



WONTHAGGI

Secondary College



“Achieving success in a caring and creative environment”.

Dudley Campus Information Booklet 2017

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All information contained in this booklet is correct as of 14/4/2016, but may be subject to change. Any charges included in this booklet are subject to change as the 2017 charges have not been set but we expect they will be in line with the 2016 charges. You will be notified of any increase in charges if and when they occur.

School Profile

Wonthaggi Secondary College is committed to:

- ❖ The achievement and maintenance of high academic standards
- ❖ The importance of striving for excellence through the provision of a stimulating and challenging curriculum
- ❖ Maximizing the potential of all students
- ❖ The development of student self discipline and independence
- ❖ Encouraging students to exhibit qualities of leadership and good citizenship
- ❖ The development of respect and cooperation amongst member groups of the school community
- ❖ The professional development and welfare of its staff
- ❖ The provision of a safe, caring, tolerant and supportive environment

Located in the Bass Coast Shire, Wonthaggi Secondary College is a Year 7-12 dual campus school of over 1200 students. The Dudley Campus (Years 7 to 9) and the McBride Campus (Years 10 to 12) are situated three kilometres apart.

The College draws its students from nine feeder schools located in the Bass Coast Shire. The Shire encompasses a large rural and coastal area centred around Wonthaggi, Inverloch, Grantville/Corinella, Coronet Bay and Phillip Island. Over 60% of the student population travel to the school by bus.

Wonthaggi was a coal-mining town but is now the busy hub of a thriving tourist area. The College is located in a rapidly growing local government shire and this will have a substantial impact on enrolments and demographics.

Wonthaggi Secondary College recognizes that students have different needs, abilities, interests and ambitions and that its students are drawn from a wide range of socio-economic backgrounds. These differences are catered for through the development of a comprehensive curriculum that extends and challenges students to realize their full potential. Sequential courses of study are provided for Years 7 to 10 in each subject. Year 7s do all subjects in their home group. At Year 8 and 9 some subjects are delivered to the students as electives and some as core; each key learning area or subject is covered. For Year 11 and 12s students the College is able to offer a broad range of Victorian Certificate of Education (VCE) units and has a commitment to the further development of Vocational Education and Training (VET) programs. A successful Victorian Certificate of Applied Learning (VCAL) program operates and an off-campus community VCAL program is also a feature. Models are being reviewed during 2016/2017.

The College continues to develop its enrichment and consolidation programs. Students in Years 10 and 11 have the opportunity to accelerate through the VCE by taking higher level units than is the norm for their age cohort. A Select Entry Accelerated Learning (SEAL) Program operates on the Dudley Campus.

College staff conduct a range of quality curriculum and co-curricular programs across both campuses. The College has a tradition of student participation in the Performing Arts. The College is a member school of the highly successful South Gippsland Music Program which has a large number of students involved from across the participating schools. Wonthaggi Secondary College regularly enjoys sporting success at local, state and national levels. An ADVANCE program (based on surf life saving) operates at each campus.

Participation in Human Powered Vehicle events is also an established part of the College's co-curricular program. An annual Human Powered Vehicle Grand Prix is a major feature of the Bass Coast community calendar.

School Profile Cont...

The College is committed to the welfare of its students. To this end a Student Services Coordinator is attached to each campus along with a Careers Teacher at the McBride Campus. The staff at Wonthaggi Secondary College are dedicated professional educators who place importance on quality teaching and professional development. The College provides a caring, supportive environment whilst also encouraging teamwork, leadership and a sense of belonging. Students are encouraged to develop leadership skills through the Peer Support Program, the Student Representative Council and as elected Student Leaders. A Values Education Program is in place for students from Years 7 to 10.

Extensive recreational, sporting and educational facilities are available. These include a gymnasium (2 at the Dudley campus), library, canteen, computer centres, theatre/drama room, courts and ovals or playing fields at each campus. The Dudley Campus has a recently constructed playground, athletics track and a newly constructed roofed outdoor sports area. The College also enjoys access to extensive community recreational facilities, local beaches and coastal reserves.

The extensive grounds and buildings are well maintained and attractive. The College continues to focus on upgrading facilities and grounds.

Current College goals aim to:

- ❖ increase and develop post compulsory pathway options
- ❖ improve opportunities for students at risk
- ❖ improve staff and student perceptions in welfare areas
- ❖ improve academic performance in a range of targeted areas – Literacy, Numeracy, Questioning
- ❖ continue to transform the Teaching and Learning Culture
- ❖ improve access to technology and use of technology in teaching and learning

Significantly, the College is also committed to the ongoing investigation, with other key parties, of the creation of an Education Precinct (including a new Senior Secondary Campus) in Wonthaggi. We are also committed to the establishment of a new government secondary school in the Philip Island / San Remo area.

Key Personnel Positions 2016

College Principal:	Garry Dennis
Assistant College Principal:	Gay Findlay
Dudley Campus Principal:	Ross Bramley
McBride Campus Principal:	Darren Parker
Dudley Campus Manager:	Nick Sibly
Year Level Coordinators:	
Year 7	Andrew McIntosh
Year 8	Jo Stoopman
Year 9	Dennis Vague
Student Welfare:	Emma Harris

College Council

The College Council, consisting of elected parents, elected teachers and co-opted members, meets regularly to determine the policies for the College, and to provide assistance and advice to the Principal. To assist the operation of the council there are several sub-committees where parents and students are encouraged to be involved. Some of the committees are: Curriculum, Resources and special purpose committees such as Uniform.

