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**COLLEGE PRINCIPAL** Mr Hugh Blaikie

## ASSISTANT PRINCIPALS

### STUDENT PROGRAMS

Mrs Dulcie Commons

### CURRICULUM & PROFESSIONAL LEARNING

Mrs Fern Brisbane

### FACILITIES & STAFF PROGRAMS

Mr Dan Butler

## PERSONAL INFORMATION

Student Name: ..... ID Number: .....

Address: .....

House: ..... Home Group: .....

Head of Sub School: .....

Year Level Co-ordinator: .....

## BELL TIMES

	Normal Day		Assembly Day
Staff Briefing	8:30am - 8:40am	Staff Briefing	8:30am - 8:40am
Warning Bell	8:40am	Warning Bell	8:40am
<b>Periods 1 &amp; 2</b>	8:45am - 10:25am (100 mins)	<b>Periods 1 &amp; 2</b>	8:45am - 10:10am (85 mins)
		<b>Assembly</b>	10:15am - 10:40am (25 mins)
Recess	10:25am - 10:45am	Recess	10:40am - 11:00am
Warning Bell	10:45am	Warning Bell	11:00am
<b>Periods 3 &amp; 4</b>	10:50am - 12:30pm (100 mins)	<b>Periods 3 &amp; 4</b>	11:05am - 12:30pm (85 mins)
Lunch	12:30pm - 1:17pm	Lunch	12:30pm - 1:17pm
Warning Bell	1:17pm	Warning Bell	1:17pm
<b>Period 5</b>	1:25pm - 2:15pm (50 mins)	<b>Period 5</b>	1:25pm - 2:15pm (50 mins)
<b>Period 6</b>	2:15pm - 3:05pm (50 mins)	<b>Period 6</b>	2:15pm - 3:05pm (50 mins)

Inclement Weather Day	
Lunch	12:30pm - 12:55pm
Warning Bell	12:55pm
<b>Periods 5</b>	1:00pm - 1:50pm (50 mins)
<b>Period 6</b>	1:50pm - 2:40pm (50 mins)

**THIS HANDBOOK & PLANNER IS AN OFFICIAL COLLEGE DOCUMENT. STUDENTS ARE NOT TO DEFACE IT WITH PHOTOGRAPHS, DRAWINGS, OR GRAFFITI. ALL LOST, STOLEN OR GRAFFITIED DIARIES MUST BE REPLACED AT YOUR COST.**

## 2017 TERM DATES

### TERM ONE

Commences (Staff).....Monday, 30th January  
 Commences (Students) .....Wednesday, 1st February  
 Labour Day Holiday.....Monday, 13th March  
 Concludes.....Friday, 31st March

### TERM TWO

Commences.....Tuesday, 18th April  
 ANZAC Day.....Tuesday, 25th April  
 Queen's Birthday .....Monday, 12th June  
 Concludes.....Friday, 30th June

### TERM THREE

Commences.....Monday, 17th July  
 Concludes.....Friday, 22nd September

### TERM FOUR

Commences.....Monday, 9th October  
 Melbourne Cup Day.....Tuesday, 7th November  
 Concludes.....Friday, 22nd December

## THE COLLEGE SONG

### “IN THE WELLINGTON WAY”

1. Striving for our best,  
 True to the College crest,  
 To satisfy our minds  
 And achieve our goals and dreams,  
 Caring for each other,  
 Strangers soon are friends.  
 Learning how to be ourselves, and  
 Serving society.

#### Chorus:

In the Wellington Way  
 Challenges are met each day  
 Because there's pride when we work  
 In the Wellington Way.

2. From the Arts to the Sciences  
 Wellington will excel.  
 In Sport, our houses duel  
 With honour and dignity.  
 In green surroundings,  
 The Vanellus goes into flight.  
 Ships from long in history  
 Survive the waves of life.

#### Chorus

3. Here at Wellington  
 Our futures will be shaped.  
 Tradition starts with us,  
 We learn through our endeavour.  
 So when our school days end,  
 And we face the world,  
 We know that we can depend  
 On values learned at school.

