



ST ALBANS  
SECONDARY COLLEGE

St Albans Secondary College  
International Students' Program Handbook

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2017

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# Introduction

On behalf of the School Council and staff, I would like to welcome you to St Albans Secondary College, and to thank you for your interest in our International Students Program.

St Albans Secondary College is proud of its history of providing quality educational opportunities, in a caring and supportive environment, for the young people of the local area and for our overseas students.

The outstanding academic, personal and sporting achievements of our students are a tribute to the dedication and expertise of our staff. We have high expectations for the success and wellbeing of each student, and are committed to providing them with the opportunities and support they deserve to reach their potential.

International students require special assistance to adjust to life in a new country and to a different educational system. Ms Miranda Truong, our International Students Coordinator, works closely with each student, their parents, and their guardian or homestay family to ensure a positive transition to life and study in Australia. Her role is to support your child with their education and social wellbeing. Ms Truong speaks Chinese, Cantonese, Mandarin, Vietnamese and English.

I look forward to meeting your child when they arrive in Melbourne. Please contact Ms Truong to arrange airport pick-up if required, and, in the meantime, please don't hesitate to contact her if you have any other questions or concerns.

**Kerrie Dowsley**  
Principal

## Key Contacts

Ms Miranda Truong - International Students Coordinator  
Ms Kerrie Dowsley - Principal  
289 Main Road East, St Albans, Victoria, 3021

Telephone: 613 9366 2555  
Miranda Truong's Mobile: 61 416 881 168  
Email: [truong.maranda.n@edumail.vic.gov.au](mailto:truong.maranda.n@edumail.vic.gov.au)  
Fax: 613 9367 9361

Web: [www.stalbanssc.vic.edu.au](http://www.stalbanssc.vic.edu.au)  
School email: [st.albans.sc@edumail.vic.gov.au](mailto:st.albans.sc@edumail.vic.gov.au)  
Department of Education and Early Childhood Development CRICOS Provider Code: 00861K



**Ms Kerrie Dowsley**  
Principal



**Ms Miranda Truong**  
International Students Coordinator

# Contacting the School

If you need assistance and English is not your first language, there are staff members who speak a variety of languages and the school can also arrange telephone or personal interpreter services.

Position	Name
Principal	Ms Kerrie Dowsley
Assistant Principal	Mr Ian Crocker
Assistant Principal	Mr Craig Jennings
Assistant Principal	Ms Losh Pillay
Student Wellbeing	Ms Nicole Thompson
Parent Participation Coordinator	Ms Maree Wilke
Individual Needs Coordinator	Ms Kristy Neilson
Junior Sub School Leader	Ms Lauren Honeycombe
Middle Sub School Leader	Ms Becky Annetts
Senior Sub School Leader	Ms Stav Bekiaris

School Address            289 Main Road East  
                                  St Albans VIC 3021  
School Phone             +613 9366 2555  
School Facsimile        +613 9367 9361  
School Website           www.stalbanssc.vic.edu.au

## Term Dates for 2017

	Commences	Finishes
Term 1	Thursday 31 January	Thursday 24 March
Term 2	Monday 11 April	Friday 30 June
Term 3	Monday 17 July	Friday 22 September
Term 4	Monday 9 October	Friday 20 December

The General Office hours are 8:15am to 4:15pm.

# About the School

St Albans Secondary College is a co-educational school of approximately 1,400 students. It is located 18 kilometers to the north of the Central Business District of Melbourne, within the City of Brimbank. St Albans is easily accessible by public transport and by car, being only a 20-30 minute trip to the city centre via the Calder Freeway and Western Ring Road.

The College is committed to the delivery of a challenging, high quality and inclusive curriculum, complimented by challenging programs in the performing and creative arts, sport and physical development and information and communications technologies. Students are provided with opportunities to develop their unique interests and talents through intellectually rewarding extracurricular activities, such as interschool debating and student leadership programs.

All students have access to the College's modern facilities to support their learning, including extensive computer and IT amenities, digital microscopy and general science laboratories, music studios, library resources, sports facilities, including a gym and weights room, performing arts centre, Nindethana – a flexible learning centre utilized by the VCAL program, a state-of-the-art science centre and a newly constructed \$1.7 million Trade Training Centre to enable the provision of VET Certificate III courses in Hospitality.

The College recognises its responsibility to the community to provide a safe, secure and supportive environment where students can learn and feel valued and respected as individuals. The College maintains a well-disciplined learning environment supported by sub-school structure and an experienced Student Wellbeing team.

St Albans Secondary College is a community where staff and parents work together with and for the benefit of students. Staff are deeply committed to the academic progress and welfare of students. All students are encouraged to interact closely with teachers and seek assistance when needed. Parents are encouraged to engage actively in their child's education through membership of school committees, participation in classroom support programs and through regular meetings and contact with teachers and Year Level Coordinators.