Parent/Carer Involvement

All parents/carers are encouraged to be involved in their child's education. All students need the active encouragement and support of their parents. Parents are encouraged to contact the College if they have concerns, or wish to discuss any aspects of their child's education.

The contribution of parents/carers is an important part of the development of Wonthaggi Secondary College.

College Charges

CHARGES	COST
Curriculum Contribution Yr 7	\$135
Curriculum Contribution Yr 8, Yr 9.	\$140
Locker Hire Fee	\$10
School Magazine (Optional)	\$8
Home Economics Yr 7 (Covers Ingredients For Cooking Classes)	\$30
Home Economics Yr 8, Yr 9 (Covers Ingredients For Cooking Classes)	\$40
Student Resource Contribution (Voluntary Levy)	\$30

Note: Charges for 2017 have not been finalised at the time of printing this booklet.

CURRICULUM CHARGE

The Curriculum Charge covers a multitude of items including but not limited to: Class sets all core subjects, English novels Years 7 to 11, local area excursions, excursion subsidies, guest speakers, school performances (incursions), artists in residence, competition entries, student diary etc.... You will receive a schedule of school charges with the 2017 booklist. Please complete the appropriate charges on the front of this form and return it with your payment.

Payment of school charges can be made at our book collection day or when school returns, during normal business hours (8.00 am to 4.30 pm Monday to Thursday and 8.00 am to 4.00 pm Friday) Payments can be made by cash, cheque, EFTPOS, credit card, direct deposit or centrepay.

If you are unable to make payment in full we are willing to accept regular weekly or fortnightly instalments.

STUDENT RESOURCE CHARGE

The student resource charge is a voluntary contribution we ask you to donate to the school in lieu of fundraising. This is the Schools only source of fundraising and all money raised from the Student Resource Charge is used to purchase and replace items of equipment and other student resources. Examples of recent purchases using the Student Resource Charge funds are :- wetsuits, digital cameras, infra red camera's for Science, classroom furniture, sports equipment, library shelving, stoves, audio visual equipment, playground equipment etc.... Although this is a voluntary contribution we require your support so we can continue to offer our students the best possible equipment and resources.

Book Collection Day

A book collection day is normally held at Dudley Campus in January, details of the date and times will be included on the booklists that are provided to all students in Term 4.

On this day you will be able to:

- Pay for and pick up your school books
- Purchase school uniforms
- Pay school charges and levies

Canteen

Our canteen sells predominately nutritious food because we believe that it is our responsibility to ensure our students are offered what is best for their health and wellbeing. We do not sell unhealthy drinks, chocolate or confectionary. Most of our hot food is cooked on site and includes pasta bake, toasted sandwiches and pizza rolls. It is highly recommended that parents support our approach and only supply healthy food from home, wrapped in paper rather than plastic.

Excursions

A number of subjects may offer excursions to bring a practical perspective to topics taught during the course of the year.

The cost of some excursions can be quite prohibitive (some can cost over \$50 per head), which makes them unaffordable for some students.

Wonthaggi Secondary College encourages 100% participation in all our excursions because we recognise the benefits and enjoyment that excursions can bring to learning.

For this reason we subsidise most excursions and cap the cost at a maximum of \$20 to give every student the opportunity to attend.

This subsidy comes from the College Curriculum Charge. Students who have not paid their College Curriculum Charge by the end of Term 1 may be required to pay the full price.

Music Levy

The South Gippsland Schools Music Program (SGSMP) is a Music Education Program in South Gippsland developed as a part of a co-operative plan, in which classroom music and instrumental music are integrated as a total concept.

The Program will be staffed by music teachers who are able to implement appropriate courses of study in both classroom and instrumental programs.

High priority has been given to developing performing groups in music ensembles, bands, choirs and opportunities to enjoy the benefit of shared musical performance. The secondary college schools included in the SGSMP are Korumburra, Leongatha, Mirboo North, South Gippsland and Wonthaggi.

Annual fees for 2017 have not been set. In 2016 the charges were:

Standard Charge – One instrumental lesson and one or more bands per week	\$230.00
Standard Charge – Second instrument lesson	\$115.00
Band Only	\$ 90.00
Instrumental Hire for the year (if applicable)	\$120.00

Advance Levy

Students electing to do Advance are required to pay a levy to help cover the cost of buses to the surf, First Aid Course, Surf Bronze/ Life Saving Certificate Camp and mandatory life saver costs. The 2016 levy was \$70 per semester and the levy for 2017 has not yet been set but we expect it will be in line with the 2016 charge. You will be notified if and when any change to this charge occurs.

Attendance

Punctuality and regularity of attendance are essential. Whenever students are absent the parent / guardian should telephone school on 5672 0900 before 10am, indicating the pupil's name, home group, and reason for the absence. This is an important communication between the home and the school and a compulsory government requirement.

