ZEAL FUTURES

ZEAL FUTURES SECONDARY SCHOOL STUDENT HANDBOOK

ZEAL FUTURES SECONDARY SCHOOL

Zeal Futures Secondary School's purpose, vision, and values are deeply rooted in our commitment to providing a safe and productive learning environment for all students to be able to thrive and reach their full potential. An environment that builds skills, knowledge, and confidence through a tailored approach to education. With essential support services, students gain access to life-changing opportunities and transitional training that prepare them to plan their future and establish a career pathway.

Together, we can create your success story.

CAMPUS INFORMATION

University of Newcastle Campus - Ourimbah Campus
South Loop Road, Ourimbah NSW 2258

info@zealfutures.com.au

1800 247 864

zealfutures.com.au

Zeal Futures acknowledges the Traditional Owners of Country throughout Australia and recognises their connection to land, water, and community. We pay our respects to them and their cultures, and to Elders past, present, and emerging.

Artwork by Jasmine Craciun

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PRINCIPAL'S WELCOME

Welcome to Zeal Futures Secondary School – a place where every young person is given the opportunity to re-engage with learning, discover their strengths, and build confidence for a successful future. We understand that mainstream education doesn't suit everyone.

At Zeal Futures, we offer a supportive, inclusive, and flexible environment where students are encouraged to thrive both academically and personally. Located at the University of Newcastle's Ourimbah Campus, we're surrounded by opportunities – from vocational pathways to university partnerships and community connections. With small class sizes, meals provided, and wrap-around wellbeing support, our school is designed to help students succeed.

We believe education should be engaging, practical, and empowering. Our goal is to help every student find their place, their purpose, and their next step – whether that's further study, training, or employment.

I look forward to welcoming you to our school community.

DEBBIE LAARKAMP

PRINCIPAL
ZEAL FUTURES SECONDARY SCHOOL

ABOUT OUR SCHOOL

Zeal Futures Secondary School is a special assistance school located on the University of Newcastle's Ourimbah Campus. We cater to Stage 5 and 6 students (Years 9-12) who benefit from smaller classes, hands-on learning, and strong wellbeing support.

SCHOOL HOURS
Timetabled classes for Years 9 and 10 operate Monday to Friday, from 9:00am to 1:15pm. Timetabled classes for Years 11 (in 2027) and 12 (in 2028) operate Monday to Friday, from 9:00am to 2:15pm. Breakfast, morning tea and lunch are provided daily.

UNIFORMS
We believe in breaking down barriers to learning. There are no uniforms, and students are encouraged to express themselves respectfully in an adult learning environment.

EQUIPMENT
To align with our philosophy, the school maintains a no homework policy. Each student will be assigned a laptop to support their learning. These laptops will remain the property of the school and will be securely stored on the school premises when not in use. Students will be asked to sign an agreement around the expectations and responsibilities of using equipment provided by the school.

TRANSPORT
The school is conveniently located near public transport, with Ourimbah train station just a short 10 minute walk away. In addition, buses run hourly to the campus from many parts of the Central Coast, making it easily accessible for students and staff. For details on public transport options to the Ourimbah campus, please visit: Moovit – Central Coast Ourimbah Campus. Ample parking is also available nearby.

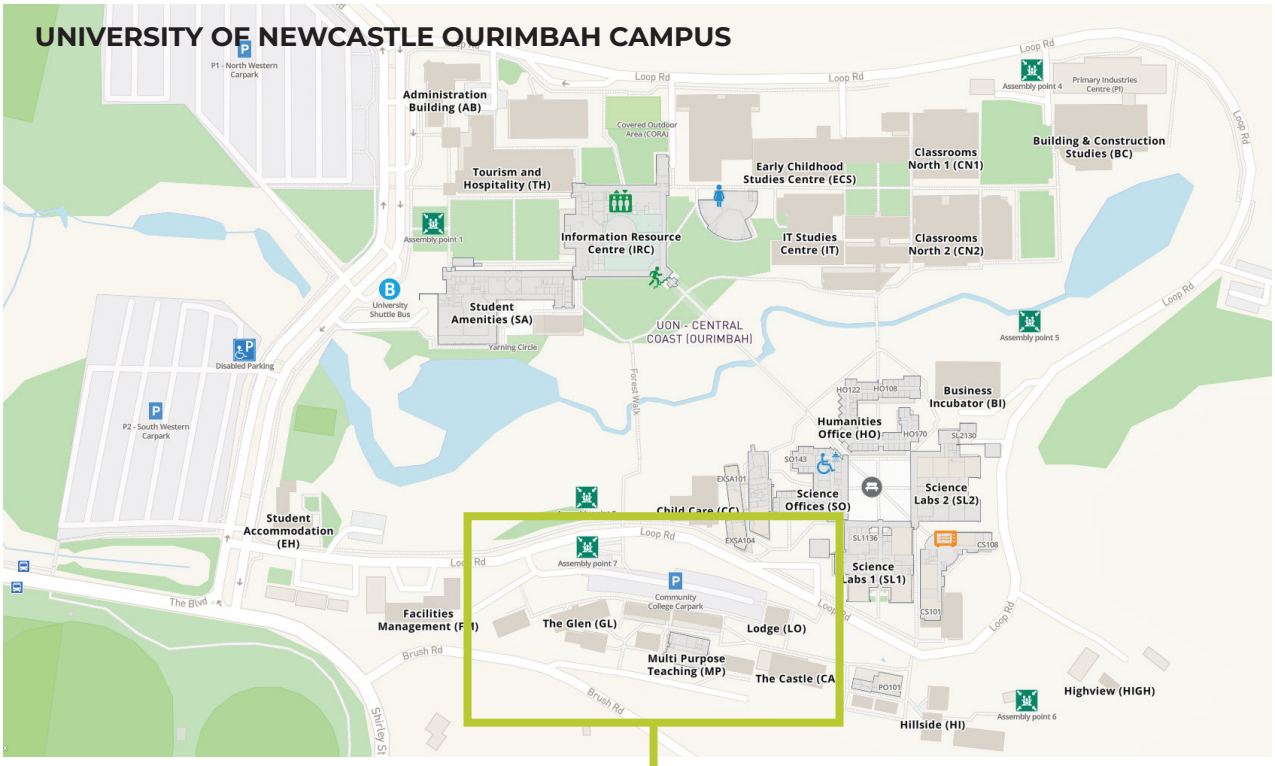
ADDITIONAL SERVICES
A key point of difference from other Special Assistance Schools is the on-campus Child Care Centre, operated by the University, which provides support for students who are young parents.

