



STUDENT HANDBOOK

2025



north coast pathway

494 Bruxner Highway, Alstonville NSW 2477

ABN 40 591 297 030

NESA 78317

T: 61 2 6628 5426

www.ncpathway.edu.au

Table of Contents

Welcome	4
Teaching Staff.....	5
The Pathway Team	5
Term Dates – 2025	5
School hours.....	6
Attendance.....	6
Code of Conduct.....	6
Students Rights and Responsibilities	8
Student Drug, Alcohol, Tobacco and Weapons	9
Anti-Bullying and Harassment	9
Student Property	9
Student devices & technology.....	10
Student Dress Code	10
Complaints and Grievances	10
Child Protection.....	11
Supervision	12
Medication at school.....	12
Exclusion from school due to illness.....	13
Risk Management Framework	13
Disaster Management and Business Continuity	13
Monitoring Premises and Facilities	14
Site Access.....	14
Student Contract	14

Welcome

It is with great pleasure that we welcome you as our inaugural cohort. We know you deserve nothing less than the very best opportunities to learn, grow and thrive.

Our intent is to provide a safe and positive learning environment, where students feel comfortable embarking on their learning journey, exploring creative ways to unlock potential, and not being afraid to make mistakes. This is a place where students will not be judged; instead, they will be encouraged. We understand that every individual has unique needs and talents.

At North Coast Pathway, students will not be defined by what they can't do, but what they can. Our teachers and support staff are committed to ensuring that every learner receives the personalised, compassionate support needed to develop.

The new school you are enrolled in is founded by *North Coast Community College*, which brings over 40 years of experience in delivering high-quality vocational education and training for the community, with a strong focus on industry standards and employment outcomes.

I hope you will always feel comfort within our community space as you go through your transformation of becoming an independent and lifelong learner.

Most sincerely

TED NABUNG
Principal

Teaching Staff

North Coast Pathway ('Pathway') appoints high performing staff using a competitive process underpinned by the principles of merit, equity and transparency. In doing so, practices of ethical, fair and impartial staff selection procedures are upheld, which is free from conflict of interest and characterised by confidentiality and respect for privacy of an applicant's personal information.

The teaching staff must have necessary experience, qualifications and accreditation under the Teacher Accreditation Act 2004.

The Pathway provides teaching staff with opportunities for evaluation, annual performance review, classroom observation and recognition where appropriate. Staff have the ability to differentiate curriculum and teaching methods. Professional development opportunities, mentoring to staff and access to learning support assistance will be provided to enhance the holistic capacity of the teaching team.

The Pathway Team

Principal	Ted Nabung
Head Teacher	Maria Eades

Teachers

Kellie Ross	English/HSIE
Kim Kairies	Generalist Teacher
Dennis Behan	Learner & Teacher Support

Administration

Rohan Wiley	Quality Assurance Manager
Lorinda Bates	Finance Manager
Lara Leslie	Student Services & Marketing

Term Dates – 2025

Term	Students Start	Students End
1	Thursday, 6 February	Friday, 11 April
2	Wednesday, 30 April	Friday, 4 July
3	Tuesday, 22 July	Friday, 26 September
4	Tuesday, 14 October	Friday, 19 December

School hours

Classes start at 9.30 am and school hours end at 2.30 pm every weekday (but not public holidays) during the school term.

Attendance

North Coast Pathway has a clear responsibility to record and monitor student attendance, identify, follow up and notify parents/guardians or caregivers of absences and to encourage regular attendance. Regular attendance at school is essential for the child to achieve their educational best and increase their career and life options.

Parents/guardians or caregivers are required to explain all absences of their child from school promptly. An explanation for absence through a phone call, messages &/or written note, must be provided to the school within seven days of the first day of any period of absence. A medical certificate may be requested from the Head Teacher and/or delegate.

Code of Conduct

North Coast Pathway believes in fostering a positive and productive learning environment, sets clear limits, and applies consequences for inappropriate &/or violent behaviour. Students are required to abide and follow the directions of teachers and other authorised staff.

The *Student Code of Conduct* and *Student Contract* clearly define the consequences associated with not meeting the expectations we have of our students. Note, the following policy is applicable to all members and stakeholders of North Coast Pathway.

North Coast Pathway maintains a zero-tolerance stance towards any form of bullying, including cyberbullying, harassment or violent behaviour, whether it occurs during or outside of school hours.

In any case, under the principles of procedural fairness, reasonable notice will be given to a person to ensure a fair hearing before any decision affecting their rights and interests is made.

The following is North Coast Pathway's, *Student Code of Conduct*.

Student Code of Conduct

North Coast Pathway's *Student Code of Conduct* serves to maintain a positive learning environment based on mutual respect, safety and positive participation.

