



# Procedures and Student Expectations





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# Executive Team



**Mr Matt Samson**  
**Principal**



**Mrs Fiona Harris**  
**Deputy Principal**  
Year 7 & 8



**Ms Sam Burchall**  
**Deputy Principal**  
Year 9 & 10



**Ms Emma Clarke**  
**Deputy Principal**  
Year 11 & 12

## 2025 Student Support Team



**Ms Tahlia Loffel-**  
**Stadthagen**  
**Head of Year 7**



**Mr Craig Young**  
**Head of Year 8**



**Ms Amie Tonks**  
**Head of Year 9**



**Ms Ashleigh**  
**Bowden**  
**Head of Year 10**



**Mrs Ashlee Giles**  
**Head of Year 11**



**Ms Zoe Anderson**  
**Head of Year 12**

## Head of Departments



**Ms Zoe Anderson**  
**Senior Schooling**



**Matt Brooks**  
**Technologies**



**Jacob Connor**  
**Humanities and LOTE**



**Scott Gaedtkke**  
**Arts and HPE**



**Paula Good**  
**HOSES**



**Lisa Nelson**  
**English**



**Ashlee Giles**  
**Student Services**



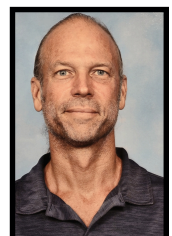
**Kayla Monk**  
**Teaching and Learning**  
**Maths**



**Kasey West**  
**Science**



**Skye Power**  
**Guidance Officer**  
**9, 10, 11 & 12 Mon - Wed**



**Scott Graham**  
**Guidance Officer**  
**7 & 8 Thurs - Fri**

# College Routine



Tip: Screenshot your timetable and save as the background on your iPad.

Monday	Tuesday	Wednesday	Thursday	Friday
8:25am First Bell	8:25am First Bell		8:25am First Bell	8:25am First Bell
8:30am-8:40am Base Camp	8:30am-8:40am Base Camp	9:00am First Bell	8:30am-8:40am Base Camp	8:30am-8:40am Base Camp
8:40am-9:50am Period 1	8:40am-9:50am Period 1	9:05am-9:50am Period 1	8:40am-9:50am Period 1	8:40am-9:50am Period 1
9:50am-11:00am Period 2	9:50am-11:00am Period 2	9:50am-11:00am Period 2	9:50am-11:00am Period 2	9:50am-11:00am Period 2
11:00am -11:40am Lunch	11:00am -11:40am Lunch	11:00am -11:40am Lunch	11:00am -11:40am Lunch	11:00am -11:40am Lunch
11:40am – 12:50pm Period 3	11:40am – 12:50pm Period 3	11:40am – 12:50pm Period 3	11:40am – 12:50pm Period 3	11:40am – 12:50pm Period 3
12:50pm- 1:20pm Lunch 2	12:50pm- 1:20pm Lunch 2	12:50pm- 1:20pm Lunch 2	12:50pm- 1:20pm Lunch 2	12:50pm- 1:20pm Lunch 2
1:20pm – 2:30pm Period 4	1:20pm – 2:30pm Period 4	1:20pm – 2:30pm Period 4	1:20pm – 2:30pm Period 4	1:20pm – 2:30pm Period 4



# Summit



Students and staff will meet once a fortnight for a Whole of College Summit in the Student Centre (B Block).

Each year level will meet on designated days as follows.

- Year 7 - Wednesday Odd Weeks - Performing Arts Building
- Year 8 – Wednesday Odd Weeks - Performing Arts Building
- Year 9 – Wednesday Odd Weeks - SCoE
- Year 10 – Every week Thursday - SCoE
- Year 11 - Every week Thursday - Lecture Theatre
- Year 12 - Every week Wednesday



# Base Camp

A place to meet Base Camp Teacher and Classmates, mark attendance and participate in Circle Time.



Our terminology Base Camp is borrowed from Mt Everest, the highest summit on Earth. The purpose of Base Camp is preparing you for success and reaching your highest point or summit in your education. We will be together right through to Year 12. We will meet each morning in our Base Camp classroom, mark attendance and participate in circle time.

## *Circle Time*

Inclusion

Respect

Safety

Circle Time is a fun and interactive time where you sit in a circle and engage in a check in and or activities. Circle Time operates on three very important principles: inclusion, safety and respect.

Circle Time is a time where students may share gratitude's and discuss how they are feeling in an appropriate and no blame, no name and no shame space. Circle time is a time to listen to others, show care and understanding and withhold judgment.

# Our Values

**RESPECT   INTEGRITY   COURAGE**



At Baringa State Secondary College, we are all responsible for building a positive, safe and supportive learning culture for you! We have three core values in our college:

Respect, Integrity and Courage.