Communications

Students and parents are kept informed of current events at all times. Information is disseminated by the following methods:

To students:

- (a) announcements at Home Group assembly
- (b) announcements over the public address system
- (c) a daily bulletin which - **should be read by every student every day**
- (d) Student Planners

To parents and students:

- (a) a newsletter is emailed to parents or issued to the student at school. Parents should ensure that these are brought home, or they can consult our home page on the Internet.
- (b) special notes which are emailed to parents or issued to students to take home to parents e.g. information evenings.
- (c) Personal letters to parents/carers, either email or post form.
- (d) Compass (online school management system)

Parents who require information on any matter should feel free to contact the school at any time during the school day.

Parent inquires may be made through either campus office -

Dudley Campus - 5672 0900

McBride Campus – 5671 3700

Parent/Teacher Contact & Reports

Wonthaggi Secondary College values the use of Personal Learning Reports (PLRs) for students. These reports are completed at about 5 week intervals and will provide a moving snapshot of the development of your child's personal learning skillset. **These reports do not report on Academic progress.** There will be five to six cycles of these reports each year and they will be available through the online Compass Student Management system which parents and carers are given access to via a username and password.

The PLRs report on Behaviour, Effort, Self-Management, Revision/Homework and Class Work. Teachers report on a rubric that can be viewed on our school web site under the parent resource section. A good to average student can expect to get a rating of "Good" with "Very Good" and "Excellent" for more advanced students. On the lower end of the scale are the ratings of "Moderate", "Low", "Very Low" and "Absence". Students receive a score out of ten for each subject and this is averaged to give an overall score for the cycle. The Compass Student Management system tracks these reports so parents will see this regular feedback on students learning behaviours.

Parents/Carers will also receive two end of semester reports from the College that report on academic progress.

These reports provide communication between teachers and parents/carers and are written to indicate student progress and to assist with further development. They are not intended to be used as references for job applications.

Parent/Teacher/Student interviews take place at the end of Term 1 and Term 3 so that student progress can be discussed. We urge all parents/carers to attend these interviews and encourage students to attend as well. Information regarding the online booking system will be forwarded to families prior to the interview dates.

The Compass Student Management system has made it possible for teachers to send an email to parents/carers. Many of our staff now use this system to keep in contact. Please ensure that the school has your email address if you want teachers to be able to keep in contact with you.

Parents/Carers are invited to contact the Year Level Coordinator at any time to discuss the progress of their child. Those parents/carers wishing to contact individual teachers can do so through the front office of the school.

Buses

Students from outlying areas have the services of nineteen bus lines which cover a very wide area. Where students travel more than 4.8 kilometres to reach the school bus a conveyance allowance may be payable to parents. The appropriate application form can be obtained from the General Office.

Pupils living closer than 4.8 kilometres may use the fare-paying town service. The contact teacher for bus arrangements will be Mr Alan McMahan.

Drivers are instructed not to carry pupils whose behaviour is unsatisfactory until a definite assurance is given that there will be an improvement. In cases of extreme misbehaviour a pupil may be suspended from use of the bus service.

Bus Passes - These will only be issued for students who need to get off their bus at a different stop. Passes will only be issued if your child has a signed note indicating the destination, date and student name. Due to buses being filled to capacity, no other students can be granted a bus pass.

Lockers

Large lockers are available for all students. All possessions, bags and books must be stored in the locker. Large sums of money and other valuables should not be brought to school or should be handed into the office for safekeeping.

The College will supply students with a sturdy lock as part of the \$10 locker charge. One key is held by the student and the other two are held in reserve by the Year Level Co-ordinator. Lockers and locks are distributed on the first day of Term 1. If a student misplaces all locker keys they will be required to purchase a new lock from the General Office.

Leaving the School Grounds

Students are not permitted to leave the school unless a written request from the parents/carers is received and a pass is issued.

The Campus Principal has the right to deny any request they feel is unwarranted.

If a student wishes to go home for lunch, a Lunch Pass is issued by the Campus Principal on receipt of a written request by a parent or carer. For reasons of personal safety and supervision, no student is permitted to leave the school grounds without obtaining permission.

Sickness and Accident

Accidents and sickness of a minor nature may be treated at the school. In some instances staff may decide that the student is too ill to remain at school. Parents / Carers will then be contacted and asked to collect the student.

In cases of serious illness or accident, the local ambulance service is called. The ambulance officer will then decide whether the student requires further treatment either from the local clinic or the hospital. If the student leaves the school in the ambulance, parents are notified as soon as possible. In this situation the cost of the ambulance is met by the parents. For this reason we advise parents to join the 'South East Regional Ambulance Service'.

Several companies have accident insurance policies available to cover students. Enquiries may be directed to the Campus Principal.

Note: It is important that parents give to the school the name, address and telephone number of someone who can take responsibility for an ill or injured student in the event of our not being able to contact a parent/carers.

Use of Student Planner

All students are supplied with a Student Planner which is subsidised by College Council. It is expected that students will carry them to all classes and use them in the proper manner. This practice we believe helps equip students with the organizational skills required for the successful undertaking of their studies and in particular for their later studies in the VCE.

It is important to note that the planner is provided by the College for school use, it can be checked by any member of staff at any time. If the planner is misused students will be asked to replace it.

Please note that a replacement diary can be purchased at the General Office.

To ensure that this policy works there needs to be consistency in the use of the Student Planner as practised by students, teachers and parents.

