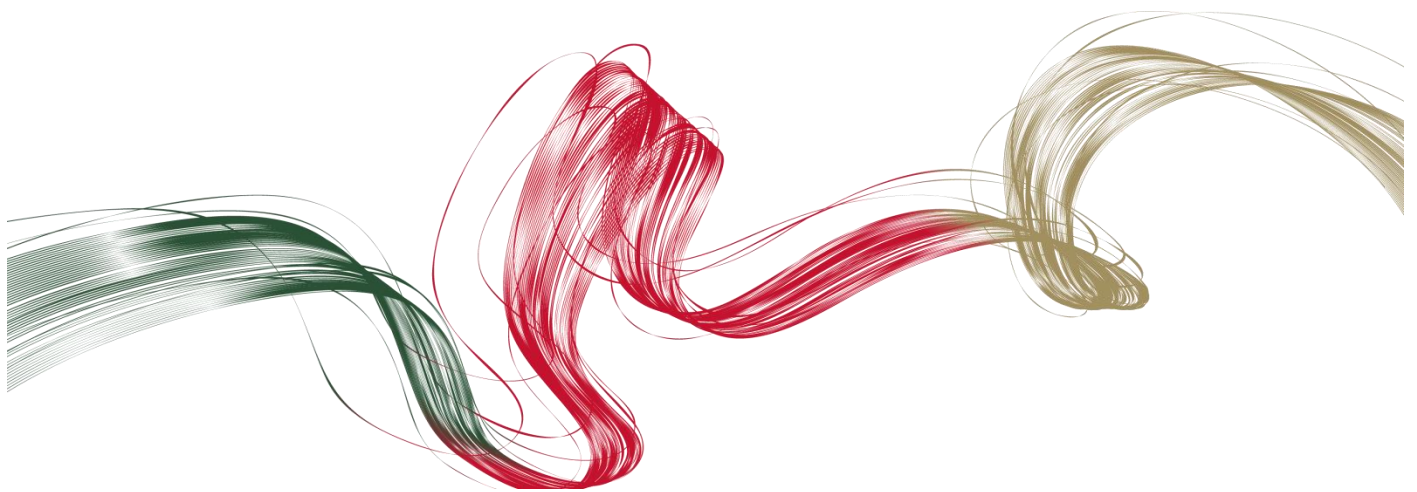




THE RIVERS SECONDARY COLLEGE

The heart of secondary education for Lismore



Shared Curriculum Handbook for Students and Parents 2022

THE RIVERS SECONDARY COLLEGE

Kadina High Campus – Lismore High Campus – Richmond River High Campus

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A Message from the Executive Principal

Welcome to The Rivers Secondary College.

These continue to be exciting times for education in the Lismore area. Thank you for displaying your confidence in The Rivers Secondary College Shared Curriculum model. The college model that is now firmly established between Kadina High Campus, Lismore High Campus and Richmond River High Campus provides unprecedented opportunities for students to access a very broad senior curriculum. First class programs and highly qualified teachers provide the ideal learning environment where every student can realise their true potential.

A caring culture and dedicated teachers ensure that every student is our priority. As a member of our college, you will not only benefit from the exceptional opportunities that we are able to offer but you will be asked for input on possible future innovations. Our focus is on high expectations, excellence in learning and a commitment to delivering opportunities for all students to succeed in a safe and nurturing environment. We develop young citizens of the future who recognise their place and responsibility as members of both a local and global community.

Our staff are passionate about providing every opportunity for students to reach their personal best through the development of excellent study programs. We have an innovative focus across the campuses and a core belief that as a college we are always getting better.

Our college offers an extensive curriculum and high quality, comprehensive extra-curricular programs. Our students excel in creative and performing arts, sport, community volunteering, leadership and academic areas. Take up the many challenges that you will be offered and make the most of what the college has to offer in academic, sporting, creative and performing arts and leadership programs.

Our students benefit from strong links and educational partnerships with Southern Cross University, North Coast TAFE, Connect, Local Services Clubs (such as Rotary and Lions), Nulingah Aboriginal Lands Council, Lismore City Council, New Choices and Northern Rivers Social Development Council.

As a college, opportunity, excellence and innovation are key features that we intend to embed into the development of our academic and extra-curricular activities for our broad range of students. We are continually reflecting on existing and new ways of educational delivery that achieve excellence, enhance student opportunities and success.