We refer to these as RIC. You will have a RIC lesson once a fortnight on Wednesday during Base Camp (opposite weeks to Summit) where you will engage in fun learning activities to help you build Respect, Integrity and Courage.



## WHEN I SHOW RESPECT, I:

- always consider the feelings, rights, and heritage of others.
- use polite and positive language.
- treat others how I want to be treated.
- follow the directions of all staff members in our college.
- build college spirit with pride and passion.
- respect all environments within the college.
- am punctual.
- treat all college facilities with care.
- am patient and tolerant of others.



## WHEN I SHOW INTEGRITY, I:

- honour myself and others by doing the right thing in all circumstances.
- promote the values of the Positive Relationships Policy.
- engage positively in college events.
- model positive actions and behaviours to others.
- learn and grow from all opportunities.
- communicate positively and politely in all my interactions, in person and online.
- use technology appropriately and as directed.
- wear our college uniform with pride.
- complete all tasks to the best of my ability.
- am prepared for learning.



## WHEN I SHOW COURAGE, I:

- display resilience when facing challenges.
- always try to be the best that I can be.
- ask for help when I need it.
- engage in the process of resolving conflict.
- accept responsibility for my actions.
- report unsafe or hurtful behaviours.
- consider how my actions affect others.
- champion diversity and inclusivity.
- am brave in the face of adversity.
- am willing to confront difficult situations.

# RIC Points



The college uses RIC. Points to recognise positive student behaviours and actions – these are allocated to you by your teacher, during lesson times and lunch breaks.

At the end of Term, we hold Recognition Days.

To be eligible for these activities and events, students need to collect a minimum of 20 RIC Points per term.

Teachers will allocate each student a RIC point related to their individual performance against our college values within class and in the playground.

- 3 points – consistent ability to demonstrates college values
- 2 points – mostly demonstrated college values
- 1 point – developing ability to demonstrate college values

RIC Certificates are awarded at the whole of college Summit to the students in each year level who have collected the most RIC Points over that 2 week period. You can view your RIC point score on your Compass homepage but you need to open Compass in the web browser version, not in the app.

The screenshot shows a web browser window with the title "Student Chronicle". Below the title bar, there is a navigation area with "Add Chronicle Entry" and "Tools". A "Date Filter" dropdown is set to "This Year". The main content area displays a table titled "Chronicle Summary" with columns for "2022" and "Total". The table lists four categories: "Uniform", "Compass Meetings", "RIC Rewards", and "Event Participation". The values for "2022" are 0, 0, 0, and 0 respectively, while the "Total" values are 2, 1, 113, and 1. At the bottom, a message states "Displaying entries made between 1/1/2022 and 31/12/2022 for: All Categories" and "No Chronicle Entries to display".

Chronicle Summary	2022	Total
Uniform	0	2
Compass Meetings	0	1
RIC Rewards	0	113
Event Participation	0	1

Check your RIC points score in Compass





# A College of Thinking



These posters are on display in every classroom. We are a college of thinking – we teach thinking routines. These routines will help you to learn how to think more effectively.

You will also learn about what we refer to as our College Instructional moves.

We will start each lesson with what we refer to as a strong start - this means you will have a threshold activity and complete a do now! Your teachers will go over these routines with you.

We have selected instructional moves for you to know what is expected of you as a learner and to help you access the curriculum.

**We make our thinking clear and deep**



**We go beyond the surface, digging in to...**

- Get clear about what things mean
- Look for parts and purposes, how things fit together, how they are designed
- Map the larger system around what we're looking at, and investigate how things work underneath
- Look for evidence, look on both sides, think about the reliability of our sources
- Take different perspectives
- Test our ideas through conversations with others
- Express cautions with conclusions: How sure is it reasonable to be? Does this really make sense?
- Think what further points to investigate...

**We keep our thinking organised**



**We avoid muddling through, getting sharp to...**

- Be clear about our goals: What are we trying to figure out?
- Use various thinking moves and thinking routines
- Think on paper (or iPad, etc) to help ourselves keep track
- Think together with others, helping one another to move forward
- Pause and ask whether we're making good progress; if not, try a different path...

**We make our thinking broad and adventurous**



**We reach beyond the ordinary, finding the spirit to...**

- Explore unusual points of view
- Brainstorm very different ideas
- Drop typical assumptions at least temporarily
- Think far away from the usual approach
- Ask "What if not?"
- Exchange ideas with others
- Look for connections far and wide, in other topics and areas of life
- Listen to our intuitions without necessarily taking them as final
- Keep open and alert to the world of things and ideas, and opportunities around us...

**We give thinking time**



**We quiet our impulse to hurry, tapping energy to...**

- Gather ideas and evidence first and then decide
- Think it through, part by part
- Talk it over with friends or an advisor
- Think about it for a while, set it aside, come back to it later
- Sleep on it...

