



ENROLMENT HANDBOOK

Dear Parents / Caregivers,

Welcome to the Margaret Jurd College Enrolment Handbook. This document is designed to answer all of the questions regarding enrolment at Margaret Jurd College.

The Enrolment Process is made up of three vital steps:

1. Referral
2. Application Form Completion
3. Case Conference – A meeting between the College, the student and the parents / caregivers.
4. Induction and *Offer of Enrolment Contract*

All applications are processed in line with the *Margaret Jurd College Enrolment Policy*. If the application is successful Parents / Caregivers will be issued with an *Offer of Enrolment Contract* containing the College's conditions of enrolment. This document must be signed and returned prior to the student's commencement.

Prior to commencement all students and parents will be requested to attend a meeting with the student's allocated caseworker to complete all of the necessary consent forms. Students taking prescribed medication during College hours must provide the medication in Webster packs. Caseworkers will be able to assist parents with all of the finer details of commencing your child's enrolment such as DET Special Transport applications, Centrepay forms etc.

In accepting enrolment at Margaret Jurd College, Parents and Caregivers are agreeing to the following:

1. Payment of College Fees
2. Conditions of Enrolment - as outlined in the *Offer of Enrolment Contract*
3. Parent Caregiver Responsibilities - as outlined in the *Offer of Enrolment Contract*

If you have any questions or require help in completing the application form or in accessing the relevant document requested e.g. birth certificates, immunisation records, specialist reports etc.; **do not hesitate to call us on (02) 4951 7314 or (02) 4951 7345** as a member of the casework team will be able to help you through the process.

We look forward to being able provide your child with the specialised education they require in order to meet their goals and find success in education.

Kind Regards,

Melise Sutton
Principal
Margaret Jurd College



VISION STATEMENT Creating Positive Futures Together

MISSION STATEMENT Providing young people with an option of alternative, holistic education in a caring, supportive environment that empowers them to make confident, positive choices.

VALUES

Faith: Confident hope in the effectiveness of compassionate action
Justice / Equity: Never settling for disadvantage
Respect: Unconditional acceptance of individuals
Enrichment: Creating enhanced opportunities

Who Are We

Margaret Jurd College originated as a Ministry of the Uniting Church in Australia. A registered Non-Government Secondary Special School established to support young people who fall through the cracks in the education system. Our students are those young people who present with challenging behaviours that lead to their exclusion from mainstream schools.

They have diagnosis at a level that gives them disability status, making them eligible for enrolment at a special school; these include, but are not limited to diagnosis of Mental Health / Behavioural Disorders and Autism.

Our Model is a holistic model of education and case management support. Our College currently delivers years 9 and 10 and supports students through their transition to the next stage either through reintegration to mainstream education for years 11 and 12, further education and training through TAFE or employment. Our Vision and Mission Statements underpin all that we do.

History

Margaret Jurd College was born out of a vision to empower young people through supported education and care. Newcastle Youth Service (NYS) was a street service supporting young people at risk within the Newcastle Area. Established as a ministry of the Hamilton Uniting Church Parish the service quickly became a vital part of the Youth Welfare Sector in Newcastle.

In 1985 the board of NYS commenced a Tutorial Service in Carrington, using the premises of the old Carrington Club Hotel as an extension of the service. The need for supported alternative education comprising an accommodation service became quickly apparent. Margaret Jurd College was moved to its Lambton premises and grew from a Tutorial Centre to a registered school in 1996. The vision and drive from the beginning came from Dr. Margaret Jurd; a Dr. of Psychology who was integral in every step of the NYS story.

Dr. Jurd's reputation for her work within the Department of Education and Newcastle University established her as a widely respected figure among the community. The College was named in her honour after her passing and continues to grow in the direction inspired by her.



Shortland College Site

The College operates out of our Shortland site which was purpose built in 2010. The school comprises of three general classrooms with separate withdrawal rooms attached. Students have access to wireless technology through the implantation of Microsoft Surface giving on the spot access to the myriad of resources available on the World Wide Web. Smartboard technology available in all classrooms allows teachers the access required to integrate technology across all Key Learning Areas. The College also has a fully equipped science laboratory, bringing the college's resourcing in science to a level that equals those in the mainstream school environment.

