

SOUTHERN ADELAIDE AND FLEURIEU TRADE SCHOOL

Student Guidelines for Conduct – 2017

Students enrolled in Southern Adelaide and Fleurieu Trade School VET courses have a responsibility to meet a code of conduct that is based on safe, considerate behavior and respect for others.

ATTENDANCE

- ◆ Students should notify their home school and the host school (or workplace provider in the case of Structured Workplace Learning (SWL)) if they are going to be absent from their VET course.
- ◆ This should be done as early as possible on the day or if possible, in advance.
- ◆ It is the students' responsibility to catch up on any work missed due to absence from VET courses.

KEEPING UP WITH OTHER SCHOOL COMMITMENTS

- ◆ It is the students' responsibility to keep up with work missed while participating in VET courses.
- ◆ Students are encouraged to seek support from their home school subject teachers and/or VET Coordinator/Year Level Coordinator.

WORK HEALTH AND SAFETY EXPECTATIONS

- ◆ Students should follow the host school's instructions regarding appropriate dress/uniform/wearing of name badges so that they can be identified as VET students.
- ◆ Students should follow the host school's instructions regarding signing in/out, Work Health and Safety and emergency procedures.
- ◆ Students (and parents/caregivers) should provide to the host school, up to date emergency contact and medical information (using the application form and medical form).

BEHAVIOR EXPECTATIONS

- ◆ Students must follow the behavior expectations of their home and host school (or workplace provider in the case of Structured Workplace Learning (SWL)), including respect for property, being on time, use of mobile phones, smoking, drug use, bullying and harassment, possession of offensive weapons etc.

TRAVEL IN PRIVATE VEHICLES TO AND FROM VET COURSES

- ◆ Students who drive themselves, take student passengers or are a passenger with another student, must have signed consent from parents/caregivers (using the Travel in Private Vehicles form).

STRUCTURED WORKPLACE LEARNING (SWL)

- ◆ Students undertaking SWL as part of their VET course must ensure they have a Workplace Learning Agreement Form from their home school signed by all parties (student, parent/caregiver, workplace provider and home school Principal).

MANAGING GRIEVANCES / CONCERNS

- ◆ Students are encouraged to discuss any grievances or concerns regarding their VET course with their VET teacher/trainer and/or home school VET Coordinator.