

WELLINGTON SECONDARY COLLEGE

Parent Information Handbook – 2016

(Incorporating Ministerial Order 870)

‘Caring, Striving, Learning’

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WELCOME

Dear Parents and Friends

On behalf of the Assistant Principals, Mrs Dulcie Commons, Mrs Fern Brisbane, Mr Dan Butler and myself, I take this opportunity to welcome you to Wellington Secondary College and look forward to meeting you personally at one or more of the College functions held throughout the year.

This Parent Handbook provides a small insight into the life and activities of the College. This ranges from information about day-to-day organisation of the College through to the variety of ways parents can be involved in the education of their children through College committees and parent groups.

Details in this handbook are reviewed regularly in order to provide the best possible program to suit the needs of our students in an ever changing world. Policy revision may also occur in line with our commitment to our statement of College aims and priorities as set out in the College Strategic Plan.

To keep updated as to the College's educational policies, we encourage you to actively involve yourself in one of the parent groups. These include the College Council and its' respective Subcommittees, Parents' Club and the Performing Arts, Parents and Friends Group. You are very welcome to assist in the Canteen, Library or with sporting excursions. You are most welcome to contact either me personally, the Assistant Principals, the three Heads of Sub-schools, the Year Level Co-ordinators or the Student Services Co-ordinator for clarification of any policy changes or concerns.

When you selected Wellington Secondary College for your child's secondary education, you chose a school that will positively alter his or her life. Not only is '*Caring, Striving and Learning*' the College Motto and the theme for the College Anthem, '*In the Wellington Way*', it also describes the ethos of the College;

**CARING for others,
STRIVING for excellence and
LEARNING for life.**

The College staff and I look forward to working with you for the benefit and welfare of your child.

Please make a point of introducing yourself when you visit the College.

Hugh Blaikie
Principal



The College Motto

'Caring' (for others)

Tolerance for others, helpfulness and co-operation are valuable qualities for all students

'Striving ' (for success)

Goal setting, hard work and commitment are important requirements for personal success

'Learning' (for life)

Education is a lifelong process and a right that should not be hindered by inappropriate behaviour

The College Crest

The crest was updated in 2001 and is now stylised

'Circle'

Symbolises the nature of education that is all encompassing and never ending.

The clasped circle represents the concept of caring, respect and working together

'Tree'

Illustrates the history of the Mulgrave District that was originally cultivated as fruit orchards

'Birds of Flight'

Depicts striving for success as well as portraying the 'Vanellus' (Spur Wing Plover)

'Book'

Is the traditional symbol for learning and knowledge

College History

- 1972 The Education Department relocated a secondary school intended for Dingley to Mulgrave after local parents argued against further overcrowding of Lyndale, Monash and Springvale High Schools.
- 1973 Foundation Principal: Mr. A. M. Fogarty. Enrolment: 147 students, 9 teachers (EFT). Buildings: 9 classroom portables and 2 toilet portables. C Block and Canteen/Locker block completed.
- 1974 Enrolment: 316 students, 20 teachers (EFT).
School Advisory Council convened.
- 1975 Enrolment: 495 students, 32 teachers (EFT).
Buildings: G and J Blocks and Library completed.
First school magazine produced.
- 1976 Acting Principal: Mr R. G. Wilson (following illness of Mr Fogarty).
Enrolment: 680 students, 49 teachers (EFT). First school athletics sports. Canteen commenced operation.
- 1977 Enrolment: 825 students, 61 teachers (EFT).
Buildings: A and B Blocks completed.
Curriculum Committee formed.
- 1978 Principal: Mr M. B. Peter.
Enrolment: 936 students, 65 teachers (EFT).
First HSC classes. School production: 'The Boyfriend'.
- 1979 Enrolment: 974 students, 75 teachers (EFT).
Hall completed. Building program complete.
The A. M. Fogarty Award introduced.
- 1980 Enrolment: 924 students, 75 teachers (EFT).
School production: "Guys and Dolls'.
- 1981 Enrolment: 946 students, 81 teachers (EFT).
School band formed.
- 1982 Acting Principal Mr R. G. Wilson (following retirement of Mr Peter).
Enrolment: 942 students, 77 teachers (EFT).
School Production: "Half a Sixpence'.
- 1983 Enrolment: 965 students, 73 teachers (EFT).
Acquisition of school buses and garage.
Sharing with Carwatha High School commenced.
- 1984 Principal: Mr J. R Landvogt.
Enrolment: 1015 students, 76 teachers (EFT).
SRC re-established.
- 1985 Enrolment: 996 students, 75 teachers (EFT).
School Production: "South Pacific' '
- 1986 Acting Principal: Mr R. D. Mountain (following retirement of Mr Landvogt during the year).
Enrolment. 969 students, 80 teachers (EFT).
- 1987 Principal: Mr J. C. Coulson (local selection).
Enrolment: 925 students, 76 teachers (EFT).
School crest and motto adopted
SRC restructured.
October 27: A Block burned down, R Block created.

