Bathurst High Campus – Kelso High Campus

Innovation – Opportunity - Success

2015 Shared Course Handbook
Message from the College Principal

Welcome to Denison College of Secondary Education.

This booklet informs staff and students of the procedures and policies relating to Denison College and to shared courses in Stage 6.

Overview of Denison College of Secondary Education

Denison College of Secondary Education commenced operation in 2007. We are a Year 7 to 12 college consisting of Kelso High Campus and Bathurst High Campus.

Located in Bathurst, the College is the largest provider of secondary education in the area with student numbers for 2015 of over 1800, a College teaching staff of over 135 and support staff of around 30.

Denison College is committed to providing a stimulating and differentiated curriculum that meets the present and future needs of students. The co-curricular activities for all students in years 7 – 12 are wide and varied due to an extensive range of staff, resources and facilities. This blend allows the two campuses to maintain their own unique identities but with increased opportunities for students using the combined resources of the College.

Denison College of Secondary Education boasts a senior curriculum that is shared across both campuses. In 2015, Denison College is offering over 90 courses for study in the senior years. This includes courses studied at both campuses of Denison College as well as Bathurst Campus of TAFE. Shared classes operate on lines 3, 4, 7 (Wednesdays) and TAFE. This means that a student may have a timetable that includes classes at their home campus, a class at another campus and a class at TAFE.

Denison College provides free transport for students travelling between campuses.

Denison College has strong, established links with Primary Partner Schools. The College also works in association with TAFE and Charles Sturt University to provide students with increased access to opportunities, subject choice and exciting career pathways. These partnerships allow the College to provide a focus on transition from primary to high school, Year 10 into 11 as well as from Year 12 to tertiary education or to work.

Best wishes for a fulfilling year of teaching and learning at Denison College of Secondary Education.

Craig Petersen
Principal
Denison College of Secondary Education
Personnel

Denison College of Secondary Education

Craig Peterson  Sandra Chapman  Wendy Murphy  Cassandra Burt  Anna Townend
College Principal  HT Senior Studies, Bathurst High  HT Senior Studies, Kelso High  HT Junior Studies, Bathurst High  HT Junior Studies, Kelso High

Bathurst High Campus

Geoff Hastings  Stephanie Scott  Jenny Stirling
Campus Principal  Deputy Principal, Middle School (Rel)  Deputy Principal, Senior School

Kelso High Campus

Michael Sloan  Greg Hurford  Stephanie Brown
Campus Principal  Deputy Principal, Senior School  Deputy Principal, Middle School

There is a contact person, who is responsible for shared classes and students, on each campus of Denison College as well as at the Western Institute of TAFE.

- Wendy Murphy  HT Senior Studies, Kelso High Campus  phone 6331-4544
- Sandra Chapman  HT Senior Studies, Bathurst High Campus  phone 6331-3755
- Jackie Cousins  Campus Administrator, Western Institute of TAFE  phone 6338-2512
- Bob Harrison  TVET Coordinator, Western Institute of TAFE  phone 6338-2424

Bathurst Buslines  Carolyn James  Bathurst Buslines  phone 63312744

Definitions and Explanations

Home Campus  the campus where the student is enrolled
Host Campus  the campus where the student studies part time
Shared classes  classes that have students from more than one campus
Enrolment Procedures and Administration

New enrolments

New enrolments into the College may be accepted at any time as approved by the Campus Principal. This includes acceptance into shared classes.

Preliminary Course

During Semester Two, Year 10 students participate in a comprehensive transition process called Future Directions to assist them in the subject selection process for the Preliminary Course. Students not currently enrolled at Denison College are also encouraged to participate in this transition process.

Timetable lines are drawn up to best meet the needs of all students. Shared classes will operate on lines 3, 4 and 7 (Wednesdays) in 2015 and TAFE. During these processes, students from either campus will have equal opportunities to study a shared line course and they will be treated fairly and equitably in the allocation of students to courses.

Higher School Certificate Course

At the start of Term 4, Preliminary Course students participate in a comprehensive transition process, at their home Campus, to assist them to select their Higher School Certificate courses, including extension courses.

Students wishing to change a course or withdraw from a course

Students must discuss any desire to change courses with the Deputy Principal. No new enrolments of students from the other campus will be accepted into shared classes after Week 4 of Term 1, unless there are exceptional circumstances and agreement with the host campus.

If the Deputy Principal approves a course change, an email form will be sent from the home campus to the host campus.