Student responsibility is self evident.

Teachers, Year Level Co-ordinators and Administration Staff may use the Student Planner to write comments regarding work, progress or student behaviour.

As parents, your role in the implementation of this policy is to check your child's Student Planner on a regular basis. This way you will be aware of any homework or other communications.

Good communication between parents, teachers and students is essential. The Student Planner provides a great opportunity for a partnership between school and home to be developed. This should benefit the learning outcomes for the student.

Homework Policy

Rationale:

Homework helps students to optimise their learning by complementing classroom learning, fostering good study habits and providing an opportunity for students to be responsible for their own learning.

Aims:

- To support and extend classroom learning.
- To develop positive study habits in order to prepare the students for future learning.
- To develop a responsibility for organisation and self-learning.

Implementation:

- The homework policy is available through the school web site. (A copy will be printed in the student's homework planners).
- All students will be expected to carry and care for their homework planners.
- Any homework that is set will be appropriate to each student's learning needs.
- Each set task will be purposeful, meaningful and relevant to the current classroom curriculum. All homework activities may be assessed with feedback and support provided by teachers.

Middle Years (Year 7 – Year 9)

Homework will consist mainly of:

- Any work not completed in class.
- Independent reading on a daily basis and weekly spelling words in **English**.
- Weekly **Maths** homework plus a maximum of one Maths assignment each term.
- Research, project and assignment work in Humanities, Science and Health classes.
- The **total homework load** per student will generally be between **60 and 90 minutes per week at year 7**, increasing to between **90 and 120 minutes per week at year 9**.

Through the use of planners, teachers and students will coordinate to avoid excessive workload.

Senior Years (Year 10 – Year 12)

Homework will consist mainly of:

- Reading, research, assignments, assessments tasks and independent projects.
- Homework schedules will be discussed within each class. Parents may discuss homework issues with the class teacher or year level coordinator.
- Students will be provided with formal opportunities to build organisation and planning skills, through development of individual work plans and working with teachers.

Senior students, especially those studying their VCE, will be expected to complete school work over the summer break that is set as part of the Headstart Program.

In order to achieve maximum success the following expectations are generally accepted statewide:

Yr 10 - In **core subjects** teachers will generally expect 50-70 minutes of homework per week. In **elective subjects** teachers will set additional tasks, revision or continuation work as necessary, not exceeding 60 minutes per week.

Yr 11 - In **each subject** teachers will generally expect a minimum of 80-100 minutes of homework per week.

Yr 12 - In **each subject** teachers will generally expect a minimum of 120-180 minutes of homework per week.

At peak times (eg prior to exams and major assessment tasks) homework may increase.

Teachers may be available at lunchtime and (occasionally) after-school, to assist students with homework.

It is commonplace for teachers to assign unfinished classroom activities as homework tasks.

Due Date Policy

Classroom teachers will give students the due dates of all course work in writing on the assignment or in the student diary. Students are expected to meet all 'due date' requirements and submit all work set for them by their teachers. Failure to submit work by the set time will result in the student receiving an 'UNSATISFACTORY' assessment in the subject/s in which the work was not submitted.

If a student is absent on the day work is due, submission of that work can occur on the next school day they attend.

Due Date Deadlines

Students who fail to meet a due date will be reminded that their work is overdue and it remains their responsibility to ensure that the required work is submitted promptly. Where practical teachers will (a) write in student diaries or (b) send out letters advising parents that students have failed to meet the due date for assessed course work.

Note: (a) work which meets the due date will be able to access the full extent of grading.
(b) work which is submitted late after the due date will receive a reduced grade.
(c) work which is late, can only be submitted through negotiation with the classroom teacher.

Extensions of Time

- If students know of an upcoming absence from school eg. family holiday, they must make special arrangements with the teacher concerned.
- An extension of time will be given to students who have experienced problems that are outside their control eg. illness, family crisis etc.
- All computer work must be backed up. Computer failure cannot be used as a reason for an extension time.
- An extension of time must be requested no later than one full school day prior to the submission date. In exceptional circumstances this may be varied by the classroom teacher.
- An alternative task may be given to a student who is granted an extension by the classroom teacher.
- The classroom teacher is responsible for granting an extension of time. If an extension of time is refused the student may appeal the decision to the Year Level Coordinator or the Campus Principal.

Authentication

- All work needs to be the student's own eg. large pieces of work from an encyclopedia or the internet are not acceptable.
- Where possible, students must supply evidence of progress towards their final submission. Where appropriate students must include a list of references/resources.
- Students should complete most of the drafting process during class time.
- Teachers reserve the right to question students about the content of their work when authentication is in doubt.
- If two or more students are involved in an authentication problem all participants may receive a grade of unsatisfactory.
- Parents should be contacted if the problem cannot be easily resolved.

Late Submissions

Work submitted late without a valid reason will be marked as an 'Unsatisfactory'.

Full values for grades is available to students who work with purpose and submit all tasks by the designated due dates. Students who do not work with purpose and fail to follow the process described above risk not satisfying the required outcomes of the subject and subsequently could fail.

Due Date Policy Cont...

Policy on Plagiarism and Collusion

The work that students complete must be their own and not the result of cheating, plagiarism or collusion (undue outside assistance).

