Consistent with the Gospel values of faith, hope, love and with the Trinity College Colac Core Values, as endorsed in our vision statement, Trinity College students are expected to uphold the ethos of Trinity College in their attitudes and in their behaviour to all within the community.

HOMEROOM
The homeroom period is considered an important part of the College pastoral care program. Homeroom groups meet daily, at the beginning of each school day. Homeroom teachers work with the students during this time to see to the efficient and effective running of the normal school programme. Tasks include prayerful reflection, marking the roll, receipt of notes, distribution and collection of notices, maintenance of school and individual property, monitoring the proper wearing of the school uniform and regular checking of the use of the school planner.

ATTENDANCE AT SCHOOL
- All students are required to attend school on all allotted school days. This includes attendance at all forms of school gatherings, such as religious, cultural and sporting activities.
- The first bell for the day will ring at 8:47am and students must be waiting for their Homeroom Teacher at the classroom door by 8:49am ready for Homeroom period.
- Prompt attention should be paid to all bells: students are to be punctual to class and, during changeover in classes, must move directly to the next class. At the start of the sound of the ‘Moving Music’, students should move promptly to their classes.
- The school must be informed of absences by a telephone call to the College Absentee Answering Machine Line: 5233 9299. If a parent/guardian is unable to call, please send a note in the student’s planner to the Homeroom teacher during the following morning Homeroom period.
- In cases of an unexplained absence from morning homeroom, at approximately 11.00am, a SMS text message will be sent to parents (where mobile phone numbers have been provided) to notify them that their child is absent from school.
- A student must not leave the Trinity College premises during school hours without permission. This permission must be obtained from the Homeroom Teacher and the Level Co-ordinator after presentation of a note in the student’s planner from a parent/guardian. If late to school, students must sign in at Student Reception.

PLANNER
- At the start of the year, each student is issued with a planner which remains the property of Trinity College. The planner is to be used for communication between the school and home.
- Requests for interviews with parents, teachers or school administrators for whatever purpose should also be written in this planner. Subject teachers and Homeroom teachers will comment to parents when there is a need to convey information about the student’s progress that requires attention.
- The planner should be checked regularly by parents.
- The planner must be used by all students throughout the school to record due dates for work requirements, assessment tasks and tests. Correct and efficient use of the planner for study purposes will ensure that students are able to maintain the momentum that will encourage a successful academic development.

CARE FOR PROPERTY
- Students must be aware that surveillance cameras operate around the College campus for security purposes.
- Students are expected to take care of their own property, as well as that of other students. School property must be treated with respect.
- All students share a responsibility to ensure safe working areas. Students must be conscious of health requirements and sustainable conservation practices. All rubbish must be deposited in the bins provided, thus providing a clean and healthy learning environment for all students.
- Vandalism or other damage must be reported to the Year Level Co-ordinator or to the Director of Students. Payment for breakages or damages will be demanded in case of negligence or vandalism.
- Students should not bring valuables to school. Should this need arise, valuables must be locked in the student’s locker.
- Upon arrival at the College, students are given a school lock for their locker. This remains in their possession for their time at Trinity College. If the lock is lost or broken, the student must pay for a replacement lock at Student Reception. No other locks, except the official school lock, will be accepted.

CANTENE
Proper Canteen procedure and common courtesy towards those working there must be observed at all times.
- Students must complete their lunch orders during the homeroom period and must place the order and correct money in an envelope in the orange lunch order box.
- All students must pre-order their lunch by the end of the Homeroom period.
- Students without the necessary lunch for the day should consult their Homeroom Teacher or their Year Level Co-ordinator.
STUDENT HEALTH
If students become ill during school time, they are to report to Student Reception immediately. Parental contact will then be made through the Reception staff.

TRANSPORT
Pedestrians are to use the footpaths as designated on campus.

Buses:
- A large number of our students travel to and from school on buses. The school bus service is available for students living more than 4.8km from the school. It is the responsibility of the Colac Secondary College to implement and administer the bus system in this area.
- A student travelling by bus must do so on the bus prescribed and must follow correct bus procedures, as well as sign a Bus Code of Conduct form.
- Until they board their allotted bus, bus students are to remain on the College grounds. They are required to move directly to the bus shelter and to keep within the bus shelter area.
- As well as the school bus service, a bus currently runs from Apollo Bay to Colac on a user-pay basis.

Bicycles:
- Students riding bicycles to and from Trinity are mutually responsible, with their parents, for correct observance of the road laws during that time. However, the school is responsible in following up reports on complaints from the community regarding any misconduct on bicycles.
- All bicycles must be placed in the bicycle shed provided. Students take full responsibility for the safekeeping of their bicycles and must keep their bicycles locked at all times.

Scooters and Skateboards:
- Students are permitted to ride scooters or skateboards to and from school and are mutually responsible, with their parents, for correct observance of the road laws during that time.
- Scooters and skateboards may not be used on the College grounds.
- Students must take full responsibility for the safekeeping of scooters and skateboards.

Car Travellers:
- When students are being collected from Trinity College, it is imperative that both drivers and pedestrians adhere to road safety rules.
- This is of particular importance with regard to the use of school crossings. Any student crossing Pound Road or Hart Street must use the school crossing at all times.
- In order to ensure student safety, parents should use the designated drop off bays in the College car park.

TRINITY COLLEGE ACTIVITIES
- Various activities, such as retreats, socials, balls, graduations and excursions, are organised by Trinity College. At all such events, full Trinity College behavioural expectations apply.
- Smoking is not permitted on school property by any person, nor is smoking permitted when a student is in school uniform or participating in any school event. Similarly, the use of alcohol or drugs is not permitted and such use will result in disciplinary measures and possible police involvement.
- Students may not bring prohibited or dangerous weapons to school.

STUDENT REPRESENTATIVE COUNCIL (SRC)
The SRC has been established to enable communication between the students. It can raise its own agenda, but may also deal with matters sent to it by members of the Administration.
It consists of the College Captains, Vice Captains, Prefects, House Captains and representatives from each Homeroom. It is run by the College Captains, with the assistance of a member of staff.

SUNSMART AWARENESS
Given the high UV levels that are experienced, especially in summer months, Trinity College supports Sunsmart policies. The College encourages all students to use sunscreen and wear hats and sunglasses whilst outdoors. Sunscreen is available freely from a number of points throughout the school. The compulsory wearing of hats is enforced throughout Term 1 and early in Term 4. Students are expected to wear a hat at all times during recess, lunch and when outside for an extended period.

PARENT ACCESS MODULE (PAM)
Trinity College uses an intranet system called SIMON, which amongst other functions, details our school’s calendar, messages, timetables and links. SIMON has a companion product known as the Parent Access Module (or PAM). PAM allows parents to log into Trinity College’s Intranet system to monitor school information and to receive feedback about student requirements and progress. Families are given a user name and password to access students’ details, reports and various other functions.