- 1988 Enrolment: 904 students, 73 teachers (EFT).
House system introduced.
Year 12 students wear full uniform.
June 18: School Reunion/ 15th Birthday Celebrations.
- 1989 Enrolment: 838 students, 67 teachers (EFT).
Rebuilding of A Block.
School Production: "The Clumsy Custard Horror Show".
Inaugural Presentation Ball.
- 1990 Enrolment: 801 students, 66 teachers (EFT).
A Block occupied. Wellington High School title changed to 'Wellington Secondary College'.
Drama Production: 'The Telephone Call' in the new Phoenix Centre.
- 1991 Enrolment: 850 students, 69 teachers (EFT).
Drama Production: "Seven Brides for Dracula"
- 1992 Enrolment: 838 students, 69 teachers (EFT).
Year Seven Centre opened.
Inaugural Wellington Arts Festival.
- 1993 Acting Principal: Ms C. K. Duffy in second semester.
Enrolment: 922 students, 69 teachers (EFT). Wellington selected as a "School of the Future".
College Production: "Bye Bye Birdie"
- 1994 Mr Coulson returns from secondment. Enrolment: 942 students, 68 teachers (EFT).
College Captains introduced. College Production: "Man of Steel".
- 1995 Enrolment: 1032 students, 73 teachers (EFT).
College Production: "Hide and Seek".
Library named the "RET Jones Library"
- 1996 Enrolment: 1073 students, 76 teachers (EFT).
Formation of Wellington Old Collegians Association (WOCAS)
"Agora" and Hall extension built through Co-op. Society.
College Production: "Oh Kay!"
- 1997 Enrolment of 1082 students, 77 teachers (EFT)
College Production: "Wizard of Oz".
New Senior School Centre occupied
- 1998 Enrolment of 1060 students, 76 teachers (EFT)
College Production: "Annie Get Your Gun".
Middle and Junior School Captains introduced.
- 1999 Enrolment of 1083 students, 77 teachers(EFT)
25th Birthday Celebrations
College Production: "So Much To Tell You"
- 2000 Enrolment of 1082 students, 77 teachers(EFT)
College Production: "Big"
Duke of Edinburgh's Award begins
- 2001 Enrolment of 1051, 76 teachers(EFT)
Growth of International Program
New College logo created
- 2002 Enrolment of 1034, 79 teachers (EFT)
College Production "Little Shop of Horrors".
Junior School rebuilding project.
Gallipoli trip.

- 2003 Enrolment of 1075 students, 74 teachers (EFT).
30th Birthday Celebrations.
College Production: "Joseph and the Technicolour Dreamcoat"
- 2004 Enrolment of 1007 students, 73 teachers (EFT). College
Production: "Back to the 80s".
Official Opening of the Junior School Centre.
College Principal, John Coulson, retires. Mrs Mary Jo Putrino appointed.
- 2005 Enrolment of 1063 students, 76 teachers (EFT).
College Production: "Footloose"
Repaving of the Eastern Courtyard.
- 2006 Enrolment of 1053 Students, 82 teachers (EFT)
Additional hardcourts constructed.
John Brand, architect, appointed to develop Master Plan.
- 2007 Enrolment of 1113 students, 84 teachers (EFT).
Production: "Bye Bye Birdie"
Community Water Grant to upgrade toilets.
- 2008 Enrolment of 1217 students, 90 teachers (EFT).
Production: "Arsenic and Old Lace".
Stage One Upgrade (\$5.9 million) announced
- 2009 Enrolment of 1311 students, 97 teachers (EFT).
Production: "The Wedding Singer".
R, M & O Blocks opened.
- 2010 Enrolment of 1321 students. 104 teachers (EFT) .
Production: "Sally Cotter and the Censored Stone"
Stage 1 Building Programme completed (including locally built Ellis Gymnasium)
- 2011 Enrolment of 1335 students. 105 teachers (EFT).
Production: "Little Shop Of Horrors"
- 2012 Enrolment of 1399 students. 112 teachers (EFT).
Production: "The Brothers Grimm Spectaculathon"
Principal, Mrs Mary Jo Putrino retires.
- 2013 Enrolment of 1453 students. 107 teachers, 37 ES staff.
Production: "30 Reasons Not To Be In A play"
Mr Hugh Blaikie appointed Principal.
Wellbeing Centre opened
- 2014 Enrolment of 1498 students. 111.8 Teachers and 28.3 ES Staff.
International Centre opened.
Production: "Return To The Forbidden Planet"
School Strategic Plan Peer Review
- 2015 Enrolment of 1586 students. 113.8 Teachers, 28.3 ES Staff.
Production: "The Games Humour"
- 2016 Enrolment of 1703 students. 112.6 Teachers, 33 ES Staff.
Production: "The Lion King"

College Goals

Our Vision

Wellington Secondary College is committed to maximising the potential of every individual by:

- Providing a stimulating, supportive and safe learning environment in and out of school hours in all school activities employing sound educational theory and practice.
- Encouraging positive relationships based on tolerance and respect for individual differences and needs.
- Empowering students to take responsibility for their own learning and safety and to develop as resilient life-long learners and good citizens.

The College philosophy is reflected in our motto :

‘Caring, Striving, Learning’

Our Mission

All students at the College will have access to appropriate teaching programs supported by learning technology resources, which prepare them for further education and the workforce. These programs will include academic studies, the arts, sport and physical education, and personal and social development.

The College recognises that quality teaching is the key to learning.

The College provides a supportive, caring and safe environment to promote positive student, teacher, parent and community relationships and to engender a positive attitude to learning.

Extra-curricular activities that supplement and extend each student’s interests, skills and personal development are supported.

Programs are designed to provide the opportunity for all students to:

- Prepare for active participation in society
- Enjoy schooling and develop a love of learning
- Develop the ability to work with others
- Foster adaptability to change

In September 2016, Wellington S.C formally adopted a commitment to Child Safety within the context of Ministerial Order 870.

College Community Groups

College Council

The College Council plays a very important role in the life of the College. The Council is responsible for the establishment of policy and through its control of the College’s finances it provides funds for the purchase of equipment, library resources, etc. It is also responsible for maintaining and improving the College environment.

The Council comprises six elected parents, four elected Department of Education & Early Childhood Development members, the College Captains, SRC President, a Parents’ Club representative and a Performing Arts Parents and Friends Group representative, together with the Principal (a total of 16 members - five of whom are co-opted)

Subcommittees comprise

- Policy & Development
- Finance & Facilities and
- Safety.

College support groups affiliated with the Council include Parents' Club and the Performing Arts Parents & Friends Group.

Council needs and deserves your support. Please respond to its requests for financial assistance, attendance at meetings, etc.

Meetings are held monthly on a Tuesday evening at the College commencing at 7.00 pm.

Subcommittees meet at other times, traditionally on a Tuesday evening.

Performing Arts, Parents and Friends Group

This group of parents, students and staff meets during the year to discuss fund raising ideas and needs for the Music and Drama program in the College - particularly Instrumental Music.