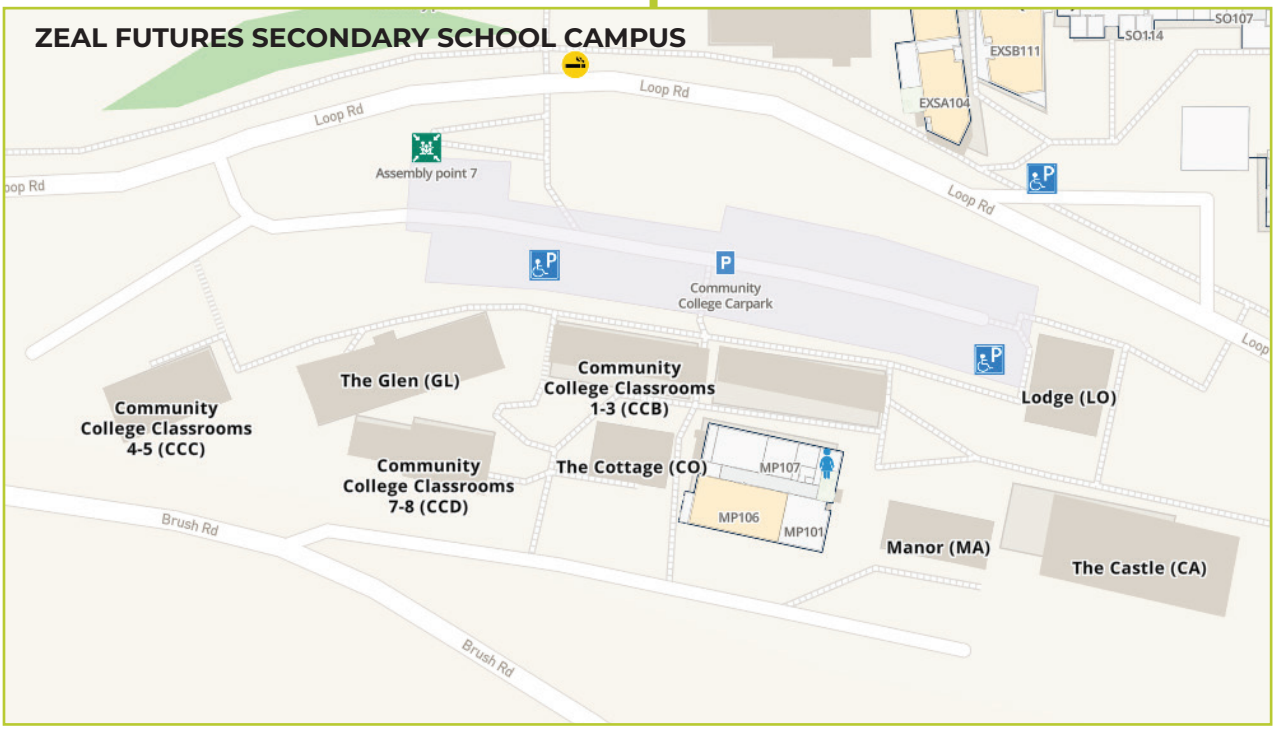
ENROLMENT AND FEES

To enrol at Zeal Futures Secondary School, students and parents/carers must first submit an expression of interest (see school website). This is followed by a phone call before further steps, including a walkthrough of the school and an interview to ensure the school environment and program are the right fit for the student.