#### Chorus

## NATIONAL ANTHEM

### ADVANCE AUSTRALIA FAIR

Australians all let us rejoice,  
 For we are young and free;  
 We've golden soil and wealth for toil,  
 Our home is girt by sea;  
 Our land abounds in Nature's gifts  
 Of beauty rich and rare;  
 In history's page, let every stage  
 Advance Australia fair!  
 In joyful strains then let us sing,  
 "Advance Australia fair!"

Beneath our radiant Southern Cross,  
 We'll toil with hearts and hands;  
 To make this Commonwealth of ours  
 Renowned of all the lands;  
 For those who've come across the seas  
 We've boundless plains to share;  
 With courage let us all combine  
 To Advance Australia fair.  
 In joyful strains then let us sing  
 "Advance Australia fair!"

God, who made this ancient land,  
 and set it round with sea;  
 Sustain us all who dwell herein,  
 one people, strong and free.  
 Grant we may guard its generous gifts,  
 its beauty rich and rare.  
 In Your great name, may we proclaim,  
 'Advance Australia fair!'  
 With thankful hearts, then let us sing,  
 'Advance Australia fair!'

Words and Music by Peter Dodds McCormick

## COMMITMENT TO CHILD SAFETY AND MINISTERIAL ORDER 870

Wellington is committed to prevention of child abuse, through a range of risk management and reporting procedures. Every member of the College community is expected to adhere to behaviours that ensure child safety. This includes reporting any allegations of child physical or sexual abuse to the College for action. Further information about the College Child Safety Policies can be found on the College Website <http://www.wellingtonsc.vic.edu.au/>

## THE COLLEGE UNIFORM

Complete College uniform must be worn both at school, to and from school and on excursions. In particular, correct shoes must be worn to and from school. This page gives you a quick overview of the uniform options. If you are out of uniform, you must bring a note from your parent/guardian and collect a Uniform Pass from your Sub School. If there is a problem obtaining correct uniform, you or your parent/guardian should contact the Student Welfare Co-ordinators for assistance. Hair must be tidily groomed, of an appropriate style and colour for school. Hair ribbons must be white or blue, and other simple clips should be in a colour that blends with the hair colouring.

**Boys must be clean shaven.** Excessive jewellery, make up, body piercing, unnaturally coloured hair or coloured nail polish are not considered to be compatible with College Uniform Policy and should not be worn. In particular jewellery deemed 'unsafe' **must not be worn.**

School bags must be College approved, black or blue. **'Designer' bags or 'handbags' are not appropriate.**

### SUMMER OPTIONS

<b>OPTION 1</b>	<b>Dress</b>	<b>Shirt</b>	<b>Shorts</b>	<b>Pullover</b>	<b>Jacket</b>	<b>Socks</b>	<b>Shoes</b>
	OR						
	Blue and white check. Long sleeved ankle length dress is available	Light blue short-sleeved with College Logo, open neck shirt	College approved navy shorts	Royal blue (Yrs 7-10) Navy Blue (VCE) with College Logo	Navy Blue showerproof with zip and College Logo	White, worn above ankle and below the knee	Approved black leather, solid College style shoes - regularly polished (Sturdy T-Bar or Mary Jane buckle - not ballet slip ons)
<b>OPTION 2</b>	<b>Shirt</b>	<b>Pullover</b>	<b>Jacket</b>	<b>Shorts</b>	<b>Trousers</b>	<b>Socks</b>	<b>Shoes</b>
	+	OR	+	OR	+	+	
	Light blue short-sleeved with College Logo, open neck shirt	Royal blue (Yrs 7-10) Navy Blue (VCE) with College Logo	Navy Blue showerproof with zip and College Logo	Long grey gaberdine shorts (not drawstring)	Grey gaberdine, College style	White, worn above ankle and below the knee	Approved black leather, solid College style shoes - regularly polished