The group would like to hear from any interested parents and friends who are willing to help. Please contact the Director of Music at the College on 9547 6822 if you are interested.

Parents' Club

If you would like to be a part of the Parents' Club, please contact the General Office for details. The Parents' Club welcomes all parents of all students and extends to them a cordial invitation to join the club and assist in promoting the welfare of the students. Meetings are normally held at the College on the third and seventh Wednesday of each term at 7.00 pm in the International Centre. All parents are welcome.

Please contact the College if you would like to be involved in any of these groups.

Students Representative Council (SRC)

This body consists of representatives from each year level. It has office bearers selected via a written application and interview process and is represented on various College committees. It is funded by the College Council and by funds raised by the students. The SRC represents student opinion and reports to the College Council through its members and to the student body through its President(s). It deals with student requests and organises various functions and social service activities (e.g. gold coin donation on student free dress days).

Wellington Old Collegians Association (WOCAS)

The WOCAS was officially launched in 1996 and consists of interested past students and members of staff. The WOCAS constitution includes the provision of ongoing support of the College community and the organisation of functions for past students and staff members. Whilst formal "membership" is not required, this organisation is usually the vehicle through which Year Level reunions are held.

College Charges

The Wellington College Council Approved Levies and School Materials Charges are structured to finance all the areas that are not funded by the government. The College Council oversees the use of these payments to provide resources and services for every student.

College Council Approved Levies

In 2016 the College Council Approved Levy for Year 7 has been set at \$250 per student and \$300 per student for Years 8 to 12. The payment comprises a College Services Charge and a Voluntary Parent Contribution.

College Service Charges

The College Services Charge is an Essential Educational Item payment for all parents and for 2015 is set at \$200 for Year 7 and \$210 for all other year levels. The Services Charges comprises those goods and services, considered to be Essential Education Items and utilised by all students including the provision of a First Aid service staffed by a fully trained nurse, a personal locker, a Compass card, additional computers and printers, the 'Vanellus' College Year Book and college newsletters and annual handbooks – all of which are allocated to every child and are costs incurred above the basic government funding.

This College Service Charge does not include the cost of Elective subjects, Global Citizenship; connection to our world or any food or materials costs for classes. These are charges that are paid separately as Optional Extras. Please refer to your relevant Handbooks on Compass or the school website for these charges. <http://www.wellingtonsc.vic.edu.au>

Wellington Family Assistance Plan (WFAP)

(replacing the **Education Maintenance Allowance - EMA**)

In 2015, The College introduced the Wellington Family Assistance Plan to replace the Education Maintenance Allowance (removed by the government at the end of 2014). This is available to eligible parents of Year 7 to 10 students up to 16 years of age. An eligible parent must hold a Centrelink Pensioner Concession or Health Care Benefit card, or a Veterans Affairs (TPI) Pensioner Card, or be a foster parent as at the first day of Term 1 and on the first day of Term 3.

Eligible parents must complete an application for the Wellington Family Assistance Plan by the end of February 2015. Forms are available on-line on COMPASS and at the Office. Funds accessed through this program are held at the College and are used to offset a variety of Wellington generated educational costs.

Financial Difficulties

Parents experiencing difficulty in paying should contact the Business Manager, Ms. Sandy Smith to discuss a mutually acceptable payment arrangement, as there are several options available.

Voluntary Parent Contributions

Voluntary Parent Contributions are used to provide extra equipment purchases such as multi-media, specialized physical equipment and additional photocopying facilities. These funds also contribute to some of the costs of the Sports and Houses Programs, the upkeep of the College buses and additional Learning Technology equipment beyond the basic equipment provided by government funds.

Deductible Gift Recipient (DGR) Funds

The College has two DGR funds – a Building Fund and a Library Fund and any donation of \$2, or more, to these funds is tax deductible. If you wish to donate towards these projects please include your donation with your Wellington Secondary College Council Approved Levy payment – we recommend \$20 per fund per family.

Student Handbook & Planner (Diary)

An additional payment of \$15 will be required for the compulsory purchase of a Student Handbook and Planner. This cost is not included in the College Council Approved levies or School Materials Charges.

Curriculum Policy

The College offers a broad curriculum across Years 7-10 which has been designed to follow on from studies in the primary years, by providing a range of studies based on the appropriate AusVELS Strands.

To ease the transition of Year 7 students into the school, most classes are conducted in the John C. Coulson Centre (Junior School), the exception being specialist classes such as Science, Technology and Art. Each Year 7 class has a key teacher and Home room. As much as possible, the teachers are limited to a small team.

In Years 7 and 8, students study a set of compulsory subjects to provide a firm foundation for later years.

At Years 9 and 10 a system of semester electives, in addition to a core curriculum, is introduced.

The Year 9 program is organised around Global Citizenship: connecting to our world, designed to provide a relevant and engaging curriculum meeting the needs of the students for 21st Century learning. This will also help prepare students for their Senior School studies. These optional semester electives allow students some degree of specialisation in an area of interest while ensuring that breadth and depth are maintained.

Senior School studies cover a wide range of subjects including VCE, VET and VCAL courses. Individual students may also study TAFE or University subjects and gain supplementary TAFE Accredited Certificates in conjunction with the VCE Certificate.

Parents will receive detailed reports at the end of each Semester and Interim Reports will be distributed at the end of terms 1 and 3 to coincide with our 3 Way Conferences. All reports are uploaded onto COMPASS. In special cases, parents may request and receive a “hard copy” report.

Details of all courses and specific subjects are available from the Assistant Principal (Curriculum Programs), Director of Curriculum (Teaching & Learning) and the respective Heads of Sub-school (and via the handbooks on Compass or on the school website). <http://www.wellingtonsc.vic.edu.au>

Student Promotion Policy

Consideration for Promotion

The decision to retain a student at their current level is a serious one with far-reaching personal consequences for the student. When a student is considered for retention at a particular year level, the Year Level Coordinator and Head of Sub-school will consult with teachers, parents and the Principal. The student concerned will also be involved in discussion when appropriate.

