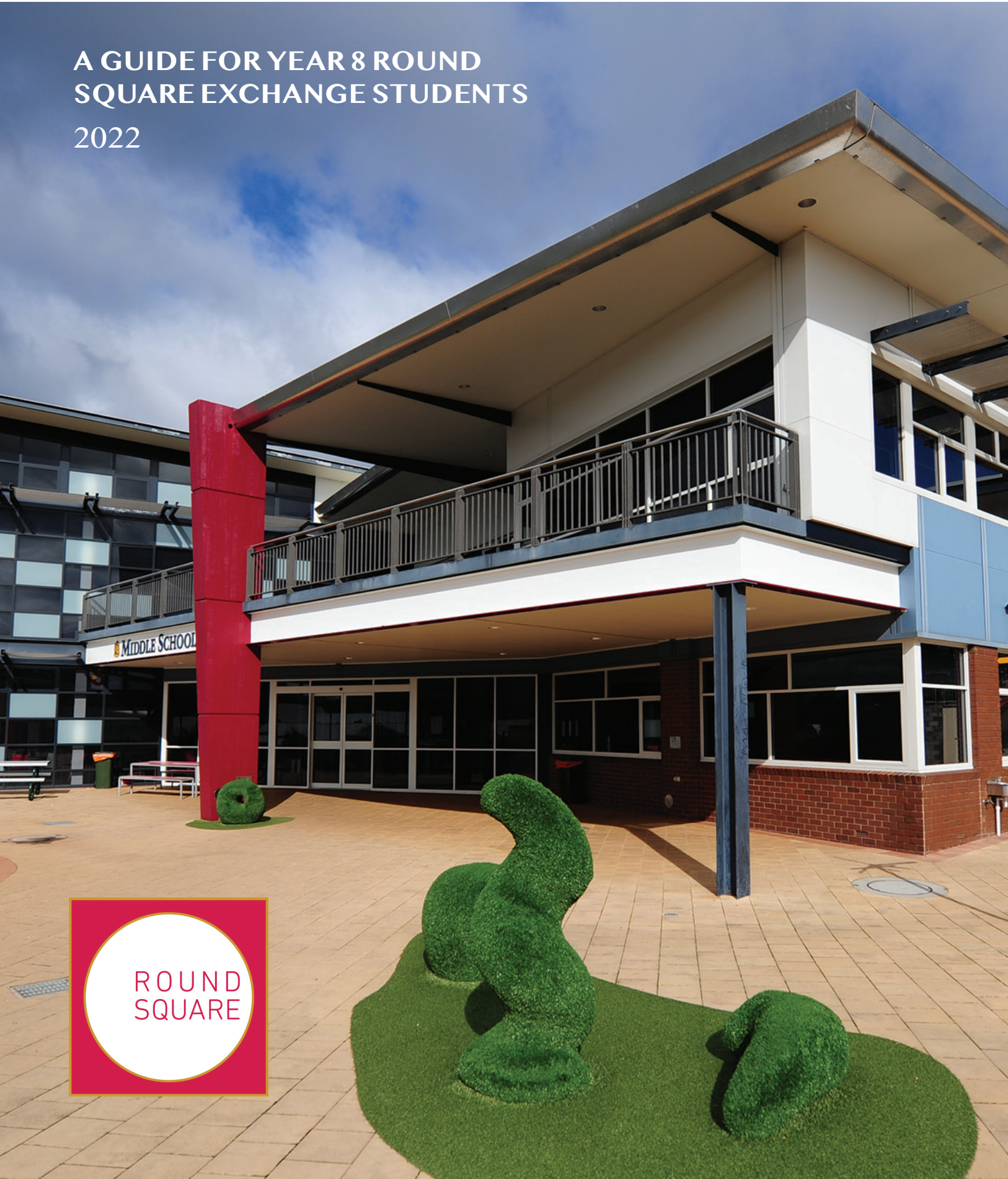




SCOTCH OAKBURN COLLEGE
CREATING THE FUTURE

A GUIDE FOR YEAR 8 ROUND SQUARE EXCHANGE STUDENTS 2022



ROUND
SQUARE

CONTENTS

Welcome	3
Being part of a year level	3
About our College	5
What does a normal day look like	6
Daily routine	6
Useful information	7
College life	8
Getting to know each other / House Rules / Respect / Family Life / School Life / Chores & Responsibilities / Food-Meals / Computer use / Phone use / Who pays? / Bedroom and Bathroom / Working With Vulnerable People Check	
Code of Conduct	9
Medical Information and Consent Form	10
Medical Information	10
Medical History	11
Medication Plan	12
Asthma and Allergenic Reaction Management Plan	13
Penquite Campus Map	14