Annual school fees are $150. This helps to partially cover materials, activities, and all meals provided during school hours.

CAMPUS MAP


UNIVERSITY OF NEWCASTLE OURIMBAH CAMPUS
P1 - North Western Carpark
Administration Building (AB)
Loop Rd
Covered Outdoor Area (CORA)
Tourism and Hospitality (TH)
Assembly point 1
Information Resource Centre (IRC)
Early Childhood Studies Centre (ECS)
Classrooms North 1 (CN1)
Assembly point 4
Primary Industries Centre (PI)
Building & Construction Studies (BC)
IT Studies Centre (IT)
Classrooms North 2 (CN2)
University Shuttle Bus
Student Amenities (SA)
Yarning Circle
UON - CENTRAL COAST (OURIMBAH)
Assembly point 5
Disabled Parking
P2 - South Western Carpark
Forest Walk
Business Incubator (BI)
Humanities Office (HO)
Science Offices (SO)
Science Labs 2 (SL2)
Student Accommodation (EH)
Assembly point 7
Community College Carpark
Science Labs 1 (SL1)
The Blvd
Facilities Management (FM)
The Glen (GL)
Lodge (LO)
Brush Rd
Multi Purpose Teaching (MP)
The Castle (CA)
Highview (HIGH)
Assembly point 6
Hillside (HI)
Shirley St


ZEAL FUTURES SECONDARY SCHOOL CAMPUS
Loop Rd
EXSB111
SO114
SO107
EXSA104
Assembly point 7
Community College Carpark
Community College Classrooms 4-5 (CCC)
The Glen (GL)
Community College Classrooms 1-3 (CCB)
Lodge (LO)
Community College Classrooms 7-8 (CCD)
The Cottage (CO)
MP107
MP106
MP101
Brush Rd
Manor (MA)
The Castle (CA)

LEARNING AT ZEAL FUTURES

STAGE 5

Our curriculum focuses on five core Key Learning Areas (KLAs):

ENGLISH
Focuses on developing literacy, critical thinking, and communication skills.

MATHEMATICS
Covers various strands, including Mathematics 5.1, 5.2, and 5.3, with options to adjust content to meet individual needs.

SCIENCE
Includes multiple syllabuses, with a focus on understanding scientific concepts and applying them to real-world problems.

HISTORY AND GEOGRAPHY
Required subjects that provide a historical and geographical context for understanding Australia and the world.

PDHPE
Covers personal development, health, and physical education.

These subjects are designed to provide a broad education and prepare students for further study and future careers. The curriculum is subject to change and parents/carers and students should refer to the official NSW Curriculum website for the most current information.

STAGE 6

We are opening with Year 11 in 2027 (starting on Monday 16th November 2026). Year 12 will be operating in 2028. We are offering a compressed curriculum model for HSC (with ATAR/non-ATAR pathways).

Students will complete both their preliminary and HSC year in 3 subject areas and complete the remaining 3 subject areas in Year 12. Subjects on offer for Year 11 are: Mathematics, Investigating Science/Agricultural Studies, and Cert II Electrotechnology.*

**Subject may change due to numbers or teacher expertise.*

WELLBEING AND SUPPORT

Student wellbeing is central to everything we do. Our team includes teachers, learning support officers, and wellbeing staff who work together to provide a wrap-around support system. We take a trauma-informed, relationship-based approach to teaching and learning, ensuring each student feels safe, valued, and understood. We also partner with local health and community services to provide access to counselling, youth support, and external wellbeing programs.

2027 TERM DATES

TERM 1

Wednesday 3rd Feb - Thursday 8th Apr

JAN

M	T	W	T	F	S	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEB

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22	23	24	25	26	27	28

MAR

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

TERM 2

Tuesday 27th Apr - Wednesday 30th June

APR

M	T	W	T	F	S	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUN

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TERM 3

Tuesday 20th Jul - Thursday 23rd Sep

JUL

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19	20	21	22	23	24	25
26	27	28	29	30	31	

AUG

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16	17	18	19	20	21	22
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30	31					

SEP

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

TERM 4

Tuesday 12th Oct - Friday 3rd Dec

OCT

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOV

M	T	W	T	F	S	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DEC

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

PUPIL FREE DAY

PUBLIC HOLIDAY

ATTENDANCE

Students are expected to attend timetabled classes during standard school hours (9am to 1:15pm for Years 9 and 10; and 9am to 2:15pm for Years 11 and 12). It is our responsibility to monitor and record student attendance. It is also a requirement that parents/carers explain any absences of their child from school promptly. We ask that any absence be notified by phone, message, and/or written note.

If your child arrives late, they must sign in at the office before going to class. If your child has not arrived at school by 9:30am, and no notification given, parents/carers will receive a phone call or email to provide an explanation. If your child is absent for a longer period of time, a medical certificate or other documentation may be requested.