### WINTER OPTIONS

<b>OPTION 1</b>	<b>Shirt</b>	<b>Tie</b>	<b>Pullover</b>	<b>Jacket</b>	<b>Skirt</b>	<b>Slacks</b>	<b>Tights</b>	<b>Socks</b>	<b>Shoes</b>
	+	+	AND/OR	+	OR	+	OR	+	
	Light blue with College Logo, long sleeved, buttoned at neck	Navy Blue with gold/blue stripe	Royal blue (Yrs 7-10) Navy Blue (VCE) with College Logo	Navy Blue showerproof with zip and College Logo	Navy/black plaid	Navy gaberdine College style	Navy/black tights or white socks with skirt, dark socks with slacks	White socks worn with shorts, dark socks worn with trousers	Approved black leather, solid College style shoes - regularly polished (Sturdy T-Bar or Mary Jane buckle - not ballet slip ons)
<b>OPTION 2</b>	<b>Shirt</b>	<b>Tie</b>	<b>Pullover</b>	<b>Jacket</b>	<b>Shorts</b>	<b>Trousers</b>	<b>Socks</b>	<b>Shoes</b>	
	+	+	AND/OR	+	OR	+	+		
	Light blue with College Logo, long sleeved, buttoned at neck	Navy Blue with gold/blue stripe	Royal blue (Yrs 7-10) Navy Blue (VCE) with College Logo	Navy Blue showerproof with zip and College Logo	Long grey gaberdine shorts (not drawstring)	Grey gaberdine College style	White socks worn with shorts, dark socks worn with trousers	Approved black leather, solid College style shoes - regularly polished	

### SPORT/P.E. UNIFORM

<b>College Polo Top</b>	<b>Summer Shorts</b>	<b>Trackpants</b>	<b>Tracksuit Jacket</b>
+	+	+	+
With College Logo, House colour cuffs & trim	Plain Navy WSC Design	Plain Navy WSC Design	WSC Design

<b>Socks</b>	<b>Shoes</b>	<b>Cap</b>	<b>Gloves</b>	<b>Scarf</b>
+	+	+	+	+
White socks	Sports shoes (Not canvas shoes)	Plain Navy (Optional)	Plain navy	Plain navy

### OPTIONAL ITEMS

## STUDENT CODE OF CONDUCT - "The Wellington Way"

The College accepts the challenge to promote the development of students, within a multi-cultural community, with positive self image who seek excellence and respect the rights of others. The College believes that all students have the right and the ability to learn so that they will develop into valued members of society. The emphasis in this Code is upon developing increasing responsibility and self-discipline where each student is valued as an important individual who should be treated accordingly.

The students at this College have agreed to comply with the following principles of conduct known as "The Wellington Way":

<b>Punctuality and Attendance</b>	<ul style="list-style-type: none"> <li>• Be punctual and attend all time-tabled classes and other scheduled College events</li> </ul>
<b>Behaviour</b>	<ul style="list-style-type: none"> <li>• Follow lawful instructions given by staff at all times</li> <li>• Be well groomed and wear the designated College uniform</li> <li>• Behave in a safe, orderly and considerate manner towards all members of the College community</li> <li>• Behave in a manner that promotes a safe environment for themselves and other students and members of the College community</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>• Respect the rights of others to learn, co-operate with their teachers, actively involve themselves in all classroom or co-curricular activities and complete all required work on time</li> </ul>
<b>Equal Opportunity</b>	<ul style="list-style-type: none"> <li>• Support equal access to the College program without regard to gender, race, religion, or ability</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Respect and value the physical environment and care for both College and personal property</li> </ul>

### In all classes, the "Wellington Way" expects students to:

- Be punctual
- Enter and leave in a safe and orderly manner
- Bring required equipment
- Follow teacher's directions
- Support "Zero Tolerance" of bullying, especially computer and phone 'cyberbullying'
- Respect student and staff privacy at all times
- Work productively to complete all tasks set in class
- Allow others to work without interruption
- Speak and act in a polite, positive and respectful manner
- Respect and value school and personal property

## STUDENT CODE OF CONDUCT (Cont.)

### COLLEGE SANCTIONS

The College sanctions are generally seen as sequential. However a breach of College rules may involve implementation at any level, depending on severity.

- Reprimand or warning by the teacher concerned.
- Detention with the teacher concerned.
- Referral to the appropriate Level Co-ordinator (this may involve students completing additional work or attending College detention).
- Completion of record sheet.
- Contact with parents.
- Withdrawal of privileges.
- Temporary withdrawal from class.
- Referral to Assistant Principal or Principal.
- Suspension\*
- Conference/Inquiry\*
- Expulsion\*

**\*If one or more of these sanctions are applied, the Department of Education Student Code of Conduct will be followed.**

## ANTI-BULLYING BEHAVIOUR PROGRAM

### WHAT IS BULLYING?

When a student or a group of students with more power repeatedly and deliberately uses negative words and / or actions against another student that cause distress and create a risk to their wellbeing.

