



NEWSTEAD
COLLEGE



2025 INFORMATION

for Families & Students

EXCELLENCE
OPPORTUNITY
SUCCESS



Tasmanian
Government

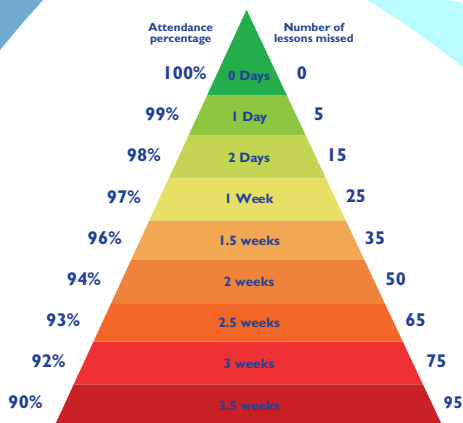
Department for Education,
Children and Young People

Your Guide for 2025

This booklet contains important information for the 2025 school year. Inside you will find the following:

- Attendance procedures
- Respectful Behaviour Support
- College rules
- Mobile phone use policy
- Stay in the Loop
- ICT Acceptable Use Agreement
- TCE information
- Support Group
- College Library
- School Support & Wellbeing Team
- Career Education
- UniHub
- Timetable
- Newstead College teachers' contact details
- Key dates

Attendance Matters



Attendance is compulsory

Every lesson a student misses impacts their learning and their chance of successfully completing their courses and attaining the Tasmanian Certificate of Education (TCE).

Newstead College is an adult learning environment and in preparing students for work, where they need to explain absences generally with a medical certificate, we emphasise that students have valid explanations for their absences. We value parents' and carers' assistance in helping students to maintain a 100% attendance record and explain any absences.

We realise there are times when students are ill or have other authorised reasons for being absent. If students are absent due to illness and attend a doctor, it is preferable that a medical certificate is obtained and forwarded to the College Office. Some absences, including absences of 5 consecutive days or more, require a medical certificate before they can be authorised.

How to explain student absences

We would like explanations for student absences on the day the student is absent. Please provide us with the name of student, times or lines absent and a full explanation. You will receive an SMS or email alert if your child is absent from school requesting a response.

Ways to explain absences:

- Respond to the text message or email you receive by completing the form
- Email: newstead.college@decyp.tas.gov.au
- Phone the College Office on 6332 3232
- Student provides a note signed by their parent/guardian to the College Office when they return

If there are unexplained absences or errors on the printout you receive each term, please write on the printout, sign and date it, and return it to our College Office.

If you change your mobile number, please let the College Office know. This is important to ensure you receive text messages and also for emergencies.

If you would like to discuss attendance concerns, please phone your student's Support Group Teacher or Assistant Principal.

Respectful Behaviour Support

At Newstead College, we value:

RESPECT

RESPONSIBILITY

LEARNING

EXPECTATIONS OF OUR COMMUNITY

Learning:

Our community should be respectful by:

- arriving to class on time
- being organised for class with all necessary equipment
- completing set tasks, including homework as required
- not eating or drinking in class.

Communication:

Our community should be responsible by:

- carrying their ID Card at all times
- complying with the Newstead College ICT Acceptable Use Agreement.

Our community should be respectful by:

- not making loud or disruptive noise both in class and around the College
- not using mobile phones in class unless agreed to by the teacher.

Care for the Environment:

Our community should be responsible by:

- keeping the College clean and tidy
- caring for the College grounds, including the gardens and plants
- caring for buildings, furniture, equipment, student work and rooms including the Common Room and Staff Rooms.



Safety:

Our community should be responsible by:

- walking inside and outside the buildings
- driving carefully and obeying the rules of the road
- only playing ball sports in designated areas (tennis courts, gym and oval).

Parents and visitors should be responsible by:

- reporting to the Front Office before proceeding to other areas of the College.

Privacy:

Our community should be respectful by:

- asking permission before taking a person's photo
- respecting confidentiality and privacy at all times.

