



Welcome to 2019

Your 'back-to-school' guide for Semester 1

PRINCIPAL'S MESSAGE



Welcome to the 2019 school year at Lake Tuggeranong College.

You have joined an excellent educational facility – one that prides itself on providing you with a wide range of options for academic success and for personal growth.

You have at your fingertips access to high quality teaching and learning resources in what must surely be Canberra's most beautiful public college.

We are here to guide you towards the very best ACT Senior Secondary Certificate; and in the meantime, we hope that you discover a myriad of new skills to set you up for the next phase of your life.

How to spot a (successful) college student

College students are easy to spot. They show the following characteristics:

- ✓ They are self-reliant, self-motivated
- ✓ They know how to prioritise their time
- ✓ They make the most of their times off class to research and to study
- ✓ They balance study with part-time employment/sporting commitments
- ✓ They tap into support structures within the college
- ✓ They talk often with their teachers
- ✓ They get on the front foot when they have been absent, and they ensure notes are in and work caught up
- ✓ They understand the system requirements for an ACT Senior Secondary Certificate - attendance, classroom participation and submission of assessment items

How to become a (successful) college student

Some of those characteristics might seem a long way off to you right now. That's OK. We are all about ensuring that you know what success looks like and that college practices and people help you get there.

At the start of Year 11, it is virtually impossible to know all that you will need to know for the ACT Senior Secondary certificate; but you do have a set of teachers in your corner, giving you pieces of information as you need them (trying not to overload you) and putting out reminders as major deadlines loom.

I strongly recommend that you visit the Board of Senior Secondary Studies (BSSS) website to start familiarising yourself with the rules and regulations around the awarding of a ACT Senior Secondary Certificate. Go to <http://www.bsos.act.edu.au>

Save up your list of questions or uncertainties and ask your Academic Officer or your Student Wellbeing Coordinator at the start of 2019. These fantastic people 'live' in the College Life area (ground floor Pavilion 6). They will be introduced to you on the first day of college, and in addition to everything they will share on that day, you can make a personalised meeting time with them at any time during the two years of college.

For our families: we will send out direct contact numbers for key staff in our first Student Notices (sent electronically on Monday's) and you can meet staff at our planned Meet'n'Greet during February. Stay tuned for that!

These are going to be two of the most rewarding and exciting years of your education thus far: I look forward to joining you on that journey.

Julie

julie.murkins@ed.act.edu.au

College Life

Making Students the Life of the College

We call our pastoral care and academic progress system, 'College Life', because it represents all of those aspects of your time at college - everything from how you feel about your courses and your progress, through to how you take an active part in the day-to-day running of events at college. It encompasses student leadership, governance, wellness and good times!

Firstly, the structure: the entire college population is arranged into four large groups, according to your year and your surname: Year 11 A-K, Year 11 L-Z; and Year 12 A-K, and Year 12 L-Z. Each of these large groups has

- a dedicated Academic Officer - primarily there to help you with course selections, changes, and your ACT Senior Secondary package; and
- a Student Wellbeing Coordinator - serving to ensure your wellbeing is the very best it can be in order to succeed at college.

A Help Desk is located at the front of their rooms in Pav 6, and you can go there any time you are not on class. The Help Desk will assist in making appointments or suggesting the best person to speak to about your particular issue.

Secondly, the college operates a sequence of important year group assemblies throughout the year: you will be given details of these events at the start of each term, but they occur on set Monday's. It is critically important that you attend these, as they form part of our way of ensuring that you meet your ACT Senior Secondary certificate requirements AS WELL AS connecting you firmly with the positive culture of LTC.



The College Life team also includes our School Psychologists and our Chaplain –located in Pav 6.

Working parallel to College Life is our dedicated Careers and Transitions team, who are available to you on matters such as developing your pathway goals, gaining Work Experience placements, and/or engaging in School-Based Apprenticeships (ASBAs).

You can pop in any time to see someone about your career planning and anything related to the world of work and other training.

Supporting the staff in College Life is the Student Leadership Group -a sophisticated 'SRC', if you like. SLG works with Student Wellbeing Coordinators to make assemblies student-centred and engaging. They also meet regularly with the college Senior Executive as part of college governance.

Finally, but just as importantly, your classroom teachers and Faculty Leaders (SLCs) are there for you. Make sure that you know where your teachers 'live' (which staffroom etc) and get to know the head of each Faculty – they are critical to your success in your courses.