# iPads



You will need your iPad for every lesson, everyday. It is very important you iPad is fully charged, in a protective case and secure with a passcode. Always ensure you iPad is in a safe place when moving around the college.

Teachers have designed learning experiences that will empower you to confidently leverage the creative tools on iPad and facilitate deeper engagement to prepare you for a digital rich future.

When your iPad isn't working as it should, you can see Mr. Boboe in the Inquiry Centre (IT Technician) before school or during lunch times for help. If you have forgotten your password, you can ask your classroom teacher to reset your password.

Years	Required	Recommended	Optional
7-9	<ul style="list-style-type: none"><li>• Apple iPad, iPad Air or iPad Pro</li><li>• Minimum 10" screen</li><li>• Apple Pencil or Logitech Crayon</li><li>• Keyboard</li><li>• Ruggedized/ protective case and screen protector</li><li>• 64GB storage capacity or larger</li><li>• Must support iPad OS 13+</li></ul>	<ul style="list-style-type: none"><li>• Warranty and/ or Accidental Damage Protection</li><li>• Insurance for loss or theft</li></ul>	<ul style="list-style-type: none"><li>• Bag</li><li>• Mouse</li></ul>
10-12	<ul style="list-style-type: none"><li>• Apple iPad Air or iPad Pro</li><li>• Minimum 11" screen</li><li>• Apple Pencil or Logitech Crayon</li><li>• Keyboard</li><li>• Ruggedized/ protective case and screen protector</li><li>• 64GB storage capacity or larger</li><li>• Must support iPad OS 13+</li></ul>	<ul style="list-style-type: none"><li>• Warranty and/ or Accidental Damage Protection</li><li>• Insurance for loss or theft</li></ul>	<ul style="list-style-type: none"><li>• Bag</li><li>• Mouse</li></ul>

# Positive Relationships Policy



At the college we agree to support the positive relationship policy and treat everyone with kindness and respect. As a College we will support individuals who have experienced negative relationships and we will speak out against verbal, relational, physical bullying and cyber bullying. In instances where bullying is reported, students can notify the relevant HOY and use the incident screener process. We expect you to say please and thank you as often as possible.



# Stymie



Stymie helps you to say something by enabling you to report all kinds of concerns, safely and anonymously. The bystander effect occurs when the presence of others discourages us from intervening in an emergency situation.

Social influence affects how many children behave, so they are less likely to stand up to inappropriate behaviours in public when the number of onlookers is high. Often students are burdened by serious issues involving their friends but don't know how to help.



Name of person needing help? \*

Which school or club or workplace do they attend? \*

This notification is mostly about \*

Grade / year level / team / department?

What happened? **50 characters minimum**

To help this person, what needs to happen right now?

Where did this happen?

How many others were involved?

How often does this happen?

☐ If I send this notification outside of school or business hours, I understand that it might not be read immediately. You must check this box before sending a notification.

Send



# Stymie



- Stymie empowers youth to say something, and ask for help – creating the first critical step on the pathway to healing harm and a positive future.
- Stymie proactively let schools know about incidents before they have happened.
- Stymie significantly and proactively reduced the number of incidents of harm in their schools.
- Stymie provides a safe mechanism for youth to report issues that are concerning them and reach out for help on behalf of their peers or themselves.
- Stymie enables schools to help students who would otherwise not have been identified.

# Lunch time



Lunch time is technology free time! You may not access your iPad at lunchtime.

These are the areas that you can access.

- Inquiry Centre in A block (First break only)
- Area D, E, F & J block undercover area
- Area B – Student Centre (B Block) this is where you can play sport and sport equipment, and courtyard between A & B
- Area O - Oval and Tennis Court Spaces
- G Block - Guided play Area
- H & I - Year 7 & 8 Undercover area only
- K Block - Performing Arts is out of bounds

Staff will be supervising these areas. You must wear your hat when you are in the sun. We expect respectful and safe behaviour at all times within the college.

# Lunch time



## Wunya Cafe

Lunch 1 - 11:00am to 11:40am

Lunch 2 - 12:50pm - 1:20pm



Our Wunya Café is open every week day. The café is cashless and has EFTPOS facilities. Main menu items must be pre-ordered online via Munch Monitor and can be collected during the lunch time nominated. Snacks and cold drinks can be purchased during lunch time and paid via the 'Snack Money' on your Munch Monitor account. Instructions of how to setup a Munch Monitor account are available on our website under 'Facilities'.

# Bike Rack and Entry to College



- Bike 1 enclosure - students enter the grounds via boundary gate on Baringa Drive, secure their bike in Bike 1 enclosure before walking underneath H block and past G block into permitted school grounds areas.
- Bike 2 enclosure - students can enter via back boundary gate (via reserve pathway), walk their bike across service road and into bike enclosure.



