



# WONTHAGGI Secondary College



*“Achieving success in a caring and creative environment”.*

**Dudley Campus/San Remo Campus  
Information Booklet  
2022**



## Contents

School Profile	4-5
Key Personnel Positions	6
College Council	6
Parent/Carer Involvement	6
College Charges	7-9
College Charges explained	10
Excursions	10
Music Levy	11
Attendance	11
Canteen	11
Communications	12
Parent/Teacher Contact & Reports	13
Buses	13
Lockers	14
Leaving the School Grounds	14
Sickness and Accident	14
Homework Policy	15
Due Date Policy	16-17
Uniform Policy	18-19
Student Management and Welfare	20
Student Behaviour Management for Dudley Campus	21
Shared Values Regarding the Physical Operation of Classes Policy	22
Mobile Phone Policy	23
Curriculum	24-25
Select Entry Accelerated Learning (SEAL)	25
Programs for Students Requiring Additional Assistance	26
Sport Program	26
Camps / Excursions Program	27

---

*All information contained in this booklet is correct as of 24/4/2021, but may be subject to change. The introduction of our new San Remo Campus is very exciting. We are working through the process of finalising staffing and support positions at both Junior Campuses. Any charges included in this booklet are subject to change as the 2022 charges have not been set but we expect they will be in line with the 2021 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 Multi campus school of around 1550 students. The Dudley Campus (Years 7 to 9) and the McKenzie Campus (Years 10 to 12) are situated four kilometres apart. The San Remo Campus (Years 7 to 9) will open for the start of the 2022 school year. Wonthaggi Secondary College also offers a fourth option of the FLOW Campus (Flexible Learning Option Wonthaggi) for students with specific challenges affecting their education.

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 125 teachers and 60 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 Year 8 and a mixture of core and elective subjects at Years 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. 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.

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 and San Remo Campuses.

College staff conduct a range of quality curriculum and co-curricular programs across all 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 all campuses. 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 sports stadium (McKenzie Campus) and gymnasium (at the junior campuses), 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 well maintained and attractive. The College continues to focus on upgrading facilities and grounds.

Wonthaggi Secondary College has **zero tolerance** for child abuse. We have a number of policies, and strategies in place to support a child-safe environment. These include a Child Safety Policy, a Responding To and Reporting Obligations Policy and Procedures, and a school Code of Conduct. If you would like to view these or discuss these with anyone, please contact the school's Child Safety Officer – Principal Darren Parker.

---

**“Achieving success in a caring and creative environment”**

## Key Personnel Positions 2022

College Principal

Darren Parker

Assistant College Principal

Leith Cummins

	DUDLEY CAMPUS	SAN REMO CAMPUS
Campus Principal	Michael Shone	Emma Harris
Campus Manager	Wayne Rhodes	Nick Sibly
Subschool Co-ordinators		
Junior (Yr 7 & Yr 8)	Jim Dalmau	Aiden Harris
Middle (Yr 9)	Phil DeSalvo	Andrew Hay
Student Welfare	Carol Davidson	Jo Beasley
Year 7 Co-ordinator	TBC	TBC
Year 8 Co-ordinator	TBC	TBC

## 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 2022 have not been finalised at the time of printing this booklet.*

## YEAR 7

The following information is supplied to give you an indication of costs applicable to each subject for students enrolled in Year 7 in 2021.

*Due to a change in the Curriculum some of these amounts will change but the overall cost will be similar.*

### Essential Items:

English	\$20
Humanities (including curriculum activity)	\$25
Mathematics (including curriculum activity)	\$30
Health & Physical Education	\$20
Science	\$25
Japanese	\$5
Home Economics*	\$25
Textiles*	\$10
Art	\$30
Visual Communication	\$15
Drama	\$10
Classroom Music	\$10
Woodwork*	\$25
Metals & Plastics*	\$15
Mechanisms*	\$20
Information Technology	\$20
Locker Hire & Lock	\$10
Compass ID Card	\$10
<b>TOTAL YEAR 7 ESSENTIAL CORE ITEMS - \$325</b>	

### Optional Items:

Year 7 Camp	\$240
SGSMP Music Tuition	\$308
SGSMP Instrument Hire	\$150
Sport Transport: per event	\$12

### Voluntary Contribution:

Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.