The College is an integral part of the educational community of St Albans and surrounding suburbs. Through our Transition Program, strong relationships have been fostered with local primary schools. The school's Work Education and Tertiary Orientation Programs have established further positive links with local community groups and businesses, as well as with tertiary providers.

## Vision

St Albans Secondary College is dedicated to providing an environment that values excellence, is respectful of all members of the community and that inspires each individual to achieve their potential, and to take their place with confidence in a changing society.

## Values

The school community at St Albans Secondary College holds these values and guiding principles:

### Responsible Leadership

We show leadership by taking responsibility and being committed to our vision and to each other.

### Respect

We demonstrate respect and fairness to each other.

### Integrity

We show integrity at all times, by being open and honest.

### Personal Excellence

We take pride in our achievements, and strive for academic excellence.

### Curiosity

We value critical thinking, creativity and risk taking in our learning.

### Empathy

We demonstrate care for one another and express an understanding of personal points of view.

## School and Sub School Structure

Sub Schools provide smaller communities in a larger school structure. At St Albans Secondary College we have three Sub Schools:

Junior School	-	Years 7 and 8
Middle School	-	Years 9 and 10
Senior School	-	Years 11 and 12

# Homestay

Homestay is a term used to describe full board accommodation offered by a couple or single person for which a set weekly fee is charged.

The fee covers the following expenses:

- Private bedroom with study facilities, including a desk, bookcase and study lamp
- Three healthy meals per day, seven days a week
- Electricity, gas and water
- Linen, and cooking and eating utensils
- Laundry facilities
- Cleaning.

The homestay fee does not cover:

- Telephone usage
- Excessive use of the internet
- Student's personal products such as shampoo, soap, toothbrushes, etc.

## Charges and payment

Prices for homestay accommodation are amounts agreed to by the student, their parent, the College and the homestay family.

- A range between A\$200 and A\$240 per week is suggested depending on services and facilities offered. The exact amount will be confirmed in writing in the Homestay Responsibility Agreement prior to acceptance of the student.
- A refundable bond of two weeks rent will be payable by the student prior to his/her arrival.
- Homestay families will indicate their preferred method of payment i.e. by cash every fortnight, or by bank deposit every four weeks.
- Students will reasonably expect to continue their homestay arrangements over the holidays, although there may be times when alternative arrangements need to be made. If a student returns home during the holidays, they will be expected to pay a holding fee to secure their homestay for the following term or year. If they do not return, the holding fee will be forfeited.

## Police and Working with Children Checks

All members of the homestay family who are over 18 years of age must provide the school with a current Police & Working with Children Check.

## Privacy

Privacy is very important, and the personal possessions and space of the students must be respected.

- Students should have their own key to the residence
- Locks for bedroom and bathroom doors should be provided
- Members of the homestay family should not expect to share or use goods that belong to the student.



## House rules

A clear and flexible approach to discipline, house rules and cooperative living is advisable.

- House rules should be clearly explained to students on their arrival.
- Homestay families need to be aware that some students may have had servants in their own country and may not be used to doing household chores.
- Students need to be aware that Australian families share household chores, and that they will be expected to do their share. This will include keeping their own room tidy and leaving the bathroom dry and tidy after use.
- Curfew times, travel arrangements and social outings should be mutually agreed upon, taking into consideration the age and maturity of the student.
- Having friends to visit, or to stay for a meal or overnight will need to be arranged beforehand with the family, and can only be done with their consent. This also applies to the student staying overnight at a friend's home, or not being home for a meal.
- Arrangements for telephone use need to be clearly agreed from the start as some students rely heavily on the international telephone system.
- Most students have their own mobile phone. The International Students Coordinator will help each new student to purchase a SIM card for their phone and/or a phonecard to call home.
- Students must not be expected to act as babysitters.
- The use of the family computer by the student for schoolwork is reasonable. Excessive computer and internet use for social communication and games is not acceptable.

## Student illness & Medical Treatment

Students are covered by Medibank Private for health insurance and by the Ambulance Subscribers' Scheme.

- Homestay families should record the student's membership number and details.
- Any medical costs not covered by Medibank Private, and any other services such as dental or optical must be paid for by the student.
- Homestay families should contact the student's family and the International Students Coordinator immediately in the case of a serious illness or emergency.

There are several medical clinics in the local area, some of which have staff who speak a range of languages.

# Studying at St Albans Secondary College

## Local Agency Enquiry

To enquire about becoming an International Student and studying at St Albans Secondary College, you must enquire with the education agent in your home country. The agent will then contact Australia to lodge the necessary documentation.

There are 4 Terms in a year and students may commence in January, April, July or October.