SCOTCH OAKBURN COLLEGE
CREATING THE FUTURE

Scotch Oakburn College

Locked Bag 103

Kings Meadows, Tasmania 7249

Email: middleschool@soc.tas.edu.au

85 Penquite Road, Launceston

Telephone: (03) 6336 3401

www.soc.tas.edu.au

facebook.com/ScotchOakburnCollege

Penquite Campus

Senior School, Middle School, Health & Physical Education Centre,
Performing Arts Centre and Business Office

85 Penquite Road, Launceston

Telephone: (03) 6336 3300

THIS BOOKLET IS DESIGNED TO HELP YOU NAVIGATE YOUR WAY AROUND SCOTCH OAKBURN COLLEGE

Welcome to Scotch Oakburn College and its Middle School. Our Middle School is designed specifically for your age group and has many innovative features which will allow you to develop skills that will carry you into the future. The six Round Square IDEALS, Internationalism, Democracy, Environment, Adventure, Leadership and Service are embedded within everything we do at Scotch Oakburn College. Round Square is not what we do, it is who we are.

The Scotch Oakburn College Community is a welcoming one that will help you settle in and make you feel at home. Your time here at the College will pass in the blink of an eye so take every opportunity you are presented with. Be Courageous, Curious and Compassionate and enjoy your Year 8 Round Square Exchange!



Mr Leigh Cordell
Round Square Director

CRICOS provider No. 00480A



Welcome to Scotch Oakburn College

WE HOPE THAT YOU HAVE AN ENJOYABLE TIME AT OUR COLLEGE AND WITH YOUR HOST FAMILIES.



MR ANDY MÜLLER
Principal



MR BEN GREEN
Head of Middle School



MR BO POWER
Head of Boarding



MR CLYDE GOOSEN
Round Square Coordinator
Middle School

BEING PART OF A YEAR LEVEL

The Middle School Mentor Program is central to the development of the social and emotional skills for learning and life. You will belong to a 'homeroom' and have a mentor teacher who will support your everyday learning and wellbeing maintenance and development. You will form close connections with your Mentor Group.

The Heads of Year support each year level and provide key pastoral care and wellbeing support to all Year Level Mentor teachers and students in that year level.

Heads of Year / Counsellor



MRS ESTER CROFT-ELLIOT
Year 6



MR SAM NUGTEREN
Year 7



MS KATIE LESTER
Year 8



MRS KIRAN OATES PRYOR
Middle School Counsellor





About Our College

HISTORY

Scotch Oakburn College was created in 1979 with the amalgamation of Oakburn College (est 1886 and formerly Methodist Ladies College) and Scotch College (est 1901).

Scotch Oakburn is a co-educational Uniting Church College, catering for all religions, with a student population of approximately 1110. Classes commence at Early Learning (3 years old) and continue through to Year 12, with a maximum class size in the Middle and Senior School of 26 students. We are registered to accept international students from Year 1-12, with boarding from Year 6.

The College has a long established reputation for providing a high quality, holistic education. Graduates from the College are represented as leaders in the fields of government, law, medicine, education, the arts and industry.

Scotch Oakburn College has three campuses and a boarding house. The Penquite Campus where you will be based, is situated on Penquite Road, Launceston. This campus houses our Middle School and Senior School. The Junior School and the Boarding House are situated only 2.4kms away on Elphin Road, Launceston.

Our third campus is our Education Outdoors and Environmental Education venue known as the Valley Campus. This is situated near Fingal, approximately 1 hour south-east of Launceston.

Scotch Oakburn College is situated in northern Tasmania, Australia's island state. Tasmania is located 300 kilometers south of the Australian mainland and enjoys a temperate maritime climate, without extremes of heat or cold. Tasmania has a reputation for an easy going and friendly way of life, with small, uncrowded cities, spectacular wilderness areas, and charming country scenery.

To learn more about Launceston and Tasmania visit www.discovertasmania.com





What does a normal day look like?