Subject Prerequisites

A number of subjects are sequential in content from year to year and normally a student should satisfactorily complete such a subject before proceeding to the next level.

Course Counselling

The College will assist parents and students with course and subject selection for Years 9, 10, 11 and 12 by individual counselling during Terms 3 and 4 each year.

Promotion Criteria Year 11 to 12

In order to complete the program in two years it is expected that students should have satisfactorily completed a minimum of 8 units before proceeding to a Unit 3 & 4 program.

Students must also satisfactorily complete at least one unit of English before proceeding to Unit 3/4 English.

Years 11 and 12 Courses

Students normally study twelve semester length VCE units at Year 11 and ten semester length VCE units at Year 12. VET subjects may be included in the VCE Program. Senior students can also undertake a two-year VCAL program.

Remaining a further year at the same level?

Before any decision is made, the following are considered

- Will the student benefit by repeating?
- Does the student have the potential to improve at the next year's level?
- What would be the social implications of the student remaining at the same level?
- Is the student too old to repeat or too young to be promoted?
- Will his/her physical maturity be different from his/her peers?
- Has the student's attendance been satisfactory?
- Are there alternative programs available? e.g. VET, TAFE or VCAL
- Has the student repeated before?
- Has illness been a major factor in a student's poor performance?
- Have family problems been a major factor in a student's poor performance?
- Has the student been seriously disadvantaged by his/her subject selection or peer group?
- Does the student try hard?
- What are the consequences of repeating the level or being promoted, in terms of course potential in subsequent years?

In accordance with Department of Education & Early Childhood Development policy, this College will usually promote students at the conclusion of a school year unless, after consultation, there are compelling reasons for retention.

Student Code of Conduct – 'The Wellington Way'

(insert statement regarding Ministerial Order 870 – see BL)

The College accepts the challenge to promote the development of students, within a multicultural 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.

WSC students have agreed to comply with the following principles of conduct known as 'The Wellington Way':

Punctuality and Attendance	Be punctual and attend all timetabled classes and other scheduled College events
Behaviour	Follow lawful instructions given by staff at all times Be well-groomed and wear the designated College Uniform Behave in an 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	Respect the right 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
Equal Opportunity	Support equal access to the College program without regard to gender, race, religion, or ability
Environment	Respect and value the physical environment and care for both College and personal property

College Rules

In order to promote the Wellington Way students are expected to follow the College rules which have been agreed to by the College community. These are set down in the 'Student Handbook and Planner' and in other parts of this Parent Handbook.

Anti-bullying Policy (including Cyber Bullying)

Bullying is any behaviour which causes someone to feel fearful, threatened, excluded or in pain. This may occur as an isolated incident or cover an extended period of time.

Bullying can be of a physical, verbal, racial/religious, sexual or non-verbal nature and can also include exclusion. Of recent times, cyber bullying has become increasingly concerning. It is the practice of using technology to harass or intimidate someone else. It includes the inappropriate use of email, SMS, Facebook, Myspace and other internet sites.

It is important that bullying is not ignored. It is the responsibility of all members of the College Community to act when it occurs.

For further information refer to the 'Student Handbook and Planner' and the 'Anti-bullying Policy' Brochure available at the General Office.

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 Year Level Co-ordinator
- Completion of a Record Sheet
- Contact with parents
- Withdrawal of privileges
- Temporary withdrawal from class

- Referral to Head of Sub-school / Assistant Principal
- Suspension*
- Conference/Inquiry*
- Expulsion*

* If one or more of these sanctions are applied, the DEECD's protocol will be followed.

Detention

Colleges are entitled to detain a student for short periods at recess, during lunchbreak, and at the end of the College day for a total period of 45 minutes.

Parents or guardians will be informed in advance through the student diary when a student has detention after school hours as a result of late arrival to College or a breach of the discipline policy. Detention is usually between 3.15 and 4.00pm.

College Uniform Policy

The wearing of the College Uniform has been approved by Council and is compulsory for all students. Complete College uniform must be worn both at school, to and from school and on excursions. In particular, correct shoes must be worn. 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.**

In wet or cold weather, students may a College Jacket embroidered with the College logo available from the Uniform Shop. All clothing and belongings are to be clearly named. Below is information regarding the College Uniform options.

SUMMER OPTIONS

OPTION 1	<p>DRESS</p> <p>Blue and white check. Long-sleeved ankle length dress is available.</p>	<p>SHIRT</p> <p>Light blue short-sleeved with College Logo, open neck shirt.</p>	<p>SHORTS</p> <p>College approved navy shorts</p>	<p>PULLOVER</p> <p>Royal Blue (Yrs 7 - 10) Navy Blue (YCE) with College Logo</p>	<p>JACKET</p> <p>Navy blue showerproof with zip and College Logo</p>	<p>SOCKS</p> <p>White, worn above ankle and below the knee.</p>	<p>SHOES</p> <p>Approved black leather, solid College style shoes - regularly polished (Stanley 1 Bar or Mary Jane buckle - not ballet slip ons)</p>
OPTION 2	<p>SHIRT</p> <p>Light blue short-sleeved with College Logo, open neck shirt.</p>	<p>PULLOVER</p> <p>Royal Blue (Yrs 7 - 10) Navy Blue (YCE) with College Logo</p>	<p>JACKET</p> <p>Navy blue showerproof with zip and College Logo</p>	<p>SHORTS</p> <p>Long grey gaberdine shorts (not drawstring)</p>	<p>TROUSERS</p> <p>Grey gaberdine, College style.</p>	<p>SOCKS</p> <p>White socks worn with shorts, dark socks worn with trousers</p>	<p>SHOES</p> <p>Approved black leather, solid College style shoes - regularly polished</p>

WINTER OPTIONS



SPORT/P.E. UNIFORM



Plain Navy

OPTIONAL ITEMS



Plain Navy

College Uniform Shop

The College Uniform Shop is located in the Hamilton Centre. It stocks new and second-hand clothing for boys and girls. The shop is managed by Mrs Glenda Scully and staffed by volunteer parents and friends.

