



2024

STUDENT

HANDBOOK

DIRECTOR'S MESSAGE



WELCOME TO RANGES TEC

Welcome to Ranges TEC. It's so good to have you as part of this diverse community. All of us here at Ranges TEC are here to support you and work with you to achieve your goals, to help you be you and to see you grow and mature. Remember, we are on your team.

A few things that I expect of you is:

- Be yourself
- Be teachable
- Have a go
- Respect others
- Be curious
- Be worthy of trust

Ranges TEC's tag line 'More than Skills'. We want you to achieve a VCE VM certificate, one or more Certificate IIs, but we want more than that. We want to see you mature, be capable to meet the demands of the 21st Century and to see you thrive as a person.

We believe that you have been uniquely made by God. This alone makes you valuable. You are also uniquely gifted by God. Your gifts don't make you special, they are for you to help others.

This handbook is a resource for you during your time at Ranges TEC and includes important information about support services and your rights and responsibilities.

If you have any questions, you are welcome to come and see me or email me.

Have a great year,

RIC THORPE

RANGES TEC DIRECTOR

ABOUT US

Ranges TEC is a campus of the Association for Christian Education Mount Evelyn Inc. (MECS) and was founded in partnership with Mountain District Christian School and Donvale Christian College.

OUR VISION: *To equip and train people for service, stewardship and work in God's world.*

OUR MISSION: *Ranges TEC provides quality vocational education and training within a learning community characterised by faith, hope, love, joy, peace, grace and service. We aim for students to discover and develop their God-given gifts, grow their biblical understanding of the world and to strive for authentic character in their lives.*

Ranges TEC is also a Registered Training Organisation (RTO). This means that we must meet the national standards under the Australian Quality Training Framework (AQTF). We recognise and accept the credentials issued by other Registered Training Organisations based in any State/Territory of Australia and expect, under mutual recognition, that all other RTO's recognise and accept credentials (Qualifications and Statement of Attainments) issued by us.

This means that the results that you gain with Ranges TEC in accredited certificate programs are recognised Australia wide by other Registered Training Organisations.

RIGHTS AND RESPONSIBILITIES

When you (and your parents/guardians) sign your enrolment form you enter into a contract with Ranges TEC in which you agree to follow Ranges TEC's regulations including the Code of Conduct.

AS A STUDENT YOU ARE ENTITLED TO:

- Be treated fairly and with respect by teachers, other staff and students
- Learn in an environment free from discrimination and harassment
- Pursue your educational goals in a supportive and stimulating environment
- Have access to a range of services for students
- Be informed of policies, procedures, requirements and assessments
- Report problems if you feel you have been treated unfairly [see Complaints section]

- Receive timely feedback and information on your assessment and progress in the course
- Have your Ranges TEC records and personal information stored and maintained in a confidential, secure and professional manner
- Access these records by obtaining and submitting a Ranges TEC Access Confidential Records Form on the Ranges TEC website.

CODE OF CONDUCT

AS A STUDENT IT IS YOUR RESPONSIBILITY TO:

- Do your work
- Treat all staff, students and the general public with respect, dignity, fairness and courtesy
- Be punctual and regular in attendance. If you are running late for a class, phone or text and let Ranges TEC know **(0407 418 681)**
- Use protective equipment where required and follow all OH&S
- Attend assessment events and submit assessment requirements on time.
- Behave in a responsible manner, by not littering, harassing or offending fellow learners or staff, or interfering with or damaging property

AS A STUDENT YOU MUST NOT...

- Plagiarise, collude or cheat in any assessment activity or event
- Swear
- Smoke on Ranges TEC property (including inside & outside all buildings, car parks, along Hightech Place). This also includes vaping.
- Be under the influence of alcohol or illegal drugs
- Use mobile phones or similar devices for personal reasons during class times
- Leave the campus without permission during TEC hours

MOBILE PHONES

You are at school to learn. Smart phones have become a major problem for students in distracting from learning and working. For this reason:

Phones are not permitted in class without teacher permission. They should be kept locked in lockers during the day. You may charge your phone during the day in your

locker. You may only take them out of your locker if you are leaving Ranges TEC or during break times.