Non-Negotiable College Rules

To protect the rights of the Newstead College community, there are certain expectations of behaviour. The following will not be tolerated and may lead to suspension or withdrawal of enrolment:

- physical assault and threats
- bullying and harassment
- threatening, abusive and offensive language including by texting and social media
- offensive graphic images and slogans on clothing
- possession of dangerous items and weapons (real and imitation)
- possession, consumption or under the influence of alcohol or illegal drugs
- theft of, or damage to, personal or College property
- dangerous driving of any vehicles
- use of bikes, skateboards and scooters in the College grounds
- smoking and vaping on College premises and on the street at the front of the College



Student Behaviour Management Policy

Department for Education,
Children and Young People



Mobile phone use by students at college

Off and away all day while in class

At Newstead College we value respect, responsibility and learning.

All members of the college community should show respect by turning mobile phones* **OFF AND AWAY ALL DAY** while in class. This is to ensure the focus inside the classroom is learning.

Rationale

It is widely acknowledged that when used effectively as a tool to enhance learning, personal mobile devices (including mobile phones) can play an important role in education. We also know that mobile phones and technology are a central part of life. However, we have heard through consultation that mobile phones cause distraction from learning and impact the development of strong relationships at school.

DECYP and Newstead College are committed to ensuring the wellbeing and engagement of all learners. The decision to restrict the use of mobile phones by students during the day will support schools to minimise distraction from learning and encourage healthy and positive personal interactions.

Exemption

Exemption from this policy is granted where students have been given direct instruction by a teacher to use their device for educational purposes.

Please note:

- Mobile phones are the responsibility of the individual, who needs to ensure secure storage of their devices.
- All communication with students who are in class must be through the College Office.

* Definition of mobile phone for the purpose of this policy: a mobile device with access to a cellular (telecommunication) system, with or without a physical connection to a network. This includes smart watches, tablets and associated listening accessories, such as (but not limited to) headphones and earbuds.

Stay in the loop

There are a wide range of ways that you can find out more information about the College:



Phone

To contact Newstead College phone 6332 3232.



Email

newstead.college@decyp.tas.gov.au

For enrolment or course information: lane.davie@decyp.tas.gov.au



Text Messages

Parents will be informed of critical events via text messages. Student absences are also notified to parents daily by text.



Website

www.newsteadcollege.education.tas.edu.au



Newstead College SZapp

SZapp gives you easy access to latest news, reminders, forms, documents, subscriptions and contact forms. Simply go to your app store to install.



Facebook

Facebook is a great way for us to deliver information, photos and videos of the amazing things happening at Newstead College.



YouTube

Subscribe to Newstead College on Youtube.



Instagram

Follow us on Instagram [@newsteadcollege](https://www.instagram.com/newsteadcollege)



Newstead College eNews

Our monthly e-newsletter celebrates student successes and communicates important information to parents, carers and the community. A print-friendly copy is available.

Other College communications

Important information is displayed daily on digital screens around the College.

Support Group Teachers will share important information with students during the weekly Support Group class.

ICT Acceptable Use Agreement

Purpose

Information and communication technologies (ICT) are provided at Newstead College for educational, communication and research purposes. This Acceptable Use Agreement helps protect students, staff and resources by clearly stating what is acceptable and what is not.

When using ICT resources at school, I agree to:

- comply with State and Commonwealth laws at all times
- use the ICT resources at school for educational purposes
- only use my own username and password to access ICT resources
- use social networking sites for educational purposes and only as directed by teachers
- think about how I use content posted on the internet and not simply copy and paste information from websites
- not use any service to cause any security risk to Department for Education, Children and Young People (DECYP) networks, such as using a VPN service on a personal device connected to DECYP wireless, or when accessing DECYP resources such as Office 365, email, etc.
- not use any ICT resources or actions that will bring the school into disrepute
- use ICT resources in a safe and secure way:
 - protect my privacy rights and those of other students by not giving out personal details, including full names, telephone numbers, addresses and images
 - not send photographs or publish the full names of others or myself to unknown people without permission
 - always act with caution when communicating with unknown people using the school ICT resources



When I use my mobile telephone or other personal mobile device, I agree to:

- use it for learning purposes as directed by my teacher
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else
- respect others when I talk to and work with them online and never write or participate in online bullying

Monitoring and management of ICT Resources, including student-owned devices

All departmental ICT resources are the property of DECYP, which reserves the right to monitor the use of these ICT resources. This right extends to student-owned devices connected to the DECYP school network. The monitoring may include reading the content of files and emails, including personal files and emails, stored on departmental or student-owned ICT resources.