Mr Chris Williams
Executive Principal 2022
The Rivers Secondary College

College Personnel - 2022

The Rivers Secondary College



Chris Williams
Executive Principal



Andrew Piper
Head Teacher



Niki Roles
Administrative Officer

Kadina High Campus



James Whitchard
Principal



Tracy McGrath
Deputy Principal



Belinda Cherry
Shared Curriculum Coordinator

Lismore High Campus



Kirt Swanbury
Principal



Trent Graham
Deputy Principal



Stephanie Coble-Runge
Deputy Principal



Laura Zappia
Shared Curriculum Coordinator

Richmond River High Campus



Luke Woodward
Acting Principal



Belinda Marr
Deputy Principal



Paula Moverley
Shared Curriculum Coordinator

Definitions and Explanations

Home campus	The campus where the student is enrolled
Host campus	The alternate campus where the student studies
Shared Curriculum classes	Classes that have students from more than one campus
Shared Curriculum students	Students that attend classes at 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 Curriculum classes.

Preliminary Course:

Towards the end of semester 1, Year 10 students participate in a comprehensive subject selection process for their senior studies.

The timetable is developed across all three campuses so as to meet the needs of all students. Shared Curriculum courses will operate on lines 3, 4, 7 & 8 in 2022. Students from all campuses have equal opportunities to study a Shared Curriculum Course. Subject lines for all Shared Curriculum are shown in the tables on page 9 and 10.

Students wishing to change a course or withdraw from a course:

Students must first discuss any request to change courses with their careers or year advisor at their home campus. No class changes to Preliminary Shared Curriculum courses will be accepted in the first 3 weeks or after Week 6 of Term 1, unless there are exceptional circumstances and agreement with the host campus. A completed Application for a Change of Subject Form will need to be given to the student's home campus subject change coordinator. Part of this subject change process will require the approval of the Shared Curriculum coordinator. Once a subject change has been finalised an email will be sent to the Rivers Desk, who will confirm this with the host campus. The Shared Curriculum coordinator will then advise the student of the decision made.

HSC Course:

Shared Curriculum courses offered as a Preliminary course will continue into the High School Certificate course. Any course change must be discussed with the Shared Curriculum coordinator of the student's home campus.

Fees

Students will receive an invoice from their home campus that will include a voluntary General Contribution and their home campus subject fees. Subject fees for a Shared Curriculum course studied at another campus will be invoiced by the host campus and are payable to the host campus. Students need to be aware that course materials may not be supplied until fees are paid.

Payments for items consumed in core practical subjects are essential for ongoing availability of hands-on materials used by students. These subjects use a wide range of materials to stimulate and develop students' interests and abilities. We would appreciate the payment of these contributions as soon as possible.

When choosing Industrial Arts subjects including, Wood, Metal and other subjects in the TAS area, students must supply their own safety glasses (discuss with relevant class teacher), leather shoes and hearing protection (ear plugs/muffs). It is a legal requirement that students have this equipment.

Areas where safe footwear must be worn:

In accordance with the Safe Working Policy the Department has identified areas of its workplaces where appropriate footwear must be worn by staff, students and visitors to ensure their safety. Areas where enclosed leather footwear (or other material confirmed by the manufacturer to be suitable, refer to Australian/NZ Standard 2210: Safety Protective and Occupational Footwear) is required are:

- Industrial Arts and Trades workshop areas
- Science laboratories
- Canteen or Food Technology (kitchen) areas

Sandals, open footwear or high-heeled shoes are not permitted in these areas. If a student attends a class or activity with inappropriate footwear an alternative educational activity will be offered, until the student is wearing appropriate footwear.

Lismore High Campus – Subjects that incur additional charges					
YEAR 11	Subject	Cost	Year 12	Subject	Cost
	Chemistry	\$10.00		Chemistry	\$20
	Design and Technology	\$50.00		Drama	\$10
	Industrial Technology Metal	\$50.00			
	Agriculture	\$20.00			
	Marine Studies	\$25.00			

Kadina High Campus – Subjects that incur additional charges					
YEAR 11	Subject	Cost	Year 12	Subject	Cost
	Business Studies	\$10		Physics	\$15.00
	Business Services Admin'	\$10			
	Construction	\$35.00		Construction	\$35.00
	Drama	\$10		Entertainment	\$50.00
	Hospitality	\$140.00 + Uniform \$25.00		Hospitality	\$140.00
	SLR	\$10			
	Modern History	\$10			