# Bike Rack Expectations



- Bikes and Scooters must be inside the fenced area and in a bike rack. Lock your bike/scooter up!
- Gate will be closed at 9:00 am and re-opened at 2:25pm.
- Students must still use the pedestrian crossing to leave the College and are not to get on their bike/scooter until they have gone passed the driveway.
- Electronic scooters are NOT used for transport to and from the College.

# House Spirit



Our College house mascots and colours were developed by our foundation students.

They are the traditional Gubbi-Gubbi names for local fauna. Make sure you participate in College events and earn points for your house!

# Attendance

Everyday counts!



Baringa State Secondary College expects you to attend every lesson, every day. This is embedded in our college motto “Learning today, leading tomorrow” and is reflected in our core values of respect, integrity, courage. You can only do your best when you are present and connect with your learning.

You are accountable for your attendance and participation. All students are expected to be in class on time and remain in class each lesson. You are remain at our college during school hours unless you have permission from your parents/ carers and have signed out of the college via Student Reception.

**School hours 8:25am-2:30pm, Monday, Tuesday, Thursday and Friday. Wednesdays are 9:00am - 2:30pm.**

If you are late:

- Report to Student Reception (G block, ground floor) with a note from your parent/ carer explaining why you are late.
- Staff will mark you present.

If you need to leave early:

- Bring a note from your parent/ carer with the time and reason for you leaving school early.
- Give note to your class teacher at the start of the lesson.
- When it is time to leave, respectfully ask your teacher to leave class.
- Report to Student Reception to meet your parent/carers.

# Dress Code

Wear the college uniform with pride!



At Baringa State Secondary College, we will actively encourage you to take pride in yourself and encourage you to demonstrate this by presenting yourself in a neat and respectful manner. The purpose of our Dress Code is to ensure a strong commitment to pride and the values of our College.

- You must wear formal uniform every Wednesday.
- Your hair must be a natural colour. If it is long, when you are in practical subjects you must tie your hair up.
- If you have pierced ears, you may wear one pair of small sleepers or studs.
- No make- up or nail polish is to be worn.
- You must wear your hat to ensure that you are protected from the sun.
- If you are not wearing the BSSC uniform, you will be directed to Student Services Reception in G Block where you will be required to change into the correct uniform.
- If you continue to wear the incorrect uniform, you will be referred to your Head of Year.
- Students may wear one small, discrete bracelet and/ or ring and a small, discrete necklace that is worn under the uniform.
- In practical subjects, for workplace health and safety, jewellery **MUST** be removed as directed by the Teacher.
- Tattoos deemed inappropriate or offensive must be covered while in the college uniform.





# Dress Code

Wear the college uniform with pride!



## College Uniform



**Girls**  
Blue Blouse  
Short Tie  
Dress Skirt or Trousers

**Boys**  
Blue Shirt  
Long tie  
Shorts or Trousers

Black leather or leather like shoes with black or white socks to be worn by all students.

## Sport Uniform



**Girls**  
Sports Polo Shirt  
Sport shorts or skirt

**Boys**  
Sports Polo Shirt  
Sport shorts

Black leather or leather like shoes with black or white socks to be worn by all students.

## Winter Uniform Options



Trousers - Charcoal

Unisex softshell jacket can be worn with college shorts, trousers, dress skirt, sport shorts or skirt.

Black leather or leather like shoes with black or white socks to be worn by all students.



Unisex College Tracksuit Jacket

Unisex tracksuit jacket can be worn with tracksuit pants or college shorts, trousers, dress skirt, sports shorts or skirt.

Black leather or leather like shoes with black or white socks to be worn by all students.

# Footwear

Fact: The average person takes 8,000 to 10,000 steps a day.



It is very important you wear the correct shoes to school everyday to look after your feet and for your safety so you can participate in practical sessions such as Food and Design Technologies, Science and Sport. Fully black, leather or leather like closed-in lace-up school shoes/joggers - no high tops, splashes of colour, logos, fabric or mesh material.

If you are not wearing the correct shoes, staff will direct you to Student Services Reception in G Block where you will be required to change into the correct shoes.

## Correct Shoes



## In-correct Shoes



# Mobile Phones

Baringa State Secondary College has a no phone policy during the college day.



Mobile phones must be turned off during college hours 8:25am-2:30pm, Monday to Friday.

If you are seen using your mobile, it will be confiscated and handed into Student Services Reception.

- 1st confiscation – you can collect it at the end of the school day.
- 2nd confiscation – your parent/ carer will need to collect it.
- 3rd confiscation – further confiscations will result in your parent/ carer collecting the phone and having a meeting with you and Deputy Principal.

iPods and earphones are only to be used as per teacher instruction. They are not be used at break time.