MIDDLE SCHOOL DAILY ROUTINE

TIME	ACTIVITY
8.30am – 8.40am	Arrive at school, go to your locker and prepare for your first two lessons
8.40am – 9.25am	Period 1
9.30am – 10.15am	Period 2
10.20am – 10.40am	Recess
10.45am – 11.15am	Pastoral Time
11.20am – 12.05pm	Period 4
12.10pm – 12.55pm	Period 5
1.00pm – 1.45pm	Lunch
1.50pm – 2.35pm	Period 6
2.40pm – 3.25pm	Period 7



Useful information

- Wear your own school uniform and bring your sports uniform so that you can take part in Physical Education classes.
- Bring an exercise book and a pencil case that can be used for all subjects.
- You will take part in all normal school activities; classes, assembly, chapel, mentor group and house activities.
- Some exchange students will attend the Education Outdoors Program. (We can assist you with equipment such as tents and rucksacks.
- Mobile phones are NOT to be used in class.
- The timetable runs for a 2 week cycle - Week A and Week B. (You will follow the same timetable as your host)
- An internet account will be issued to you and you will have ITC access so there is no need to bring your laptop, although you are welcome to do so.





College life

GETTING TO KNOW EACH OTHER:

Communication early on is one of the keys to a successful host family and incoming student relationship, and establishing expectations early on can help greatly diminish misunderstandings and help in the adjustment for both the host family and student. Please use the following guide to help you prepare for entering a new family's home.

HOUSE RULES:

Each family may have different house rules, your family should discuss these with you. You can talk about the house rules with your host family, particularly to ensure you understand and respect their expectations. If you are not sure what to do, ask questions.

RESPECT:

The Scotch Oakburn community abides by the three R's; Respect for Self, Respect for Others and Respect for the Environment. Respect the house rules of your host family. Respect any cultural or religious differences. Be truthful and express any concerns or needs in a respectful way.

FAMILY LIFE:

You are expected to behave and be treated as a member of the family, not just a guest. Try to participate in family activities, even if it may seem new or strange to you. Be open with your host family about any problems or needs.

SCHOOL LIFE:

A nice way to give you some perspective on Scotch Oakburn College may be to Google our school and write a list of similarities and differences between your own school. <https://www.soc.tas.edu.au/>

CHORES/RESPONSIBILITIES:

As a member of the family, you should help with general household work such as setting or clearing the table. If you are interested, you could help with meal preparation. You may help with the children by reading to them or playing with them; however, you should not be expected to baby-sit.

FOOD/MEALS:

Be on time for family meals. If you will be late or absent, let your family know in advance. If you have allergies, tell your family. Offer to help with small tasks such as setting the table or cleaning up after meals.

COMPUTER USE:

Adhere to expectations set by your host family regarding computer usage (for the family computer and your own computer), if they don't make this clear, it may be a good idea just to ask what is common practice in their household.

PHONE USE:

Adhere to the guidelines as set by your host family regarding phone usage, again, if this isn't explained, perhaps ask your host family what is common practice in their home.

WHO PAYS?

Understand and be respectful of what you are expected to pay for and be sure to thank your host family if they pay for things. Remember that the host family is volunteering and receives no compensation for hosting you. Scotch Oakburn College advises that, generally, host families pay for meals, any other costs are at their discretion. We do not recommend host families pay for souvenirs or leisure items for incoming students.

BEDROOM AND BATHROOM:

Students should keep their bedroom clean and wash bedding as needed. Your host parents are not expected to clean your bedroom. Be respectful of shared bathroom space and be sure to clean up after yourself.

WORKING WITH VULNERABLE PEOPLE:

All Scotch Oakburn College host parents/primary carers (and siblings over 16 years of age) of an exchange student must be registered with a Working with Vulnerable People Check.

Code of conduct

As an exchange student representing my school, and as a representative of other young people who may wish to make an exchange in the future, I agree to the following in accepting this exchange position. And I/we, the parents, accept that our child understands the expectations with respect to behaviour, and specifically:

- Adhere to all Scotch Oakburn College school rules and become a genuine member of the community
- The need to pay attention to their personal safety and health at all times
- The need to liaise regularly with the Exchange Coordinator and to accept appropriate supervision at all times (and the need to accept the reasonable directions of other school staff, host families, etc)
- Involvement with sex, drugs or alcohol is prohibited
- A respectful attitude to the host school and family
- A preparedness to participate wherever appropriate

We understand that all normal school policies – and especially those specified above – are designed to maximise safety of all participants. Infringement of these policies could result in a participant being sent home. We understand that any extra costs associated would be at our expense.