PDHPE	\$10		
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Richmond River High Campus - Subjects that incur additional charges					
YEAR 11	Subject	Cost	Year 12	Subject	Cost
	Agriculture	\$70.00		Agriculture	\$60.00
	Construction	\$90.00		Construction	\$80.00
	Hospitality	\$55.00-uniform \$160.00-toolbox		Hospitality	\$120.00
	Exploring Early Childhood	\$10.00		Manufacturing & Engineering	\$80.00
	PDHPE	\$10.00		Primary Industries	\$80.00
	Ceramics	\$120.00		Ceramics	\$120.00
	Visual Design	\$80.00		Visual Arts	\$80.00
	Photography	\$130.00		Software Design & Development	\$28.00

Textbooks

Textbooks are normally provided by the host campus through their normal procedures. The host campus teacher will follow up with their students to ensure the return of textbooks if they withdraw from the subject. In the event of a student signing out of school, all textbooks will need to be handed in to the student's home campus if they have not already been returned to the class teacher at the host campus.

Student Records

The home campus will maintain the student file for each Shared Curriculum student. Student information (such as name, address, medical details, disabilities, learning support needs, contact details, emergency contact details) is to be provided by the home campus to the host campus.

Risk Management

The college will conduct a risk management assessment for Shared Curriculum courses. This will include: management of medical conditions, travel between campuses, variations to routine and accidents and injuries. Should an injury occur at a host campus, copies of the documentation will be supplied to the home campus.

Lesson times for Shared Curriculum Courses

Campus Hours:

The Rivers Secondary College campus hours are 8.30am to 3.15pm, Monday to Friday.

First Day of School 2022:

Staff Development Days:

Friday **28 January 2022 and**

Monday **31 January 2022**

Tuesday **1 February 2022 (Week A)**

Wednesday **2 February 2022**

Years 7 and 11, 12 return to school:

All students return:

BELL TIMES

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 (Senior)	8.30 - 9.20	8.30 - 9.20	8.30 - 9.20	8.30 - 9.20	8.30 - 9.20
Roll Call (Yrs 7-10)	9.10 - 9.20	9.10 - 9.20	9.10 - 9.20	9.10 - 9.20	9.10 - 9.20
Period 2	9.20 - 10.10	9.20 - 10.10	9.20 - 10.10	9.20 - 10.10	9.20 - 10.10
Period 3	10.10 - 11.00	10.10 - 11.00	10.10 - 11.00	10.10 - 11.00	10.10 - 11.00
Recess	11.00 - 11.20	11.00 - 11.20	11.00 - 11.20	11.00 - 11.20	11.00 - 11.20
Period 4	11.20 - 12.10	11.20 - 12.10	11.20 - 12.10	11.20 - 12.10	11.20 - 12.10
Period 5	12.10 - 1.00	12.10 - 1.00	12.10 - 1.00	12.10 - 1.00	12.10 - 1.00
Lunch	1.00 - 1.40	1.00 - 1.40	1.00 - 1.40	1.00 - 1.40	1.00 - 1.40
Period 6	1.40 - 2.30	1.40 - 2.30	1.40 - 2.30	1.40 - 2.30	1.40 - 2.30
Period 7	2.30 - 3.15	2.30 - 3.15	2.30 - 3.15	2.30 - 3.15	2.30 - 3.15

Subject Lines for Shared Curriculum Courses Year 12 2022 (shown in blue)

Location	Line 1	Line 2	Line 3	Line 4	Line 5	Line 6	Line 7 (Wed. AM)	Line 8 (Wed. PM)
Kadina High Campus	Advanced English Standard English English Studies	Mathematics Mathematics Advanced Math Standard Visual Arts	Business Studies CAFS Food Technology Business Services	Ancient History Physics SLR	Legal Studies Music PDHPE SLR	Biology Exploring Early Childhood Japanese Modern History	Construction Primary Industries Maths Extension English Extension	Entertainment Hospitality
Lismore High Campus	Mathematics Math Standard 2 Math Standard 1	Advanced English Standard English English Studies	Chemistry Food Technology Society and Culture	CAFS Drama Industrial Technology Visual Arts	Biology Business Studies Sports, Lifestyle and Recreation	Ancient History Music PDHPE	Photography	Agriculture
Richmond River High Campus	Advanced English Standard English English Studies	Mathematics Math Standard 2 Math Standard 1	Visual Arts Business Studies Japanese Legal Studies Manufacturing and Engineering Marine Studies	Agriculture Ancient History Visual Arts Chemistry Exploring Early Childhood Software Design & Development SLR	Earth & Environment Music PDHPE SLR Textiles & Design Industrial Technology	Ancient History Biology Drama Physics Work Studies	Ceramics Primary Industries Maths Extension 1	Construction Hospitality English Extension 1