If your phone is distracting you from learning a teacher can confiscate it. If you are trying to argue the point above this is proof that the phone is a distraction!

If people need to contact you with urgent matters during class hours, they should contact the front office who will then contact the relevant teacher, to communicate with the student.

WHAT HAPPENS IF I BREACH THE CODE OF CONDUCT?

A goal of Ranges TEC is to lead you as students into mature adults with having respectful, healthy, right relationships with other people (no matter who they are: another race, gender, sexual orientation, age, skill, intellect, belief system, authority over you or not.....or just different from you).

Another goal is to lead you into responsible actions towards the workplace such as respect for safety standards, care of property and being on time for work (punctuality).

If a student at Ranges TEC has broken the Code of Conduct, staff will work with students, and parents/guardians, to address the issue in a holistic way that seeks to restore relationships, fix any damage and respect everyone involved. It is important that parents and the school work together to support students as they mature, are given and accept greater levels of responsibility and adjust behaviour to contribute in positive ways to the Ranges TEC community. Although at times prescriptive it is designed to treat students as individuals.

REFLECTION SHEET

One tool which staff may use to manage student behaviour is a Reflection Sheet. This could be used when a student has behaved in an unacceptable way in the classroom and the teacher wants to provide some time for personal reflection. The student will go to the front office and spend some time filling in the Reflection Sheet, giving details about what happened, their feelings and what they could have done differently. The teacher will then discuss the incident and reflection with the student. The aim of this process is to allow time for cooling down, discussion about the event and planning for moving forward and restoring the relationship. This process aims to develop the student's

resilience, problem solving skills and interpersonal capabilities.

The following examples will give some insight into the way breaches of the code of conduct are managed at Ranges TEC.

EXAMPLE 1:

1. If a student uses their mobile device for personal use during class time the natural consequence is removal of the device until the end of the day. The teacher will manage this breach depending on the situation at the time.
2. If the student refuses to follow the teacher's instruction in relation to the above incident further action will be taken. This may include the issuing of a yellow card (see below) so that school and parents can work together to address student attitude and behaviour.

EXAMPLE 2:

1. If a student fails to complete work on time parents and student will receive notification if required. The notice will inform the student that a supported catch up time will be provided after school. This is not to be seen as detention. If the work is completed to the required level prior to the catch up time the student will not be required to attend.
2. If the failure to complete work escalates beyond day to day class room management or staff determine that parent involvement/notification is important the use of a Yellow or Red card may become necessary. Below are examples of when these cards may be used.

YELLOW CARD

If you need to be given a Yellow Card it is because you are out of line in some way and need help sorting this out. Our aim is to work with you on this as a mature person. A Yellow Card is not meant to be seen as a punishment but as a way of growing in maturity and putting things right.

A Yellow Card (form) is issued for repeated behavioural breaches of the Code of Conduct. Some examples:

- Refusal to follow teacher instruction
- Multiple late arrivals over a short period of time.
 - Breach of relationship, safety and professional
- Those who are faithful with the small things will be faithful with much
- Repeated disruptive behaviour
- Plagiarism or Cheating
- Not wearing Personal Protection Equipment (PPE)



Four Yellow Cards in a relatively short time frame may result in a Red Card. Parents/Guardians will be notified with a phone call or email.

Students sign the yellow card and a copy is emailed to the student and parents/guardians. The original is kept in the student's file.

RED CARD

A Red Card is issued for major breaches of the Code of Conduct. Some examples:

- Being under the influence of alcohol or illegal drugs
- Being in possession of illegal drugs while involved in Ranges TEC activities – Authorities will be contacted.
- Serious and deliberate damage to property (Students/families will also be billed for damage)
- Serious breaches to Occupational Health and Safety practices



A **Red Card** results in a conference between the student, parents/guardian and Director as soon as is practical. The aim of this conference is to determine and agree on a plan to deal with the issue at hand. This may include suspension and in some cases termination of enrolment.

