



WONTHAGGI

Secondary College



“Achieving success in a caring and creative environment”.

Dudley Campus Information Booklet 2019

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All information contained in this booklet is correct as of 26/4/2018, but may be subject to change. Any charges included in this booklet are subject to change as the 2019 charges have not been set but we expect they will be in line with the 2018 charges. You will be notified of any increase in charges if and when they occur.

School Profile

VISION

Achieving success in a caring and creative environment.

PHILOSOPHY

We believe all students can learn and that all students can be successful.

We believe that individual well-being stems from a sense of accomplishment and belonging.

We believe there are different forms of success.

MISSION

Wonthaggi Secondary College seeks to create a challenging learning environment that encourages high expectations for success through instruction that caters for individual differences and learning styles. Creativity and care are pillars of our learning environment.

In addition to developing skills and knowledge, we also aim to develop:

- A sense of adventure
- Emotional Intelligence
- An appreciation of the context of knowledge / learning
- Respect for self/others
- Team skills
- Problem solving skills
- Aspiration
- Responsibility
- Organisational skills
- Resilience

Genuine empathy for our students is central to our practice. An understanding of them and their personal circumstances is essential in a holistic approach to their learning.

PROFILE

Located in the Inner Gippsland Area of DET's South East Victoria Region, Wonthaggi Secondary College is a Year 7-12 dual campus school of around 1350 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 half of the student population travel to the school by bus. There is one major private school in the area and no other Government secondary schools.

Wonthaggi was a coal-mining town but is now the busy hub of a thriving tourist area. The College is located in the rapidly growing Bass Coast Shire.

The current staffing levels comprise approximately 115 teachers and 40 non-teaching staff.

Wonthaggi Secondary College recognises 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 of the Key Learning Domains. This is achieved using core units at Year 7 and a mixture of core and elective subjects at Years 8, 9 and 10. With a large Year 11 and Year 12 student population, the College is able to offer a broad range of Victorian Certificate of Education (VCE) units and has a strong commitment to Vocational Education and Training (VET) programs. A successful Victorian Certificate of Applied Learning (VCAL) program operates as well as an off-campus Community (Satellite) VCAL program. Additionally there is an Outreach program that supports approximately 15 students each year who have extreme mental health conditions that place them "at risk" of non-participation. In 2017 and 2018 we have also worked with the two Wonthaggi primary schools to supply an intervention/transition program for chronically absent students in Years 5 to 9 (the Wonthaggi Pathways and Transition Setting)

School Profile Cont...

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 very successful select entry (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 and success in the Performing Arts. The College is a member school of the South Gippsland Schools Music Program and currently has around 100 students involved in the program. Wonthaggi Secondary College regularly enjoys sporting success at local, state and national levels. An ADVANCE program (based on surf lifesaving) also operates in the College.

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 local community calendar.

The College is committed to the welfare of its students. To this end, a Student Welfare Coordinator is attached to each campus, along with Careers counselling available at both the McBride and Dudley 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.

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 oval or playing fields at each campus. The College also enjoys access to extensive community recreational facilities, local beaches and coastal reserves.

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

In 2018, the College oversees with the Victorian School Building Authority, commences construction of a post compulsory education precinct in Wonthaggi (with the relocation of its Senior Campus being central to this work). This project also includes an extended three-court highball facility with extensive community facilities. The community facility is coordinated with our key partner, the Bass Coast Shire.

“Achieving success in a caring and creative environment”

Key Personnel Positions 2019

College Principal: Darren Parker

Dudley Campus Principal: Ross Bramley

Dudley Assistant Campus Principal: Leith Cummins

Dudley Campus Manager: Nick Sibly

Year Level Coordinators:

Year 7 Andrew McIntosh, Harley Spies and Justine Peacock

Year 8 Andrew Hay, Kayne Fayolle and Sindy Boyd

Year 9 Dennis Vague, Jesse Boyd and Jordi Byrnes

Student Welfare: Emily O'Brien

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

Note: Charges for 2019 have not been finalised at the time of printing this booklet.