N.B. Extension English and Mathematics will not run at the same time and may be timetabled in the morning or afternoon on Wednesday

Subject Lines for Shared Curriculum Courses Year 11 2022 (shown in blue)

Location	Line 1	Line 2	Line 3	Line 4	Line 5	Line 6	Line 7 (Wed. AM)	Line 8 (Wed. PM)
Kadina High Campus	English Standard English Advanced English Studies	Maths Advanced Maths Standard 2 Maths Standard 1 Numeracy	Business Studies Drama SLR	Business Services Administration Modern History PDHPE	Food Technology Legal Studies Visual Arts	Biology Exploring Early Childhood SLR	Hospitality	Construction Extension English
Lismore High Campus	Maths Advanced Maths Standard 2 Maths Standard 1 Aboriginal Studies	English Standard English Advanced English Studies	Music SLR Hospitality	Ancient History Chemistry Design and Technology PDHPE	SLR Business Studies Community and Family Studies	Agriculture Photography Biology	Industrial Tech Metal	Drama Marine Studies
Richmond River High Campus	Maths Advanced Maths Standard Numeracy	English Standard English Advanced English Studies	Earth & Environ. Science Exploring Early Childhood PDHPE Physics Visual Design	Biology Business Studies Japanese Work Studies	Biology Construction Drama Hospitality Legal SLR	Agriculture Visual Arts Geography Music SLR	Extension Maths Hospitality Photography	Ceramics Marine Studies

N.B. Extension English and Mathematics will not run at the same time and may be timetabled in the morning or afternoon on Wednesday

Transport between Campuses

Buses:

Students have responsibility to make their own travel arrangements from home to classes starting in period 1, at 8:30am. Similarly, students who have a Shared Curriculum class that finishes at the end of the day at a host campus will need to make their own arrangements to travel home. Where Shared Curriculum students need to commute from one campus to another during the school day, transport between campuses has been arranged with Bulzomi Bus Lines. This is a free service for all Shared Curriculum students. The Rivers Bus will run on Monday, Tuesday, Thursday and Friday.

On Wednesday there is no free Rivers Bus service organised to and from a host campus. However, when a student has two subjects running on Wednesday and needs to commute during the school day, the college currently provides transport through Lismore Taxi Service. Campus coordinators will advise students as to the specific details of this service.

Students are reminded that when travelling between campuses, they are representing The Rivers Secondary College and should conduct themselves in a manner that brings credit to themselves and the college.

Rivers Bus - Monday, Tuesday, Thursday and Friday

Lismore Taxi Service- Wednesday

Departure Times Buses depart at 11am and 1pm from **RRHC** and **KHC** travelling to **LHC**

Buses depart at 11:15am and 1:15pm from **LHC** to **RRHC** and **KHC**

A 20 minute recess is insufficient time to travel between RRHC and KHC. Time will be lost from period 4 and the teachers at all campuses are aware that Shared Curriculum students will arrive late to class. Students will not be penalised for this lateness and teachers will not introduce any new material during the first 15 minutes of class, so as not to disadvantage commuting students.

Departure Points Kadina High Campus – Bus bay, Kadina Street, Goonellabah

Lismore High Campus – Bus bay, Dalley Street, Lismore

Richmond River High Campus – Bus bay, Lake Street, Lismore

Students are responsible for being at the departure points at the appropriate times; The Rivers Bus or a pre-ordered taxi will not wait for a student and will depart as scheduled.

NOTE: Should the transportation be late please contact the front office.

Kadina High Campus: 6624 3133

Lismore High Campus: 6621 5185

Richmond River High Campus: 6621 3456

Private Car Use

The college recognises that students in possession of a current drivers' licence are able to drive to and from campuses. A number of important points need to be considered, including:

- I. the safety of the student
- II. the safety of other road users and pedestrians
- III. the availability of parking spaces at the campus and the rights of local residents in nearby streets

Students must have written parent permission:

- I. to drive between campuses during campus hours
- II. to take other students as passengers in their vehicle
- III. to travel as a passenger in another student's vehicle (passengers will need a separate permission note for each vehicle driver)

As the students' situation changes, it is their responsibility to inform their home campus office they no longer require bus transport, and apply for the appropriate permission. '*Permission to Drive*' forms are available from the Shared Curriculum coordinator, the administration office at each campus and can be downloaded as a pdf from the campus and college websites. A copy has been included in this handbook for your information.