The shop is open on Mondays and Fridays from 12 noon to 1.30 pm. Additional special opening times are arranged prior to the new school year and will be advertised on both the College Website and the Compass portal.

A Uniform Shop price brochure is also available on the College website.

General Information

Absence Notes (Delayed Arrival / Early Departure)

It is the parents' responsibility to ensure that a student's attendance at College is regular and punctual. If a student will be absent, the College General Office should be notified before 9.00 am or as soon as possible on the day of absence. Attendance Hotline - 9562 4762 or General Office - 9547 6822

Parents of students marked absent may be contacted throughout the day by a staff member from the respective sub school.

If a student is absent for even part of a day the student must bring a note signed by the parent. This note is most important as it provides evidence that the parent is aware of the student's absence and

thus safeguards against truancy. When an absence note is not received, the College may forward an official letter to the parent. When a student's attendance record is unsatisfactory the matter will be referred to the Assistant Principal for action.

Requests for permission to leave early should be in writing and should be brought to the Attendance Officer before signing out. Student's Sign-in and Sign-out is located at the desk in front of the Assistant Principal's Office in B-Block. Unavoidable lateness for medical, dental and other reasons should be explained in writing and brought to the Attendance Officer when signing in.

Delayed arrival without notes/phone calls from parents or without adequate reason may result in detention.

Assemblies

Full College Assemblies, conducted by the Principal, are held each term. Year Level Assemblies are held each week on a Thursday from 10.15 to 10.40am.

Awards

Excellence and participation are acknowledged at Level Assemblies and College Assemblies. At the Year 12 Valedictory Dinner in Term 4, vouchers are awarded for outstanding effort and achievement in each Unit 3/4 class. At the Annual Awards Night at Robert Blackwood Hall, Monash University, the College celebrates student success in competitions, sport, music and drama, service to the College and community as well as academic excellence.

Bicycles

Bicycle Passes are issued annually from the Sub-school Office to students whose parents request they ride to and from the College. Students are expected to carry the pass with them and to show it upon request. Helmets must be worn when riding bikes. Bikes must be walked, not ridden, within the College grounds. All bicycles must be chained in the Bike Compound. The compound is located adjacent to the maintenance area next to the main carpark. The College can accept no responsibility for the safety of bicycles. Students should padlock their bicycles at all times.

Canteen

The canteen is open from 8.20am daily for students to place lunch orders, and opens again at morning recess and lunch break. Lunch orders which have been pre-ordered may be collected by students from the canteen's side window. To ensure the smooth operation of the canteen, students using the canteen are supervised by a member of the teaching staff.

There are separate queues for Year 7 & VCE students. Reasonable prices are maintained via the voluntary assistance provided by parents, in the preparation and selling of foods at morning recess and lunchtime.

At the end of each year we farewell a number of volunteers due to their children leaving the College and consequently we encourage parents of students joining the College to offer their assistance to the canteen. This involves assisting in the canteen once a month between the hours of 9.30 am and 2.00 pm. Lunch is provided.

Profits from sales augment College funds; therefore parents who assist in the canteen are making a worthwhile contribution to the financing of College activities.

Please contact our Canteen Manager, Mrs Christine Jakovincic, with your offer of assistance. (Telephone 9547 6822).

Careers & Work Experience

The College has a Careers Co-ordinator who is responsible for:

- Careers advice to students and ex-students.
- Co-ordinating the Work Experience and Structured Work Place Learning Program.
- Maintaining resources in the College Wellbeing Careers and Pathways Centre.
- Co-ordinating the teaching of Work Education in Personal Development for all Year 10 students.
- Organising course counselling panels for students in Years 9 to 12.
- Monitoring students involved in VCE/VCAL /TAFE Pathways programs and other vocational programs.
- Organising career awareness programs for students, staff and parents.
- Counselling year 12 students regarding post- school options.
- Co-ordinating the Managed Individual Pathways Program

Appointments can be arranged by contacting the Careers Co-ordinator during College hours. The Careers Centre, located in Wellbeing Centre, is generally available for use between 8.30 am and 3.30 pm. Students in Year 10 are encouraged to organise their own Work Experience placement as part of their studies in Personal Growth. All Work Experience placements must adhere strictly to the legal guidelines set down by the Department of Education and Early Childhood Development. Senior school students may also undertake Work Experience during term breaks with approval from the Careers Co-ordinator.

Co-Curricular Activities:

(Camps, Excursions, Films, Sports, Music, College Productions and Activities Days)

The College supports and encourages a wide variety of co-curricular activities. Activity days, camps, debates, music, excursions, films and sports are seen as an integral part of the College curriculum and all students are expected to participate. These activities will sometimes involve extra expense.

During the College year parents of all students will be asked to complete a number of Authorisation Forms. These enable students to participate in excursions and sporting activities outside the College grounds. A letter detailing each excursion will be sent home with students so that parents are aware of the nature and date of each activity. Any overnight excursions or activities of an adventurous nature will require additional parental authorisation.

COMPASS

COMPASS was first introduced at the College in 2013. It is the main communication tool for the College and provides students, staff and parents/guardians with up to the minute information re timetables, student punctuality and attendance as well as important information about excursions, upcoming events and changes/additions to daily programs. The fortnightly newsletter, the Wellington Journal, end of Term and Semester Student Reports as well as Course Outlines and Handbooks are all made available via COMPASS. The email facility within COMPASS enables improved communication between students' families and the College staff.

Each student is provided annually with a COMPASS identity card that should be carried by the student at all times. It can be used to check an individual's lesson schedule, to sign-in or sign-out of the College via the COMPASS Kiosk, located at the General Office and doubles as the Student Library Card. If a student misplaces their ID Card a replacement must be ordered via the Attendance Officer at a cost of \$10.

Computers

All students are expected to own their own College approved Computer and bring it to school each day.