YEAR 7 COLLEGE CHARGES 2018		COST	AMOUNT
ESSENTIAL ITEMS:			
Class set hire @ \$5 per textbook per subject:	ENGLISH	\$10	
	HUMANITIES	\$10	
	HEALTH & PHYS ED	\$5	
	SCIENCE	\$15	
Locker Hire		\$10	
HOME ECONOMICS: Materials		\$25	
TEXTILES: Materials		\$10	
ART, MUSIC, GRAPHICS & DRAMA: Materials		\$25	
TECHNOLOGY(inc, woodwork, metals, mechanisms): Materials		\$35	
IT: Materials		\$10	
SCIENCE: Materials & Excursions		\$20	
HEALTH & PHYS ED: Materials		\$15	
HUMANITIES: Materials & Excursion		\$15	
MATHEMATICS: Software licence & Materials		\$15	
ENGLISH, SPORT, LANGUAGES, LIBRARY: Materials		\$15	
TOTAL for ESSENTIAL ITEMS			\$235.00

OPTIONAL ITEMS: *Please read definition on reverse side*

<i>Enter amount in right hand column for all items below that you have chosen to do or wish to purchase. Add up and total.</i>			
YR 7 CAMP		\$225	
SGSMP MUSIC TUITION		\$280	
SGSMP INSTRUMENT HIRE		\$150	
WIZARD	Materials and entry costs apply		
SCHOOL MAGAZINE		\$10	
EXCURSIONS	Price will vary depending on activity. Payment must be made minimum 1 week prior to departure		
SPORT TRANSPORT	\$10 per event to be paid prior to day of activity		
TOTAL for OPTIONAL ITEMS			\$

YEAR 8 COLLEGE CHARGES 2018	COST	AMOUNT
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ESSENTIAL ITEMS:

CORE SUBJECTS

Class set hire @ \$5 per textbook per subject:	ENGLISH	\$10	\$170.00
	HUMANITIES	\$5	
	HEALTH & PHYS ED	\$5	
	SCIENCE	\$15	
Locker Hire		\$10	
IT: Materials		\$10	
TECHNOLOGY (inc, buliding with materials, mechanisms, woodwork): Materials		\$25	
SCIENCE: Materials & Excursions		\$15	
HEALTH & PHYS EDUCATION: Materials, Activities & Bus Hire		\$35	
HUMANITIES: Materials & Excursion		\$15	
MATHEMATICS: Mathletics software licence & Materials		\$15	
ENGLISH, SPORT, LIBRARY: Materials		\$10	

ESSENTIAL ITEMS:

ELECTIVE SUBJECTS

Please record amount in far right column for each subject you have chosen

FOOD TECHNOLOGY: Materials		\$40	
MUSIC: Materials		\$5	
DRAMA: Materials		\$5	
DANCE: Materials		\$5	
LANGUAGES: Materials		\$5	
TEXTILES: Workbook & Materials		\$20	
BUILDING WITH MATERIALS: Materials		\$20	
MACHINES DESIGN & BUILD: Materials		\$20	
ART: Materials		\$25	
GRAPHICS: Materials		\$25	
COMPUTER GRAPHICS: Materials		\$10	
TOTAL for ESSENTIAL ITEMS			\$

OPTIONAL ITEMS: *Please read difinition on reverse side*

Enter amount in right hand column for all items below that you have chosen to do or wish to purchase. Add up and total.

SGSMP MUSIC TUITION		\$280	
SGSMP INSTRUMENT HIRE		\$150	
WIZARD	Materials and entry costs apply		
SCHOOL MAGAZINE		\$10	
EXCURSIONS	Price will vary depending on activity. Payment must be made minimum 1 week prior to departure		
SPORT TRANSPORT	\$10 per event to be paid prior to day of activity		
TOTAL for OPTIONAL ITEMS			\$

VOLUNTARY CONTRIBUTION

The voluntary contribution is a donation to the school in lieu of fundraising. This is the Schools only source of fundraising and all money raised from the Voluntary Contribution is used to purchase and replace items of equipment and other student resources. Examples of recent purchases using the Voluntary Contribution 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.