## Attendance

Students must attend the College full time and in accordance with term dates. This includes attending all lessons, activities, tests and examinations during his/her studies. Any absence must be supported with written notification from a parent, homestay family or relative.

St Albans Secondary College has a 90% Attendance Policy for all students. Teachers record attendance electronically for each class of the day.

If a student is absent, they must provide a note or medical certificate to their Year Level Coordinator as soon as they return to school.

Year Level Coordinators and the International Students Coordinator check attendance each day.

Procedures for dealing with attendance problems:

- If attendance falls to 90%, the student and parents will be notified and the student will be given counselling to address attendance problems.
- If attendance falls below 90%, the student will be placed on a School Performance Contract. The student's homestay, their parents, and the International Education Division (IED) will be notified. A copy of the Contract will be sent to the parents and IED.
- If attendance falls to 85%, the student will inform the IED of the breach of the School Performance Contract. IED will organise a meeting with the Principal, the International Students Coordinator, and the student to discuss the issue. The student will be placed on an IED contract for review in 2-4 weeks, and the parents informed. The school will update IED each fortnight.
- If attendance falls below 80%, IED will report the student to The Department of Immigration and Border Protection (DIBP).

## Supporting the student's academic progress and social wellbeing

It is expected that guardians & homestay families and the College will work together to support and monitor the student's academic & social development.

Guardians & homestay families can assist by:

- Supporting the student to adjust to a different education system.
- Talking with the student about life & cultural expectations in Australia.
- Ensuring that the student eats well & gets enough sleep.
- Encouraging the student to be an active member of the family, including participating in activities & family life, helping out with household duties, etc.
- Ensuring that the student attends school, follows the school rules, and completes all required work on time.
- Attending Parent-Teacher interviews to hear about how the student is progressing. Booking sheets for the interviews are in the front of the Student Diary.
- Advising the Year Level Coordinator or Ms Truong as soon as possible if the student is absent from school for any reason.

The College will support students by:

- Closely monitoring the student's attendance and academic progress, and reporting to parents & guardians in writing each semester, at Parent-Teacher interviews, and at other times, as required.

Note: Progress reports and semester reports are available to parents on the Parent Portal, and semester reports are fully translated for international students.

- Providing an Orientation Program for students and their guardians and host families.
- Visiting students at their homestay each semester.
- Conducting a visit to Vietnam in March each year to meet with the families of our international students to report on their wellbeing and academic progress.
- Providing professional counselling and support services for students who require it.
- Maintaining regular contact with the student, and their teacher, whilst he/she is studying at the English Language Center.
- Supporting students in Years 9-12 to choose appropriate VCE subjects and tertiary courses through the school's Managed Individual Pathways program. This includes:
  - careers advice and programs in Years 9, 10 and 11
  - individual course counselling interview for each student in Years 9, 10 and 11
  - VCE and VCAL Information Evening for Year 10 students
  - tertiary course advice and individual support to complete tertiary applications for each student
  - individual follow up with each student in their first year of tertiary study.

Procedures for dealing with unsatisfactory academic performance:

- If the student is starting to perform unsatisfactorily academically, the student will be counselled, and the parents & IED will be notified.
- If there is little or no improvement, the student will be placed on a School Performance Contract. A copy of the contract will be sent to the parents and IED.
- If the student breaches the school Contract, they will be placed on an IED contract. Students breaching IED contracts will be reported to The Department of Immigration and Border Protection (DIBP).

## Computer Usage

In 2015 the College introduced a Bring Your Own Device (BYOD) program for all students in Years 7 to 12. These devices will be owned by students and their families and can be either purchased through the school's business partners, purchased from independent retailers, or brought from home if you already have a suitable device.

Visit our website for further information regarding suitable devices at <http://stalbanssc.vic.edu.au/curriculum/byod>.

## Paid Work

Students over the age of 15 years are able to work part-time. A part-time job can be an excellent way for students to improve their English language skills and to learn more about Australian society. However, school and study must be the first priority, and work hours should not interfere with this at any stage.

- Homestay families and the International Students Coordinator will monitor students' part-time work closely.
- If work is having a negative effect on their study, the school will advise the student's parents and request that the part-time work be reduced or stopped.
- VCE students must not work more than 10 hours per week in Year 11, and a maximum of 8 hours per week in Year 12.

# Dispute Resolution Procedures

## Homestay Grievances

St Albans Secondary College is committed to resolving any issues and dealing with complaints fairly, promptly and confidentially.

- Any complaints or concerns that cannot be dealt with by the student and the homestay family should be referred to the International Students Coordinator.
- The International Students Coordinator will investigate the complaint and, if necessary, will refer the matter to the Principal.
- In a case where the complaint cannot be resolved at the school level, the complaint will be referred by the Principal to the International Students Program Unit for formal investigation.
- This will require that the details of the complaint are lodged in writing.