PATHWAYS AND OPPORTUNITIES

We are accredited to deliver Stage 5 (years 9 and 10) with the Record of School Achievement (RoSA) which can be awarded to students who leave school after completing Stage 5. Stage 6 (years 11 and 12) will be introduced in 2027, allowing students to continue their education in a familiar and supportive environment.

Students will also have access to engaging vocational tasters in areas such as construction, hospitality, business, and creative industries. These short courses are designed to help students expand and discover their interests and develop practical skills that support future career pathways.

After completing their education with Zeal Futures Secondary School, we have multiple options for further learning and employment pathways to set students up for success.

VOCATIONAL COURSES
Our Registered Training Organisation (RTO 90304) offers a wide range of vocational courses, including short courses such as Barista, RSA, RCG, First Aid, and White Card, through to full qualifications in Business, Electrotechnology, Engineering, Beauty Services, Hospitality, Leadership, WHS, and more.

APPRENTICESHIPS AND TRAINEESHIPS
Our Group Training Organisation is a leading provider of apprenticeships and traineeships across NSW, working with industry-leading host employers to offer employment and training in a range of industries.

ADDITIONAL OPTIONS
Students can also explore pathways with the University of Newcastle or TAFE NSW located on the same Ourimbah campus.

STUDENT CODE OF CONDUCT

The Student Code of Conduct serves as a framework for all students, fostering mutual respect, positivity, and a safe and caring learning environment.

Students attending Zeal Futures Secondary School have a right to:

- Feel safe and have full access for participation.
- Undertake positive learning in an environment free from harrassment, hate speech, and discrimination.
- Be shown respect from teachers, staff, and other students.
- Have any special learning needs supported appropriately.

Students attending Zeal Futures Secondary School are expected to:

- Show contribution to a safe and positive learning environment .
- Take responsibility for their actions and behaviour.
- Be punctual every day for every class .
- Attend timetabled classes from Monday to Friday and provide evidence of reason for non- attendance in a timely manner.
- Adhere to school rules, expectations, and standards.
- Take personal responsibility for their own possessions and value other students' property.
- Treat other students, teachers, and staff respectfully at all times.
- Dress appropriately, following school standards .
- Show value and understanding of students with diverse needs.
- Aim to resolve any conflict calmly and fairly.
- Take responsibility for their own learning daily.
- Not access mobile phones/personal devices during school learning hours.

To ensure the safety of everyone, students must:

- Be aware of all safety requirements .
- Promptly report any incidents, injuries or harassment by another student or staff member to a teacher.
- Know the evacuation procedures and location of first aid equipment.
- Inform office or teaching staff of any planned absences in advance.
- Understand and adhere to the school's health, safety, and welfare guidelines.

The following are prohibited and may lead to immediate suspension:

- Consumption of alcohol, tobacco, vapes, or illicit drugs, and/or being intoxicated on the school grounds.
- Bring weapons, illicit drugs, alcohol, tobacco, or vapes onto the school grounds.
- Engage in any form of violence, harassment, bullying, discrimination or intimidation of a fellow student or staff.

Related documents:
Student Code of Conduct

ILLICIT DRUGS, ALCOHOL, TOBACCO, VAPES, AND WEAPONS

The possession, use, distribution, or influence of drugs, alcohol, tobacco, vaping products, or weapons is strictly prohibited on school grounds, during school hours, at school events, and while travelling to and from school.

Drugs and Alcohol:

- Students must not possess, use, share, sell, or be under the influence of any illegal drugs, alcohol, or non-prescribed substances at school or during school-related activities.
- Prescription and over-the-counter medications must be handed to the school office or designated staff member and administered according to school policy.
- Any student found with, using, or distributing drugs or alcohol will face serious disciplinary consequences, which may include suspension, exclusion, and referral to law enforcement or support services.

Tobacco and Vaping Products:

- The possession or use of tobacco, e-cigarettes, vapes, or related paraphernalia is not permitted on school property or at any school-related activity.
- This includes all nicotine and non-nicotine vaping products.
- Breaches of this policy will result in disciplinary action, parent notification, and may require the student to participate in health or wellbeing education sessions.

Weapons and Dangerous Items:

- Weapons of any kind are strictly prohibited. This includes firearms, knives, explosives, imitation weapons, or any object used to threaten, intimidate, or cause harm.
- Bringing, possessing, or using a weapon at school or during a school activity will result in immediate disciplinary action and may involve police investigation.

Consequences:

Violations of this policy will be managed in accordance with the school's Behaviour Management and Student Wellbeing procedures. Depending on the nature and seriousness of the incident, consequences may include:

- Verbal warning or counselling session.
- Parent or guardian contact.
- Detention or internal suspension.
- Formal suspension (short or long-term).
- Exclusion or expulsion (for serious or repeated offences).
- Referral to services such as counselling, wellbeing, or rehabilitation programs.
- Notification to police or relevant authorities where required by law.
- Each case will be assessed individually, considering the student's history, intent, level of risk, and willingness to engage in support processes.