A. Students attending North Coast Pathway have a right to

1. access, safety and full participation
2. a positive learning environment free from any form of harassment &/or discrimination
3. be treated with respect by fellow students, teachers and staff
4. express their own views, set goals and self-advocate
5. have any special learning needs known and addressed by the teacher.

B. Students attending North Coast Pathway are expected to

1. contribute to a safe and supportive positive learning environment
2. be aware of and take responsibility for how behaviour and actions impact others
3. show and develop respect with fellow students, teachers, staff and community members
4. attend school every day unless legally excused
5. arrive at school and class on time
6. dress appropriately, keeping in mind community standards
7. be prepared for every lesson to actively participate in learning
8. follow class rules and follow the directions of their teachers
9. not to access mobile phones and personal devices during school hours
10. value the interests, culture and ability of others
11. communicate and behave courteously and work cooperatively
12. resolve conflict respectfully, calmly and fairly
13. take personal responsibility for their own academic performance
14. take responsibility for personal possessions and value others' property while at school
15. be safe and help others to make safe choices that do not hurt themselves or others
16. not eat food and drink (other than water) in the computer training room
17. take responsibility for cleaning and tidying their space after use
18. adhere to this Student Code of Conduct.

C. For the ongoing safety of all students, staff and volunteers, students must

1. contribute to the health, safety and welfare of other staff and students
2. be aware of all safety provisions
3. know the location of the First Aid equipment and evacuation procedures
4. report all injuries or incidents of harassment by another student or staff promptly to the Head Teacher.
5. notify the office or teacher in advance of any absence.

D. The following are prohibited and may lead to immediate suspension. Students must not

1. engage in violence, bullying, harassment, intimidation or discrimination of fellow students, staff, volunteers or community members
2. bring weapons, illicit drugs, alcohol, tobacco, vapes and e-cigarettes to the school premises
3. consume alcohol, tobacco or drugs or to be intoxicated on the premises.

Students Rights and Responsibilities

Every student has the right to	The responsibility to
Learn	<ul style="list-style-type: none"> • Listen and follow instructions. • Complete tasks to the student's best ability. • Seek help with issues. • Accept ownership of own learning. • Attend school regularly. • Be punctual.
Hear and be heard	<ul style="list-style-type: none"> • Listen and allow others to speak without interruption
Be treated with respect	<ul style="list-style-type: none"> • Respect the rights and needs of others regardless of race, sexuality, religion, etc. • Discourage all put downs. • Be polite and cooperative
Feel safe and secure in the environment	<ul style="list-style-type: none"> • Be in the right place at the right time. • Help and care for others. • Behave sensibly on the premises, at all school activities and while travelling to and from school. • Resolve disputes in an appropriate non-violent manner • Not cause danger to oneself or others • Notify staff of dangers on the premises.
Privacy and personal space	<ul style="list-style-type: none"> • Respect the personal property of others. • Accept others' right to privacy and personal space. • Take responsibility for personal belongings.
Be an accepted part of the community	<ul style="list-style-type: none"> • Respect the rights and needs of all members of the school and wider community. • Do not laugh at, tease or belittle others. • Do not have in possession: illegal drugs, alcohol, tobacco &/or any kind of weapon. • Behave so that the community respects you and those you represent.
Treated fairly	<ul style="list-style-type: none"> • Make good decisions. • Face the consequences of decisions made in a fair and justified way.

Student Drug, Alcohol, Tobacco and Weapons

The supply, possession and use of illegal drugs, alcohol, tobacco (including e-cigarettes) and weapons, including the misuse of over the counter and prescribed medications, supply of restricted substances, and the possession &/or use of weapons on the school premises by students is considered a breach of the Student Code of Conduct.

School premises include the building and school functions conducted outside school premises. For example, excursions or camps.

Students of North Coast Pathway must

- not be under the influence of non-prescribed medication or illegal drugs or alcohol,
- not possess drugs or alcohol
- not smoke or possess cigarettes or use e-cigarettes (whether or not it contains nicotine)
- not bring weapons to school.

Anti-Bullying and Harassment

North Coast Pathway values respect and shows tolerance of others. We foster positive relationships through strong welfare programs and aim to deal effectively with and prevent incidences of bullying as per Student Code of Conduct.

Bullying can be defined as intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure.

Students are encouraged to report concerns of bullying and harassment, either for themselves or on behalf of another student. This is considered by the Principal and staff as being a positive decision and one that will be considered and actioned.

Student Property

North Coast Pathway will not be held responsible or liable for the loss and damage of personal property students bring to school, this includes mobile &/or technology devices.

Staff will not assume responsibility for holding/storing items brought to school and students must understand all items brought onto the premises are done so at their own risk.