We understand that as an exchange student you may be permitted to travel only when you are accompanied by a staff member, host parents or when participating in an organised trip. At any other time it is with the express permission of your host, host parent or head teacher of the host school.

I agree that I understand the information above.

Student's Signature **Date**

Signature **Date**

(Parent or Guardian for student's under 18 years)

PARENTAL AUTHORISATION FOR STUDENTS UNDER 18 YEARS

Student Name

Parent Name

Please circle your choice and use BLOCK WRITING for name.

1. I give / do not give permission for _____ to travel unaccompanied by an adult while on exchange with the express permission of the host parents / boarding house.

Signed **Date**

2. I give / do not give permission for _____ to stay with other students from the school as long as the Host Parent/Boarding Head has given permission.

Signed **Date**

3. I give / do not give permission for _____ to travel in any vehicle driven by a licensed driver (not a staff member or employee of the school) while on exchange.

Signed **Date**

4. I understand that should a medical situation arise, wherever possible the host school or host parents will endeavor to obtain permission for treatment from me but if that is not possible then the host school or parent is given permission to make decisions for necessary medical treatment.

Signed **Date**

Medical Information and Consent Form

Student's Surname:	First Name:
Residential Address: _____ _____	
Date of Birth: DD / MM / YYYY	Gender (circle): Male Female Other _____
Parent/Guardian 1	Parent/Guardian 2
Name: _____	Name: _____
Relationship to student: _____	Relationship to student: _____
Home Phone: _____	Home Phone: _____
Business/Mobile: _____	Business/Mobile: _____
Email: _____ _____	Email: _____ _____

MEDICAL INFORMATION

Doctor's Name:	Doctor's Phone Number:		
Travel Insurance Details	Policy Number:		
Provider:	Validity Dates:		
Please tick YES or NO to ALL questions			
I give my permission for my child to be given Paracetamol	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has your child been vaccinated against *Tetanus?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: _____
Has your child been vaccinated against *Hepatitis B?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: _____
<i>**Please attach a copy of your immunisation record</i>			
My child can swim 50 metres:	Easily <input type="checkbox"/>	With difficulty <input type="checkbox"/>	Not at all <input type="checkbox"/>

Signatures: Date:
(Parent / Guardian) (Student)

MEDICAL HISTORY

Medical Condition	YES	NO	Additional Information
Allergies			If YES please complete Asthma and Allergenic Management Form (attached)
Asthma or Respiratory Condition			
Anaphylaxis			If YES please provide action plan as per page 13
Bleeding			
Chronic Fatigue			
Diabetes			
Dietary Issues			
Epilepsy			
Glandular Fever			
Heart Condition / Blood Pressure			
Kidney / Bowel Condition			
Migraines / Headaches			
Sleepwalking			
Visual, Hearing, Speech Difficulties			

DOES YOUR CHILD HAVE ANY MEDICAL OR PERSONAL INFORMATION WHICH WE SHOULD BE AWARE OF WHILE THEY ARE ON EXCHANGE? PLEASE PROVIDE DETAILS:

MEDICATION PLAN

IF YOUR CHILD WILL BE BRINGING MEDICATION WITH THEM ON EXCHANGE, PLEASE COMPLETE THE DETAILS BELOW:

Condition needing medication (e.g. Migraine)	Condition needing medication:	Condition needing medication:
Medication name:	Medication name:	Medication name:
Prescribed by doctor: Yes <input type="checkbox"/> No <input type="checkbox"/>	Prescribed by doctor: Yes <input type="checkbox"/> No <input type="checkbox"/>	Prescribed by doctor: Yes <input type="checkbox"/> No <input type="checkbox"/>
Dosage:	Dosage:	Dosage:
Time/s to be taken:	Time/s to be taken:	Time/s to be taken:
Expiry date of medication:	Expiry date of medication:	Expiry date of medication:

PARENT / GUARDIAN AUTHORITY

I/We declare that the information provided on this form is complete and correct and that I/We will notify the school if any changes occur.