Fees

Students are responsible for the fees charged by their home campus as well as any course fees for a shared course they are studying at the host campus. No additional general school contribution is levied by the host campus.

Textbooks and Other Resources

Textbooks are normally provided and issued by the host campus through their normal procedures. The home campus and host campus will work together to ensure the return of textbooks for students when they withdraw or at the end of the course.

Student Records

The host campus will maintain a file for each hosted student.

Student Information (such as name, address, medical details, disabilities, contact details, emergency contact details) is to be provided by the home campus to the host campus and TAFE. Mobile phone contact details must be provided where available.

Risk Management

The home campus will conduct a risk management assessment for shared courses. This will include:

- Management of medical conditions
- Management of travel between campuses
- Management of variations to routine
- Management of accidents and injuries. Where injuries occur with students at a host campus, copies of documentation will be supplied to the home campus.
When do the Shared Courses Operate?

Lesson times are coordinated between both campuses to allow for bus travel.

Shared classes operate for a double period of time during the normal school day, for a block of time on Wednesday or may operate after school.

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<tr>
<th></th>
<th>Monday</th>
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<tbody>
<tr>
<td><strong>Week A</strong></td>
<td>Shared Line 4 periods 1 &amp; 2</td>
<td>Shared Line 3 periods 5 &amp; 6</td>
<td>Shared Line 7 TAFE</td>
<td>Shared Line 4 periods 3 &amp; 4</td>
<td>Shared Line 3 periods 3 &amp; 4</td>
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<td><strong>Week B</strong></td>
<td>Shared Line 4 periods 3 &amp; 4</td>
<td>Shared Line 3 periods 1 &amp; 2</td>
<td>Shared Line 7 TAFE</td>
<td>Shared Line 4 periods 5 &amp; 6</td>
<td>Shared Line 3 periods 3 &amp; 4</td>
</tr>
</tbody>
</table>

Bus Transport

The College has an arrangement with Bathurst Buslines to transport students between campuses. The bus schedule is arranged to suit the timetable at both campuses. There is no cost to the student.

Students are responsible for being at the pick-up points at the appropriate times, as the bus will depart as scheduled. See Appendix B for the bus timetable.

Students who choose to drive between campuses must have written parental permission approved by the Deputy Principal of the home campus and must not transport other students.

All shared course students will be required to present a Denison College Bus Pass each time they board the bus. Bus travel on Bathurst Buslines buses is free of charge for travel:

- to and from a student’s home or host campus in the morning to school, afternoon from school and during recess and lunch for shared course classes; and
- to and from TAFE for TVET courses

Lost or Misplaced Bus Passes

Each student will require a Denison College bus pass at all times or will be required to pay the current commercial fare. If it is lost or stolen, the student must report immediately to the HT Senior Studies who will arrange a temporary pass on school letterhead and organise a replacement (current cost $11.00).

After School Hours

Students can use their normal bus pass or their Denison College bus pass to travel home from classes that finish late, including from TAFE, however Bathurst Buslines town services finish at 6 pm.

Students who use a non-commercial bus operator or if a class finishes later than an available bus service may need to arrange their own transport home.
Information for Students

Each student enrolled in a shared course at a host campus will be issued with the Shared Course Handbook at the commencement of the year. The Handbook contains information such as maps of the school, bell times, transport arrangements, expectations, procedures, contact persons and associated administration arrangements.

Students are expected to attend all scheduled lessons. The Campus contact person will notify the host campus of any variations. Students must also keep their shared class teacher informed of their commitments such as VET work placement and excursions.

It is the responsibility of students to catch up on any work missed for any reason. Students should contact their course teacher where there is any problem. If the teacher is not available, students must contact the home campus contact person, Student Adviser or Deputy Principal.

Students must note that one absence is a significant loss of lesson time. Students are responsible for avoiding any absences from their courses.

Students in shared classes on a host campus are expected to abide by all the rules, procedures and expectations of that campus and are answerable to the Principal of that campus for that subject.

Students must inform the Head Teacher of the faculty, the Campus contact person or the College Head Teacher of any matters of concern.

Students are encouraged to use the facilities at the host campus including the library and canteen.

Assessment and Reporting

All information on Assessment and Reporting, including N Determination, is available in the Higher School Certificate and the Preliminary Course Assessment Booklets. These booklets are issued to all students and teachers at the beginning of the course.

Students who are attending shared classes will be reported on by the host teacher and the report form will be provided to the home campus contact person for distribution.