**Essential Item Costs:** Charges for subjects include all consumables used within the curriculum, eg: resources, ingredients, chemicals, paint, props, wordflyers, mathletics, soundtrap, software etc

\*includes workbook

# College Charges

## YEAR 8

The following information is supplied to give you an indication of costs applicable to each subject for students enrolled in Year 8 in 2021.

*Due to a change in the Curriculum some of these amounts will change but the overall cost will be similar.*

### Essential Items: Core Subjects

English	\$10	Locker Hire	\$10
Compass ID Card	\$5	IT Materials/Printing/Software	\$20
Humanities ( <i>including curriculum activity</i> )	\$25	Mathematics ( <i>including curriculum activity</i> )	\$40
Science	\$30	Health & Physical Education	\$50
<b>TOTAL YEAR 8 ESSENTIAL CORE ITEMS - \$190</b>			

### Essential Items: Elective Subjects

<b>THE ARTS</b>		<b>LANGUAGES</b>	
Music of the World	\$15	Indonesian	\$10
Studio Art	\$40	Japanese	\$5
Art & Sculpture	\$45		
Visual Communication Design/Computing	\$20	<b>TECHNOLOGY</b>	
Visual Communication Design/Illustration	\$25	Food Technology & Design*	\$40
Popular Music	\$15	Machines Design & Build*	\$20
Drama Craft	\$10	Metals & Plastics*	\$20
Drama Plus	\$10	Textiles - Fun with Fabric	\$25
Dance: Creative Movement	\$10	Textiles - Creative Sewing	\$30
CAD	\$10	Woodwork*	\$30
		Information Technology	N/C

### Optional Items:

SGSMP Music Tuition	\$308
SGSMP Instrument Hire	\$150
Sport Transport: per event	\$12

### Voluntary Contribution:

Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.

**Essential Item Costs:** Charges for subjects include all consumables used within the curriculum, eg: resources, ingredients, chemicals, paint, props, wordflyers, athletics, technology textbooks, soundtrap, software etc

N/C - No Charge

p/s - Per Semester

\*includes workbook



# College Charges

## YEAR 9

The following information is supplied to give you an indication of costs applicable to each subject for students enrolled in Year 9 in 2021.

*Due to a change in the Curriculum some of these amounts will change but the overall cost will be similar.*

### Essential Items: Core Subjects

English	\$15	Locker Hire	\$10
Compass ID Card	\$5	IT Materials/Printing/Software	\$15
Humanities ( <i>including curriculum activity</i> )	\$25	Mathematics ( <i>including curriculum activity</i> )	\$40
Science	\$30		
<b>TOTAL YEAR 9 ESSENTIAL CORE ITEMS - \$140</b>			

### Essential Items: Elective Subjects

HEALTH & PHYSICAL EDUCATION		LANGUAGES	
<i>All students will partake in either Health &amp; Physical Education OR the select entry ADVANCE course.</i>		Indonesian	\$10
Health & PE	\$50	Japanese	\$5
Advance (Life Saving)	\$80p/s		
THE ARTS		TECHNOLOGY	
Studio Art	\$40	International Foods*	\$40
Art & Sculpture	\$45	Food Technology & Design*	\$40
Advance Art	\$45	Textiles Design & Fashion	\$30
Visual Communication Design/Computing	\$20	Textiles Fashion Recycling	\$25
Visual Communication Design/Illustration	\$25	Robotics*	\$25
Music	\$15	Metals & Plastics*	\$25
Drama Craft	\$10	Information Technology	N/C
Dance: Creative Movement	\$10	Woodwork*	\$35
Advance Drama Production	\$10	Advance Woodwork*	\$40
CAD	\$10	Jewellery Making*	\$40

### Optional Items:

SGSMP Music Tuition	\$308
SGSMP Instrument Hire	\$150
Sport Transport: per event	\$12

### Voluntary Contribution:

Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.

**Essential Item Costs:** Charges for subjects include all consumables used within the curriculum, eg: Resources, Ingredients, Chemicals, paint, props, wordflyers, athletics, technology textbooks, soundtrap, software etc

N/C - No Charge

p/s - Per Semester

\*includes workbook

## College Charges explained

Free instruction is the teaching staff, administration and the provision of facilities in connection with instruction of the standard curriculum program.