The school may exercise its right to monitor the use of the school's ICT resources to:

- ensure that the systems and networks are functioning properly
- protect against unauthorised access
- ensure compliance with the Rules for Responsible ICT Use

DECYP may exercise its right to monitor the use of resources to:

- ensure that the systems and networks are functioning properly
- protect against unauthorised use and/or access
- ensure compliance with the principles and procedures of departmental ICT use

The Tasmanian Certificate of Education

What is the TCE and why do you need it?

TCE stands for the Tasmanian Certificate of Education. The TCE is a qualification for Tasmanians who achieve at a certain level of education. This qualification has been developed in consultation with a wide range of stakeholders including employers, industry bodies, education and training providers, parent and community bodies, schools and colleges.

The importance of gaining your TCE cannot be disputed as it provides evidence to potential employers that you have been actively engaged in full-time education in Years 11 and 12. Whether you are pursuing a university, VET or work pathway, gaining your TCE will give you the qualification to demonstrate your proficiency in Literacy, Numeracy and Information Communication Technology (ICT) as well as commitment to full-time study.

Students must meet the following requirements to receive the TCE:

- Literacy, Numeracy and ICT standards.
- Successful completion of Years 11 and 12 study in accredited subjects (including TASC, VET and UTAS). This generally equates to the minimum completion at a PA award of four year-long subjects in Year 11 and another four in Year 12; six subjects need to be at Level 2 or above standard.

To be eligible for an Australian Tertiary Admission Rank (ATAR) for entry into Australian universities, a student must meet the standards for the TCE.

Tasmanian employers are also very supportive of this qualification because its standards match important skills people need when entering the adult world, including employment and further education and training.



TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

Tasmanian Assessment, Standards and Certification

What is TASC?

TASC, the Office of Tasmanian Assessment, Standards and Certification, is the qualifications authority for Tasmania. It makes decisions about senior secondary courses, assessment, certificates, qualifications and the application of these to national and state standards.

TASC subjects

TASC subjects provide a broad range of learning opportunities which can lead to employment and further education. They are organised into four levels of difficulty – Levels 1, 2, 3 and 4 (with 4 being the most difficult). Level 3 and 4 subjects, also known as pre-tertiary subjects, contribute to an Australian Tertiary Admission Rank (ATAR). Level 1 and 2 subjects are non pre-tertiary and do not count towards an ATAR but do count towards the TCE. They can be preliminary or foundation study for a pre-tertiary program.

More detailed information is available on the TASC website: www.tasc.tas.gov.au

Vocational Education & Training (VET) Programs

VET Certificate Programs are nationally accredited and most take two lines of study. Find out more on the College website: newsteadcollege.education.tas.edu.au

UTAS Programs

The University Connections Program (UCP), High Achiever Program (HAP), and UTAS Languages enable College students to undertake university subjects that (in most cases) count towards their TCE and ATAR. Find out more on the College website.

What is a Tertiary Entrance (TE) score?

TASC calculates a score for each pre-tertiary subject. Your TE Score is the combined scores of your best four or five pre-tertiary subjects over two years. The TE Score is then used to calculate an ATAR.

What is an ATAR and why do you need it?

ATAR stands for Australian Tertiary Admission Rank. The ATAR is used by Australian Universities to allocate places to students. Your ATAR is calculated automatically from your results in Level 3 and 4 (pre-tertiary) subjects. Students also have to meet the standards for the Tasmanian Certificate of Education (TCE) to be eligible for the calculation of an ATAR.

Entry requirements vary by course and by university. Generally, the higher your ATAR the better your chances are of being accepted into your preferred course. That is why the personalised learning support you will receive at Newstead College is so important as it will help you to maximise your ATAR.

TASC advise eligible students of their TE score and ATAR in late December.

Support Group

Our Support Group program has a clear student focus: connection, care and community. The 40-minute weekly program gives teachers and students an opportunity to:

- check in on wellbeing, school progress and attendance
- connect with each other and the community through whole school events, support group activities or career conversations
- build relationships to support each student to achieve their Year 11 and 12 goals
- gain micro credentials, learn new skills, and focus on health and wellbeing through our Support Group Enrichment Program

Students have one of their subject teachers as their Support Teacher, whose role it is to provide pastoral care and keep students up to date on the happenings of school life so they can access all the events and activities that take place outside the classroom.