YEAR 9 COLLEGE CHARGES 2018	COST	AMOUNT
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ESSENTIAL ITEMS:

CORE SUBJECTS

Class set hire @ \$5 per textbook per subject:	ENGLISH	\$15	\$150.00
	HUMANITIES	\$5	
	HEALTH & PHYS ED	\$5	
	SCIENCE	\$5	
Locker Hire		\$10	
IT: Materials		\$10	
SCIENCE: Materials & Excursions		\$20	
HEALTH & PHYS ED / PASE: Materials		\$35	
HUMANITIES: Materials & Excursion		\$20	
MATHEMATICS: Mathletics software licence & Materials		\$15	
ENGLISH, SPORT, LIBRARY: Materials		\$10	

ESSENTIAL ITEMS:

ELECTIVE SUBJECTS

Please record amount in far right column for each subject you have chosen

FOOD TECHNOLOGY & DESIGN: Materials		\$40	
TEXTILES: Workbook & Materials		\$25	
ART: Materials		\$25	
MUSIC: Materials		\$5	
DRAMA: Materials		\$5	
DANCE: Materials		\$5	
GRAPHICS: Materials		\$25	
COMPUTER GRAPHICS: Materials		\$10	
LANGUAGES: Materials		\$5	
ELECTRONICS: Materials		\$20	
JEWELERYMAKING: Materials		\$30	
WOODWORK: Materials		\$30	
METALWORK: Materials		\$25	
ROBOTICS: Materials		\$25	
COMPUTERS: Materials		\$5	
TOTAL for ESSENTIAL ITEMS: Add elective subject charges to core subject charge and include here			\$

OPTIONAL ITEMS: *Please read definition on reverse side*

Enter amount in right hand column for all items below that you have chosen to do or wish to purchase. Add up and total.

SGSMP MUSIC TUITION		\$280	
SGSMP INSTRUMENT HIRE		\$150	
WIZARD	Materials and entry costs apply		
SCHOOL MAGAZINE		\$10	
EXCURSIONS	Price will vary depending on activity. Payment must be made minimum 1 week prior to departure		
SPORT TRANSPORT	\$10 per event to be paid prior to day of activity		
TOTAL for OPTIONAL ITEMS			\$

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
- 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 Equity Funding under the current Gonski Funding Initiative. 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 2019 have not been set. In 2018 the charges were:

Standard Charge – One instrumental lesson and one or more bands per week	\$280.00
Standard Charge – Second instrument lesson	\$140.00
Band Only	\$110.00
Instrumental Hire for the year (if applicable)	\$150.00

Attendance

Punctuality and regularity of attendance are essential. Whenever students are absent the parent / guardian need to, either;

- Log on to the Compass Student Management system (with the login and password given to you at the start of Year 7) and record your child's absence
- 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)

As email is a major method of our communication with parents, it is vital that parents notify the staff in the general office of any changes that occur to their email addresses.

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 8 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 four 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 "Mostly" with "Always" and "Beyond expectation" for more advanced students. On the lower end of the scale are the ratings of "Sometimes", "Never", 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 McMahon.

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. The padlocks are combination locks with a master key held by the Year Level Co-ordinator. Lockers and locks are distributed on the first day of Term 1. If a student misplaces their lock 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.

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.

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 state-wide:

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 encyclopaedia 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.

**PLEASE NOTE: SCHOOL UNIFORMS ARE SOLD THROUGH TOTALLY WORKWEAR,
11 MURRAY ST, WONTHAGGI**

SUMMER COMBINATION

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

WINTER COMBINATION

ITEM	TYPE/BRAND/DESCRIPTION	AVAILABLE FROM	NOTES
Windcheater or Jumper or College Jacket	With WSC logo	Totally Workwear	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	Totally Workwear	No grey jeans or track suit pants.
Shorts	Plain dark grey with WSC logo	Totally Workwear	
Skirt	Heavy, navy blue pleated with WSC logo	Totally Workwear	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	Totally Workwear	
Sports Shorts	Plain navy with WSC logo	Totally Workwear	
WSC Tracksuit Top	Navy blue & red with WSC logo	Totally Workwear	This is an optional item
WSC Tracksuit Pants	Navy blue with WSC logo	Totally Workwear	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	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	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 two Assistants who work closely with all Home Group and subject teachers. The Coordination team 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 Year Level Co-ordinators.

Parents who have queries regarding any aspects of their child's school life are encouraged to contact the Coordination team, 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 Dudley Campus 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.