The grounds of the College are shared with Shortland Uniting Church which adds a wonderful warm feeling of community for the students. Involvement with the church includes BBQ's, pancake days, Christmas Celebrations etc.

Students enjoy break times in the College by utilising the half court basketball or handball under the COLA, kicking a ball on the grassed playground or relaxing on the grassed area at the front of the College.

Who Can Apply

All students who are considered for enrolment must be unable to maintain mainstream schooling based on challenging behaviours and or educational disadvantage due to life circumstance.

Students are assessed based on individual need inclusive of diagnosis e.g. mental health, hearing, autism etc. The majority of students enrolled have mental health diagnosis as assessed and reported to the College by the student's Psychiatrist or Psychologist. Other reports inclusive of school counsellor reports and GP reports are also maintained as part of the needs assessment process.

Students presenting with behaviours indicative of a medical / psychological disorder but not yet assessed will not be considered for enrolment but will be supported through the assessment process prior to enrolment.

Students with life circumstances that culminate in adverse behaviours or who have support needs at a level that can be provided through Margaret Jurd College are considered for enrolment to support the child's continuation of educational involvement.

How Do You Apply?

Applications are completed online via the college's website at www.mjc.nsw.edu.au. Any enquiries made by phone or email are addressed by the college's Wellbeing Coordinator or Administration staff. For families with no internet access an application package can be forwarded. You are asked to collect the following information and forward it to the College along with the completed application form:

- A copy of the student's birth certificate
- Up to date immunisation records (if available)
- A student transfer form completed by the students last school attended
- A *Behaviour Risk Management* form completed by the student's last school attended
- A copy of all current Psychological and Educational reports.

After the college has been provided with all of the requested information a meeting will be scheduled where we can meet the young person and explore their individual needs. This meeting is held to assess whether or not the Margaret Jurd College will be the right placement for the student.

The College Wellbeing Coordinator and other Executive Team members collect all the relevant reports and conduct a needs assessment based on reports received, information collected through history check completed with previous schools attended and case conference outcomes. Students assessed as having high support needs are prioritised. Needs assessed as high include mental health or other relevant diagnoses, homelessness or other life risk factors, student's ability to maintain mainstream schooling, emotional and / or social needs based on histories of abuse or neglect, support network or access to alternative support if not accepted.

Students are notified of their acceptance to the College and placed on the waiting list. Students are placed from the list in accordance with needs assessment and time waiting. Once a position comes available a *Letter of Offer of Enrolment* will be issued.

Education Program

Years covered:	Years 9 to 12
Genders:	Both Male and Female
Number of classes:	4
Class size:	Average of 15

This program is delivered by teachers employed for their specific areas of expertise and commitment to disadvantaged young people. Students are provided with an alternative education program covering the NSW Curriculum in line with NSW Office of The Board of Studies Syllabus documents and course descriptors.

Individual Educational Programs with learning scaffolded to ensure that all students' individual needs are targeted. The timetable is arranged in a way that ensures that indicative hours of study are covered for all mandatory Key Learning Areas.



The program is developed in such a manner that the individual learning needs of all students are addressed through the practical application of the units of work covered. Innovative teaching strategies ensure that students are able to engage in learning and gain a practical understanding of the work covered.

Within a small school setting teachers are able to individually address the academic, physical and emotional needs of each student. Curriculum adjustments are implemented to address individual student needs.

On arrival, our students generally have never received any awards or recognition for their positive efforts. At Margaret Jurd College this changes as their positive choices and efforts are recognised through a variety of measures. Our aim is to move from external reinforcement to internal.

The reward of a certificate or a pen is lovely in the beginning but the students soon move to desire the reward of confidence in learning as they increase in knowledge and skill. Assessments within the College are geared at assessing against self, i.e. recognising improvement within the students own academic journey. This is essential to avert from any competitive structure that can have a negative impact on students' already low self-esteem.