Support Group is a valuable part of our school program, with our Support Teachers being one of the connections between the school and home.

Please contact your child's Support Group teacher if you wish to chat about your child and their time with us at Newstead College.

Newstead College Library

The Library at Newstead College is open daily from 8.30am to 4pm. Students are welcome in the Library for study and quiet recreation before and after school, during free lines and at recess and lunchtime.

Students may borrow up to 15 books for a period of three weeks. Our collection includes fiction and non-fiction, relevant to learning areas and for personal interest reading. We have a growing selection of graphic novels and manga, and students are encouraged to request books they would like the Library to purchase. Check out the Library's catalogue under Student Resources on the Newstead College website.

Other resources available through the library include laptops, **internet hotspots** and calculators, and textbooks under the STAS support program.

Questions and suggestions can be emailed to:
Newstead.College.Library.Staff@decyp.tas.gov.au

Support Group Teacher Contact

Support Group	Teacher	Contact	Support Group Assistant Principal or Advanced Skills Teacher
01RS	Rachael Spencer	6332 3209	Rachael Spencer rachael.spencer@decyp.tas.gov.au
02RS	Cathee Bowles	6332 3279	Rachael Spencer rachael.spencer@decyp.tas.gov.au
03RS	Bronwyn Salter	6332 3233	Rachael Spencer rachael.spencer@decyp.tas.gov.au
04RS	Mark Lockwood	6332 3221	Rachael Spencer rachael.spencer@decyp.tas.gov.au
05AH	Alarna Hingston	6332 3282	Alarna Hingston alarna.hingston@decyp.tas.gov.au
06HM	Helen Mason	6332 3268	Helen Mason helen.mason@decyp.tas.gov.au
07LG	Chris Cabalzar	6332 3256	Linda Goss linda.goss@decyp.tas.gov.au
08LG	James McLean	6332 3235	Linda Goss linda.goss@decyp.tas.gov.au
09LG	Vince Walker	6332 3203	Linda Goss linda.goss@decyp.tas.gov.au
10LG	Ros Golds	6332 3229	Linda Goss linda.goss@decyp.tas.gov.au
11LG	Jen Dickens	6332 3277	Linda Goss linda.goss@decyp.tas.gov.au
12LG	Coby Young	6332 3245	Linda Goss linda.goss@decyp.tas.gov.au
13LG	Katia Duff	6332 3215	Linda Goss linda.goss@decyp.tas.gov.au
14LG	Adrian Baron	6332 3237	Linda Goss linda.goss@decyp.tas.gov.au
15LG	Kym Knights	6332 3219	Linda Goss linda.goss@decyp.tas.gov.au
16LG	Kajja Keski-Nummi	6332 3219	Linda Goss linda.goss@decyp.tas.gov.au
17CJ	Chris Sheedy	6332 3211	Charlie Jeong charlie.jeong@decyp.tas.gov.au
18BC	Roger Barns	6332 3242	Brad Cottam bradley.cottam@decyp.tas.gov.au
19BC	Sam Ayre	6332 3244	Brad Cottam bradley.cottam@decyp.tas.gov.au
20BC	Jaydon Geerlings	6332 3206	Brad Cottam bradley.cottam@decyp.tas.gov.au
21BC	Carolyn Robinson	6332 3206	Brad Cottam bradley.cottam@decyp.tas.gov.au
22BC	Jon Atkins	6332 3206	Brad Cottam bradley.cottam@decyp.tas.gov.au
23BC	Liz Self	6332 3233	Brad Cottam bradley.cottam@decyp.tas.gov.au
24BC	Sharon Turner	6332 3233	Brad Cottam bradley.cottam@decyp.tas.gov.au
25BC	Tash Pursell	6332 3273	Brad Cottam bradley.cottam@decyp.tas.gov.au
26BC	Maree Gerke	6332 3273	Brad Cottam bradley.cottam@decyp.tas.gov.au
27BC	Felicity Smith	6332 3206	Brad Cottam bradley.cottam@decyp.tas.gov.au
28BC	Travis Gray	6332 3221	Brad Cottam bradley.cottam@decyp.tas.gov.au
100LG	Natasha Brewer	6332 3224	Linda Goss linda.goss@decyp.tas.gov.au

School Support & Wellbeing Team

The School Support & Wellbeing Team provides a wide range of services to support student academic life and wellbeing.