Attendance at the start of Year 11 courses

In the instance of an unexplained non-attendance at the start of Year 11, a student's position in a full class will be relinquished after two weeks of non-attendance. This place will subsequently become available to other students.

When the student returns they will have to request to join a course and if accepted will be required to complete the academic requirements for the course. This course may be that which their position was relinquished, if room has become available, otherwise entry into another suitable course will have to be requested.

Teachers will continue with the policy of Unsatisfactory Performance notifications for the subjects that the student originally enrolled in until the student either returns or is officially removed from the rolls.

Shared Curriculum Student Expectations

Each student enrolled in a Shared Curriculum course at a host campus will be issued with the Shared Curriculum Student Handbook and participate in an orientation program in term 4.

Student attendance is compulsory at all scheduled lessons. Student attendance will be recorded for every lesson. Students are expected to attend all scheduled lessons unless they are attending an official activity at their home campus (eg: work placement, carnival, excursion, camp). Students must keep their Shared Curriculum class teacher informed of their commitments and notify them of any intended absence.

It is the responsibility of the student to catch up any work missed for any reason. Students should contact their course teacher where there is a problem. If the teacher is not available, students must contact the Shared Curriculum coordinator at their home campus.

Students in Shared Curriculum courses are expected to follow the rules, procedures and expectations of that campus. When attending a host campus, students are answerable to the principal of that campus. When at a host campus or on a host campus excursion, students are expected to conduct themselves in a manner that brings credit to themselves, their home campus and The Rivers Secondary College.

Students can inform their host campus teacher, the head teacher of the college, head teacher of the faculty, year advisor or the Shared Curriculum coordinator with any matters of concern.

Copies of letters which are sent from the host campus to a parent or carer regarding a student's progress, attendance or conduct will be provided to the home campus by the head teacher of that subject.

Campus Facilities

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

Canteens: are open from approximately 8.30am.

Libraries: to borrow items contact the librarian who will make the necessary arrangements. Libraries offer printing for a nominal fee.

Assessment, Examinations and Reporting

Students who are undertaking shared curriculum courses will be reported on by the host teacher and reports will be collated and distributed by the student's home campus.

Assessments will be conducted by the host campus. The due date for any Shared Curriculum assessment task will be scheduled for the end of a timetabled period for that class.

Examinations will be held at the student's home campus with the exception of subjects that require students to participate in an aural listening or practical task, e.g. Music. The Rivers Secondary College examination rules apply to all Preliminary and HSC course examinations.

Illness and Misadventure: In the event that a student needs to apply for consideration due to an illness or misadventure, the same procedures apply across the college. Students will need to submit an application to the head teacher of the subject concerned.

'N' determination: Warning letters and processes may be initiated and issued by the host campus and communicated to the Shared Curriculum coordinator at the student's home campus.

Please refer to your campus' Stage 6 Assessment Guide, Assessment Policy and Assessment Schedules document for further details.

Parent/Teacher interviews: Parents and carers will be able to meet with all their student's Shared Curriculum teachers at the Stage 6 Combined Campus Parent Teacher Evening in term 2. To allow parents and carers of senior students to see all teachers in the same evening, this event will be held on one site. The venue and date will be advertised on The Rivers Secondary College and campus websites, Facebook and campus newsletters.

New South Wales Education Standards Authority (NESA)

The home campus is responsible for NESA entries. In the case of VET Shared Curriculum courses, the competencies studied, achieved and work placements hours will be entered by the host campus.

Student Attendance and Progress

Teachers will mark the class roll every lesson and keep accurate records of attendance. Concerns regarding student attendance and progress will be reported to the head teacher of the college and the student's home campus. Students are responsible for informing their host teacher/s of any intended absence in advance. At any stage, if the class teacher has concerns about a student's progress, they are to contact their head teacher and may liaise with the head teacher of the college. Progress and attendance concerns may be followed up through a student interview by the home campus.