Teachers

The College employs highly experienced and dedicated category A teachers who Teach across KLA's. Innovative programming and teaching styles allowed teachers to teach across all mandatory KLA's underpinning the curriculum with remedial literacy and numeracy where possible.

Our teachers come to us with a proven history of quality education targeting our particular student group within mainstream education. They have proven established classroom management practices that support students with limited attention spans and work avoidance strategies.

The College delivers stage 5 mandatory subjects of Mathematic, English, Science, HSIE and PDHPE. All subjects are programmed in accordance with NSW Office of the Board of Studies Syllabus documents.

Case Management

For students who have been through the trauma of being asked to leave one or many schools the idea of trying again is daunting to say the least. That is why the casework program at Margaret Jurd College is so important. Casework is the glue that helps the student to stick in there and finally feel success. Without the casework team, Margaret Jurd College would be just another school that doesn't understand; this is how it works.

All students at Margaret Jurd College are provided with case management through our 6 qualified Caseworkers. Case Management enables young people to set their goals and take practical steps toward achieving them. Strategies are explored and implemented, fine-tuned constantly until the student finds something that works for them. Students learn how to look toward their future and strategically understand the impact their choices and behaviours have.



Case management also provides valuable emotional care and support as students work through the issues that culminate in adverse behaviours. The key to casework, like any other component of their education; students need to want it. If the student has no desire to be here, nor any desire to change their future, then nothing we as a College can do will change that.

Casework can assist these students to find an alternative placement or even self-exit without using past self-destructive behaviours in order to get expelled.

Welfare Support

As a ministry of the Uniting Church we ensure that the welfare rights and needs of students and families are addressed through the provision of services and referral. Examples of this include the College's breakfast program. Students who have come to College without adequate breakfast for whatever reason are provided with a healthy breakfast to start their day.

Students are provided with fresh fruit at recess and lunch to students in need without question. The College maintains strong links with services that provide material aid and financial relief for the purpose of student and family referral. Case workers endeavor to provide relief in a discrete manner without judgment or prejudice.

Partnership with other agencies allows the process of accessing support to be well supported and caring. This allows the College to address the physical and material needs of students and families in a way that maintains individual dignity.

Students with Special Needs

Margaret Jurd College is a registered Special School and as such cater to students who have varying individual needs that require targeted support. In order for the College to provide for your child's special needs it is essential that Parents provide the College with all of the relevant information regarding diagnosis, support requirements, strategies and support aids required.

These aids can range from glasses to cushions for seating. You know your child the best and can recommend strategies and/or tools that you know will make your child's education easier to maintain. We believe in working together for the best possible outcome.

College Uniform

The College provides uniforms to all students comprising:

Boys and Girls:

3 x school polo shirts

3 x school shorts

2 x school track suit pants

1 x school jumper

1 x school jacket

1 x Non Slip Leather Fully Enclosed Shoes to the value of \$100.00 (Leather Joggers)



No Ballet Flats, no canvas slip on shoes, no joggers with fabric mesh inserts. Tights and jeans are not permitted.

Students who do not want to wear school track pants are able to supply their own pants however they must be solid navy blue (the same shade as the supplied uniform) with no printing or logos. Uniforms are only available through the College. Please note the College is greatly appreciative for the funding received through [LENITY Australia](#) to cover the cost of students' uniforms and shoes.

College Fees

Although Margaret Jurd College is a private College we endeavor to keep our fees as low as possible so as not to add an extra burden to our families. The College fees are \$25.00 per week (term time only).

Fees cover the following costs:

- Sport
- Excursions
- College Camp
- Educational resources
- Transport costs to and from sport, excursions and camp.

N.B. The College maintains the right to review the College Fees at any time and remain subject to change. The College will provide one terms' written notice of any intention to increase College fees. If you are experiencing financial hardship, you can apply for College fees to be subsidised or waived.

