
- Students should be aware that emails and files stored on the school network may be accessed by staff if necessary
- Copyright laws and intellectual property rights apply to digital media on the internet. Students must take care not to breach copyright laws and should discuss this issue with their teachers if in doubt.

## ICT RULES SIMPLIFIED

- ONLY use your own username and password. Treat your password like your toothbrush – don't share it with anyone and get a new one every 3 months.
- ONLY use ICT at school for schoolwork and in class when your teacher tells you to.

**Please note: Headphones can only be used when plugged into computers and with individual teacher permission.**

Please refer to the Tasman District School website for a copy of the agreement that must be signed by every student before they can access any ICT resources.

## MOBILE PHONES

The Department for Education, Children and Young People does not permit the use of mobile phones by students in Tasmanian Government Schools unless for approved exemptions. It is important to note that it is not a requirement at Tasman District School for students to have a mobile phone at school. Year 7 - 12 at Tasman District School, are permitted to have mobile phones in their possession during the school day. However, they must be switched off and neither seen nor heard (off and away all day) from 8:30am - 2:40pm.

Parents who need to contact students during class time are encouraged to ring the school office if it is urgent. Otherwise, students are able to check their phones at the end of the school day at 2:40pm to receive messages.

- Safe storage is available for students should they require it
- Exemptions are available under specific conditions - and should be applied for through the Principal
- The existing Behaviour Flowchart will be applied if students can not follow the policy and procedures

### **In school procedures include:**

- Listening to music in class by students will continue to be at the absolute discretion of teachers
- Student use of headphones will be limited to 'wired' headphones- plugged into laptops
- The use of wireless headphones will not be permitted

# LEVIES AND STATIONERY

## BACKGROUND ON LEVIES

Levies form a significant portion of funds associated with the curriculum. The levy covers such items as classroom materials, some curriculum related excursions and camps, specialist subject costs, textbook hire (not stationery) and access to publishing and word processing equipment.

Recipients of Student Assistance (STAS) are not required to pay levies but may be required to pay other charges – see further information below.

## INVOICES FOR LEVIES

Accounts will be posted home in early Term 1 and include payment option details. Payment can be made over the four terms or, if more flexible arrangements are required, please contact the School Business Manager.

### **Additional Charges not covered by the Levy:**

- state, interstate and international excursions
- extra-curricular activities, such as sports registrations
- stationery
- subject competitions (eg maths, science, sports, HASS)
- Year 10 formal and top
- other activities as they arise
- wilful damage to equipment and property

## STUDENT ASSISTANCE (STAS)

The Tasmanian Government has announced the expansion of the Student Assistance Scheme (STAS). The eligibility for STAS will move to using the Health Care Card or equivalent as the assessment mechanism, replacing previous income thresholds that applied.

Further questions about STAS or Levies and Charges in general can be sent to the Department for Education, Children and Young People Financial Services Unit at [stas@decyp.tas.gov.au](mailto:stas@decyp.tas.gov.au) or by calling 1800 827 055.

[https://documentcentre.education.tas.gov.au/Documents/Student-Assistance-Scheme-\(STAS\)-Guidelines.pdf](https://documentcentre.education.tas.gov.au/Documents/Student-Assistance-Scheme-(STAS)-Guidelines.pdf)







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