North Coast Pathway will not replace/repair any lost or damaged items.

Student devices & technology

Students will not be permitted to have device(s) at any time while in the school premises. Failure to adhere to these expectations will result in the device(s) being confiscated and managed as per agreed procedures in the *Student Use of Mobile Phones Policy*.

NC Pathway determines that devices include, but are not limited to

- Mobile device(s)
- Smart watches
- Tablet (including, but not limited to, iPad, Samsung Galaxy tablet)
- Gaming devices (including, but not limited to, Nintendo Switch)
- Phablets
- Wearable smart bands
- Earphones
- Headphones
- MP3 players
- Portable &/or compact music devices
- Portable &/or compact video and/or audio recording devices

Student Dress Code

Students are expected to wear appropriate clothing that is respectful and suitable for a learning environment. This means no revealing clothing, sleepwear, or attire with drug, alcohol or offensive slogans.

Additionally, students are required to wear protective footwear for safety, but a formal school uniform is not required.

Complaints and Grievances

North Coast Pathway views concerns, complaints, grievances, compliments and other constructive feedback as ways of creating opportunities for the improvements of services and prevention of future problems.

All complaints and grievances are taken seriously, dealt with in a timely and effective manner.

North Coast Pathway is committed to procedural fairness and equity, providing students with the right and opportunity to have their complaints, grievances, concerns or misgivings heard and acted upon in a timely and efficient manner.

Any student or party involved in the complaint process is able to be accompanied and assisted by a third-party at any relevant meeting without prejudice.

Complaints, grievances, concerns or misgivings can be raised with any staff member.

Complaint stages include

- informal complaints
- formal complaints
- internal review
- external review.

Complaints, grievances, concerns or misgivings should be raised with the staff member that the complaint relates to and reported to the Principal and/or Head Teacher.

If the complaint relates to the Principal, or the student does not feel comfortable discussing the matter with the relevant staff member, the student can discuss the complaint, grievance, concern or misgiving with another staff member that they feel comfortable with.

A formal complaint can be made by putting the matter in writing and addressing it to the Head Teacher or Principal. Alternatively, this can be done over the phone. It must include

- the date
- name of the complainant
- contact details of the complainant
- year level of the complainant
- nature of the complaint, grievance, concern or misgiving
- signature of the complainant.

Child Protection

Children have a right to grow up safely, to participate as active and valued members of the community and have opportunities to reach their full potential at all stages of their lives. Educators have an important role to support children and young people and to identify where problems arise that may put their safety, welfare or wellbeing at risk.

North Coast Pathway is committed to nurturing the wellbeing of students, respecting their dignity, providing a safe and secure environment and protecting them from any form of harm, neglect, exploitation or abuse.

The development and implementation of strategies concerning the safety, protection and wellbeing of all students is of fundamental importance to North Coast Pathway – guided by principles relating to duty of care – works to ensure that reasonable steps are taken to prevent harm to students, recognising the different obligations of Child Protection legislation and guidelines, and Work Health and Safety legislation within NSW and Australia.

North Coast Pathway recognises that the care and protection of children and young people is a shared responsibility, taking a positive approach to the promotion of a child-safe workplace. Key aspects considered are mandatory reporting, recruitment and employment screening, management of allegations against employees, and induction and training procedures.

In dealing with allegations of reportable conduct, the matter is dealt with confidentially including the handling and storage of documents and records.

Supervision

North Coast Pathway has a **duty of care** due to its special relationship between teachers and students. This duty of care is exercised in the supervision of students during school hours, and after school hours, on-site and offsite, when students are participating in a school activity/program and the school has assumed responsibility for the supervision of students.

The duty of care and supervision is exercised from the time the school formally accepts the presence of students 15 minutes before normal classes begin at 9.30am until they safely depart the school's premises after normal classes finish at 2:30pm. When regular classes finish in the afternoon it is expected students will depart.

Where special circumstances arise which, in the interest of the School, necessitate attendance beyond these hours (e.g. excursions and camps) the Principal and/or delegate will request the attendance of the staff. Supervision of students on scheduled class breaks will include the building and premises of North Coast Pathway.

The safety of students is of utmost priority, and we recommend all students remain within these boundaries at all times during the school hours.

Medication at school

The School does not supply or administer medications in an emergency, unless they have been provided by parents as part of an individual health care plan for a specific student e.g. anaphylaxis.

North Coast Pathway follows precautions in the: *Best practice guidelines for anaphylaxis prevention and management in Schools* (the Guidelines) 2023 for the management by Schools of anaphylactic students.

