

Term 1 Week 7 - March 10, 2022

## A word from the Head of Campus

The Eagleby Learning College team would like to welcome our existing and new students for Term 1, 2022. It has been a different start to the year, with the delayed start and flooding causing disruptions to the students' time on campus. We are delighted to have the students back on campus being positive, present and productive. A reminder that if you are unwell, please stay home and contact the absentee line.

*Richard Allan*

Second Chance Learner  
Teachers Who Care  
Advanced Programs  
Recognise Difference  
To Graduate  
Step Up

## Note from the Dean of Students

Welcome to all of our ELC students - continuing and new. Just a few reminders relating to student responsibilities/expectations:

- Attendance is important! Let us know when you are going to be away.
- Dress code - you need to be positively dressed and sun safe.
- Smoking (including vaping) is not acceptable in or around the campus.
- We embrace difference and it is important that we treat each other with respect.

Remember we are here to support you; should you have any concerns let us know.

*Sharon Charter*

## Important Dates

**14/03/2022 -**

Enrolments open  
for Term 2

## Study Hubs

### VET/Junior Study Hub

Tuesday, Period 2  
11:30pm-1:30pm  
Room 7

### Senior Study Hub

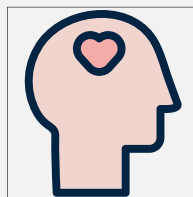
Thursday, Period 3  
2.15pm-4.15pm  
Room 7



## Tips from the Guidance Officer

### 10 Tips to improve your wellbeing

- 1) Be kind to yourself and those around you, life has been rough for the last few years.
- 2) Create time for self-care, you can't help others unless you are healthy yourself.
- 3) Ask for help if you need it, we all do at one time or another.
- 4) Be patient, learning is a process.
- 5) Ensure you get enough sleep as this is a basic human need.
- 6) Turn your phone off and let your brain rest.
- 7) Eat a balanced diet and drink lots of water.
- 8) Connect with friends and family in real life.
- 9) Know that emotions pass.
- 10) School is a place of safety, we care about you.



*Jo Dutton*

Term 1 Week 7 - March 8, 2022

## Who's who at ELC?

### > Head of Campus

Richard Allan is the Head of Campus for Eagleby Learning College. The Role of the HOC is to oversee the smooth running of the campus. This includes tracking senior students' QCE data, student retention and complex case management. The focus of the campus is to develop positive relationships with of all our community stakeholders.

### > Dean of Students

The Dean of Students for Eagleby Learning College is Sharon Charter. Her role is to help you with any issues that arise on a day to day basis, such as timetable, subject choices/changes or academic concerns. Sharon is the first point of call for all parents and carers.

### > Guidance Officer

Our Guidance Officer at ELC is Jo Dutton. Within the role of Guidance Officer, Jo provides counselling to students to help them resolve concerns which may adversely affect their progress at school, or home. She offers career information to assist in pathway planning and she helps with tertiary study applications. Jo also frequently links students and their families to community services and supports. If any student or family is struggling with an issue, contact the office and ask for Jo the GO. She is ready and willing to provide information or make referrals to any community service required. The support is available, please reach out.

### > Administration

Caren McClutchie and Tracey Rolfe make up the administration team at Eagleby Learning College. They keep the wheels turning and are always happy to help. They are the first point of contact when you call or come into the campus. They track attendance, fees, and direct queries to the appropriate staff members.

## Relevant Information

### Assessment Policy

#### As outlined by the QCAA

#### Assessment:

- Academic integrity is important - the work should be your own.
- No extensions will be approved on or after due date.
- Extensions are considered on a case by case basis.
- For an extension - an AARA Application (**senior only**) must be completed for all approved extensions.

#### Submission:

- Students are responsible for submitting both draft and assessment items on or before the due date.
- To be submitted by 4.30 pm on the due date - either by email or hand.

**NOTE** - Technology failure is not acceptable grounds for extension.

#### Absent the day of an exam - ALL students:

- Medical certificate is mandatory.



### Tax File Number

- Anyone starting work - part-time or full-time - will need a tax file number.
- All students planning on tertiary education, including TAFE, will require one for enrolment.

It is important for current senior students, who currently do not have a Tax File Number (TFN), begin the process for applying one. You apply for a TFN online and you are required to have your identity verified through an interview at a participating Australia Post office - <https://auspost.com.au/id-and-document-services/apply-for-a-tax-file-number>

To apply and also to find out about participating Post Offices, visit Apply for a TFN - <https://www.ato.gov.au/individuals/tax-file-number/apply-for-a-tfn/>