ATTENDANCE

Ranges TEC has legal responsibility for students from the start of the TEC day until students leave the TEC property after classes finish. Punctuality and regular attendance are also important attributes in the workplace. Therefore, it is

important that the location of students is known during the day and that any absences are accounted for (in advance). Attendance rolls are marked twice a day.

- Over 80% attendance is required to pass any year level of VET course at Ranges TEC. As Ranges TEC is an applied learning school much of the assessment is on the job over time.
- Students are free to leave Ranges TEC at lunch time during most of the year (parent permission required). It is important to note that this is a privilege granted with responsibility. Students failing to act within the school's Code of Conduct will lose this privilege.
- Students must inform Ranges TEC Reception on **9738 7100** or text **RTEC Mobile 0407 418 681** if they are running late or are to be absent due to illness prior to commencement of the TEC day
- Students arriving late or leaving early must report to Reception to record accurate times of arrival or departure.
- Start & finish times: School starts at 8.45am and finishes at 3.00 or 3.20pm (except VET classes). Whilst we will do our best to stick with the 3.00pm finish time, there may be occasions when this differs: e.g. returning early or late from offsite activities, or early completion of class work. If the departure time is before 2.30pm or after 3.30pm, we will notify parents by text.
- Students will not be permitted to leave early unless parental permission is received and approved by their Homeroom teacher or other staff member.
- Multiple unexplained late arrivals or absences within a 4 week or lesser period will result in the student being issued a Yellow Card. Repeated non-attendance will result in a student-parent-Director conference.
- Students will not be permitted to travel home unaccompanied by a parent or guardian after dark without prior written permission from their parent/guardian. This can be in the form of a text or email.

COURSE INFORMATION

The VCE VM is a recognised senior qualification that is issued by the Victorian Curriculum and Assessment Authority. The VCE VM focuses on training students for vocational pathways. Students who do VCE VM are more likely to be interested in further TAFE training, undertaking

an apprenticeship, or entering the workforce after completing Year 12. The VCE VM program allows a strong measure of flexibility so that students can design a study program that suits their interests and learning needs. A VCE VM Certificate comprises 10 units from 4 strands and can be made up from the VCE VM units, VCE or VET programs. The 4 compulsory strands are:

- Literacy and Numeracy Skills
- Work Related Skills
- Industry Specific Skills (Trade Training or VET in Schools)
- Personal Development Skills

The VCE VM (Victorian Certificate of Education Vocational Major) years at Ranges TEC are unique. They focus on Employability Skills, Project Design Process, Community Awareness and Business. Work placement (SWL) and project-based learning is structured to provide students with the opportunity to succeed at the appropriate VCE VM level/s, explore and express leadership, personal responsibility and teamwork.

The VCE Vocational Major course has three qualification levels: Foundation, Intermediate and Senior. Students will undertake the appropriate course level/s based on goals, interests and capacity. Students also undertake their chosen Nationally Accredited Certificate Program in one or more of the following areas:

- Building & Construction (Carpentry)
- Electrotechnology
- Engineering Studies
- Furniture Making
- Horticulture
- Kitchen Operations
- Auslan
- An alternate Certificate course at another training organisation (timetable permitting)

YEAR 10

Year 10 students begin the VPC (Victorian Pathways Certificate) where you will have the opportunity to complete units of Literacy, Personal Development Skills (PD), Numeracy, , and Work-Related Skills (WRS). You will also have the opportunity to complete the VET Certificate II in Active Volunteering. These subjects are all taught in innovative ways, which are mostly hands-on and have real life purpose. We call this is our Taster year and it is a partial completion of the foundation certificate.

You'll also be part of a Rites of Passage program, community projects, sporting program and general wellbeing. The Ranges TEC Year 10 program has been designed to prepare students for Year 11 & 12 and Certificate II studies and their respective VCE VM certificates.