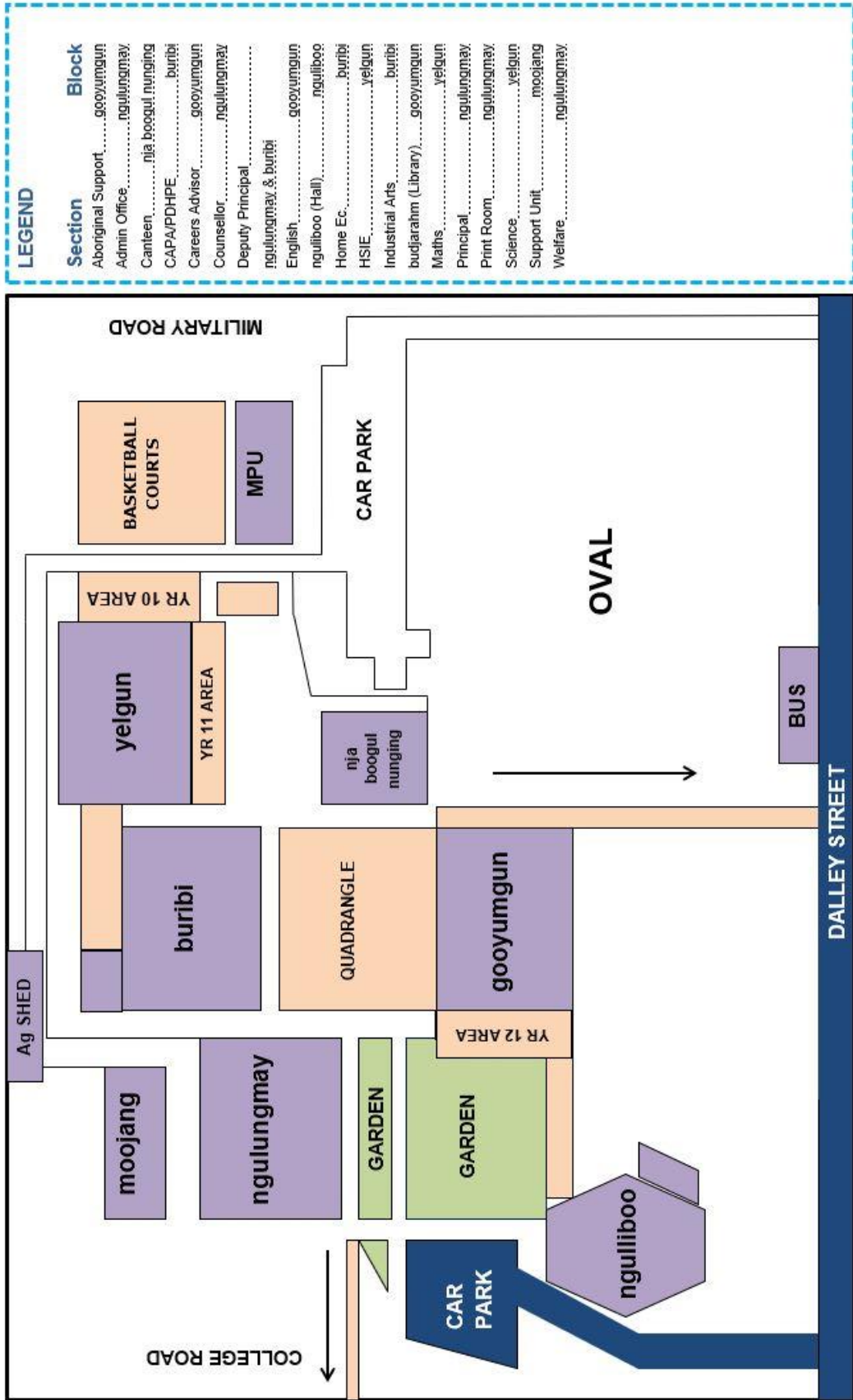
Staffing Information

Variations to Routine and Excursions: Teachers will make every effort to reduce the impact any Variation to Routine may have on a Shared Curriculum course, however this may be unavoidable due to venue availabilities or booking limitations. All campuses must be notified of any Variations to Routine that may affect Shared Curriculum courses.

Further and current information can be obtained from your Shared Curriculum coordinator or the head teacher of the college.