School-based assessments will be conducted at the host campus. Examinations will be conducted at the home campus.

Under normal circumstances, the Higher School Certificate written examination will be undertaken at the home campus.

Parents will be encouraged to attend the Parent Teacher Interviews of the host campus.

The host campus may initiate processes for an ‘N’ Determination and warning letter being issued. The “N” determination letters for TVET courses will be issued by the TAFE TVET coordinator.

Board of Studies Administration

The Campus Deputy Principal will oversee the overall study pattern of students.

The Head Teacher Senior Studies at each campus is responsible for Board of Studies entries.

In the case of VET shared courses, the BOSTES competencies studied, achieved and work placement hours will be entered at the host campus.

Assessment Marks for shared courses will be entered at the host campus.
Student Attendance and Progress

Teachers will mark the class roll every lesson and keep accurate records of attendance. Issues regarding Progress and Attendance needs to be reported to the Campus Head Teacher Senior Studies.

Students are responsible for informing their host teacher of any intended absence.

The classroom teacher will contact the Campus Head Teacher Senior Studies after two blocks of time are missed within a fortnight, without satisfactory explanation. The home campus will be notified.

Student progress reviews will be completed regularly for all shared courses.

At any stage, if the class teacher is concerned about a student’s progress, they are to contact the Head Teacher Senior Studies of the home campus. A student interview by the home campus may follow.

Students whose progress (including attendance) is causing continued concern will be identified and interviewed by the Deputy Principal of the home campus.

Roll Call at Kelso High Campus

Shared course students from Bathurst High Campus attending Kelso Campus on Monday A or Tuesday B will attend a designated roll call class marked at the beginning of the day in the library.

Staffing Information

Staffing of shared classes

Allocation of teachers to classes is the responsibility of the College Management Group and the Campus Executive.

Staff members teaching at another campus are accountable to the host Principal, host Head Teacher and the host Campus co-ordinator.

Variations to Routine

Teachers of shared classes will avoid any variation to routine that will impact on a shared class. Excursions should be organised to minimise the impact on shared courses. This is also essential where the student attends TAFE on Wednesday as the TAFE teaching year is shorter and every session is required to cover the course requirements. All campuses, including TAFE, must be notified if any variations that may affect the shared courses.

Excursions will be conducted under the Campus Excursion Policy.

Staff leave

Where the class teacher is absent for any reason, priority will be given by the home campus to replacing the teacher with a suitable replacement.

Cancellation or postponement of any class must be a last resort. However, where this occurs, it can only be approved by the host campus Deputy Principal and notified to the home campus Deputy Principal.

Copies of letters which are sent out from the host campus to a parent regarding the student’s progress, attendance or conduct will be provided to the home campus.
## Appendix A – Bell Times

### Bathurst High Campus

<table>
<thead>
<tr>
<th>Period</th>
<th>Monday</th>
<th>Thursday</th>
<th>Tuesday Week 1</th>
<th>Tuesday Week 2</th>
<th>Wednesday</th>
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<tbody>
<tr>
<td>1</td>
<td>9:15 – 10:05</td>
<td>1</td>
<td>9:15 – 10:00</td>
<td>1</td>
<td>9:15 – 10:10</td>
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<tr>
<td>2</td>
<td>10:05 – 10:55</td>
<td>2</td>
<td>10:00 – 10:45</td>
<td>2</td>
<td>9:57 – 10:40</td>
</tr>
<tr>
<td>3</td>
<td>11:25 – 12:20</td>
<td>School Assembly</td>
<td>11:15–11:55</td>
<td>Year Assembly</td>
<td>Year Assembly</td>
</tr>
<tr>
<td>4</td>
<td>12:20 – 1:15</td>
<td>Lunch</td>
<td>1:15 – 1:45</td>
<td>Lunch</td>
<td>1:15 – 1:45</td>
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<td>Lunch</td>
<td>1:15 – 1:45</td>
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<td>1:15 – 1:45</td>
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<td>Lunch</td>
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<tr>
<td>5</td>
<td>1:45 – 2:35</td>
<td>Lunch 2</td>
<td>1:30 – 1:50</td>
<td>Lunch</td>
<td>1:45 – 2:35</td>
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<tr>
<td>6</td>
<td>2:35 – 3:25</td>
<td>Lunch 1</td>
<td>1:10 – 1:30</td>
<td>Lunch</td>
<td>1:50 – 2:40</td>
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### Kelso High Campus