Get Involved

You are invited to get involved in College Life by:

- ✓ attending assemblies each term
- ✓ participating in sessions with your Academic Officer, as required
- ✓ nominating to be part of the Student Leadership Group (SLG)
- ✓ keeping up with information about College Life in
 - weekly TV screens
 - weekly notices
 - Year 11 and Year 12 Google Classroom pages
 - the LTC blog - <http://laketuggeranongcollege.wordpress.com/>
- ✓ being active at our celebratory events – e.g. Market Days, and courtyard activities

College Life

The College Timetable

You can check out the 2019 college timetable on our website - www.ltc.act.edu.au

We run a five-day timetable, where each subject occurs four times a week: one 45-minute session, one 60-minute session, and one double lesson of 120 minutes. Because of the double lessons, you may find that your college day starts later particular days or ends earlier.

We encourage all students to maximize their time off scheduled classes to revise, plan and undertake work on assessment items. **Remember:** we do not run bells at college. Students are expected to check the time and to know when to move back to their next scheduled class.

Year 11 Curriculum and Term 1 Assessments

Lake Tuggeranong College wants to know the learning profile of each and every student so that our teaching programs can make the most of the relatively short time we have with students. We also expect our students to achieve their best and to settle in as quickly as possible. Because of this, the Term 1 learning program for Year 11's is slightly different from that of Year 12.

At the end of Term 1 Year 11 students will receive very clear advice about their progress in the courses they have chosen. This advice is based on information gained from cohort literacy and numeracy tasks (undertaken at the start of Term 1), formal assessment tasks and class work. Students will be able to gauge how they are progressing and, if necessary, change to more appropriate courses.

Academic Officers and Student Wellbeing Coordinators are on hand all year to sit with students and their parents to discuss courses and overall Year 12 packages.

Academic Supports at LTC

In addition to support provided by your classroom teacher in specific subjects, there is a range of people available at college to help decipher/unpack/plan out your assessment pieces; or to provide you with a one-on-one timeslot on college workloads.

Make sure you know all about the **Resources Room** and **The Green Room** (quiet staffed places where you can ask for specific or general assistance), and the **Teacher-Librarians** in our fantastic library - experts at assessment advice. Likewise, there is the beautiful large open area on the ground floor of Pav 6 (adjacent to College Life) - our **Learning Commons**. This is a terrific space to meet up with friends and to work on tasks together.

A formal series of workshops and lectures on how to succeed at senior secondary level are run during Semester 1 for Year 11 students: these are highly recommended, indeed. Info about these sessions will be given out during the first two weeks of Term 1.

Attendance & Absence

Maintaining good attendance at college is extremely important: your ACT Senior Secondary certificate depends upon it. Being present (in every sense of the word) will get you a great result: make attending classes your priority and have as your second priority getting electronic or paper notes in should you have to miss a class.

It is important to immediately provide information about absences to the college. Parents/caregivers should send in a note of explanation to tugc_absences@ed.act.edu.au and it will be managed by the College Life Help Desk staff. Absences are required to be cleared (i.e. via a note of explanation) within ten school days. If you are not able to access emails, you can complete a paper-based note, which is available from the College Life Help Desk.

All ACT public schools use a live roll-marking system - i.e. the roll is marked for each class each day. LTC sends regular notifications to students and families showing attendance at each lesson. Talk to the great people at the Help Desk in College Life if you need help with these notifications.

Issuing of Student Reports

Please be advised that the College reports are issued directly to students either by hand or via family email. If circumstances prevent the report being shared with a second family contact, a second report will only be issued if requested in writing. Please send details of a second report recipient to:

Margaret.Earl@ed.act.edu.au



Learn Thrive Connect

So... Week 1, Term 1, 2019

Key Info:

Year 11 students start college Monday 4th Feb.

Year 12 students resume Tuesday 5th Feb.