**Safeguarding Lead/Assistant Principal/
Wellbeing Team Leader - Linda Goss**
03 6332 3276 linda.goss@decyp.tas.gov.au
Oversees Support Groups 7–16 and 100LG



Assistant Principal - Brad Cottam
03 6332 3280 bradley.cottam@decyp.tas.gov.au
Oversees Support Groups 18–28



**Advanced Skills Teacher / Learning Support
Team Leader - Rachael Spencer**
03 6332 3209 rachael.spencer@decyp.tas.gov.au
On campus Tuesday, Thursday and Friday



School Social Worker - Laura Willes
03 6332 3225 0437 775 042 laura.willes@decyp.tas.gov.au
On campus Tuesday, Thursday and Friday



Psychologist - Richard McMinn
03 6332 3205 richard.mcminn@decyp.tas.gov.au
On campus Tuesday and Thursday



Nurse - Julie Edrich
03 6332 3258 julie.edrich@decyp.tas.gov.au
On campus alternate Wednesdays and every Thursday



Nurse - Louise Webster
03 6332 3258 louise.webster@decyp.tas.gov.au
On campus Monday, Tuesday and alternate Fridays (even weeks)



School Health Nurse - Nigel Donoghue
03 6332 3286 nigel.donoghue@decyp.tas.gov.au
On campus alternate Wednesdays and Fridays



Youth Worker - Natasha Brewer
03 6332 3224 natasha.brewer@decyp.tas.gov.au
On campus Monday to Wednesday

Career Education at Newstead College

Newstead College takes a whole-school approach to career education so that every student is supported to make informed decisions about their future. This involves planning for transition to study, training or the workforce, as well as assisting students to develop the knowledge, skills and attitudes they need to manage their careers for life.

In 2025, we are championing our Career Education Plan through our leadership team, student-centred career learning in the classroom, focused sessions during support group, one-on-one conversations with students and families, online programs and resources, career workshops, career events, industry speakers and more.

Students have access to the Careers Hub and the UniHub from Monday to Friday in the Library. They can speak with a qualified careers advisor about pathways, including further education and training (including university and TasTAFE), apprenticeships and traineeships, and work options.

The UniHub is a partnership program between the University of Tasmania and Newstead College and supports students contemplating university pathways.

The Careers Team welcomes all opportunities to meet with students and families. You can contact us at: nec.careers@decyp.tas.gov.au

Sally, Gemma and Susan
Careers Team



UniHub

The Newstead College UniHub is a partnership program unique to Newstead College and the University of Tasmania (UTAS) which has been in operation for eight years.

As the coordinator of the UniHub, I work closely with the NC Careers Team with a particular focus on university pathways both at UTAS and interstate universities. I connect all students who are contemplating (or just curious) about a university pathway with the information, experiences and support they need to assist them with their decision making, and help them feel confident about post-college pathways. I also aim to make sure all students at the college know why you might choose further education at university straight after college or later in your life.

In addition to one-on-one conversations about various options for study, I can assist with course information, alternate pathways into university, course applications, scholarships, and accommodation options for both UTAS and interstate universities.

There will be any opportunities to get more hands-on, first-hand experiences of what it's like to study at university, including (but not limited to), Masterclass Day at UTAS, trips to various UTAS campuses (including Hobart), visits from former students now at university, and futures sessions on university career pathways. These are advertised through Newstead News during Support Group and on our socials – I highly encourage students to take up these opportunities to explore their options while they are at college.

Students can drop in to see me in the UniHub/Careers Hub in the Library on Mondays (10.30 am to 3.30 pm) Thursdays and Fridays (8.30 am to 12.45 pm) or email to make an appointment if they prefer. Parents are also most welcome to email me with any questions.