First Aid, Accident and Illness

The College employs a Registered Nurse to assist with the provision of emergency first aid. All visits to the first aid area are recorded in the school diary. Parents will be notified when necessary.

It is most important that, in completing the Enrolment Form, parents give all necessary information such as name and telephone number of the family doctor, family Medicare number, their own telephone numbers at home and at work, and the name of persons who may be contacted in case of emergency. For this reason, changes to this information should be given to the general office in writing immediately.

Parents should advise the College if a student has a medical condition which should be brought to the attention of staff.

The College does not have an accident insurance policy to cover students injured during school hours. Parents may wish to take out an accident policy. It is also advisable to have an ambulance subscription as in the event of serious injury or illness an ambulance may be called by the College and parents will be liable for any cost involved.

Forbidden Items

Students must not bring the following items to school:

cigarettes, matches, lighters, alcohol, drugs, knives, blades, scissors, metal rulers, compasses, liquid paper, permanent marker or chewing gum. Class sets of scissors and compasses will be made available at the College.

Homework

Students are expected to do regular home study, even when there is no set work. Times are set out in the College Student Handbook and Planner.

Recommended times are:

Year 7: 1 hour Year 8: 1 1/2 hours

Year 9: 2 hours Year 10: 2 1/2 hours

VCE: 3 hours.

It is important to commence this wise practice at a regular set time each day from the beginning of the College year.

Houses

The College is organised into four Houses. These form the basis of the inter-house competitions throughout the year. The Houses system was introduced in 1988 (Australia's Bicentennial Year) and the titles of all four Houses are taken from the names of four of the eleven ships of the First Fleet:

- ALEXANDER (Blue) a convict transport ship
- BORROWDALE (Gold) a supply ship
- PENRHYN (Green) a convict transport ship (Lady Penrhyn)
- SIRIUS (Red) a fleet flagship and a commissioned warship of the Royal Navy.

The three major College carnivals (Athletics, Cross-Country and Swimming) are run on a Houses basis. Age level champions are determined at these competitions and receive medallions for their achievement. Throughout the year a number of special interest and sporting activities are run at lunchtime on a House basis. All activities gain points for the M. B. Peter Cup. The winning House is announced at the Annual Awards Night.

I. J. Hamilton Centre

Students in Years 11 and 12 are provided with study and recreational facilities within the Hamilton Centre located adjacent to the Eastern car park. The Centre includes a staff rooms and interview room. Senior students with study periods in the afternoon are permitted to leave the College early to study at home. Students must sign out from the Hamilton Centre, noting time of departure on the study roll. For attendance purposes this is recorded as study leave. All other study periods are held in the Hamilton Centre.

Instrumental Music

A student may learn to play a musical instrument at any year level in the College. Students may study brass, string, woodwind, percussion, or vocals. Students attend instrumental lessons during school time but the roster of lessons is scheduled at a different time each week so that the students do not miss the same class each week.

A range of instruments is available for hire at the Year 7 level and, depending on demand or family circumstances, at other levels in the College. A fee is charged for instrumental tuition and sheet music as well as for instrumental hire and use. Students perform regularly at official occasions as well as taking part in music concerts and Summer & Winter Soirees.

Insurance

The College Council does not provide insurance cover for student medical expenses or student personal property damage.

- MEDICAL - Parents are strongly advised to take out appropriate private medical insurance to cover possible expenses associated with injuries incurred at school or on school activities.
- PROPERTY - Parents are strongly advised to ensure they have appropriate insurance cover for possible lost, stolen or damaged personal property at the College.
- AMBULANCE - Parents are strongly advised to take out appropriate membership of an ambulance service.

Inclusion Program

Wellington Secondary College has a number of Inclusion Officers coordinated by the Director of Inclusion. This program has been beneficial for all students, enabling a greater understanding as problems are met and overcome together.

International Program and International Centre

The International Program within the College continues to expand with in excess of 80 students in 2016. Our International Centre, completed at the end of 2013 and opened in 2014, provides office space for the Director of international Students and associated Multi-Cultural Aides, a Conference Room, Multi-Purpose Meeting Area and a Classroom. This facility can be utilised by all members of the College Community and is the venue for the monthly College Council meetings.

Lost Property

Any articles lost or found should be immediately reported to the Assistant Principal (Student Programs). All personal property (books and clothing) should be clearly marked with the student's name.

Library (R.E.T. Jones Library)

Library Hours: 8.30 am to 3.30 pm.

The primary aim of the library is to provide and maintain resources and services to meet the needs of students and staff whilst supporting the curriculum of the College.

The library offers access to the following services and resources:

- A book collection, exceeding 40,000 titles which includes an extensive book and on-line reference collection.
- A selection of multimedia resources.
- The Age and Herald Sun on computer.
- Major daily newspapers.
- A wide range of magazines.
- Photocopiers for use by students.
- A security system which decreases the chances of book losses.
- A number of computers for student use.
- Expert assistance with student research from library staff.
- Assistance with selecting wider-reading materials.

Library Borrowing

Any student may borrow up to six books. Students must present their ID card in order to borrow library items. The majority of our collection is available for two weeks loan, while some titles are only available on overnight loan. Any student with overdue books will be prohibited from borrowing until such time as the books are returned. Where books have been overdue for several months, it is necessary for us to send letters home requesting their return. We ask for parent support in this matter.

Lockers

Each student has the sole use of a locker, which must be kept locked. Students must provide their own padlocks for this purpose and provide their Year Level Coordinator with a spare key. Students should get their books after the morning locker bell, at the end of recess, and at the end of lunchtime.

The locker bays must not be visited during class time or between classes. Pupils are reminded that their locker is only as secure as their padlock - please purchase a reliable padlock i.e. one costing at least \$15.

It is important that students remember that the locker remains the property of the College and may be opened for inspection on request from a member of staff with the student present.

Lunch Passes

Lunch passes are issued from the Sub-school office to students whose parents wish them to have lunch in their own homes. The pass should be carried at all times and shown on request. No student is permitted to go home to an empty house or to visit the local shops.