Student Absences

Students are required to attend College on every school day. All absences must be explained in writing. Any unexplained absences will be recorded as such on the student's school record. Extended unexplained absences may jeopardise the student's enrolment.

Acceptable reasons for absenteeism are:

- Sickness
- Injury
- Dealing with family crisis

Parents requesting special leave can do so by applying to the Principal for special consideration. e.g. family holiday etc.

College Rules

- Respect the property, person, thoughts, feelings and beliefs of yourself and others
- No violence, verbal abuse or abusive behaviours
- No spitting (spitting at a person is classed as a violent act and treated as such)
- No bullying, harassment, discrimination or vilification (name calling, leaving people out, threatening, intimidation, setting people up, making others pick on someone)
- No deliberate damage to property – this includes graffiti
- No stealing or stolen property
- No sexual harassment (physical or verbal)
- No sex, sexting, sexual contact or pornography
- No cyber bullying (bullying using mobile phones, MSN, Facebook etc.)
- No drugs, drug taking paraphernalia or alcohol and no coming to the College under the influence of drugs or alcohol - this includes prescription and non-prescription medication
- No smoking
- No weapons
- No swearing
- No leaving the premises without permission
- Margaret Jurd College maintains a “hands off rule. Students and staff are to respect each other’s personal space and refrain from physical contact.”

Refusal to complete detention will receive one warning only. If refusal continues the student may be suspended.

Continual refusal to follow College rules may result in the student being exited.

Continual refusal to participate in the College program may result in the student being exited.

N.B. All breaches of College rules will be investigated in line with principles of procedural fairness. There may be instances where the College investigates a breach of College rules however mitigating circumstances and / or the student’s disability has impacted on their ability to understand or comply with the College rules. In these instances, the College will refer to Disability Standards for Education and the duty of care to all parties involved when deciding the disciplinary outcome.

College rules are subject to change from time to time. Parents will be notified in writing of any upcoming rule change with an explanation of why the College has made the change and how the change benefits your child.

Confiscation

The following items will be confiscated:

- Mobile phones are permitted to be kept by students for access to music, however are not to be accessed during class time without the explicit permission of the classroom teacher. Students who refuse to put their phone away or are continuously breaching this rule will have their phone confiscated. Mobile phones that are confiscated will be handed back to the student at the end of the day.
- Cigarettes, lighters or sharp implements, they will be confiscated. Sharp items will be disposed of.
- Material that contains inappropriate content e.g. drug references, violence, explicit language, nudity or sexual content.
- Energy drinks, e.g. v, Mother, Red Bull etc.
- Items that are confiscated will be held in office until collected by the students' parents / caregivers. Any items not collected after two weeks will be disposed of.

General Behavioural Expectations

- Follow staff direction
- Use manners
- Attempt all work
- Be committed to your own educational and personal growth
- Be supportive of other student learning
- Be understanding of the needs of others

We have a great relationship with our neighbours who do their best to look out for the kids at this College. Please assist us in maintaining this relationship by staying out of their yards and not loitering around the front of their homes.

Students are not permitted to enter neighbours' property or sit along their fences. No loitering outside the Catholic Church or the Catholic School.

Student Discipline

When a student is in breach of College rules they will fall subject to the College's disciplinary procedure. The procedure is based on the principles of procedural fairness and provides for all parties involved the opportunity to be heard. Parents will support the College in the implementation of the College's disciplinary procedures inclusive of collecting or organising the collection of their child from College when requested.

Disciplinary Procedure

Staff will enforce the disciplinary procedure in line with the rules sheet with the exception of suspension or expulsion. Only the Principal or their delegate maintains the right to make the decision to suspend, exit or expel a student.