Please note that parents/carers can also log on to the Compass Student Management System and explain absences directly rather than write a note to the Home Group teacher.

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 Behaviour Management for Dudley Campus

	Wonthaggi Secondary College
BE A LEARNER	BE RESPECTFUL
	BE SAFE
	BE RESPONSIBLE

	Our class rules
TO BE A GOOD LEARNER	<ul style="list-style-type: none"> - We will respect the space & belongings of all others - Respect the learning of others - Respect all people
	<ul style="list-style-type: none"> - Follow all adult instructions - Use equipment for its intended purpose - Move with care and awareness
	<ul style="list-style-type: none"> - Bring what is needed to each class - Take responsibility for your own learning - Demonstrate positive behaviour

	What our rules look like
TO BE A GOOD LEARNER	<ul style="list-style-type: none"> - Keep our school graffiti free - Ask to use equipment & return it - Clean up after yourself - Give others their personal space - Take care of everyone's equipment - Keep your hands to yourself Allow others to speak - Listen to others - Give positive & constructive feedback - Demonstrate patience - Use your inside voice - Treat others with kindness - Invite people to join a group - Accept each other's differences - Avoid gossiping & put downs - Use manners and courtesy toward all members of the school community
	<ul style="list-style-type: none"> - We listen to instructions and follow them through - We use equipment for its intended purpose - We line up outside each classroom - We enter the room and stand behind our seats - We stay in our seats unless instructed to move - We leave the classroom when instructed - We walk in the corridors and crowded areas
	<ul style="list-style-type: none"> - Use the words "I can" - Think of ways to do it - Ask for help - Listen to feedback - Try again - Never give up! - Own your success and failures - Trying your best with all tasks - Handing all work in on time - Catching up on missed work - Be honest - be trustworthy - be inclusive - Look out for each other - tell someone if things aren't right, are you a bystander? - Be a good role model

CONSEQUENCES
BE A LEARNER
<i>Respect Safety Responsibility</i>
REMINDER (ONE ONLY)
MOVED TO A DIFFERENT SEAT 'MOVED TO HELP YOU WITH YOUR LEARNING'
MOVED TO SIT BY YOURSELF 'MOVED AGAIN TO HELP YOU WITH YOUR LEARNING'
REMOVAL FROM CLASS (5 minutes maximum) COMPLETE LEARNER'S REFLECTION SHEET
NEGOTIATED RE-ENTRY DISCUSSION OF REFLECTION SHEET
YLC or LEADING TEACHER WITH WORK TO COMPLETE
CAMPUS 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 and recorded on Compass.
- 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 planners on table and listen to teacher's instructions
- If students do not have student planner, notify YLC
- All staff to have YLC and Administration timetables in chronicle

Acceptable Behaviour and Consequences (as per Dudley Behaviour Management Plan)

- 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, to fill out a 'reflection sheet'. 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, Assistant Campus Principal, Student Welfare Coordinator or Campus Manager.
- The aim is to negotiate their return to class. If this is not possible the student may be sent home.
 - **teacher to ensure details are recorded on Compass**
 - **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 planner.

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 Campus 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 Campus 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 Year 8 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	4
	Home Economics	1
Total number of units per week:		30

YEAR 8 & 9

Students must cover the following areas of study.

CORE: English
 Mathematics
 Humanities
 Science
 Health & Physical Education

ELECTIVIES: Technology: eg. Woodwork, Metalwork, Robotics, Textiles
 The Arts: eg. Art, Drama, Music
 LOTE: eg. Indonesian or Japanese

CAPABILITIES:

The Victorian Curriculum includes 4 capabilities, Critical and Creative, Thinking, Personal and Social, Intercultural and Ethical.

These capabilities cover essential 21st century skills, and are explicitly taught across 2 year bands throughout the various subject areas.

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.

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. Years 8 and 9 offer a wide range of core and elective units of study. This group stays together until Year 10.

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: Students with literacy and numeracy problems will be catered for through the differentiation of classwork. Opportunities for further support will be supplied through programs such as team teaching and combined classes.

Sport 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 Term 4 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 Year 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 Year Level Co-ordinator. Your assistance will be greatly appreciated.



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Dudley Campus**

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