Prevention and Support:

The school promotes a healthy, safe and responsible decision-making through wellbeing programs, classroom learning, and access to counselling and support services. Students are encouraged to seek help if they are experiencing difficulties related to substance use, mental health, or safety concerns - for themselves or others. All matters are handled confidentially and with care, in line with school policy and legal obligations.

Related documents:

Drug and Alcohol Policy

ANTI-BULLYING AND HARRASSMENT

Zeal Futures Secondary School is a safe and supportive environment for all students, staff, and visitors where respect, acceptance, and tolerance for others with different beliefs and backgrounds are valued.

All school students will be made aware of their rights and responsibilities with regards to the issue of harassment, hate speech, bullying, and violence and they are asked to sign to say they understand that under the 1977 Anti-Discrimination Act it is against the law to harass any other person in relation to their age, race, sexuality, culture, religion, marital status or gender, appearance or disabilities.

Insults and harassment related to these attributes are a form of bullying. All observations and disclosures of breach of this policy are taken seriously and must be reported by teachers, students, and visitors, documented on system and will be followed up and addressed by Zeal Futures Secondary School staff. Should this behaviour continue, the student will be placed on a mutual respect contract and may find themselves at risk of having their placement suspended or withdrawn.

STUDENT PROPERTY

Students are responsible for any personal property they bring to school. Zeal Futures Secondary School will not be held responsible nor liable for any loss, theft or damage of that property. Staff do not hold assumed responsibility of students' personal property in classroom, facilities, and amenity areas. This applies to all external trips and activities. Zeal Futures Secondary School will not repair or replace lost, stolen and/or damaged items.

DEVICES AND TECHNOLOGY

Zeal Futures Secondary School will supply laptops to all students to be used for educational purposes only. All laptops will be left at school and locked away for storage when not in use. Students need permission from teachers to gain access out of learning session for research purposes.

The school is not responsible for lost, damaged, or stolen personal devices and devices must be switched off or on silent during class unless directed otherwise. Charging personal devices at school is not guaranteed and should be planned for at home.

Acceptable use:

- Devices (such as laptops, tablets, and mobile phones) may be used for educational purposes only during class time.
- Students must follow teacher instructions regarding when and how technology may be used.
- All activity on school devices and networks is monitored to ensure safety and compliance.
- Students are expected to use respectful and appropriate language in all digital communications.

Related documents:
Harassment, Discrimination, and Anti-Bullying Policy

Unacceptable use:
Students must not:
- Access, download, or share inappropriate, illegal, or offensive material.
- Use technology to bully, harass, or intimidate others (including on social media).
- Take photos, videos, or audio recordings of others without permission.
- Bypass or attempt to disable school security or filtering systems.
- Use devices for personal entertainment (games, social media, streaming) during instructional time unless approved by a teacher.

Cyber safety and digital citizenship:
- Students must protect their personal information and never share passwords.
- Report any cyberbullying or suspicious online behaviour to a staff member immediately.
- Students are encouraged to be positive digital citizens - be respectful, responsible, and safe online.

Consequences:
Misuse of technology or breaches of this policy may result in:
- Loss of device or network privileges.
- Confiscation of personal devices during school hours.
- Disciplinary action in accordance with the school's Discipline Policy.

DRESS CODE

The school's dress code supports a safe, respectful, and focused learning environment. Students are expected to wear clothing that is appropriate for school activities, reflects pride in themselves and their school, and ensures health and safety for all.

Students are to wear - general guidelines:
- Clothing must be neat, clean, and in good repair.
- All clothing should cover the body appropriately - no exposed midriffs, cleavage, buttocks, or undergarments.
- Closed in footwear must be always worn for safety reasons.
- Clothing, jewellery, or accessories must not display offensive, discriminatory, or suggestive language or images, including references to drugs, alcohol, or violence.
- Hats, hoods, or caps may be worn outdoors only unless permitted for cultural or medical reasons.

Non-compliance:
Students who do not follow the dress code may be asked to:
- Change into appropriate clothing (loan items may be provided).
- Contact parents/carers to bring suitable attire.
- Repeated breaches may result in further consequences in line with the school's Discipline Policy.

STUDENT PRIVACY

Zeal Futures Secondary School will collect, use, store, and disclose personal information about students, parents/carers, staff, and visitors in accordance with the Privacy Act 1988 and the Australian Privacy Principles (APPs). The school is committed to protecting the privacy and confidentiality of all personal information and ensuring that information is handled lawfully, ethically, and responsibly.

- **Personal information:** information or opinion that identifies an individual (e.g., name, address, date of birth, contact details).
- **Sensitive information:** includes health records, disability information, cultural background, behaviour records, or other information requiring higher protection.
- **Health information:** A form of sensitive information related to physical or mental health, medical conditions, and treatment.
- **Parent/carer:** The student's legal guardian or authorised representative.