The Education and Training Reform Act 2006 provides for instruction in the standard curriculum program to be free to all students in Government schools.

School Councils are responsible for developing and approving College-level parent payment charges and can request payments from parents under three categories: essential student learning items, optional items and voluntary contributions.

**Essential Student Learning Items:** These are items, activities or services that the College deems essential to student learning of the standard curriculum. Where practical and appropriate, parents may choose to purchase items through the College or provide their own. These may be items the student takes temporary or permanent possession of or activities and excursions associated with instruction that all students are expected to attend. (See 2021 College charges guide above for breakdown of essential items). All families are expected to pay this charge.

**Optional Items:** These are items, activities or services that are optional and are offered in addition to the standard curriculum. Students may access these on a user pays basis. These may be items the student purchases or hires, activities the student pays to attend or items / materials that are more expensive than the ones required to meet the standard curriculum. (See 2021 College charges guide above for breakdown of essential items). Only students participating or wishing to purchase optional items / activities are required to pay the associated charge.

**Voluntary Contributions:** Parents are invited to make a donation to the College for general or specific purposes, eg: school grounds, building fund or new equipment. This is our only avenue to raise funds to expand and improve facilities. As the charge name suggests, contributions are entirely voluntary. Support for families experiencing hardship is available. Please contact the school for assistance advice.

## 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 and the college essential items charge. For this reason we ask that, if possible, the Essential items charge be paid before the end of term1.

## 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 2022 have not been set. In 2021 the charges were:

Standard Charge – One instrumental lesson and one or more bands per week	\$308.00
Standard Charge – Second instrument lesson	\$154.00
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 the Dudley Campus on 5672 0900, or San Remo Campus (number TBC) 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.

## 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.

## Communications

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

- To students:***
- (a) Compass/Compass Newsfeeds - **should be read by every student every day**
  - (b) announcements at Home Group assembly
  - (c) announcements over the public address system

***To parents and students:***

- (a) Compass Newsfeed – Important information for parents is posted regularly
- (b) Personal letters to parents/carers, either email or post form.
- (c) special notes which are emailed to parents or issued to students to take home to parents e.g. information evenings.
- (d) Text messages

As the Compass Newsfeed is our major method of communication with parents we ask that all parent download the Compass app and activate the notifications so that you are aware of all school news items.

**As email is another 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    **San Remo Campus** - TBC    **McKenzie Campus** – 5611 4000

## Parent/Teacher Contact & Reports

Wonthaggi Secondary College values the use of Personal Learning Reports (PLRs) for students. These reports are completed at about 6 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, and attitude to learning. 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 "developing" with "developed" and "well developed" for more advanced students. On the lower end of the scale are the rating of "needs attention". 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. These interviews are conducted remotely online through the use of Webex (instructions will be provided). We urge all parents/carers to access 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 respective campus.

## 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.

Students may travel on the buses only after an "Application for permission to travel" form has been submitted to the school and approved by the bus coordinator. Parents/Carers will be notified on approval.

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

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.

## Locker

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 Subscool Coordinator and respective Year Level Coordinator 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.

We would like to ask parents to please try to avoid arranging appointments that will require pick-ups during class times so as to minimize this disruption to their child's learning. We are aware that, at times, it is unavoidable to achieve this and ask that if your child does need to leave class that you supply a note to excuse them. We would appreciate your support in this matter so that office staff do not need to make announcements or make class visits, which can negatively impact on lessons.

## 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/carer.**

# 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.

## **(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.

## **(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.**

### 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 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		Totally Workwear with logo	Polo shirts can be worn with the Summer dress. Dress should be 'knee length.'
Summer Skirt	Same fabric as dress	Totally Workwear with logo	Skirt should be 'knee length.'
Pants	Plain dark grey	Totally Workwear with logo or other supplier without logo	Must be dark grey in colour. <b>No jeans or track suit pants.</b>
Polo Shirt	Plain, short or long sleeved Navy or White with logo	Totally Workwear with logo	
Windcheater or Jumper	WSC	Totally Workwear with logo	College jacket can be worn as alternative to WSC windcheater or jumper.
Shorts	Plain dark grey	Totally Workwear with logo	Girls shorts by order only

