

Approved by:	Principal	Date approved:	30/4/2021	Next review:	30/4/2023
Document No:	1.5 POL		Version No:	2.0	
References and Supporting documents	Education Act 1990 (NSW) Registered and Accredited Individual Non-government Schools (NSW) Manual Novo Education Space Information Brochure Novo Education Space Application for Enrolment Form				

1. Purpose

The School's policies which are made from time to time are made pursuant to the requirements set out in Section 47 of the Education Act 1990 (NSW) and of the NSW Education Standards Authority (NESA) for registration and accreditation of the School.

2. Introduction

Novo Education Space Mission

Novo Education Space will provide a safe, respectful and inclusive environment in which young people can explore learning, develop their potential, and be well equipped to meet the challenges of education, work and life in the 21st Century.

We value

Respect – acknowledging the importance of each person's identity, needs, heritage, traditions, skills, knowledge, and aspirations, and having a commitment to honesty and open communication.

Collaboration - an interactive process that enables people with diverse expertise to generate creative solutions to mutually defined problems. The outcome is different and enhanced from the original solutions that any team member would produce independently.

Self-Reflection and Accountability – taking time to analyse and understand our own needs, thoughts and resulting behaviours, and taking responsibility for our actions.

Our Purpose

To provide opportunities which foster the development of capable, confident and self-assured young people who are connected to their community and able to forge a path to a productive future.

Our Charter

Our school strives to lift up young people, developing in them renewed hope, self-worth, autonomy and optimism. Our job is to help young people believe in themselves and to realise that they can shape their future and choose what it will be, regardless of what has come before. We acknowledge that staff, students and caregivers are all on a learning journey together and we work hard to make sure nobody gets left behind. We are committed to shaping the lives of young people so that they flourish and are positive contributors to their communities.

Our **School Culture** is characterised by:

- Belonging
- Kindness
- Patience
- Courage
- Trust
- Responsibility
- Acceptance and forgiveness
- Respect for self and others
- Championing growth
- Unconditional positive regard for each member of the school community
- Recognition and celebration of everyone's giftedness
- High expectations and no excuses

Our **Learning and Teaching Practice** is characterised by:

- The quality delivery of the NSW Curriculum
- Specialised strategies for healing, growth and achievement
- Belief that every student can learn, progress and succeed
- A shared commitment to growth mindset and life- long learning
- Student-centred and engaging learning experiences
- An active student voice
- Practice that is evidence-based and reflective of current research
- Being well prepared
- Innovation and continuous improvement
- Flexibility, adaptability and agility

3. Policy

Novo Education Space is a registered, non-denominational, independent school, specifically designed for the inclusion of young people who would flourish with the right support in an alternative school environment. We have been operating since 2011 (formerly known as Alesco Illawarra).

We offer an alternative education option for young people eligible for enrolment in Stage 5 or Stage 6 (years 9 to 12), who feel that they are ready and willing to take control of their own learning and their future but need a different kind of environment to succeed.

At Novo Education Space we have an equal focus on student wellbeing along with learning growth. We have learning support staff available in class to help students work toward identified personal learning goals. We also allocate each student an experienced Wellbeing Officer to help them negotiate and manage any known or emerging mental health issues or other life challenges, and connect students with health and wellbeing services in their community. Our Wellbeing Team is made up of counsellors, mental health nurses, social workers and youth workers.

In order for you to succeed and be able to make your own decisions about your future, we know that we have to create a learning environment where:

- EVERY STUDENT feels like they belong and has strong connections with others;
- EVERY STUDENT develops the skills they need to meet their personal, social, educational and employment goals;
- EVERY STUDENT has a say in the decisions about what and how they learn and what they want for their future.

During the application, interview and selection process, Novo Education Space will explore with prospective students and their parents or caregivers, the student's learning needs across the following areas:

- Learning difficulties/disabilities

- Behavioural and/or social and emotional difficulties/disabilities
- Financial disadvantage and /or social isolation
- Previous academic performance and disconnection with learning
- First Nations background and connection to Country, culture and community.
- Other cultural and linguistic background
- Desire to overcome past difficulties and move on to future education, employment or training.

Is Novo Education Space the Right Learning Community For You?

Novo Education Space may be the learning community for you if you're a student who's looking for a different way of finishing school.

Maybe you've been feeling isolated within your current school or haven't quite found your fit at any of the schools you've attended.

Perhaps you're feeling lost and not getting the level of support you need, your confidence in some learning areas may have taken a hit and this has meant you've been reluctant to go to school or outright refusing.

Maybe things have become really complicated with your relationships with your friends, other students or staff and you just need a fresh start in a smaller environment where people really care about you, get to know you as an individual, and can formulate a learning program that has your needs at the centre and also includes the right kind of wellbeing support.

Maybe you need more help figuring what you want to do after school and need an option that doesn't make everything come down to how you did in your final exams.

Novo Education Space is best suited to students who can operate within an adult learning environment and can take responsibility for themselves, their learning and their actions. Of primary importance is our ability to provide a safe learning environment for all students and staff. We all have a right to be safe at school and therefore a responsibility to not do anything which may threaten, or harm or cause danger to self or others.

Application Process

Students applying to attend Novo Education Space must complete the appropriate application form and submit all required documentation prior to meeting with school staff for an interview. A student's acceptance into the program is dependent on their presentation at interview, information provided from previous schools, and the student's and parents/carers attitudes towards and demonstrated ability to work within the policies and philosophy of Novo Education Space.

All students who are enrolled at Novo Education Space will be required to undertake a literacy and numeracy assessment which contributes to each student's Individual Learning Profile. This may be conducted prior to enrolment if required. Soon after enrolment, students work with their Teachers, Student Learning Support Officer and Student Wellbeing Officer to complete the Individual Learning Profile and a Ready To Learn Plan, which includes student goals, and strategies that can be used to support the student to fully engage in their learning, regulate their emotions, and contribute positively to the learning community.

Conditions for Continued Enrolment

Continued enrolment at Novo Education Space is dependent upon:

- the student participating willingly in the learning opportunities provided;
- attending consistently and working with school staff when special support plans for attendance or behaviour are required;
- the student and their parents/carers observing all behavioural codes of conduct and other requirements of the school which are applicable from time to time.

Novo Education Space may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:

- a) a serious breach of the School's rules, Code of Conduct or Discipline Policy;
- b) conduct which may damage the reputation of the School or adversely affect the safety, health or wellbeing of its students or staff; and
- c) where the Principal or the Board of Directors believes that a mutually beneficial relationship of cooperation and trust between the School and the parent/carer(s) has broken down and adversely impacts on that relationship.

Novo Education Space may terminate the enrolment of a student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the student have not been provided to the School or the particulars provided are materially incorrect or misleading.

The School has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether a student will be offered a place in the school or in the continuation of a student's enrolment.

Version	Date Approved	Approved By	Brief Description
1.0	30/11/2010	Principal	Creation of original document
	29/7/2013		Reviewed
	3/12/2013		Reviewed
	20/12/2016		Reviewed
1.1	20/7/2017	Principal	Reviewed. Inclusion of conditions for continued enrolment
2.0	30/4/2021	Principal	Updated: Major revision of content to include change of school name, inclusion of school mission, purpose, values and charter and other content reflective of school practice.