The school will manage all personal information in line with the APPs, ensuring:

- Transparency and accountability.
- Lawful and fair collection.
- Limited use and disclosure.
- Secure storage.
- Right of access and correction.
- Protection from misuse, interference, loss, or unauthorised access.

The school collects personal information only when necessary for:

- Enrolment and educational programs.
- Student wellbeing, safety, and support.
- Legal and regulatory compliance.
- Communication with parents/carers.
- Funding and reporting obligations.

Related documents:
Privacy Policy

Information commonly collected includes:
- Student identification details.
- Contact information.
- Academic records.
- Behaviour and attendance data.
- Health and medical information.
- Learning support documentation.
- Emergency contact details.

Sensitive information will only be collected and stored:
- With explicit consent from the individual or parent/carer, unless required or authorised by law.
- When necessary to support the student's educational, wellbeing, or safety needs.
- Ensuring secure physical storage of hard-copy records.
- With password-protected electronic systems.
- With restricted staff access on a need-to-know basis.
- Following staff training on privacy requirements.
- Ensuring secure disposal or destruction of records when no longer required and in accordance with retention schedules.

The school obtains parental/carer consent before:
- Photographing or filming students.
- Publishing student images or work in newsletters, websites, or social media.
- Sharing information with media organisations.

Consent may be withdrawn at any time by contacting the school.

COMPLAINTS AND GRIEVANCES

Our school is committed to providing a safe, respectful, and supportive learning environment. We recognise that students may occasionally have concerns or complaints and aim to resolve them fairly and promptly.

What is a complaint or grievance?
A complaint or grievance is any concern a student has about:
- A school policy or procedure.
- Treatment by staff or other students.
- Learning programs or resources.
- Bullying, harassment, or discrimination.

When handling complaints, the school will:
- Treat all complaints seriously and confidentially.
- Act promptly and fairly.
- Encourage open communication and respectful resolution.
- Ensure no student is disadvantaged for raising a concern.

Related documents:
Complaints Policy and Procedure

How to make a complaint:
Students are encouraged to:
- Talk to the person involved if safe and comfortable.
- Speak with a trusted staff member such as a teacher, year coordinator, or school counsellor.
- Submit a formal complaint in writing if the issue is not resolved informally.

Next steps:
- Once a complaint is received, the school will acknowledge receipt as soon as possible.
- The complaint will be reviewed by an appropriate staff member.
- Investigation may involve speaking to the student, staff, or others involved.
- The student will be informed of the outcome and any actions taken.

Escalation:
- If the student is not satisfied with the outcome, they may request a review from a senior staff member (e.g., Head of Campus).
- External support or mediation services may be accessed if needed.

Support:
Students can access support from:
- School counsellors.
- Teachers, support staff, or senior staff members.
- External agencies such as local student advocacy or welfare organisations.

Complaints, grievances, concerns or misgivings can be raised with any staff member.
Complaint stages include:
- Informal complaints.
- Formal complaints.
- Internal review.
- External review.

Complaints, grievances, concerns or misgivings should be raised with the staff member that the complaint relates to and reported to the Head of Campus. If the complaint relates to the teacher, or the student does not feel comfortable discussing the matter with the relevant staff member, the student can discuss the complaint, grievance, concern or misgiving with another staff member that they feel comfortable with.

A formal complaint can be made by putting the matter in writing and addressing it to the Head of Campus. Alternatively, this can be done over the phone. It must include:
- Date.
- Name of the complainant.
- Contact details of the complainant.
- Year level of the complainant.
- Nature of the complaint, grievance, concern or misgiving.
- Signature of the complainant.

CHILD PROTECTION

School should be a place where you feel safe, respected, and supported. Protecting you from harm is our top priority. No one has the right to hurt you, and you have the power to speak up. Child protection is all about keeping students safe from physical, emotional, or sexual harm, neglect or unsafe situations, bullying, harassment, or intimidation.

Your rights:
Every student has the right to:
- Feel safe at school every day.
- Be treated with respect and fairness.
- Share concerns without fear of being ignored or blamed.

How staff support you:
Teachers and staff are trained to:
- Listen carefully if you feel unsafe.
- Take action to protect you and others.
- Follow clear rules to make sure everyone is safe.

Your role in staying safe:
You play a key part too - you can:
- Speak up if something feels wrong or unsafe.
- Help friends who might be in trouble.
- Treat others with kindness and respect.

How to speak up:
If you ever feel unsafe or see someone else at risk, you can:
- Talk to a trusted teacher, counsellor, or the Head of Campus.
- Reach out to local child protection services in an emergency.

Confidentiality and trust:
Your safety comes first. Staff will respect your privacy and only share information with the people who need to know to keep you safe.

Where to get support:
The school can connect you with:
- Counsellors and wellbeing support.
- Safe, trusted services outside of school if needed.