<table>
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<tr>
<th>Period</th>
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<th>Thursday</th>
<th>Friday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<tbody>
<tr>
<td>Roll Call</td>
<td>9:00 – 9:10</td>
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<td></td>
<td>Roll Call</td>
<td>9:00 – 9:10</td>
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<tr>
<td>1</td>
<td>9:10 – 10:04</td>
<td></td>
<td></td>
<td>1</td>
<td>9:10 – 10:00</td>
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<tr>
<td>2</td>
<td>10:04 – 10:57</td>
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<td></td>
<td>2</td>
<td>10:00 – 10:50</td>
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<tr>
<td>Recess</td>
<td>10:57 – 11:17</td>
<td></td>
<td></td>
<td>Recess</td>
<td>10:50 – 11:10</td>
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<tr>
<td>3</td>
<td>11:17 – 12:11</td>
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<td></td>
<td>Assembly W1 – Year W2 – School</td>
<td>Year W1 – Year W2 – School</td>
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<tr>
<td>4</td>
<td>12:11 – 1:04</td>
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<td>3</td>
<td>11:30 – 12:20</td>
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<tr>
<td>Lunch 1</td>
<td>1:04 – 1:24</td>
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<td>Lunch 1</td>
<td>1:10 – 1:30</td>
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<td>Lunch 2</td>
<td>1:24 – 1:44</td>
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<td>1:30 – 1:50</td>
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<td>5</td>
<td>1:44 – 2:37</td>
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<td>Lunch</td>
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## Appendix B – Bus Timetable

### Denison College Bus Timetable Week A - 2015

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<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
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<tbody>
<tr>
<td><strong>BS</strong></td>
<td>Bathurst Buslines school service or own arrangements</td>
<td>Bathurst Buslines school service or own arrangements</td>
<td>Bathurst Buslines town services to TAFE or Denison College</td>
<td>Bathurst Buslines town services to TAFE or Denison College</td>
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<tr>
<td><strong>Recess</strong></td>
<td>Depart BHC 11:05am</td>
<td>Depart BHC 11:05am</td>
<td>Depart KHC 12:35pm</td>
<td>Depart BHC 12:35pm</td>
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<td></td>
<td>Depart KHC 11:15am</td>
<td>Depart KHC 11:15am</td>
<td>Depart TAFE 1:10pm</td>
<td>Depart KHC 12:35pm</td>
<td>Depart KHC 12:35pm</td>
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<td></td>
<td>Finish BHC 11:25am</td>
<td>Finish BHC 11:25am</td>
<td>Finish TAFE 1:10pm</td>
<td>Finish BHC 11:25am</td>
<td>Finish BHC 11:25am</td>
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<td><strong>Pt</strong></td>
<td>Buses depart:</td>
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<td>BHC – Keppel St</td>
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<tr>
<td><strong>Lunch</strong></td>
<td>Depart KHC 1:20pm</td>
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<tr>
<td><strong>Late</strong></td>
<td>Bathurst Buslines school service or own arrangements</td>
<td>Bathurst Buslines school service or own arrangements</td>
<td>Bathurst Buslines town services leave TAFE at 4:37, 5:37pm (run 526), 4:37, 5:37pm (run 527).</td>
<td>Bathurst Buslines town services leave TAFE at 4:37, 5:37pm (run 526), 4:37, 5:37pm (run 527).</td>
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### Denison College Bus Timetable Week B - 2015

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
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<td><strong>Pt</strong></td>
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<td><strong>Lunch</strong></td>
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</tr>
</tbody>
</table>
Bathurst High Campus Map
CONTACT DETAILS

Denison College of Secondary Education
PO Box 499, Bathurst
Tel: 0429 110 098
Web: www.denisoncollege.education.nsw.gov.au

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Tel: 02 6331-3755
Fax: 02 6332-2302
Email: bathurst-h.schools@det.nsw.edu.au
Web: www.bathurst-h.schools.nsw.edu.au

Kelso High Campus
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PO Box 499, Bathurst
Tel: 02 6331-4544
Fax: 02 6332-1678
Email: kelso-h.schools@det.nsw.edu.au
Web: www.kelso-h.schools.nsw.edu.au

TAFE NSW Western Institute
Panorama Ave, Bathurst, NSW, 2795
PO Box 143, Bathurst
Tel: 02 6338-2424
Fax: 02 6331-9793
Web: www.tafensw.edu.au

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