Gemma Burns

gemma.burns@utas.edu.au or gemma.burns@decyp.tas.gov.au



uni HUB



NEWSTEAD COLLEGE TIMETABLE 2025

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00am - 10.30am	Line 1	Line 4	Line 5	Line 2	Line 3
10.30am - 11.00am	Recess	Recess	Recess	Recess	Recess
11.00am - 12.30pm	Line 2	Line 5	Line 1	Line 3	Line 4
12.35pm - 1.15pm	Tutorials & Lunch	Support Group 12.35pm 1.15pm	Tutorials & Lunch	Tutorials & Lunch	Tutorials & Lunch
1.30pm - 3.00pm	Line 3	Tutorials & Lunch 2.00pm 3.30pm Line 2	Line 4	Line 1	Line 5
	Tutorials		Tutorials	Tutorials	Tutorials

Teachers' Contact Details

Brad Cottam	6332 3280	bradley.cottam@decyp.tas.gov.au
Linda Goss	6332 3267	linda.goss@decyp.tas.gov.au
Jon Atkins	6332 3206	jon.atkins@decyp.tas.gov.au
Sam Ayre	6332 3244	sam.ayre@decyp.tas.gov.au
Roger Barns	6332 3242	roger.barns@decyp.tas.gov.au
Adrian Baron	6332 3237	adrian.baron@decyp.tas.gov.au
Cathee Bowles	6332 3279	cathee.bowles@decyp.tas.gov.au
Natasha Brewer	6332 3224	natasha.brewer@decyp.tas.gov.au
Helen Brown	6332 3251	helen.brown@decyp.tas.gov.au
Gemma Burns	6332 3255	gemma.burns@decyp.tas.gov.au
Chris Cabalzar	6332 3256	chris.cabalzar@decyp.tas.gov.au
Adrian Dean	6332 3239	adrian.dean@decyp.tas.gov.au
Jen Dickens	6332 3277	jen.dickens@decyp.tas.gov.au
Katia Duff	6332 3215	katia.duff@decyp.tas.gov.au
Jaydon Geerlings	6332 3206	jaydon.geerlings@decyp.tas.gov.au
Maree Gerke	6332 3273	maree.gerke@decyp.tas.gov.au
Ros Golds	6332 3229	ros.golds@decyp.tas.gov.au
Travis Gray	6332 3221	travis.gray@decyp.tas.gov.au
Alarna Hingston	6332 3282	alarna.hingston@decyp.tas.gov.au
Charlie Jeong	6332 3237	charlie.jeong@decyp.tas.gov.au
Kaija Keski-Nummi	6332 3219	kaija.keski-nummi@decyp.tas.gov.au
Kym Knights	6332 3219	kym.knights@decyp.tas.gov.au
Mark Lockwood	6332 3221	mark.lockwood@decyp.tas.gov.au
Helen Mason	6332 3268	helen.mason@decyp.tas.gov.au
James McLean	6332 3235	james.e.mclean@decyp.tas.gov.au
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Susan Oakden	6332 3248	susan.oakden@decyp.tas.gov.au

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Felicity Smith	6332 3206	felicity.smith@decyp.tas.gov.au
Rachael Spencer	6332 3209	rachael.spencer@decyp.tas.gov.au
Mary-Lou Taurian	6332 3294	mary-lou.taurian@decyp.tas.gov.au
Sharon Turner	6332 3233	sharon.m.turner@decyp.tas.gov.au
Vince Walker	6332 3203	vince.walker@decyp.tas.gov.au
Coby Young	6332 3245	coby.young@decyp.tas.gov.au





Newstead College Dates

TERM 1: THURSDAY 6 FEBRUARY - FRIDAY 11 APRIL

14 March	Interim Reports mailed home
26 March	Meet the Teacher Evening, 4.00 pm to 6.00 pm
26 March	College Association Annual General Meeting, 6.00 pm
18 - 22 April	Easter Break

TERM 2: MONDAY 28 APRIL - FRIDAY 4 JULY

6 June	Moderation Day (<i>No Classes</i>)
9 June	King's Birthday (<i>Public Holiday</i>)
Weeks 9 and 10	Mid-year Examinations

TERM 3: MONDAY 21 JULY - 26 SEPTEMBER

30 July - 2 August	Production - <i>SIX: Teen Edition</i>
TBC	Newstead College Ball

TERM 4: MONDAY 14 OCTOBER - FRIDAY 8 NOVEMBER

3 November	Public Holiday
7 November	Last day of formal classes
10 - 20 November	Students completing final assessments for Level 1 & 2 subjects
10 - 20 November	TASC Examinations for Levels 3 and 4

**Newstead College eNews is published monthly.
To sign up, visit the College website or contact us
on 6332 3232.**