Remember: Speaking up is brave. Staying silent can leave yourself and/or someone at risk. You are never alone, help is always available. In dealing with allegations of reportable conduct, the matter is dealt with confidentially including the handling and storage of documents and records.

Related documents:
Child Protection Policy

SUPERVISION

Zeal Futures Secondary School takes our duty of care for children and young people very seriously. As a special assistance school, during school operating hours and when on excursions, we will fully execute our duty of care to all students, complying with all the provisions of student supervision, protection policies, and the Child Protection Act.

On-site supervision:
All students on campus will be provided supervision by school staff in all break times and during class time. This does not mean that a staff member will always have a full view of every student throughout the entire school day, however, staff will be scheduled to actively supervise all areas of the school campus for the duration of the entire school day.

If students are aged under 18 years and need to leave the school campus during the day for an appointment or any other matter, they will need written permission from a parent or carer. This must be provided to the school before the student is allowed to leave the campus.

Off-site supervision:
Supervising staff will be provided for off-site events such as excursions at an appropriate ratio to participating students. Students must sign in and out of the register if they are leaving and/or returning to school grounds, including during break times. If students choose to leave school grounds during class time, or do not return after an approved appointment, the school will contact parents/carers to notify them of the situation. When a student has left the property by their own choice the school maintains a duty of care that is within reason.

The school expects students to maintain a level of behavior and responsibility that is governed by common law. If the school believes the student is a direct harm to themselves or other people in the community, the school will take steps to contact parents/carers, police, or other authorities as required. If the students are waiting on school campus for parents/carers to pick them up from school, a staff member must stay with them until they have been collected.

MEDICATION AT SCHOOL

The school is committed to ensuring the health, safety, and wellbeing of all students. When a student requires medication during school hours, the following procedures must be followed to ensure that all medication is administered safely and appropriately.

The administration of medication at school is permitted only when absolutely necessary and when it cannot be taken outside school hours. Parents/carers must provide written permission and complete the school's Medication Authority Form before any medication can be given.

All medication must be provided by the parent/carer in its original, labelled container with the student's name, dosage, and administration instructions clearly visible. The school will not administer any medication supplied in unlabeled containers or without the required documentation.

Prescription medication:
Prescription medication must be prescribed by a doctor and accompanied by clear written instructions. Medication will be stored securely and administered by authorised school staff in accordance with the instructions provided.

Students are not permitted to carry medication (except for emergency medications such as asthma inhalers, adrenaline auto-injectors, or diabetes medication, as approved by the Head of Campus).

Non-prescription (over the counter) medication:
Non-prescription medication (e.g., pain relief, allergy tablets) will only be administered if written parental consent and instructions are provided. School staff will not supply medication to students under any circumstances.

Self-administration:
Students who are approved to self-administer emergency medication must do so responsibly and notify staff immediately after use. Parents/carers must ensure the school has up-to-date medical action plans (for conditions such as asthma, allergies, or diabetes).

Record keeping:
All medication administered at school will be recorded in the Medication Register, noting the date, time, dosage, and staff member responsible. Parents/carers will be informed if any issues arise regarding their child's medication.

Storage and disposal:
Medication will be stored in a locked cabinet or refrigerator (if required) and returned to parents/carers at the end of the school year or when no longer needed. Expired or unclaimed medication will be disposed of safely.

Should a student become sick or injured while at school, the student will rest and be attended to as necessary. Parent/carer or emergency contact person will be notified.

EXCLUSION FROM SCHOOL DUE TO ILLNESS

The school is committed to maintaining a safe and healthy environment for all students and staff. To prevent the spread of illness, students who are unwell should not attend school.

When to stay home:
Students should remain at home if they are experiencing any of the following:

- Fever (temperature above 38°C).
- Vomiting or diarrhea (must remain home for at least 24 hours after the last episode).
- Persistent cough, sore throat, or difficulty breathing.
- Rashes of unknown cause.
- Contagious conditions such as chickenpox, measles, whooping cough, conjunctivitis, or head lice (until treated).
- Any illness preventing full participation in school activities.

Return to school:
Students may return to school once they are symptom-free and well enough to fully participate in learning activities. In some cases, a medical certificate may be required confirming the student is fit to return. Parents/carers are asked to notify the school of the nature of the illness and expected duration of absence.

Contagious diseases:
The school follows the health exclusion periods recommended by the Department of Health. Families will be informed if specific exclusion requirements apply during outbreaks of infectious diseases.

Supporting student learning during illness:
Where possible, reasonable adjustments or learning materials may be provided to support students during periods of extended illness.

RISK MANAGEMENT FRAMEWORK

Zeal Futures Secondary School is committed to a comprehensive risk management approach as part of the actions we take in our efforts to ensure proper governance. School personnel have a duty to ensure strategic and operational planning, daily management and decision-making, and further undertake that risk management underpins all these actions and approaches.