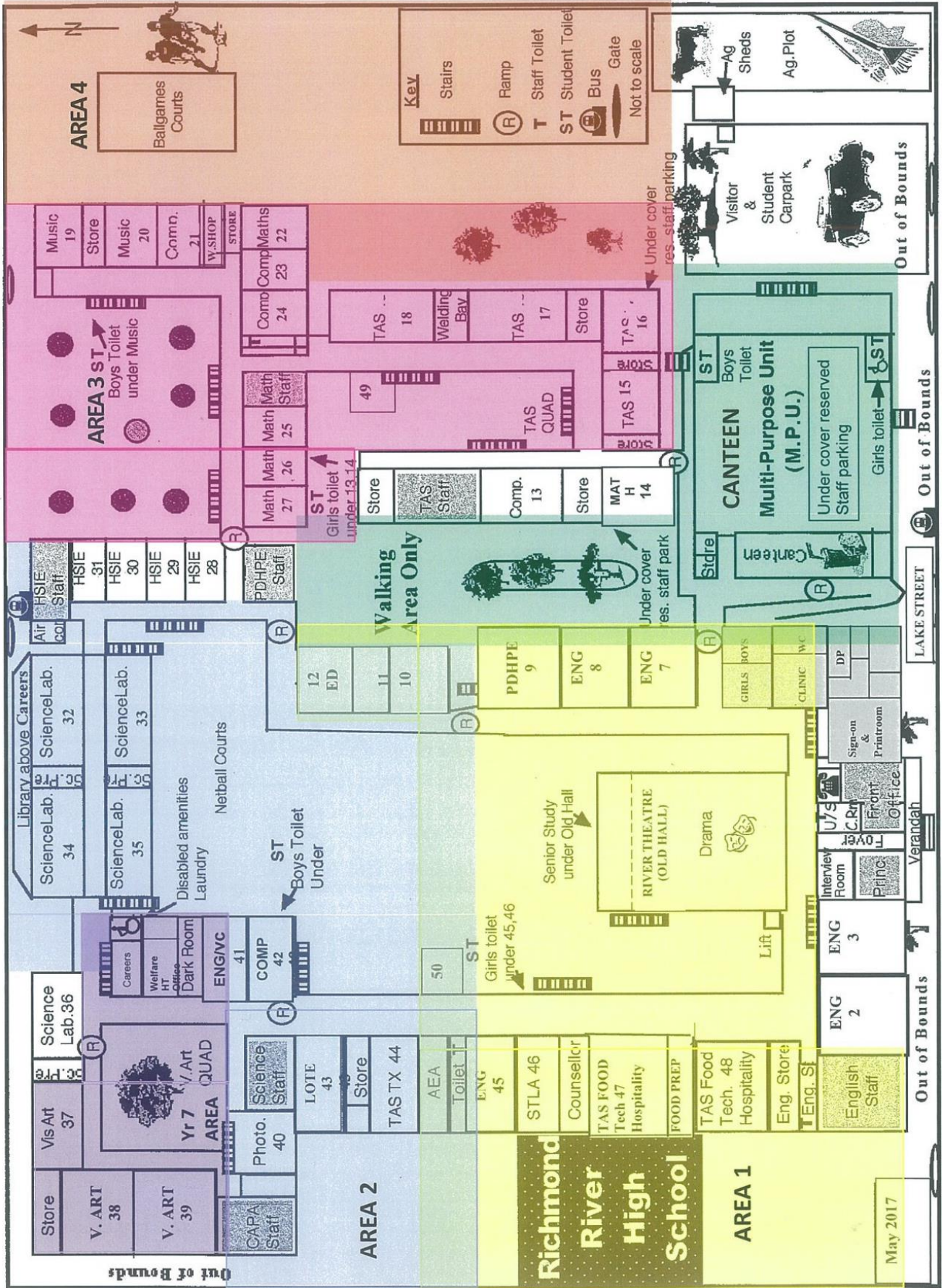
Welcome to Lismore High Campus



LEGEND

Section	Block
Aboriginal Support	gooyungun
Admin Office	ngulungmay
Canteen	nja boogul nunging
CAPA/PDHP	buribi
Careers Advisor	gooyungun
Counsellor	ngulungmay
Deputy Principal	
ngulungmay & buribi	
English	gooyungun
ngulliboo (Hall)	ngulliboo
Home Ec.	buribi
HSIE	yeigun
Industrial Arts	buribi
budjarahm (Library)	gooyungun
Maths	yeigun
Principal	ngulungmay
Print Room	ngulungmay
Science	yeigun
Support Unit	moojang
Welfare	ngulungmay

