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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: Student Code:

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
Periods 1 & 2	8:45am - 10:25am (100 mins)	Periods 1 & 2	8:45am - 10:10am (85 mins)
		Assembly	10:15am - 10:40am (25 mins)
Recess	10:25am - 10:45am	Recess	10:40am - 11:00am
Warning Bell	10:45am	Warning Bell	11:00am
Periods 3 & 4	10:50am - 12:30pm (100 mins)	Periods 3 & 4	11:05am - 12:30pm (85 mins)
Lunch	12:30pm - 1:17pm	Lunch	12:30pm - 1:17pm
Warning Bell	1:17pm	Warning Bell	1:17pm
Period 5	1:25pm - 2:15pm (50 mins)	Period 5	1:25pm - 2:15pm (50 mins)
Period 6	2:15pm - 3:05pm (50 mins)	Period 6	2:15pm - 3:05pm (50 mins)

Inclement Weather Day	
Lunch	12:30pm - 12:55pm
Warning Bell	12:55pm
Periods 5	1:00pm - 1:50pm (50 mins)
Period 6	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.



2018 TERM DATES

TERM ONE

Commences (Staff)..... Monday, 29th January
 Commences (Students) Wednesday, 31st January
 Labour Day Holiday Monday, 12th March
 Concludes..... Thursday, 29th March

TERM TWO

Commences..... Monday, 16th April
 ANZAC Day Wednesday, 25th April
 Queen's Birthday Monday, 11th June
 Concludes..... Friday, 29th June

TERM THREE

Commences..... Monday, 16th July
 Concludes..... Friday, 21st September

TERM FOUR

Commences..... Monday, 8th October
 Melbourne Cup Day..... Tuesday, 6th November
 Concludes..... Friday, 21st December

THE COLLEGE SONG

"IN THE WELLINGTON WAY"

- 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.

- 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

- 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. **Sport uniform should only be worn on days when students have a timetabled double period of sport.** 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

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

WINTER OPTIONS

OPTION 1	Shirt	Tie	Pullover	Jacket	Skirt	Pants	Tights	Socks	Shoes
	 +  +  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 skirt. Ankle length skirt is available	
		Navy Blue (VCE) with College Logo		Navy gaberdine College style		Navy/black tights or white socks with skirt, dark socks with slacks		Approved black leather, solid College style shoes - regularly polished (Sturdy T-Bar or Mary Jane buckle - not ballet slip ons)	
OPTION 2	Shirt	Tie	Pullover	Jacket	Shorts	Trousers	Socks	Shoes	
	 +  +  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)	
		Navy Blue (VCE) with College Logo		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

College Polo Top	Summer Shorts	Trackpants	Tracksuit Jacket	Socks	Shoes	Cap	Gloves	Scarf
 +  +  +  +  +  +  +  + 								
With College Logo, House colour cuffs & trim	Plain Navy WSC Design	Plain Navy WSC Design	WSC Design	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. Within the frame work of Respectful Relationships, students should participate within the community in an inclusive manner whilst respecting gender, sex, age, race, religion, culture, ethnicity and ability. 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":

Punctuality and Attendance	<ul style="list-style-type: none"> • Be punctual and attend all time-tabled classes and other scheduled College events
Behaviour	<ul style="list-style-type: none"> • Follow lawful instructions given by staff at all times • Be well groomed and wear the designated College uniform • Behave in a safe, orderly and considerate manner towards all members of the College community • Behave in a manner that promotes a safe environment for themselves and other students and members of the College community
Learning	<ul style="list-style-type: none"> • 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
Environment	<ul style="list-style-type: none"> • Respect and value the physical environment and care for both College and personal property

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 Compass Chronicle entry.
- 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, FaceBook, Instagram, Snapchat and other online sites and apps.
- **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.esafety.gov.au

www.esmart.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 I must bring my computer/device to all appropriate classes.
- 2) I understand that the use of digital resources is a privilege, not a right.
- 3) I will not damage the hardware nor interfere with the configuration of the computers in any way.
- 4) I will use the Internet at WSC to ensure my own safety and the safety of others.
- 5) 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.
- 6) I understand that the work and ideas of others that I use must be acknowledged and the sources cited correctly in my bibliography.
- 7) 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.
- 8) 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.)

CONTACTING THE COLLEGE

- 1) Phone 9547 6822
Follow the instructions.
 - Press 1 for Junior School (Years 7 and 8)
 - Press 2 for Middle School (Years 9 and 10)
 - Press 3 for Senior School (Years 11 and 12)
 - Press 4 for Cashier
 - Press 9 for General Office
 - Press 0 to hear the options again
- 2) Compass – use the unique family login code.

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 and a medical certificate if applicable, 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. This will be reported via Compass as ongoing assessment.

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, summary 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.

BREAKFAST CLUB

Breakfast is available in the Wellbeing Centre for all students from 7:45am to 8:30am each Tuesday, Wednesday and Friday.



CANTEENS

The canteens are open before school, recess and lunchtimes. The canteen near the southern end of the Fogarty Gymnasium is for Year 7 students only. You are strongly advised to place lunch orders before the end of recess. Pre-ordered lunches may be collected from the main canteen's side window. All students using the canteens 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 Attendance Database 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 Wednesday 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 Wednesday 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** on the Attendance Officer's Desk.
- 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.

ENGAGEMENT CLUBS

These are available at lunchtime and after school. Details are published each day on the Student Bulletin, which is displayed on the notice boards and via Compass.



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 ITEMS

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.



HOME LEARNING

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

Year 7	-	1 hour per night
Year 8	-	1½ hours per night
Year 9	-	2 hours per night
Year 10	-	2½ hours per night
Years 11, 12	-	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)	Borrowdale (gold)
Penrhyn (green)	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 available 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.

**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 Linkspus 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, lunchtime and after school. 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 should not be switched on unless authorised by a teacher.
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.

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.

PARENT AND STUDENT INFORMATION



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 PURCHASES

Uniform items are to be purchased from Buxwear, located at 8/169 Cheltenham Road, Dandenong, VIC, 3175. An online service is also available.



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

South Central Region Migrant Resource Centre	9563 4130
18A Chester Street, Oakleigh <i>Education, employment and youth related issues</i>	
Mulgrave Neighbourhood House	9548 3311
36-42 Mackie Road, Mulgrave <i>Community education, support, homework club</i>	
Monash Youth Services	9518 3900
14 Bogong Avenue, Glen Waverley <i>Programs, events and services for young people</i>	
Greater Dandenong Community Health Centre	8558 9000
55 Buckingham Avenue, Springvale	
Eastern Health Child & Youth Mental Health Service (CYMHS)	1300 721 927 Option 2
Box Hill <i>Adolescent Mental Health Services</i>	
Women's Health East	9851 3700
1/125 George Street, Doncaster East <i>Health Services for women</i>	
LINK HEALTH AND COMMUNITY	1300 552 509
2 Euneva Ave, Glen Waverley and 9-15 Cooke Street, Clayton <i>Medical, allied health, counselling and dental services</i>	
City and Greater Dandenong Youth Services	9793 2155
39A Clow Street, Dandenong <i>Youth and family services</i>	
HEADSPACE DANDENONG	1800 367 968
211 Thomas Street, Dandenong	
South East Community Links	9546 5255
5 Osborne Avenue, Springvale	
McKinley Medical Centre	9795 4011
433 Police Road, Mulgrave <i>Youth friendly clinic partnered with Wellington</i>	
1800 Respect	1800 737 732
National sexual assault, domestic family violence counselling service	
<hr/>	
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