Plagiarism occurs when a student passes off information as the student's own work or copies without recognising the original author.

Collusion occurs when a student obtains the agreement of another person for cheating purposes with the intent of gaining an advantage in submitting an assignment or other work.

Consequences:

Students who cheat by committing plagiarism or collusion will be subject to disciplinary action which may take the form of:

1. a written or verbal reprimand by the teacher
2. making alternative arrangements for assessments
3. failure of the assessment task

Right of Appeal:

Students who believe these consequences are unfair may take the matter to the Campus Principal.

Uniform Policy

The College Council through its Uniform Subcommittee has, in consultation with parents, students and teachers, decided upon the College Uniform described below. The uniform has been chosen with a view to neatness, practicality and cost and will not discriminate against students on the basis of their sex, race, ethnic group, nationality, religious beliefs, colour or disability.

The College Council has determined that while teachers are expected to encourage the wearing of uniform, it is the responsibility of parents/carers to send their students in uniform. If it is not possible for a student to wear full uniform a note from a parent/carer should be provided. Any student undergoing significant financial difficulty and unable to wear uniform should contact the College. The final decision regarding the implementation of this policy rests with the Campus Principal.

The summer or winter uniform combinations may be worn at any time of the year. All students will be encouraged to wear hats during terms 1 and 4.

SUMMER COMBINATION

ITEM	TYPE/BRAND/DESCRIPTION	AVAILABLE FROM	NOTES
Dress	With WSC logo	WSC	Polo shirts can be worn with the summer dress. Dress should be 'knee length.'
Shorts	Plain dark grey with WSC logo	WSC	
Pants	Plain dark grey with WSC logo	WSC	No grey jeans or track suit pants
Polo Shirt	Plain, short sleeved Navy or White with WSC logo	WSC	
Windcheater or Jumper	With WSC logo	WSC	College jacket can be worn as alternative to WSC windcheater or jumper.
Summer Skirt	Same fabric as dress with WSC logo	WSC	Skirt should be 'knee length.'

WINTER COMBINATION

ITEM	TYPE/BRAND/DESCRIPTION	AVAILABLE FROM	NOTES
Windcheater or Jumper or College Jacket	With WSC logo	WSC	College jacket can be worn as alternative to WSC windcheater or jumper Non-uniform tops/jackets are not permitted.
Pants	Plain dark grey with WSC logo	WSC	No grey jeans or track suit pants.
Shorts	Plain dark grey with WSC logo	WSC	
Skirt	Heavy, navy blue pleated with WSC logo	WSC	Skirt should be 'knee length.'

Uniform Policy Cont...

PE/SPORTS UNIFORM

ITEM	TYPE/BRAND/DESCRIPTION	AVAILABLE FROM	NOTES
Sports Polo Shirt	Short sleeved blue & red with WSC logo	WSC	
Sports Shorts	Plain navy with WSC logo	WSC	
WSC Tracksuit Top	Navy blue & red with WSC logo	WSC	This is an optional item
WSC Tracksuit Pants	Navy blue with WSC logo	WSC	This is an optional item
Change of shoes	Any coloured sports shoes	Any supplier	

ACCESSORIES

ITEM	TYPE/BRAND/DESCRIPTION	AVAILABLE FROM	NOTES
Shoes	Plain black shoes with plain black laces. No colour trim or logo's accepted on any shoes.	Any supplier	Flat, no high heels. Lower than ankle length. No open toe shoes, sandals, thongs, scuffs or boots.
Hats	Sun hat – bucket or brimmed, any colour or brand. Baseball cap. Any colour	Any supplier	Not to be worn in class or corridors.
Beanie	Navy blue only	WSC or any supplier	Not to be worn in class or corridors. Beanies can only be worn in Terms 2 & 3 unless the weather is particularly cold.
Scarf	Navy blue only	WSC or any supplier	
Head Bands	Navy blue only	Any supplier	
Jewellery	One bracelet, one necklace, plain earrings and a watch. No facial piercings.		Final decision rests with the Campus Principal.
Makeup			Minimum appropriate. Final decision rests with the Campus Principal.
Hair Colour	Natural hair colours only		Final decision rests with the Campus Principal.
Belts	Black or brown	Any supplier	
Socks	Plain white socks when visible ie. when worn with dress, skirt or shorts.	Any supplier	No stocking socks.
Tights	Plain navy blue / black	Any supplier	To be worn with winter uniform only. Tights are to be in good condition. No white/coloured socks to be worn over tights.

EXCLUSIONS

- No jackets, other than the school jacket, are to be worn.
- No visible coloured T shirt or T shirts with logos are to be worn under the polo shirt.

Student Management and Welfare

Year Level Coordinators

Each year level will be administered by the Year Level Co-ordinator and Assistant who work closely with all Home Group and subject teachers. The Co-ordinators are responsible for arranging courses, monitoring student progress, organizing reports, supervising Year Level camps and activities. Discipline and welfare of the level is also handled by the Level Co-ordinators.

Parents who have queries regarding any aspects of their child's school life are encouraged to contact the Level Co-ordinator, who will then take the matter up with all people concerned.