### WINTER COMBINATION

ITEM	TYPE/BRAND/DESCRIPTION	AVAILABLE FROM	NOTES
Windcheater or Jumper or College Jacket	WSC	Totally Workwear with logo	College jacket can be worn as alternative to WSC windcheater or jumper
Pants	Plain dark grey	Totally Workwear with logo or other supplier without logo	Must be dark grey in colour. <b>No jeans or track suit pants.</b>
Shorts	Plain dark grey	Totally Workwear with logo	Girls shorts by order only
Skirt	Heavy, navy blue pleated	Totally Workwear with logo	Skirt should be 'knee length.'

### PE/SPORTS UNIFORM

ITEM	TYPE/BRAND/DESCRIPTION	AVAILABLE FROM	NOTES
Sports Polo Shirt	Short sleeved blue & red with logo	Totally Workwear with logo	
Sports Shorts	Plain navy with logo	Totally Workwear with logo	
WSC Tracksuit Top	Navy blue & red with logo	Totally Workwear with logo	This is an optional item. By order only
WSC Tracksuit Pants	Navy blue with logo	Totally Workwear	This is an optional item. By order only
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 white or colour trim or logo's accepted on any shoes.	Any supplier	<u>No boots.</u> Shoes should be lower than ankle length. No open toe shoes, sandals, thongs, scuffs or boots. Flat, no high heels.
Hats	Sun hat – bucket or brimmed, any colour or brand. Baseball cap. Any colour	Any supplier	Not to be worn in class or corridors. Only to be worn in Terms 1 & 4.
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 i.e. 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.

### **2021/22 UNIFORM PRICES**

All uniform items are available to be purchased from Totally Workwear Wonthaggi

UNIFORM ITEMS	COST	
UNISEX JUMPERS (80% wool 20% nylon)		
	Size 10-16	\$75
	Size 18-22	\$85
	Size 24-28	\$89

UNIFORM ITEMS	COST	
BOYS CHARCOAL GREY TROUSERS	Tailored Waist	\$66 - \$70
	Elastic Waist	\$56

BOYS CHARCOAL GREY SHORTS	Tailored Waist	\$48
	Elastic Waist	\$48

UNISEX V NECK WINDCHEATER	\$52
---------------------------	------

SUMMER DRESS	\$67
SUMMER SKIRT	\$55.50
WINTER SKIRT	\$72

WSC JACKET	\$70
------------	------

POLO SHIRT (short sleeve)	White/Blue	\$38
	(long sleeve)	\$46
PE/ SPORTS POLO SHIRT		\$49
PE/ SPORTS SHORTS		\$32
PE/ SPORT TRACKSUIT	Top Only	\$55
	Bottom Only	\$45

GIRLS CHARCOAL GREY TROUSERS	\$58 - \$61
GIRLS CHARCOAL GREY SHORTS	\$46- \$50

**\*\*Prices subject to change\*\***

## Student Management and Welfare

### **Subschool Coordinators and Year Level Coordinators**

Each year level will be administered by the Subschool Coordinator and a Year Level Co-ordinator 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 Coordination team.

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 Coordinators (SWC)**

The Student Welfare team 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 Welfare team recognise that all students are unique individuals, entitled to equal opportunity and continuing support to enable them to realise their fullest possible development.

The Welfare team are 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 Welfare team at any time, while Year Level Co-ordinators and other staff may also refer students who are experiencing difficulties. The Welfare team 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 Welfare team.

### **Home Group Teachers**

At the Dudley and San Remo Campuses 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 the necessary action.

Please note that parents/carers can also log on to Compass Student 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.