Newsletters

Parents are kept informed about College affairs through the 'Wellington Way' magazine that is available to families at the end of each semester, and the 'Wellington Journal', a fortnightly

newsletter that is uploaded onto COMPASS every second Friday. Your opinions and comments are always welcome to the newsletter editor.

Out of Bounds Areas

The following areas are out of bounds to students during normal school hours:

- The front of the College (between A, C and T Blocks and Police Road) or between portables
- All car parks

At recess and lunchtimes students are not permitted:

- In classrooms and preparation rooms without a class teacher
- In locker bay areas, outside the normal five minutes provided at the start and end of recess/lunch breaks
- In toilet blocks in groups
- Around the industrial dumper
- Within 15 metres of the fence lines on the oval

Parent/Teacher Interviews:

➤ **(Three Way Conference Days) and Student Reports**

➤ **Student reports are issued four times each year.**

Mid Semester Reports are issued at the end of Term 1 and Term 3 – these are uploaded onto COMPASS. On these occasions Three Way Conferences will be conducted so parents can talk to staff regarding their child's progress.

➤ **Semester Reports:** These comprehensive reports are issued at the end of Term 2 and Term 4 and are also uploaded onto COMPASS. Interviews can be arranged where requested. Parents should contact the appropriate Year Level Co-ordinator.

Peer Support Program

The program is designed to benefit Year 7 students in their transition from their primary schools to the larger environment of this College as well as helping to develop leadership skills for Year 10 students. The program involves selected and trained senior students working with junior students in home room groups. The groups meet on a regular basis with their student group leaders during Term 1, providing the opportunity for friendly contact and advice between senior and junior students improves the College environment.

Phone Calls

There is a payphone located in the main administration building available for students use. A charge of 40 cents is made for calls. No incoming call for students will be accepted except in an emergency. Students may not use the telephone during class time.

Refund Policy for Camps or Excursions

Wellington Secondary College encourages all students to participate in extracurricular activities including attendance at camps and excursions. The school must ensure that the provision of camps or excursions do not incur costs directly on the school or do not run at a loss. There will be occasions when for whatever reason(s) a student needs to withdraw from a camp or excursion after payment has been made to the College for all or part of that activity.

➤ **Implementation**

Students withdrawing from camps and excursions will not automatically be entitled to a refund. Where no cost is incurred by the College, a full refund will be available when:

- The student's place is filled by another
- The College deems the student's withdrawal was unavoidable eg. illness supported by a medical certificate

➤ **A partial refund shall be available when:**

- The College deems the withdrawal was unavoidable but where the College has incurred an expense relating to the withdrawal. In such cases, the refund will be the amount paid by the student, less the expense incurred by the school as a result of the camp or excursion.

➤ **No refund will be available when:**

- The College deems the withdrawal was avoidable and the College has incurred the full costs of the camp or excursion.
- Where the withdrawal from the camp or excursion is due to a student suspension under the Student Discipline Procedures, the Principal will determine whether a partial or full refund is possible.
- Where the College makes the decision to cancel a camp or excursion due to insufficient numbers, the amount paid will be refunded in full.
- Where the camp or excursion has had to be rescheduled because of Government warnings, parents may request a refund of monies paid less any deposit retained by the venue.

➤ **Refund Payments:**

- Refund payments will be only made by cheque and addressed to parents
- Refunds will only be given when requested in writing within 21 days of the activity
- No cash refunds will be given

Safe Schools are Effective schools

Wellington Secondary College is an accredited eSmart school.

For more information, please refer to www.esmartschools.org.au

Social Service

The College encourages student participation in a variety of social service fundraising activities such as Royal Children's Hospital Good Friday Appeal, Salvation Army Red Shield Appeal, Sudden Infant Death Research Foundation and Jump Rope for Heart. These are run via the SRC.

Sport

The College is involved in intra and interschool sport. At Years 7 & 8 Sport Education is part of the Core Curriculum.

For all P.E. classes, Sport Education classes, House Sports and Inter-school Sports, students are to wear approved sports clothes -, jumper or sports jacket with the College polo top and navy shorts or track pants. Students not dressed in the correct sport uniform will not be permitted to compete.

Students compete in a wide range of inter-school sporting teams. Teams compete at group or local level and may progress to Zone and subsequently All Secondary level if they are successful.

Participation in inter-school sport is dependent upon attendance at House sports.

Student Bulletin

Important notices are printed on the daily Student Bulletin which is available to the students via Compass by the start of Period 1 each day. Copies are also displayed on notice boards around the College each morning.

Student Handbook & Planner (Diary)

The College will provide each student with the College Handbook and Planner. It is to be used to record homework commitments every day and to communicate between staff and parents.

How to use the Diary

- **STUDENTS** must carry their diary and record all timetables, important dates and homework. Students must take their diary whenever they need to visit the First Aid Room. The top right hand corner of the appropriate page should be cut off at the end of each week.
- **PARENTS** are requested to check the diary, as well as Compass, daily for homework set and for messages from teachers. The diary should be used to communicate with teachers and your children asked to get teachers to sign it. Although you are asked to use this diary as a method of communication, please feel free to contact the College by telephone, via COMPASS, or visit by appointment if you have any concerns.
- **TEACHERS** must ensure that students carry their diary, and that homework and communications with parents are recorded in the diary.

Student Personal Details

In an emergency it may be necessary to contact parents quickly. If during the year there is a change of home or work phone number or address, please let the College know immediately.

Student Leaders

Leadership experience is offered through a wide variety of positions within the College. In Years 7 – 10 Home Group Captains and Vice Captains are elected by their peers. Sports Team Captains can be nominated by the respective Staff Leader/Coach or chosen by their peers.

Each year during Term 3, students in Years 7 – 11 are invited to apply in writing for Blazered Leadership positions for the following year. The written application process is followed by interviews being conducted at the start of Term 4. Interview panels consist of both staff and student representatives. Positions available include membership of the Student Representative Council (SRC) at President, Vice President or Executive level, in Performing Arts at Captain, Vice Captain and Executive level, in Sport as a House Captain, House Vice Captain or member of the Sports Executive and within the International Program as Captain, Vice Captain or Executive member.