### WHAT ARE THE TYPES OF BULLYING?

- **Physical Bullying** - any intentional and unwelcome use of physical contact or deliberate property damage.
- **Verbal Bullying** - use of language to threaten or hurt eg. put downs, teasing.
- **Cyberbullying** - inappropriate use of Email, MSN, FaceBook, Instagram, Snapchat and other Internet sites.
- **Exclusion Bullying** - use of threat or power to obtain favour or goods.
- **Racial/Religious Bullying** - antagonism or prejudice directed towards someone on the basis of their race/religion.
- **Sexual Bullying** - any unwelcome and uninvited comments, attention, contact or behaviour of a sexual nature that is found to be humiliating, offensive or intimidating.
- **Gesture Bullying** - use of non-verbal signals to cause intimidation or fear.
- **Other** - any other behaviour that is threatening and unwelcome.

### SAFE SCHOOLS ARE EFFECTIVE SCHOOLS

[www.esmartschools.org.au](http://www.esmartschools.org.au)

### PROCEDURES

It is important that bullying is not ignored. It is the responsibility of all members of the College Community to act when it occurs. You should talk to a member of staff with whom you feel comfortable, in particular, to one of the following:

- Student Welfare Co-ordinator
- Year Level Co-ordinator/Head of Sub School
- Assistant Principal

*For further information refer to the 'Anti-Bullying' Policy Brochure available at the General Office.*

## NO SMOKING POLICY

Wellington Secondary College is a smoke-free environment. There are serious health risks for all students exposed to tobacco smoke. You must not smoke, or be with anybody smoking at school. If you are present during smoking activity your name will be taken and given to your sub-school for action. Any breach of this College policy will be initially treated as a health issue, with educational and risk-reduction strategies applied. Any subsequent breach will be dealt with according to the sanctions in the policy and the Student Code of Conduct.

## STUDENT COMPUTER AND INTERNET ACCESS

### STUDENT COMPUTER AND INTERNET ACCESS

All students are expected to own their school approved computer. The school strongly supports a safe digital environment in line with the protocols established under Ministerial Order 870.

21st Century students spend increasing amounts of time online, learning and collaborating. At the College we use the Internet and digital technologies as teaching and learning tools and see these as valuable resources.

#### RULES FOR STUDENTS

- 1) I understand that the use of digital resources is a privilege, not a right.
- 2) I will not damage the hardware nor interfere with the configuration of the computers in any way.
- 3) I will use the Internet at WSC to ensure my own safety and the safety of others.
- 4) I will not deliberately find, create, use or download material that does not meet the standards required by WSC, my parents/guardians and my teachers.
- 5) I understand that the work and ideas of others that I use must be acknowledged and the sources cited correctly in my bibliography.
- 6) I understand that it is my responsibility to maintain the secrecy of my access code and will never use any other person's computer access code.
- 7) I understand that I am not to use network software to send or broadcast messages unless authorised to do so by a teacher.

#### CONSEQUENCES

If I breach these rules, in addition to the normal discipline policy of the College, I will lose part or all of my privileges and access to my account may be terminated. If I cause damage to equipment or software configuration I will be responsible for paying for full repair costs estimated at \$120 plus per hour plus parts. (A breach of these rules will mean that my parents/guardians will be notified.)

## PARENT AND STUDENT INFORMATION



### ABSENCE AND ABSENCE NOTES

Parents should contact the General Office before 9.00 am on 9562 4762 or as soon as possible on the day you are absent. You must also bring a note, signed by a parent/guardian, stating the dates and reason for absence, on the day you return to the College.

### ARRIVAL/START OF THE DAY

Students are not permitted to enter the courtyard areas before 8.30 am. Period 1 begins at 8.45 am sharp.

### ASSESSMENT AND REPORTING

Teachers are constantly assessing you through class work, assignments, discussion exercises, essays, topic tests and examinations.