YEAR 11

In year 11 you have the opportunity to begin one or two Certificate II courses. You may either continue to complete your Foundation VCE VM Certificate or continue your VCE VM study at Intermediate level. You will also commence Structured Workplace Training (SWL) one day per week, which will match your Certificate II study.

Both the VCE VM level and Certificate II course is worked out with you as part of your Pathway Plan.

YEAR 12

In Year 12 you have the opportunity to complete your second Certificate II subject as well as achieving a Senior VCE VM certificate if this is in your Pathway Plan.

Other Key parts of year 12 are: going to Darwin in our "Boots to the Bush" immersion trip, running our Open Day and have the opportunity to take on a School Based Apprenticeship (SBAT)

As a Year 12 student you are seen as a school leader. This means you will be given greater flexibility and greater responsibility within Ranges TEC.

ASSESSMENT

The VCE VM, like VET is a competency-based education system. It is a requirement of the course that students attend as many classes as possible. It is important to recognise that students who miss particular competencies or assessment tasks are at risk in particular learning outcomes or subjects. Teachers will support students with required work but it is important to note that students should take responsibility in regards missed work. This is especially true of Intermediate and Senior VCE VM students.

Students undertake a variety of assignments, projects, individual and group activities and practical tasks that are assessed in a wide variety of ways. As with other work at Ranges TEC assessment tasks will, depending on the nature of the task, be issued with a due date. It is the student's responsibility to complete the work by the due date or request an extension.

Ranges TEC aims to support students complete the required work. Firstly, the amount of required work is challenging but not unreasonable. If the student cannot complete the required work in class or at home in a timely fashion extra sessions will be allocated outside normal timetable hours. Students who struggle to complete work will be required to attend these sessions until the required work is up to date. Parents and students will be notified via email when this course of action is required.

PLAGIARISM AND CHEATING

CHEATING is defined as acting dishonestly or unfairly in order to gain advantage. In an assessment situation cheating may involve concealing and accessing notes or answers in a closed-book test. Plagiarism is a form of cheating.

PLAGIARISM is the act of copying and using another person's works as though they are one's own by failing to properly acknowledge that person/s. Intentional Plagiarism is associated with intent to deceive.

Consequences of plagiarism and cheating can include any of the following at Ranges TEC's discretion:

- A warning (being issued a Yellow Card) which will most likely include a requirement to re-submit affected coursework and/or undertake re-assessment
- Allocation of a Not Satisfactory/Not Yet Competent result for affected units which will

most likely include a requirement to re-submit affected coursework and/or undertake re-assessment

- For repeated offences, a conference between the student, parents/guardian and Director will take place and the student may have their enrolment with Ranges TEC terminated

ROUNDTABLES & REPORTS

As a student at Ranges TEC you are entitled to receive timely feedback and information on your assessment and progress in the course. Two of the more formal ways in which this occurs is through Reports and Roundtables.

ROUNDTABLES

Held at the start of Term 2 and end of Term 3 Roundtables are an important time to catch up with you and your parents/guardians about your progress in the course. You will be encouraged to have a 20 minute roundtable discussion with both your VCE VM teacher and your Trade Teacher where available.

REPORTS

Student reports are a formal means of communication between Ranges TEC, you and your parents/guardians. Reports summarise each semester of study and include teacher comments in all key areas. Your report will highlight any areas that may need attention and give guidance to assist you set some goals for the next semester of work. Reports go home at the end of Terms 2 and 4.

WORK PLACEMENT (SWL)

A key feature of all Ranges TEC programs is that training goes 'hand in glove' with 'real work'. Work is found either through industry partnerships, or by students. Work Placement is a vital component of VCE VM and VET at Ranges TEC. Students will be supported by Homeroom teachers, Work Placement Administration staff and their Work Related Skills Teacher.

Structured Workplace Learning provides excellent opportunities to put into practice the technical and employability skills developed during training. A structured work placement:

- Links education to the workplace
- Improves knowledge of training and career opportunities

- Increases vocational skills and provides 'on the job' experience
- Develops employability skills
- Provides opportunities to meet potential employers

For more information regarding Structured Workplace Learning talk with your teachers. Work Placement dates are as per class calendar.