Student Welfare Coordinator (SWC)

The Student Welfare scheme has been set up to facilitate the school's objective of promoting a caring atmosphere in which every child can express a feeling of self worth and belonging. The SWC recognises that all students are unique individuals, entitled to equal opportunity and continuing support to enable them to realise their fullest possible development.

The SWC is able to offer help and support to students who have problems which may affect their education. Problems dealt with could range from difficulty coping with a new school, to relationship problems with family, friends and teachers.

Students and parents are welcome to contact the SWC at any time, while Year Level Co-ordinators and other staff may also refer students who are experiencing difficulties. The SWC would then initiate discussion with all parties concerned including school support services in an attempt to alleviate the problem.

Inquiries regarding financial assistance for low income families and Austudy should also be directed to the SWC.

Home Group Teachers

At the Junior School the Home Group Teacher plays an important part in the educational progress of each student in the Home Group. The Home Group Teacher is usually one of the student's subject teachers and is involved in the day-to-day activities of the Home Group. At the start of each day there will be Home Group assembly to mark the roll, give out notices and other important information.

Absence notes should be addressed to the Home Group Teacher who can also answer any questions which might be of concern to the students. If the Home Group Teacher feels that a student is in need of special assistance, discipline or counselling, the student will be referred to the Year Level Co-ordinator who will then take necessary action.

School Policies

The DET has policies on many issues. Wonthaggi Secondary College uses these policies to guide its operations and procedures. In some areas we consider it important we have our own policies. These are generally where more specific detail is required than what is in Government policy, or where the DET leaves certain decisions up to the school.

Student Code of Conduct for Dudley Campus

The Wonthaggi Secondary College community recognises these specific rights as being fundamental:

- ***The right to be safe.***
- ***The right to be treated with respect.***
- ***The right to work, learn and play in a safe, clean environment free from harassment and intimidation***

RIGHT	RESPONSIBILITY	RULES	CONSEQUENCES
<p>Everyone has the right to be safe</p>	<p>You are responsible for your own behaviour. It is your responsibility to make sure we are all safe. Your behaviour should not jeopardise your safety or the safety of others.</p>	<p>To ensure this right is upheld you should not:</p> <p>Bring any substance or equipment to school that has the potential to harm you or others.</p> <ul style="list-style-type: none"> • <i>e.g. Weapons of any type, cigarette lighters, alcohol, tobacco or any form of illegal drugs, aerosol cans.</i> • Be in an area that has been designated unsafe or out of bounds. Examples of such areas are: <ul style="list-style-type: none"> - <i>staff car park</i> - <i>garden area adjacent to outside volleyball court</i> - <i>back of the games hall</i> - <i>south of tennis courts - golf course</i> - <i>treed area on north side of oval</i> - <i>north of cricket nets</i> - <i>entry foyer</i> - <i>behind sheds or gas tank</i> - <i>roofs of buildings</i> • Leave the school grounds without signing out through the general office. • Leave your classroom without permission. • Enter school buildings, offices, storerooms at any time without supervision or permission. • Move around the College grounds and buildings in an unacceptable manner. <i>E.g. run in corridors.</i> • Ride your bike in the College grounds in areas where cars or buses travel. • Throw missiles of any type, <i>e.g. sticks, stones, berries, food, etc.</i> 	<p>NOTE: Any of the following consequences could be used if a student breaches the rights of others. The severity of the consequence will be dependent on the particular incident and the history of the student in respect to the misdemeanour.</p> <ul style="list-style-type: none"> • Yard duty, garden duty. • Detention at recess, lunchtime or after school. • Withdrawal from activities. • Withdrawal from regular classes and placement in alternative situations. <i>e.g. time out.</i> • Parent interview /discussion. • Suspension - in line with Ministerial Order No.1. (at the discretion of Year Level Co-ordinators and Campus Principal.) • Expulsion - in line with Ministerial Order No. 1. (College Principal.)

Student Code of Conduct for Dudley Campus Cont...

RIGHT	RESPONSIBILITY	RULES	CONSEQUENCES
Everyone has the right to be treated with respect.	You are responsible for your own behaviour. It is your responsibility to make sure that everyone is treated with respect, in person or online.	<p>To ensure this right is upheld you should not:</p> <ul style="list-style-type: none"> • Use offensive language. • Interfere with other people’s belongings. e.g. <ul style="list-style-type: none"> - <i>bags</i> - <i>lockers</i> - <i>bikes</i> - <i>equipment</i> - <i>cars</i> • Disrespect or ignore the views of others. • Be disrespectful online. • Be deceitful, dishonest or untruthful when dealing with others. • Engage in any bullying behaviour in person or online or encourage, standby, tolerate or encourage the bullying behaviour of others. 	<p>NOTE: Any of the following consequences could be used if a student breaches the rights of others. The severity of the consequence will be dependent on the particular incident and the history of the student in respect to the misdemeanour.</p> <ul style="list-style-type: none"> • Yard duty, garden duty. • Detention at recess, lunchtime or after school. • Withdrawal from activities.
Everyone has the right to work, learn and play in a safe, clean environment free from harassment and intimidation.	You are responsible for your own behaviour. It is your responsibility to make sure that we can work, learn and play in a safe, clean environment free from harassment and intimidation, physical, mental and online.		<ul style="list-style-type: none"> • Withdrawal from regular classes and placement in alternative situations. e.g. time out. • Parent interview /discussion. • Suspension - in line with Ministerial Order No.1. (at the discretion of Year Level Co-ordinators and Campus Principal.) • Expulsion - in line with Ministerial Order No. 1. (College Principal.)