<b>Wonthaggi Secondary College</b>	
<b>BE A LEARNER</b>	<b>BE RESPECTFUL</b>
	<b>BE SAFE</b>
	<b>BE RESPONSIBLE</b>

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

<b>TO BE A GOOD LEARNER</b>	<b>What our rules look like</b>
	<ul style="list-style-type: none"> <li>- Keep our school graffiti free - Ask to use equipment &amp; return it - Clean up after yourself - Give others their personal space - Take care of everyone's equipment - Keep your hands to yourself</li> <li>Allow others to speak - Listen to others - Give positive &amp; 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 &amp; put downs - Use manners and courtesy toward all members of the school community</li> </ul>
	<ul style="list-style-type: none"> <li>- We listen to instructions and follow them through</li> <li>- We use equipment for its intended purpose</li> <li>- We line up outside each classroom</li> <li>- We enter the room and stand behind our seats</li> <li>- We stay in our seats unless instructed to move</li> <li>- We leave the classroom when instructed</li> <li>- We walk in the corridors and crowded areas</li> </ul>

<b>CONSEQUENCES</b>	
<b>BE A LEARNER</b>	
<i>Respect Safety Responsibility</i>	
<b>REMINDER (ONE ONLY)</b>	
<b>MOVED TO A DIFFERENT SEAT 'MOVED TO HELP YOU WITH YOUR LEARNING'</b>	
<b>MOVED TO SIT BY YOURSELF 'MOVED AGAIN TO HELP YOU WITH YOUR LEARNING'</b>	
<b>REMOVAL FROM CLASS (5 minutes maximum) COMPLETE LEARNER'S REFLECTION SHEET</b>	
<b>NEGOTIATED RE-ENTRY DISCUSSION OF REFLECTION SHEET</b>	
<b>YLC or LEADING TEACHER WITH WORK TO COMPLETE</b>	
<b>CAMPUS PRINCIPAL</b>	

## 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 Coordinators' classroom or office.
- If Coordinators are not available the student is to report to the 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 Subschool Coordinator, Year level Coordinator or Campus Principal.
- Students must only be permitted to go to toilet/lockers when essential – use planner.

## Mobile Phone Policy

We recognise that mobile phones are an important means of communication. However, they can easily be improperly used, lost or damaged and therefore in line with the Department of Education and training policies, WSC has prohibited students to have their phone in their possession at school. Mobile phones can be a major distraction to the student's learning, therefore our policy states that phones brought to school must be switched off and stored securely during the school day.

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, or General Office to seek permission to use the **school** phone.

If a student has a mobile phone in their possession they will be instructed to hand it to the Campus Principal and it will be stored in the school safe. On the first occasion the student will have their phone returned at the end of the school day. For any further occurrences, the student's parent/carer will be contacted to collect the phone.

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 7/8 are given a prospectus outlining the course of study.

Students entering Year 9 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		Year 7 Unit Allocation	Year 8 Unit Allocation
Mathematics		4	4.5
English		4	4.5
Science		3	3
Humanities		3	4
Arts and Design/Technology	Music	1.5	-
	Art/Sculpture	2	-
	Textiles	1.5	-
	Wood	2	-
	Drama	-	1.5
	Visual Communication	-	1.5
	Food Technology	-	1.5
	Metals	-	1.5
Language		3	2 (Literacy+/Numeracy+)
STEAM	IT: Digital Communication	1	-
	Mechanisms/Systems	1	-
	Coding/Robotics	-	1
	CAD	-	1
Health & Phys Ed	Health & PE	4	4
<b>Total number of units per week:</b>		<b>30</b>	<b>30</b>



## Curriculum cont.....

### YEAR 9

Students must cover the following areas of study.

**CORE:** English  
Mathematics  
Humanities  
Science  
Health & Physical Education  
Alternative PE – Advance (Life Saving)

Students can apply to participate in the Advanced program. This replaces the regular Year 9 PE Program. Advance is a 2 year program run over Years 9 and 10. A selection process applies.

**ELECTIVES:** **Arts and Design/Technology:** eg. Woodwork, Metalwork, Textiles, Home Economics,

**STEAM:** eg. Robotics, IT, CAD (Computer animated design)

**LOTE:** Japanese

### **CAPABILITIES:**

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

These capabilities cover essential 21<sup>st</sup> 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 in each Year class (at each junior campus) 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.

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

## 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 8 and 9's have a designated Camp during the year. 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.



**Wonthaggi Secondary College  
Dudley Campus**

South Dudley Road  
Wonthaggi 3995

Telephone: (03) 5672 0900  
Facsimile: (03) 5672 4136

[wonthaggi.sc@education.vic.gov.au](mailto:wonthaggi.sc@education.vic.gov.au)  
[www.wonthaggisc.vic.edu.au](http://www.wonthaggisc.vic.edu.au)