Where medication must be taken by a student during school hours, the medication must be handed into the office in its original packaging showing prescribed student's name and dosage. This will be held for safe keeping and the responsibility is on the student to come to the office and see the Head Teacher to take their medication at the prescribed time.

First aid kits are installed and maintained at our premises in an area accessible to all staff and teachers. Mobile first aid kits are taken on off-site excursions.

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

Exclusion from school due to illness

The exclusion of infectious children or staff is a major method of preventing the spread of infection in a school. Excluding a sick person provides a strategy to prevent the introduction or re-introduction of infection into a School. NSW Health requires that persons with certain infectious diseases be excluded from school. The minimum period of absence varies according to how long the person stays contagious or infectious after the onset of the symptoms.

Students or staff who are not vaccinated against certain infectious diseases may be excluded from school if class members or staff are diagnosed with serious diseases.

Risk Management Framework

North Coast Pathway is committed to maintaining a safe and secure learning environment by effectively identifying, assessing, and managing potential risks. This framework is designed to ensure the safety and well-being of all students, staff and visitors, while supporting the delivery of innovative and engaging educational services.

North Coast Pathway's *Risk Management Framework* includes comprehensive procedures for managing excursions, critical incidents and emergency situations. These procedures are developed in alignment with the registration requirements mandated by the NSW Education Standards Authority (NESA) and are regularly reviewed to ensure ongoing compliance.

Disaster Management and Business Continuity

North Coast Pathway wishes to respond in a planned and proactive way to critical incidents, to provide a safe and supportive environment for students and staff, and as part of its risk management framework.

North Coast Pathway is committed to the security and safety of students, staff, volunteers and visitors, which may be threatened through events outside the School's control. Communication will be made at the time of a critical incident; this may include evacuation due to fire or flooding or an emergency lockdown in the case of threat to the security and safety of students or staff.

Monitoring Premises and Facilities

Daily monitoring is performed by all staff in reporting damage, potential hazards, and requesting repairs and that the necessary maintenance of the premises is completed.

Regular assessment of the premises is conducted within specific timeframes and documented, including annual fire safety checks.

Facilities encompass a suitable learning environment for students for the courses offered. The facilities include classrooms and students having access to a large break-out room which serves as a common area and a conference room venue for assemblies and meetings. A kitchen area is available to students as a lunchroom.

Site Access

The school environment plays a major part in the social and emotional wellbeing of a student. Hence, North Coast Pathway strives to provide a safe and supportive environment for the students where the risk of harm is minimised and students feel secure.

Without exception, all visitors must report and sign in/out to reception in order to access the school.

Student Contract

The Student Contract serves as a guide to ensure that every student receives the best support and education tailored to their unique needs. Our goal is to create a safe, inclusive and nurturing environment where every student can thrive.

By signing the following contract, students, parents and North Coast Pathway agree to collaboratively to provide the best possible educational experience for each student.

Student Contract

As a student at *North Coast Pathway*, I understand I have the right to

- enjoy a safe and supportive learning environment free from discrimination or harassment
- speak to *North Coast Pathway* staff about any issues in my personal life or life at school that may adversely affect my education or welfare either at *school* or at home.

As a student at *North Coast Pathway*, I know I have the responsibility to follow the Student Code of Conduct, and I understand that my enrolment in the *school* will be at risk if I break this Code.

Student Code of Conduct

As a student of *North Coast Pathway*, I agree to

- act in a manner that is respectful and supportive of staff and students
- take responsibility for their actions
- come to *school* on time, prepared for lessons with appropriate books, completed classwork or homework and necessary equipment
- participate in a conscientious and responsible manner in all school activities
- be co-operative in class and support other students' learning
- not commit or engage in any dishonest or unfair act in relation to an academic assessment (i.e. no plagiarism or cheating)
- not have access to my mobile phone or any other device for social media or external communication at reception or designated staff
- take responsibility for personal belongings and respect other people's property
- not graffiti or damage other people's property
- supply a note/email for all absences, including partial absences
- supply a medical certificate for extended absences and assessment tasks which are missed or submitted late
- dress in a manner that is respectful of others, in keeping with workplace dress standards and the *North Coast Pathway* Student Dress Code
- not bring energy drinks or chewing gum to school
- not smoke or vape whilst in the school's premises
- not bring or be under the influence of alcohol, illegal drugs or non-prescribed medication
- not bring weapons or dangerous items of any kind to the premises
- not engage in any offensive conduct or unlawful activity.

I have read and understood all clauses of this contract and I agree to comply with them to the best of my ability.

I understand that if I do not honour any part of this contract, I can expect to face disciplinary action and that my formal enrolment at *North Coast Pathway* will be under review.

I understand that I am able to discuss or get clarification on any item in this contract or related *school* policies and procedures at any time upon request.

Student signature

Date