Note: Students conducting a SWL placement will have to follow the requirements of the industry they work in. This may include things such as mandated PPE, immunisation etc.

SCHOOL-BASED APPRENTICESHIPS

Australian Apprenticeships (apprenticeships or traineeships) may be full-time, part-time or school-based. At Ranges TEC our timetable supports our Year 11 and 12 students to accept **School-based apprenticeships**. A school-based apprenticeship allows a student to complete both their VCE VM and Certificate II pre-apprenticeship level qualification while gaining on-the-job experience in their chosen field (Building and Construction must be undertaken at Certificate III level).

The program is undertaken under a training contract with an employer, has a training plan signed by the school that is formally registered and leads to a nationally recognised qualification at Certificate II, III or IV level. It also includes paid work under some form of industrial agreement that endorses part-time apprenticeships, such as a Federal Industrial Award, Australian Workplace Agreement (AWA) or Collective Agreement.

Many school based apprentices and trainees move on to a full-time contract with their employer after leaving school, while others choose to continue their education and training at a Registered Training Organisation (e.g. TAFE) or University.

There are incentives paid to an Employer who takes on a School-based apprentice (Local apprenticeship centre can provide further information to Employers about this)

HOW DOES IT WORK?

Students undertaking a School-based apprenticeship undertake a **minimum of 13 hours/week on the job and in training per week**. i.e., A Ranges TEC student completing a SBAT undertakes 1 day on the job, 1 to 2 days in VET training (normally at Ranges TEC) and 2 days VCE VM study at Ranges TEC per week. A student completing a SBAT is not required to undertake Structured Workplace Learning but

may use SWL weeks to work additional hours with their employer.

WHAT DO I NEED TO DO?

1. Find an Employer who is willing to offer you a School-based Apprenticeship or Traineeship (SBAT)
2. Speak with the Director and provide him/her the contact details of the Employer willing to take you on as a SBAT.
3. The contract will be organised by a local Apprenticeship Centre.
4. Where Ranges TEC delivers the training component of the SBAT (i.e. Certificate II) we prepare the Training Plan
5. Ranges TEC Director endorses the SBAT/Training Plan
6. Signed Training Plan (Employer, Student & Director) is forwarded to the apprenticeship centre.
7. Once all the paperwork is finalised you can commence your SBAT.

Note: some industry groups require SBATs to be undertaken at Certificate III level.

For more information, please talk to the Director.

ACCESS TO TEACHERS

Teachers are frequently available for consultation with students about their work or matters affecting their course work. There is an emphasis on establishing close working relationships between teachers and students. Students should, wherever possible, give notice of any requests for interviews or consultations as instant help is not always possible. Parents are encouraged to contact the staff if they have questions about the program or a student's progress. Email is the preferred method of communication.

COMPLAINTS PROCEDURES

When things aren't working out for you, follow these steps:

1. Attempt to resolve the matter informally with your teacher
2. If this discussion is not successful, you should then make an appointment to speak informally with the Ranges TEC Director. You can bring a friend to this meeting for support
3. If you feel that the matter is still not resolved to your satisfaction you should complete the Complaints form (found on the Ranges TEC website under policies) giving:

4. The reason/s why you think that you have not been treated fairly
5. Any additional information which might make the issue clearer
6. Attach copies of any relevant documents
7. Take a copy of the completed form for your records and hand in the original Complaints form to the Ranges TEC Director no later than 1 month after the original discussion took place.
8. A written response will be provided within a 2 week period of the submission of the Complaints form
9. If you are still unsatisfied with the outcome you can request that the matter be referred to the Mount Evelyn Christian School Principal for independent external review
10. If the above process is exhausted and you remain unsatisfied you may lodge a complaint with the VRQA. See our website for details
<https://www.rangestec.vic.edu.au/policies/>

CLOTHING/WORKWEAR

To assist students to prepare for work and for Occupational Health and Safety reasons students are required to ensure their clothing conforms with the following requirements.