The College Captains and Vice Captains, Middle School Captains and Vice Captains, Junior School Captains and Vice Captains as well as a College Captain of Houses are likewise appointed via the written application and interview process. The position of College Captain is the most important and prestigious among the student body. The College Captains are members of the College Council and represent the College on all formal occasions.

Student Welfare Co-ordinator and The Wellbeing Centre

The College has two Student Welfare Co-ordinators who are available to provide support, advice and counselling on a wide range of concerns for students. Such problems may be related to College, home or friends. If the student would benefit by referral to an outside agency, this can be discussed. Students or parents should feel free to contact the Student Welfare Co-ordinators at any time to make an appointment. A College Psychologist and Adolescent Health Nurse are also available for consultation by appointment at no cost to the parents. A doctor is also available once a week. Please contact the SWC's for details. The Wellbeing Centre also is the location for the Careers, Pathways and Managed Individual PathwaysTeam.

Sun Smart

Students are encouraged to wear approved College caps or hats for physical education, sport education, house sport and inter-school sport. Students are encouraged to use quality sun screen to protect their skin from UV radiation.

Term Dates 2016 (For Students)

- Term 1 Wednesday January *27 to Thursday March 24 (*Student Free Day)
- Term 2 Monday April 11 to Friday June 24
- Term 3 Monday July 11 to Friday September 16
- Term 4 Monday October 3 to Tuesday December 20 (Years 7 to 9)

Term Dates 2017 (For Students)

- Term 1 Monday January 30 to Friday March 31
- Term 2 Monday April 18 to Friday June 30
- Term 3 Monday July 17 to Friday September 22
- Term 4 Monday October 9 to Friday December 22 (Years 7 to 9)

Text Books and Stationery

In Term 4 each year, students and their parents/guardians are given access to textbook and stationery lists for the following year via Compass . Parents are strongly advised to adhere to published due dates to ensure availability of items for the following year. Ordering of textbooks and stationery is done online via Link Education (textbooks) and Officemax (stationery). Home delivery is available but may attract a delivery fee.

Booklist Items:

For items on the booklist, payment is required at the time of ordering. Text books can be home delivered or be collected from the College in mid-January 2016.

The College Textbook Suppliers are Link Education:

341 Waverley Road

Mt Waverley 3149

Ph: 9807 5422

Web: www.linkeducational.com.au

In 2016 second-hand book sales will be sold via the Sustainable School Shop website. Students must make sure they purchase the recommended editions of the books.

School Supplies

The Wellington Parents Club supply calculators and schoolbags for purchase through the College Cashier.

Times

Students are expected to arrive at the College no later than 8.30 am. The first class begins at 8.45 am each day. Lunch is from 12.30pm each day. Afternoon dismissal time is 3.05 pm.

On very wet, cold or excessively hot days, lunch may be reduced to 30 minutes allowing for an earlier dismissal time of 2.40 pm. Parents will be advised of such changes via COMPASS by 12.00

noon on the day in question. The table below indicates bell and class times for a normal day, assembly day (every Thursday) and inclement weather days.

NORMAL DAY SCHEDULE		ASSEMBLY DAY (D 4 & 9)
Staff Briefing (Mon & Thur)	8.30 - 8.40pm	8.30 – 8.40pm
Warning Bell	8.40am	8.40am
Period 1 (8.45am-9.35am) 50 mins ea Period 2 (9.35am-10.25am)	8.45 -10.25am 100 mins	8.45 - 10.10am 85 mins
Level Assembly	N/A	10.15 -10.40am 25 mins
Recess	10.25 -10.45am	10.40 -11.00am
Warning Bell	10.45am	11.00am
Period 3 (10.50am-11.40am) 50 mins ea Period 4 (11.40am-12.30pm)	10.50am-12.30pm 100 mins	11.05am-12.30pm 85 mins
Lunch	12.30 -1.17pm	12.30 -1.17pm
Warning Bell	1.17pm	1.17pm
Period 5	1.25 - 2.15pm 50 mins	1.25 - 2.15pm 50 mins
Period 6	2.15 - 3.05pm 50 mins	2.15 - 3.05pm 50 mins
INCLEMENT WEATHER DAY		
Lunch	12.30 -12.55pm	
Warning Bell	12.55pm	
Period 5	1.00-1.50pm	50 mins
Period 6	1.50-2.40pm	50 mins

Toilets

Students are not expected to use the toilets during class time. Students with a medical condition that may require use of toilets during class time are asked to bring a note, and should report to the College Nurse.

Transfers to another school

Any student moving from Wellington Secondary College to another school must either bring a signed note from a parent authorising the transfer or have their parents attend the College and advise us in person. Before leaving, the student must report to the Assistant Principal (Student Programs) or Head of Sub School who will arrange an Exit Form, which is to be signed by the student's parent or guardian and then returned to the Assistant Principal (Student Programs).

Valuables

Please see that valuables are not brought to the College. Any large sums of money should be handed to the General Office for safekeeping. Personal keys should be kept to a minimum and labelled so that lost keys can be returned.

Visitors to the College

For security reasons students must not arrange to meet friends or family members in the College grounds. All visitors to the College must enter via the front door facing Police Road and come to the General Office. Visitors are required to sign a book and wear a Visitor's Badge for the duration of the visit.

Wombles (Duty Student Squad)

A squad of students in Years 7-10 is rostered to carry out cleaning and administrative duties on a daily basis. These duties include canteen duties, messages, duplication, collation and ground cleanliness.

Zero Tolerance to Bullying

The College has a policy of zero tolerance to bullying, including cyberbullying. Bullying must not be ignored. It is the responsibility of staff, students and parents to act when it occurs. If you are aware of any form of bullying occurring in the College community please contact 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).

We hope that the information provided in this handbook is useful. Parents are welcome to provide feedback via COMPASS email or directly through the General Office on 9547 6822.