RICHMOND RIVER HIGH CAMPUS MAP





THE RIVERS SECONDARY COLLEGE

The heart of secondary education for Lismore

Further contacts and information

Executive Principal -

Kadina High Campus

Kadina Street

GOONELLABAH NSW 2480

Ph: 6624 3133

Email: christopher.williams12@det.nsw.edu.au

Head Teacher -

Lismore High Campus

Dalley Street

LISMORE NSW 2480

Ph: 6621 5185

Email: andrew.piper9@det.nsw.edu.au

Administration Support

Kadina High Campus

Officer -

Kadina Street

GOONELLABAH NSW 2480

Ph: 6624 3133

Email: nicole.roles1@det.nsw.edu.au

Websites:

<http://therivers.schools.nsw.gov.au/>

<http://www.kadina-h.schools.nsw.edu.au/>

<http://www.lismore-h.schools.nsw.edu.au/>

<http://www.richmondri-h.schools.nsw.edu.au/>



THE RIVERS SECONDARY COLLEGE

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Dear Parents/Carers

USE OF PRIVATE MOTOR VEHICLES BY SHARED CURRICULUM STUDENTS

The following information outlines the rules associated with the privilege of driving to and from each of campuses of The Rivers Secondary College for students enrolled in Shared Curriculum subjects.

1. OBTAINING PERMISSION

This *Permission Form* must be completed and signed by the student and yourself and returned to the Shared Curriculum coordinator at the students' home campus for inclusion in their student file and the Rivers Desk will be notified. This acknowledges that you and the student have read the conditions and you have given permission for them to drive to and from campuses for Shared Curriculum classes.

If the student intends to convey passengers between campuses the *Passenger Details* page must be completed including intended passengers and signatures of parent/carer for each party.

Please also include a copy of the driver's license and vehicle registration for the vehicle in use.

2. CONTINUING REQUIREMENTS

Once permission has been granted, the student must comply with the requirements outlined below.

- Passengers limited to number of seat belts.
- Change of registration or additional cars must be notified.
- Cars must only be used to transport directly to and from a campus.
- Vehicles must be parked in appropriate parking facilities at each campus.
- Remember that the student represents The Rivers Secondary College when driving to and from campuses. Members of the community are likely to complain about any unacceptable behaviour. Such complaints may be referred to the local Police, complete with all relevant details.

3. STUDENT DRIVERS

The student may only carry passengers for whom a permission note has been received.

Failure to observe these requirements will result in loss of the privilege of driving to campuses for Shared Curriculum classes.

Yours sincerely

Chris Williams
Executive Principal

KADINA HIGH CAMPUS

Kadina St Goonellabah NSW 2480
T 02 6624 3133 F 02 6625 2137
E kadina-h.school@det.nsw.edu.au
www.kadina-h.schools.nsw.edu.au

RICHMOND RIVER HIGH CAMPUS

Lake Street North Lismore NSW 2480
T 02 6621 3456 F 02 6622 2928
E richmondri-h.school@det.nsw.edu.au
www.richmondri-h.schools.nsw.edu.au

LISMORE HIGH CAMPUS

Dalley Street Lismore NSW 2480
T 02 6621 5185 F 02 6622 2940
E lismore-h.school@det.nsw.edu.au
www.lismore-h.schools.nsw.edu.au

PERMISSION FORM

I agree to abide by the conditions stated in this policy.

Student's signature: _____

Date: _____

DRIVER DETAILS

Name: _____

Year: _____

Driver's Licence number: _____

Expiry date: _____

(Please include a copy of your Driver's Licence, Vehicle Registration and Comprehensive Insurance certificate)

VEHICLE(S) DETAILS

Make/model: _____

Registration Number: _____

Expiry date: _____

Comprehensive Insurance
policy number: _____

Expiry date: _____

I give the above student permission to drive to host Campuses from home Campus and return across The Rivers Secondary College only.

Parent/Caregiver's
Signature: _____

Date: _____

PASSENGER DETAILS

Name of Passenger: _____

Driver's Parent/Carer's signature: _____

Passenger's Parent/Carer's signature: _____

Name of Passenger: _____

Driver's Parent/Carer's signature: _____

Passenger's Parent/Carer's signature: _____

Name of Passenger: _____

Driver's Parent/Carer's signature: _____

Passenger's Parent/Carer's signature: _____