- All major breaches of Margaret Jurd College rules are investigated by staff and reported to the Principal or the delegate.
- The Principal or delegate meets with the student / s in order to determine the disciplinary outcome necessary.
- In the event that breaches are found to be valid the below disciplinary procedures are enforced. The severity of the breach will determine which level of discipline the student commences at. For example, ***weapons, physical violence or deliberate malicious damage to property will automatically start at suspension and can even result in an instant exit or expulsion.*** The Principal or delegate will examine these breaches based on provocation, student history, the presence of verbal threats and all other mitigating circumstances surrounding the offence, the student's ability to understand their actions in line with disability standards for education, duty of care considerations etc. before reaching a final decision. This decision is made by the Principal or delegate after examining all the surrounding circumstances to ensure that the decision is fair and just. For serious matters that may result in students losing their placement, students may be sent home during the decision-making process to allow time for procedural fairness to be enforced.
- Breaches surrounding classroom or playground behaviour that are at the lower end of the spectrum and have not been continual and ongoing are dealt with by teaching and / or support staff on duty. These breaches may result in detention, loss of lunch time activities, loss of excursion, assignment or community service.
- All breaches of a serious nature that need intervention from steps 5 through 7 (from the list below) must be investigated and addressed by the Principal or delegate:
 1. Loss of lunch time activities
 2. Lunchtime detention
 3. Loss of excursions
 4. Community Service
 5. Short suspension 2 days – 5 days
 6. Long suspension 2 week – 4 weeks
 7. Exit or Expulsion.

Other disciplinary actions taken by Margaret Jurd College may be Community Service hours. Community Service hours takes the form of picking up papers, tidying up the class room, tidying or cleaning an area of the College, washing the bus, weeding the garden, brushing down webs from the veranda areas etc.

Parents / caregivers will be called in to the College for meetings at differing points of the disciplinary process to maintain open communication through the behavioural intervention process.



In the event that students continually breach rules and show no desire to change their behaviour they may be exited from the College.

In the event that students continually refuse to participate in the education programme through extremely low attendance, continual disruption to other students learning and / or refusal to complete their school work students may be exited from the College.

In the event that the breach of rules is an alleged illegal act the Police will be contacted and formal charges may be laid. Parents / caregivers are required to come to the College in the event of Police involvement.

Exclusion from the College

If the Principal, or any person deputising for the Principal, considers that a student is guilty of a serious breach of the rules or has otherwise engaged in conduct which is prejudicial to the College or its students or staff, the Principal or Coordinator may exclude the student permanently or temporarily at their absolute discretion.

If the College Board of the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent and College has broken down to the extent that it adversely impacts on that relationship, then the College Board or Principal may require the parent to remove the child from the College.

The College will only exercise its powers under this clause to exclude a pupil permanently if it has provided the pupil and the parents / caregivers of the pupil with the details of the conduct which may result in a decision to exclude the pupil and provide them with a reasonable opportunity to respond.

No remission of paid fees will apply in relation to any of the above cases.

Notice of Withdrawal

Parents withdrawing their students from the College are required to provide two weeks' written notice of the student's withdrawal.

College Camp

The College holds an annual College Camp every year. Historically the College has used the Department of Sport and Recreation camp sites due to their high standard of facilities and wide-ranging activities available. The camp is a highlight of the College year with students strongly encouraged to attend. Only students who show they can manage their behaviours in a manner that will see them have a successful camp experience will be invited to attend the camp.



Presentation Ceremonies

Margaret Jurd College takes great pride in the achievement of our student and loves to share the excitement of their success. Every year on the last day of Term 2 we hold our mid-year presentation day where family and friends are invited in to the College to celebrate student success. Students are awarded for achievement over the first half of the year across all subjects including areas of personal growth and development. It is a wonderful experience for our students to see the pride they bring to the faces of their parents, family members, friends and staff.

At the completion of Term 4 we host the College's Annual Awards Presentation Evening. This is a catered event planned by our outgoing year 10 students. The idea of the evening is to celebrate success across both years 9 and 10 whilst saying goodbye to our graduating students in style. This is the highlight of our year as we see students achieve the goal that they have worked so hard to achieve.

Conclusion

We hope that the information contained within this handbook has assisted you in deciding on whether an application to Margaret Jurd College is the right move for your child.

If you have any further questions or require assistance in completing the application please feel free to call the College on (02) 4951 7314 and ask to speak with a member of the casework team.