At the end of Terms 1 and 3, a brief report is issued via COMPASS followed by parent/student/teacher conferences. At the end of Terms 2 and 4, detailed reports are issued via COMPASS.

### ATTENDANCE/PUNCTUALITY

You are required to be punctual, attend College regularly, go to all classes and be in full college uniform. Dental, medical and other appointments should be well planned and made for after school or during the holidays. Consistent absence may jeopardise your chance of successfully completing the year.



### BICYCLES

The law requires bicycle riders to wear an approved helmet. If you ride a bicycle to College you must have a pass issued by your Year Level Co-ordinator. Bicycles must not be ridden on the College grounds and must be locked securely to the bicycle rack. This area is out of bounds to all students during school hours. Bicycles are ridden and stored at your own risk and the College accepts no responsibility for loss or damage.



### CANTEEN

The canteen is open before school, recess and lunchtimes. You are strongly advised to place lunch orders before the end of recess. Pre-ordered lunches may be collected from the canteen's side window. All students using the canteen are expected to queue in an orderly fashion and to be polite at all times

### CAREERS AND WORK EXPERIENCE

The College has a Careers Counsellor who is generally available between 8:30am and 3:30pm to assist students with College, University and TAFE course information and prerequisites, job applications, interview techniques and so on. Work Experience is a compulsory component of the Year 10 curriculum and Year 10 students are strongly advised to plan their placements early in the year with the Careers Counsellor.

### CAR

There is a prohibition on student cars by the Victorian Government: "Students are not permitted under any circumstances to transport other students in private cars in connection with any school program or function, whether held during normal school hours or at other times". The College requires student drivers to complete a form outlining the College conditions and submit it to their Sub School. **Student cars must not be driven onto or parked on College property.**



### DAILY BULLETIN

A student bulletin is published everyday. It is displayed on notice boards and via COMPASS.

### DELAYED ARRIVAL

If you arrive after 8.45 am, the scheduled starting time of Period 1, you must immediately:

- Report to the General Office.
- Use your COMPASS Card at the Kiosk. Your arrival time will be registered on the College computer system and a 'late arrival pass' will be issued. Take this pass to your class teacher.
- A note from your parent/guardian is expected. **Deposit it in the box provided.**

### DOCTOR

Wellington has a partnership with McKinley Medical Centre in Police Rd Mulgrave. A doctor visits the College on Thursday afternoons on an appointment basis. A patient details form must be complete, including Medicare details, so that the consultation can be Bulk Billed. Contact the Director of Student Services before Thursday to make an appointment.

## PARENT AND STUDENT INFORMATION

### DETENTION

The Department of Education regulations state you may be detained at recess, lunchtimes and after school for up to 45 minutes. If an after school detention is given, you will be notified a day in advance and you must tell your parents by showing them the note you have been given by the teacher with whom you have detention.



### EARLY DEPARTURE

If you leave the College before the end of the school day, you **must** have signed permission from your parent/guardian, the College Nurse or your Year Level Co-ordinator.

Immediately prior to departure:

- Report to the General Office.
- Bring a note from your parent/guardian and **deposit it in the box provided.**
- Use your COMPASS Card at the Kiosk. Your departure time will be registered on the College computer system and a 'departure pass' will be issued. Take this pass with you.

**If your parent/guardian is coming to collect you then they must come to the General Office and sign you out.**



### FIRST AID, ACCIDENT & ILLNESS

If you are unwell before school you must ask a parent/guardian to keep you at home. If you are involved in an accident or become ill at recess or lunchtime you must report to Sick Bay. During class time report to your Class Teacher with your handbook and he/she will arrange for you to go to Sick Bay as appropriate. The Nurse will contact parents/guardians to collect you where necessary. All medication must be kept in Sick Bay during the school day (except for asthma medication which students should keep with them). **It is very important that the Office has updated information to be able to contact your parents/guardians at home and/or work.**

### FORBIDDEN

For your safety, the safety of others, and to protect property, students **must not** bring the following items to school: cigarettes, matches, lighters, alcohol, drugs, knives, blades, scissors, metal rulers, compasses, liquid paper, permanent markers and chewing gum.