Parent/Guardian Initials

I/We authorise the staff member, host parents, contracted employees or agents, who are with my child, to give consent where it is impractical to communicate with me/us, and agree to my/our child receiving such medical or surgical treatment as may be deemed necessary. I/We give permission for this information to be passed on to a third party e.g. doctor or hospital to facilitate medical treatment for my/our child. Any costs incurred in medical treatment for our child are to be paid by me/us.

Parent/Guardian Initials

Name/s (Please Print):
(Parent / Guardian)

Signatures:
(Parent / Guardian)

I/We give permission for our child to participate in school activities that may take place away from the school campus, including excursions, camps, and co-curricular activities. I/We also give permission for the host parents of our child to sign any necessary consent forms and documents required for participation in these activities.

Parent/Guardian Initials

I/We give permission for our child to stay with other students at the College providing the Host Parent/ Exchange Coordinator/ Boarding House has given permission.

Parent/Guardian Initials

I/We give permission for our child to travel in any vehicle driven by a licenced driver.

Parent/Guardian Initials

.....
(Parent / Guardian)

Date

ASTHMA AND ALLERGENIC REACTION MANAGEMENT PLAN

ASTHMA	
Usual maintenance medical program followed:	
Preventer medication:	
Reliever medication:	
Medication and treatment regime to be used during an asthma attack:	<i>(Please attach an Action Plan if available)</i>
List any known asthma triggers:	
Has asthma interfered with participation in normal physical activities within the last 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
Has your child been admitted to hospital due to asthma in the past 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
Has your child been on oral cortisone for asthmas in the last 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
Has your child suffered severe asthma attacks requiring hospitalisation within the last 12 month?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
ALLERGENIC REACTION	
What is your child allergic to?	
What are the signs and symptoms of your child's reaction?	
Historically, has your child suffered from any of the following:	
A localised reaction? (rash, itching, swelling at the site that poison/irritant entered)	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
A systemic reaction? (rash, itching swelling away from the site that the poison/irritant entered)	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
An anaphylactic reaction? (severe breathing problem, total body swell, emergency situation)	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
What does your child take for their allergic reaction? (if any)	
Have allergies interfered with participation in normal physical activities within the last 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
Has your child been admitted to hospital as a result of allergies in the past 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
Does your child take adrenaline (EpiPen) when suffering an allergic reaction?	Yes <input type="checkbox"/> No <input type="checkbox"/> If YES please supply recent Anaphylaxis Action Plan

Student's Signature Date

Signatures: Date
 (Parent / Guardian) (Parent / Guardian)

Penquite Campus



SCOTCH OAKBURN COLLEGE
CREATING THE FUTURE

Directory

- 1. Bruce Carter Administration Centre**
 - Reception & Business Office
 - J. K. Powell Room (1st Floor)
 - Inwards Goods
- 2. Performing Arts Centre**
 - Horton Auditorium
 - Leigh Speedy Room
 - s.p.a.c.e. gallery
 - Performing Arts
- 3. Works & Maintenance**
- 4. Briggs House**
 - Briggs House Dining Room
 - Food Technology Centre
 - Archives (1st Floor)
 - Community Relations and Development Office (1st Floor)
 - Human Resources Office (1st Floor)
- 5. College Shop**
- 6. War Service Memorial Chapel**
- 7. Chapel Garden**
- 8. The Oak Tree**
- 9. Ravenscraig**
 - Humanities
- 10. St Andrews**
 - Tuck Shop
 - Languages
- 11. Helix**
 - Year 9 and 10 Commons
 - Mathematics
 - Science
- 12. John Morris Centre**
 - Futures Centre
 - Library
 - Information Technology
 - Student Medical Room
- 13. Robert Dean Centre**
 - Senior Student Centre
 - Design & Technology (Lower Ground Floor)
 - Visual Arts (Lower Ground Floor)
- 14. Penquite Underpass**
- 15. Amphitheatre**
- 16. Middle School Reception**
 - Student Medical Room
- 17. Middle School**
 - Year 6, 7 & 8
 - Learning Spaces
- 18. Health & Physical Education Centre**
- 19. Scotch Oakburn Park**
- 20. Eastman Pavilion**
- 21. Grounds Dept.**
- 22. Wetlands Trail**
- 23. Education Outdoors Shed**