College starts at 8:30am! You will need to be at college BY 8:30. Here is a glance at the timetable for the first two days of college: a full copy will be available on our website soon.

| Monday | Tuesday |
|--|---|
| 8:30 – 9:00 - Meet the staff Year 11 Students collect their packs (arranged by alphabet – spread around gym) | 8:30 – 9:15 Whole-school Assembly (gym) |
| | Regular timetable from Time Block 2 |
| 9:00 – 9:30 Assembly (gym) Welcome Principal's Address Important Info 9:30 – College LIFE | Line 4 9:15 – 10:30 |
| 10:00 – 10:30 Meet your Mentor - Year 12 student: -Name activity -Check packs -ID cards -Maps -Scavenger Hunt Passport | |
| 10:30 – 11:00 Morning Tea Break | 10:30 – 10:50 Morning Tea Break Music in the Courtyard |
| SCAVENGER HUNT | Line 6 10:50 – 11:50 |
| | Line 5 11:50 – 12:35 |
| 1:00 – 1:35 LUNCH Courtyard activities and BBQ Market Stalls | 12:35 – 1:30 LUNCH Music in the Courtyard |
| 1:45 – 3:15 (Mini Timetable) Line 1 – 1:50-2:00 Line 2 – 2:00-2:10 Line 3 – 2:10-2:20 Line 4 – 2:20-2:30 Line 5 – 2:30-2:40 Line 6 – 2:40-2:50 Line 7 – 2:50-3:00 | Line 7 1:30 – 2:30 |
| 3:00-3:30 - Meet the College Team – -Q&A - Final Messages | Line 7 2:30 – 3:30 |

This timetable will ensure that you get to meet people and settle into your classes early; and that you work out where important support staff are located.

What do I need to bring Week 1?

LTC does not run book packs. Students are free to select and use stationary of their choice - folders, books, etc. We do not use a lot of textbooks, except for subjects such as Maths, and info on your Maths requirements will be given out in your first lesson by your teacher.

We are a BYOD school, and as such, we expect students to bring along their own portable devices and you will have access to our (free) wi-fi. All students will now have their own Chromebook provided either by their High School last year or the College this year. Many of our students use their tablets or laptops to take their notes and undertake their web searching.

Our local providers, The Good Guys (Tuggeranong) and JB Hi Fi (Tuggeranong) know exactly how our IT works and can help you with a great price if you want to upgrade a device during your two years at college.

We need you at college bright and early each day, with something to capture key pieces of information - a book/folder/device. On your first day, you will receive your timetable, student ID card, maps and information about accessing the Library.

The annual college photo will take place in the first week. This is a cherished event at the college and we hope you will help us to continue the tradition by taking part. An announcement will go out via the PA system asking everyone to gather in the courtyard. The 2019 photo will then join the previous years' pictures in our gallery between English and Maths.

There will be a sausage sizzle with a vegetarian option (and drinks) on Monday and Friday of Week 1, in our courtyard.

What else do I need to organize Week 1?

Lockers: You can hire a locker via the Front Office - \$50 for two years.

Calculators - T Maths students can hire a calculator for \$60 for each year - purchase same for \$185. See Front Office.

Parking permit: bring your licence (P-platers and/or full licence holders only) and student ID card to Front Office - permits are \$5 each and allow you use of the spaces opposite college.

Learn Thrive Connect

P.S. info for students and families

Students

Student Leadership Group

Talk to your Student Wellbeing Coordinator if you would like to be part of the SLG. A leader's camp is planned for early in Term 1, and so it is important that we form the Year 11 group of leaders as soon as we can.

If you want to wait a while before committing yourself to taking on leadership roles in Year 11, that is fine.

Year 11 Student Board Representative

Elections will take place in Term 1 for a vacant Year 11 student representative and one Year 12 student representative on our College Board - the key governance entity. Nominations open on Monday 4th February and close Monday Feb 18th at 11 am. If you would like to nominate, please call in to speak with Julie, the Principal, during the first couple of weeks of college.

Parents

Voluntary Contributions

As a public school, the college asks families to assist with the meeting of overall costs through Voluntary Contributions.

Every cent of what you provide goes directly into classroom supplies and resources and allows us to make considered larger purchases in favour of all students.

In 2019, one larger purchase includes the upgrade and modernization of the IT infrastructure at the college. We want to continue to add these and many more types of improvements for our students - your contribution will help immensely.

Our Business Manager and her team will send out information about Voluntary Contributions early in the term and are always available to talk through the options with you.

Parent Representative on the College Board

Elections will take place early-mid Term 1 for vacant parent representatives (2) on our College Board. Nominations open on Monday 4th February and close Monday 18th February at 11 am. If you are interested, feel free to contact either Julie, the Principal, or Letitia Edwards, our Returning Officer (and Business Manager).

An event for your calendars:

**Families & students are invited to LTC Families Evening
(meet & greet) - Thurs Feb 21st from 5:30pm – 7:30pm**

Invites will go out via home emails and our website.