In conjunction with the school Board, the Principal, Head of Campus, and Executive team have a major role in managing and mitigating organisational risks. The governing body must determine the school's risk appetite or tolerance and ensure that the Principal, Head of Campus, and Executive team have an effective management framework in place. The governing body will expect risks to be monitored and reported on within an agreed frequency, unless otherwise stated. It is expected that a standing item reporting on risk management will be presented at each Board meeting.

DISASTER MANAGEMENT AND BUSINESS CONTINUITY

In the event of a critical incident, such as an evacuation due to flood or fire, or an emergency lockdown in response to a threat, our priority is the safety and wellbeing of every individual on campus. We are committed to clear, timely communication to ensure that everyone is informed and supported throughout the incident.

MONITORING PREMISES AND FACILITIES

The school monitors its premises and facilities through various measures.

Safety and security:

- The school grounds and buildings are regularly inspected to ensure they are safe and well maintained.
- Students are expected to respect school property and report any damage, hazards, or safety concerns immediately to a teacher or school office staff.

Access to facilities:

- Students must use school facilities responsibly and only for their intended purpose.
- Certain areas of the school, such as staff rooms, maintenance areas, and storage spaces, are out of bounds to students unless permission is granted by a staff member.
- Any misuse or damage to school facilities may result in disciplinary action and/or a requirement to contribute to repair costs.

Supervision:

- Staff members actively supervise classrooms and other shared spaces during school hours.
- Students are expected to remain in supervised areas unless given permission to leave.
- During school hours, all visitors must report to the school office and sign in for security reasons.
- Visitors who are on site to meet with students must produce their Working With Children Check (WWCC) if it is not already recorded in the school register.

Environmental responsibility:
Students are encouraged to help maintain a clean and sustainable school environment by disposing of rubbish correctly, conserving energy and water, and taking care of shared spaces.

SITE ACCESS

The safety and security of all students, staff, and visitors are of the highest priority. The following procedures apply to access and movement within the school grounds.

Student access:
Students are permitted on school grounds during official school hours only, unless participating in authorised before or after-school programs or activities supervised by staff.

Visitors:
All visitors, including parents/ carers and contractors, must report to the school office upon arrival, sign in using the visitor management system, and wear a visitor identification badge while on site. Visitors must be accompanied or supervised as directed by school staff. Visitors who are on site to meet directly with students or facilitating an incursion must have a WWCC.

Restricted areas:
Certain areas of the school, such as staff offices, maintenance zones, and storage areas are restricted to authorised personnel only. Students may not enter these areas without explicit permission.

After-hours access:
Access to school facilities outside regular hours requires prior approval from the Head of Campus. Security measures such as alarms and CCTV operate after hours.

Emergencies:
During an emergency, all people on site must follow staff instructions and the school's evacuation or lockdown procedures.

BEHAVIOUR MANAGEMENT

At Zeal Futures Secondary School, we have in place an Immediate Response Procedure and staff are required to use de-escalation strategies. A reintegration plan may be developed for repeated incidents. If behaviour continues, the student is directed to a withdrawal location, and a trained staff member always supervises the student. The student participates in calming, reflective, or alternative learning activities. For all withdrawals longer than 10 minutes, staff complete a Behaviour Incident Report, including:

- Reason for withdrawal.
- Duration and location.
- Staff supervising.
- Strategies used before withdrawal.
- Student's response and reintegration plan.

Before rejoining class, the student participates in a brief reflective conversation, covering what happened, how they are feeling now and discussion surrounding what needs happen to re-engage successfully. Any follow-up strategies or adjustments will be implemented. Parents/carers are notified of significant incidents on the same day.

The school notifies the Department of Education when:

- Withdrawal is used frequently or repeatedly for the same student
- An incident involves serious or unsafe behaviour requiring extended withdrawal
- A withdrawal results from a reportable incident under state or departmental guidelines
- Any pattern of withdrawal suggests the student may be at risk of disengagement or requires additional departmental support

Reports are submitted via the school's designated reporting system. Notifications are completed within required timelines set by the Department of Education.

Parents/carers are:

- Informed of significant incidents on the same day where possible
- Provided with information about the reason for withdrawal and the supports used
- Included in the development of any behaviour improvement or reintegration plans

Staff regulatorily review withdrawal records, and if patterns or repeated incidents continue to occur a Student Support Plan review or additional interventions may be put in place. Zeal Futures Secondary School ensures withdrawal practices comply with relevant Department of Education behaviour, safety, and regulatory guidelines.

AGREEMENT

I have read and understood all clauses in this handbook and agree to follow and adhere to Zeal Futures Secondary School policies and procedures.

I understand that if I do not follow these clauses I can expect to face disciplinary action and that my enrolment with Zeal Futures Secondary School may be subject to review.

I understand that I can discuss any aspects of this handbook or any other school policies and procedures at any time upon request.

Student name: _____

Student signature: _____ **Date:** _____

Parent/Carer name: _____

Parent/Carer signature: _____ **Date:** _____

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