Shared Values Regarding the Physical Operation of Classes Policy

Staff are expected to follow these procedures as it is important that we have a united and consistent approach to what we expect from our peers and students.

Aims

- To foster greater support and cooperation among staff
- To present a consistent approach to the general management of students
- To give students a strong and consistent message concerning our expectations

Commencement of Classes

Punctuality and Respect

- Teachers and students to be on time to all classes including Home Group.
- If students are late to class a note is to be provided. Lateness to be dealt with by the classroom teacher. Persistent lateness to be referred to YLC.
- If teacher is late, apologise and explain why you were late.

Communication, Consistency and Consequences

- Students to line up quietly outside room
- Students to enter and stand behind chairs
- Students to be seated, place diaries on table and listen to teacher's instructions
- If students do not have diary, notify YLC
- All staff to have YLC and Administration timetables in chronicle

Acceptable Behaviour and Consequences

- Explain to students if behaviour is unacceptable and why, in simple terms
- Move student to another position if poor behaviour persists. Reinforce school beliefs and values and how we want the class to operate
- Student may be given a second warning or sent out of the room for a short period of time. Only **one** student should be placed in the corridor at any one time.
- The teacher speaks to the student outside the classroom and negotiates their return to class
- If the student returns and continues to behave poorly the following procedure should be followed:

For all Students

- Send the student to the Year Level Coordinators' classroom or office.
- If YLC's are not available the student is to report to the Campus Principal (Ross Bramley), Assistant College Principal (Gay Findlay), Student Welfare Coordinator (Emma Harris) or Campus Manager (Nick Sibly).
- The aim is to negotiate their return to class. If this is not possible the student may be sent home.
 - **teachers to send a note with the student listing the time**
 - **teachers to ensure that follow up occurs**
 - **teachers can contact parents if necessary**
- In some extreme cases students may need to be sent out of class immediately. Send to appropriate YLC or Campus Principal.
- Students must only be permitted to go to toilet/lockers when essential – use diary.

Shared Values Regarding the Physical Operation of Classes Policy

RESPONSIBILITY

- It is the responsibility of the teacher and students to leave the room:
 - free of rubbish
 - board cleaned
 - tables and chairs in order
- Students are to remain seated until the bell
- Students are asked to put their chairs in and stand behind them before being dismissed
- The classroom door is locked unless the teacher for the next class has arrived
- **At the end of the day** close windows, place chairs on tables, turn off air conditioners, fans lights and heaters. Report graffiti to Campus Manager.
- Computer Pods must be checked and **computers shut down** if students have used the facility
- PASE and PE classes are to be supervised as a group until the bell rings
- Staff who have ownership of rooms are to follow up any problems

Keep It Simple: Same Rules for Everyone

- **Line up quietly outside room**
- **Enter and sit down quietly**
- **Hand up to speak or for permission to move**
- **Listen quietly to instructions**
- **Follow pack up procedures**
- **Supervise students in all classes until the bell sounds**
- **Constantly reinforce our beliefs and values and show respect to all students**

Note:

1. Briefing must finish by 8.55am to ensure teachers can get to HG on time.
2. Utilise staff section of daily bulletin. Do not repeat what is already in bulletin at briefing.
3. Yard duty finishes on the second bell at the start of the day, and the first bell at end of recess and lunchtime.
4. Period Attendance must be completed for each unit by staff.
5. All teachers should check that students have their diaries.

Mobile Phone Policy

Rationale:

We recognise that mobile phones are an important means of communication. In addition to staff, senior students in particular may require them to effectively manage their lives. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed.

Aims:

To utilise the benefits of mobile phones whilst managing the problems they can potentially cause.

Implementation:

There are times when it is genuinely appropriate and beneficial for students to have access to a mobile phone before and after school. If a student needs to contact a relative, friend, employer or other person they must speak to the Campus Principal, Assistant College Principal or General Office to seek permission to use the school phone.

Phones must be locked in student lockers at all times.

If a student has a mobile phone taken from them by a staff member it will be stored in the school safe. The student will be given a letter to give to their parent/carer outlining that their phone will not be returned until their parent/carer contacts the Campus Principal or Assistant College Principal.

It is important that students display courtesy, consideration and respect for others whenever they are using a mobile phone. Disciplinary action will be taken against any student who uses a mobile phone to **bully, cyber bully** or **harass** another person.

Students should ensure that they are aware that mobile phones are brought to school at the owners' risk.

In phone cameras are not to be used anywhere a normal camera would be considered inappropriate such as change rooms. Appropriate action will be taken against any student who photographs and films other students without their consent.

The DET does not hold insurance for personal property brought to schools and it will generally not pay for any loss or damage to such property. Staff and students should be discouraged from bringing any unnecessary or particularly valuable items to school (*Circular 038/2005*).

The Principal may revoke a student's privilege of bringing a mobile phone to school.

Curriculum

The College provides booklets giving detailed information on the subjects offered. New students to Year 7 are given a prospectus outlining the course of study.