### HOMEWORK

You are expected to do some homework/home study each night of the week. Homework may be researching a topic, writing an assignment, revising for a test, finishing off class work or reading. All homework should be recorded in this planner/handbook. We recommend the following times per night as a minimum.

<b>Year 7</b>	-	1 hour per night
<b>Year 8</b>	-	1½ hours per night
<b>Year 9</b>	-	2 hours per night
<b>Year 10</b>	-	2½ hours per night
<b>Years 11, 12</b>	-	3 hours per night

If you have overdue work, your teacher will contact your family via the email facility on COMPASS, or arrange to have an "Incomplete Work" notice sent home. The notice must be signed by your parents/guardians and returned to Sub-school, or a reply sent via email on COMPASS to your teacher.

### HOUSES

Each student is assigned to one of 4 Houses.

**Alexander (blue)**  
**Penrhyn (green)**

**Borrowdale (gold)**  
**Sirius (red)**

Students participate in a number of sporting and non-sporting activities during the year to gain points towards the M. B. Peter Cup for their House.



## PARENT AND STUDENT INFORMATION



### INSTRUMENTAL MUSIC & SINGING

You have the opportunity to learn a musical instrument, join ensembles, bands, orchestras, singing groups or choirs. Students are encouraged to buy their own instruments but the College has some for hire.

### INTERSCHOOL SPORT

Students are required to wear complete, **approved** College sport or P.E. uniform when representing the College in sport. Students will **not** be permitted to compete if they are **not** in full, complete and approved uniform. Selection into teams is based on the College requirements of attendance at the 3 major House Carnivals.



### LIBRARY

The Library is usually open from 8:30am to 4:00pm. It provides access to a wide range of print resources for reading and research. Your Compass Card must be presented to borrow. Computers and printers are available for student use. A number of activities are on offer at recess and lunchtime.

The Library also provides 24/7 access to a number of digital resources. The Infiniti library catalogue provides access to eBooks, websites from Linksplus and videos from Clickview Online. Locate Infiniti under the Library icon in Moodle. To login to all of the above use your network login. Other online resources accessible under Library in Moodle include newspaper resources Newsbank and Echo. Resource sites for reading and research are also available.

### LOCKERS

You have the **sole** use of a locker. **Give a spare key to your Level Co-ordinator.** Do not allow other students to put their gear in your locker and don't ask others to store yours. It is your responsibility to provide a good quality lock and keep your locker securely fastened at all times. You have access to your locker between 8:30 - 8:45am, recess and lunchtime. Access to your locker is not permitted during class time nor between Periods 5 and 6 in the afternoon.

### LOST PROPERTY

You must have all property including, books, bags and clothing **clearly and permanently marked.** Any lost or found items should be reported immediately to your Year Level Co-ordinator. Lost property is kept with the Assistant Principal (Student Programs).

### LUNCH PASSES

A pass to **go home** for lunch will **only** be issued by the Year Level Co-ordinators if you are going to your own home with a parent/guardian present. The pass must be carried at all times and presented upon request. Students are **not permitted** to visit the shops across Police Road to purchase lunch.



### NEWSLETTER

You and your parents are kept informed about College events through the fortnightly newsletter 'The Wellington Journal' issued via COMPASS.



### OUT OF BOUNDS

There are designated Out of Bounds areas throughout the school that may change from time to time. Students will be notified of these and are expected to observe these exclusion zones. Students are reminded that they are not permitted to leave the school grounds, during the day, or congregate before or after school in large numbers in the local neighbourhood adjacent to the school.



### PHONES and MOBILE PHONES

The Office will not accept personal calls for students. Whilst mobile phones are discouraged, they are permitted to be brought to school or related College activities under the following conditions:

1. In class they are switched off at all times, except for emergency use when authorised by the College.
2. **The College accepts no liability for loss, theft or damage.**
3. Students understand and observe VCAA regulations that state that phones are not permitted to be **taken into any** assessment classroom.

## PARENT AND STUDENT INFORMATION

Failure to observe these conditions will result in:

1. Confiscation of the phone (to be collected from the Year Level Co-ordinator at the end of the day for a first offence).
2. Confiscation and returned to a parent, for a second or subsequent offence.
3. Direct application of VCAA penalties for VCE students by the Head of Senior School.