WORKSHOP AND SITE WEAR

- Steelcap, slip-resistant leather boots
- Work pants, long or short
- Top with collar and sleeves (long or short) *A high visibility top is preferred as this will eliminate the need to wear a high visibility vest when required.*
- If you attend Ranges TEC without the appropriate clothing or PPE items you will be excluded from practical classes. Failure to be appropriately attired will result in the student being sent home.

CLOTHING (ON FREE/CASUAL DRESS DAYS)

The midriff, backside or cleavage must not be exposed and tops should not gape when leaning over. Tops must also have sleeves that cover the shoulder. Clothing should not display pictures or slogans that may be offensive to other members of the community.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

All students are required to provide (and store in their lockers) their own:

- Banded ear plugs (NB: Make sure the ear plugs you choose can be worn at the same time as your hard hat)
- Non-shaded safety glasses, *for inside use. (No UV safety glasses to be used inside)*
- UV safety glasses *for outside use (optional)*. Normal safety glasses can be used if no UV safety glasses are available. No normal sunglasses to be used while working outside.
- High visibility vest
- Broad brimmed hat & sunscreen (in Terms 1 &)

Students are also reminded to be sun-smart while working outside. You are required to wear sunscreen and a broad-brimmed hat for work outside during Terms 1 and 4.

Other PPE items will be provided as required and must be worn as directed, without exception.

SAFETY

- **HAIR:** should not cover eyes and hair that is longer than shoulder length should be tied back (and up when near machinery) for safety reasons.
- **JEWELLERY AND PIERCINGS:** No jewellery permitted in workshops. Any jewellery or piercings that cannot be removed must be securely taped.
- **TOPS:** should not have any hanging cords when near machinery in workshops or the kitchen.

YEAR 11 & 12 TRADE SPECIFIC WORKWEAR REQUIREMENTS

Some students have additional workwear requirements. For example: Cert II Kitchen Operations: Chef pants, jacket, apron and hat. Information about additional workwear will be supplied at orientation.

LOCKERS

Lockers are allocated and the beginning of the year during Orientation week to full-time Ranges TEC students. Lockers are provided so that you have somewhere to securely store personal items, books and change of clothes.

Students are to supply their own lock.

This is your responsibility. If something is missing from your locker it is your fault!

There are power points installed in each locker, so that students are able to keep their Chromebook charged. Based on past experience, we advise students to keep their Chromebook at school so it is always accessible.

COMPUTERS

Full time students are to provide their own approved Chromebook. All students are required to sign the Ranges TEC Internet Use Agreement at the beginning of each year, which defines correct use of computers at Ranges TEC. Students who breach this agreement will be banned from using the Internet. Further breaches will necessitate a conference between students, parents and director.

Note: The school mainly uses google classroom and google drive, so it would be of benefit to both parents and students if they are slightly familiar with the platform. This can be accessed from any computer with an internet connection.

PROTECTING YOURSELF ONLINE

Social networking has become an extremely popular online activity that allows people to broadcast a great deal of information about themselves and their families. Protect yourself online by being alert, protecting your logins and passwords.

STUDENT SUPPORT SERVICES

LEARNER SUPPORT

Language, Literacy and Numeracy (LL&N) needs of students are discussed at your Enrolment Interview or in more detail at a later date if required. Assessment of students will be undertaken early in their life at Ranges TEC. If required, our Education Support Coordinator will schedule a meeting with parents to discuss the next step. Teaching staff monitor student LL&N needs throughout each term and are available to help you meet the LL&N requirements of your course. If you feel that you need additional support during your studies please speak with your Homeroom teacher and/or the Education Support Coordinator.

MENTORING

Students in all year levels meet with their homeroom teacher on a regular basis. These times aim to address career needs identified in Structured Workplace Learning, address study progress and needs and discuss issues that may be impacting the student's ability to make the most of their time at Ranges TEC. If particular issues are identified that move outside the scope of a mentoring relationship students may be referred onto professional services (with parent permission).