Students entering the Middle School are given a prospectus outlining all subjects. This allows students to make informed choices when selecting their course of study.

YEAR 7

Key Learning Area		Period Allocation
Mathematics		4
English		4
Science		3
Humanities		3
Technology	Computers	5
	Woodwork	
	Metals/Plastics	
	Mechanisms	
	Textiles	
Languages		2
Arts	Art	4
	Drama	
	Music	
	Visual Communication	
Health & Phys Ed	Health & PE	2
	PASE (Physical & Sporting Education)	2
	Home Economics	1
Total number of units per week:		30

MIDDLE SCHOOL

Students must cover the following number of compulsory units in each Learning Area over the 2 years of Middle School.

KEY LEARNING AREA	NUMBER OF COMPULSORY
English	4
Mathematics	4
Humanities	4
Science	3
Health and Physical Education	3
Technology	2
The Arts	2
LOTE	2

Students can also pick electives in The Arts, Technology and Health and Physical Education Areas. Therefore a total of 28 units are studied over two years. Exclusion from LOTE only occurs after consultation with the Year Level Coordinator and Assistant College Principal.

Select Entry Accelerated Learning (SEAL)

Wonthaggi Secondary College is committed to providing a curriculum that caters for the needs of all students. Our aim is to provide every child with a challenging and satisfying learning experience. As the main provider of secondary education in the Bass Coast Shire, Wonthaggi Secondary College, with very large student population, is in the fortunate position of being able to staff and resource a diverse curriculum.

It is in this context that Wonthaggi Secondary College has responded to the needs of high achieving and highly motivated young people. The following programs are provided by the College for high achieving students.

SEAL (Select Entry Accelerated Learning): One Year 7 class is accelerated in Japanese, English, Maths, Science and Humanities. Entry to this program is via interview and testing by the University of New South Wales. This group stays together until Year 10.

The Middle School Program across Years 8 and 9 offers a wide range of core and elective units of study with the opportunity to select advanced units. The SEAL program continues but the MS structure also aims to provide extension opportunities for all students at these year levels.

At Year 10, there are advanced units of study available in core subjects. Year 10 and 11 students also have access to the study of VCE units. An increasing number of students take advantage of this opportunity.

All students need assistance to reach their potential. Wonthaggi Secondary College aims to develop a whole-school approach to their education, one where curriculum provision and teaching strategies aim to develop the giftedness of all students.

If you have any questions or require further information on any of the programs mentioned above, please contact the Co-ordinator of the SEAL program at the College on (03) 5672 0900.

Programs for Students Requiring Additional Assistance

Year 7: Support is offered to students who are experiencing literacy problems. Staff are equipped with strategies to assist all students with literacy support. Select Entry Literacy Program (SELP) is offered at Year 7 where a Home Group is chosen to receive additional literacy support in all of the core subjects.

Year 8 & 9: Support English classes are designed to address literacy needs of students in the Middle School. Classes are kept relatively small to ensure students receive concentrated attention.

Support Mathematics classes are designed to address numeracy needs of students in Middle School. Classes are kept relatively small to ensure students receive concentrated attention.

Sport & Physical Education Program

School sport at the College is divided into two categories - house and interschool. House sports are held in swimming, athletics and cross country. The emphasis is on participation; non-competitive students are encouraged to take part in novelty events.

The College is a member of the Victorian State Secondary Schools Sports Association (VSSSA) and consequently is affiliated with sport at the South Gippsland Regional and State levels. Individuals and teams can pursue sporting excellence to the highest level - State Championships.

Interschool (South Gippsland) sport through this membership structure can be divided into different categories. Individual sports include cross country, running, swimming, golf, athletics, clay shooting, judo, bike-racing and surfing.

Team sports are offered during the summer and winter seasons. Summer team sports include badminton, table tennis, squash, volleyball, softball, cricket and tennis. Winter sports offered include hockey, soccer, netball, football and basketball.

Age categories for the team sports are Year 7, Year 8, intermediate (Years 9 and 10) and senior (Years 11 and 12).

Please note that sport transport costs are subsidised by the College.

Camps / Excursions Program

Each year level has a Camps/Excursions Program designed for students' needs, interests and capabilities. The school regards these activities as being an integral part of the students' education and everyone is encouraged to participate.

The College owns an extensive range of camping and adventure equipment including bicycles, trailers, tents, cooking utensils and canoes.

Year 7's have an orientation camp in March. Year 9's have a Camps week in Semester 2 where students have the choice of participating in one of a range of camps, or daily excursions if they remain at school. In the past, interstate trips and camps have been offered to such places as Queensland, Japan and Malaysia. In addition students are encouraged to participate in full and half day excursions, theatre and cinema trips. Adventure camps and day excursions are conducted, involving canoeing, bicycle riding and surfing.

Parents are given all information regarding the camps/excursions offered throughout the year. To ensure bookings and staffing can be organized a firm acceptance and a deposit will be required. Parents who are unable to afford the cost should contact the Level Co-ordinator or the Student Welfare Co-ordinator.

Note; The school welcomes parent participation in these activities, in fact, the total program is almost impossible to staff without some help from parents. If you can be of assistance, please contact your child's Level Co-ordinator. Your assistance will be greatly appreciated.



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Dudley Campus**

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