### Phones with Camera Capability

In the interests of protecting individual privacy (staff and students) the following will apply:

1. In line with standard mobile phone policy, these phones should **not** be switched on whilst in class unless authorised by a teacher.
2. The camera component of the phone should **never** be used at school, unless directed to do so by a teacher.
3. Students in breach of this rule will have their phones confiscated, handed to the Year Level Co-ordinator and returned **directly to the parent** by the Year Level Co-ordinator.



### RECORDS

You must advise your Year Level Co-ordinator and the General Office of any changes to details regarding changes to names, addresses, telephone numbers, emergency contact numbers or medical information.



### STUDENT REPRESENTATIVE COUNCIL

Students from each year level are elected on to the SRC. This important student group is directly involved in decisions made by the College through participation in the subcommittees of College Council. The SRC runs a number of activities for students and raises funds for charity and facilities around the College.

### STUDENT WELFARE CO-ORDINATORS

The SWC is available to provide support, advice and counselling on a wide range of concerns for students. This includes help with individual, family and school related matters.



### TRANSFERS & EXITS

If you intend to transfer to another College or exit to take up employment, you must collect an Exit Form from your Sub School. The completed form must be returned to the General Office.



### UNIFORM SHOP

The Uniform Shop is located at the car-park end of the Hamilton Centre and open each Monday and Friday between 12 noon and 1.30pm.



### VALUABLES

Do not bring valuables such as electronic entertainment devices or large sums of money to the College. Please see your Year Level Co-ordinator before school if you have any such valuables with you.

### VISITORS TO THE COLLEGE

In the interests of safety and security, you must not arrange to meet or talk with family and friends in the College grounds. All visitors to the College must first report to the Office. All official visitors will be recorded in the Visitor's Book and be issued with a visitors' badge.



### WOMBLES

Each day a number of students from Years 7-10 are rostered to provide service to the College. They perform tasks such as distributing notices, running messages and helping with yard duty.

## HELP DIRECTORY

<b>Migrant Information Centre - Box Hill</b> .....	<b>9285 4888</b>
<i>Education, employment and youth related issues</i>	
<b>Mulgrave Neighbourhood House</b> .....	<b>9548 3311</b>
36-42 Mackie Road, Mulgrave <i>Community education, support, homework club</i>	
<b>Monash Youth &amp; Family Services</b> .....	<b>9518 3900 or 9541 3130</b>
Cnr Cooke Street and Centre Road, Clayton <i>Family counselling, youth counselling, family support and youth programs</i>	
<b>Springvale Community Health Centre</b> .....	<b>8558 9000</b>
55 Buckingham Avenue, Springvale	
<b>Eastern Health Child &amp; Youth Mental Health Service</b> .....	<b>1300 721 927</b>
Box Hill <i>Adolescent Services</i>	
<b>Women's Health East</b> .....	<b>9851 3700</b>
1/125 George Street, Doncaster East <i>Health Services for women</i>	
<b>LINK HEALTH AND COMMUNITY</b> .....	<b>1300 552 509</b>
2 Euneva Ave, Glen Waverley <i>Medical, allied health, counselling and dental services</i>	
<b>VISY CARES CENTRE</b> .....	<b>9793 2155</b>
39A Clow Street, Dandenong <i>Youth and family services</i>	
<b>HEADSPACE DANDENONG</b> .....	<b>1800 367 968</b>
196 Lonsdale Street, Dandenong	
<b>SEAAC Multicultural Youth Services</b> .....	<b>9530 4986</b>
1436A Dandenong Road, Oakleigh	
<b>McKinley Medical Centre</b> .....	<b>9795 4011</b>
433 Police Road, Mulgrave <i>Youth friendly clinic partnered with Wellington</i>	
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Kids Helpline (24 hours a day).....	1800 551 800
Lifeline (24 hours a day) .....	131 114
Grief Line (12.00pm to 3.00am) .....	9935 7400
.....	1300 845 745

*For further contact addresses and telephone numbers, phone the SWC at the College.*

## WELLINGTON SECONDARY COLLEGE SCHOOL MAP