CAREERS, COUNSELLING & PATHWAY SERVICES

Ranges TEC is committed to providing you with appropriate support and guidance services. This includes exploring opportunities for future pathways to post school training and apprenticeships and possible Recognition of Prior Learning [RPL] and Recognition of Current Competencies [RCC] opportunities.

Your Homeroom Teacher is the first person to contact for support regarding your studies at Ranges TEC. You can discuss a range of issues with them including choosing and planning your program at Ranges TEC, study skills, time management and any learning issues etc. Your Trade Teachers are also available to support you with your career development.

STUDY TIPS

To effectively study you need to consider:

- Your study environment
- How you organise yourself
- Organise your work
- Your approach to learning

ORGANISE YOURSELF

Organise yourself by:

- Setting goals and developing timelines to
- Monitor your progress
- Setting yourself regular study times when you are not tired
- Breaking a large task into small manageable chunks
- Starting a task, if you have limited time. Don't procrastinate

ORGANISE YOUR WORK

Organise your work by using:

- Folders, files, memory stick or google drive to store your work (always keep a backup)
- Course/unit checklists to self-assess and monitor your progress

YOUR APPROACH TO LEARNING

- Use people around you as a resource to answer questions, discuss ideas, proof read work and provide relevant examples
- Check what you are currently learning against what you already know

STUDENT VEHICLES

Students who drive a car to and from Ranges TEC must advise Ranges TEC Reception. Students may only travel as passengers in another student's vehicle if they have written permission from a parent or guardian. This must be submitted to the office beforehand.

TIMES

For full time students, school begins at 9 am and finishes at 3.00 pm. A detailed timetable and calendar will be issued prior to the year commencing. It is important students and parents familiarise themselves with both documents.

TOOLS FOR THE TRADE (SPECIALIST BOOKS)

Certain trades require a set of basic trade tools and specialist books. List will be provided prior to commencing your class. It is important that students purchase these materials. If you require further advice please talk to your trade teacher.

RECREATION AREAS

A microwave, sandwich makers and a boiling water unit is provided for student/staff use. It is the responsibility of all users to keep the facilities clean and tidy at all times. A pool table and table tennis tables are also available for student use. These facilities are expensive to fix when broken so please use them with the upmost care.

CLEANING

All students are responsible for maintaining clean and tidy classrooms. At the end of each break, students are required to do cleaning duties. A roster will be provided. These duties are an important part of student assessment. Examples include:

- Wipe down kitchenette benches, tables, chairs, microwave, and sandwich maker
- Remove litter from tables, benches & floors
- Empty classroom bins/recycling
- Vacuum floor
- Load & empty dishwashers
- Switch off lights
- Classroom chairs need to be on tables and floors cleared on Tuesdays and Fridays.

EMERGENCIES

Each Ranges TEC Learning Site (Main Campus and Community Farm) has an Evacuation Plan to deal with emergencies such as fires. This information is displayed in classrooms and other areas.

WHAT TO DO IN AN EMERGENCY

If you hear the continuous siren or you are told to evacuate the area:

1. Remain calm
2. If in class, follow your teacher's instructions
3. When told to do so, move with your group to the designated assembly area, (in car park) and remain there for roll call
4. Listen for your name and respond clearly – otherwise someone may put themselves in danger by going to look for you
5. If you are not in class, proceed to the designated assembly area.
6. Don't wander off to sightsee or try to collect personal belongings from lockers or classrooms
7. Report any missing person to nearest member of staff (at the assembly area)
8. Remain at the assembly area until instructed by staff that you may leave

FIRST AID

All of the staff at Ranges TEC have completed first aid training. If you need first aid, advise a member of staff or go to reception to receive assistance.

VISITORS

Any person wishing to visit students or staff members during Ranges TEC hours must sign in at reception. Students are not permitted to invite friends onto property during school hours.

Please direct any unknown persons/visitors to Reception