## Student Grievances

Where concerns are related to personal and/or academic matters, students are encouraged to discuss the matter with their Year Level Coordinator or International Students Coordinator. Students may also seek the assistance of the College Student Wellbeing Coordinators for support in these matters.

Where concerns are related to accommodation, students are advised to discuss the matter with the International Students Coordinator.

Where a student believes the matter has not been fairly resolved, they may appeal to the Principal. If the matter cannot be resolved within the College, the International Students Coordinator will make arrangements with an independent external mediator for a determination.

# Student Management Policy

The Student Management Policy outlines the College's expectations and rules regarding students' behaviour and attendance.

Copies are available on our website under Our Policies at

<http://www.stalbanssc.vic.edu.au>

and on pages 24 to 35 of this handbook.

# Care arrangements and contact details

It is the responsibility of the student to keep the College informed of any changes in his/her residential address and telephone number in Australia. This is essential, as an inability to contact the student could lead to loss of the student visa under Section 21 of the ESOS Act 2000.

## Homestay

Homestay families should make sure that the student has all relevant contact details, including home, work and mobile phone numbers, as well as contact details for a relative or close family friend.

## School

St Albans Secondary College's International Students Coordinator, Ms Miranda Truong, is the school's contact person after hours, on weekends, and during the school holidays.

- Ms Truong's & Ms Dowsley's contact details will be provided to the homestay family, and to the student on their arrival. Students will be given an Emergency Card with all relevant contact details.
- Ms Truong speaks Vietnamese, Cantonese, Mandarin, & Teochiu. Interpreters will be arranged for all other languages.

## Transport

Students are able to use public transport to access most activities and locations. The College provides transport for curriculum related excursions. On occasions, individual staff may provide transport in private vehicles for students to attend appointments or nominated events.

## Holiday Arrangements

Students must complete a Holiday Plan if they will be staying away from their homestay placement during the school holidays.

The Holiday Plan must be signed by the student and their homestay provider and a copy provided to the International Students Coordinator.

# At School

## Bell Times

Locker Bell	8.45am
Music	8.53am
Period 1	8.55am
Period 2	9.45am
Recess	10.35am
Locker Bell	10.52am
Music	10.58am
Period 3	11.00am
Period 4	11.50am
Lunch	12.40pm
Locker Bell	1.22pm
Music	1.28pm
Period 5	1.30pm
Period 6	2.20pm
Dismissal	3.10pm

## Curriculum Programs

A full description of the subjects offered at each Year Level and the structure of the curriculum program can be found on our website at <http://stalbanssc.vic.edu.au/curriculum>. The Course Selection Handbooks are also provided there.

## Lockers

Students are required to purchase a padlock from the General Office before being allocated a locker to keep their books and equipment safe and secure. For students in Years 7 and 8, a spare key should be given to your Integrated Studies teacher.

## Sick Bay

Students who become ill at the College should report to the Sick Bay, located near the general office. A medical form is required to be filled in by parents at enrolment. Parents are asked to keep this record up-to-date by informing the College of any significant injuries or illnesses which occur. Any student who is taking medication should report to the Sick Bay and leave the medication in the care of the First Aid Attendant.

## Travelling To and From School

Students walking to and from school must use the pedestrian crossing on Main Road East. Students riding their bicycles to and from school must wear a bike helmet and can store their bicycles in the racks adjacent to the Science Center. Students must not ride their bicycles on school grounds.

Public transport is available on Main Road East. St Albans train and bus station is only a 5-10 minute walk from the college. All trains go direct to the CBD.

# Canteen

The canteen offers a wide, inviting range of healthy and snack food items and provides a welcoming, social environment for students to enjoy their lunch in a clean seated indoor cafeteria.

The canteen is open daily from 8:15am for breakfast and then again at recess and lunchtime. Lunch can be ordered before school and collected in a separate queue at lunchtime.

food @ SASC	<b>BREAKFAST FROM 8.15AM</b>		<b>ROLLS/SANDWICHES</b>	
	Ham & Cheese Croissant	\$4.00	Roast Chicken & Salad Roll	\$6.00
	<b>RECESS ONLY</b>		Chicken & Salad Sandwich	\$4.50
	Toasted Sandwiches	\$4.00	Tuna & Salad Sandwich	\$4.50
	Nachos	\$3.00	Ham & Salad Sandwich	\$4.50
	<b>DAILY SPECIALS</b>		Salami & Salad Sandwich	\$4.50
	Monday		Salad Sandwich (No Meat)	\$4.00
	Lasagne/Twista pasta (Beef)	\$4.00	Chia Bread/Sand Various Fillings	\$4.00
	Lasagne Veggie	\$4.00		
	Mac' N Cheese	\$4.00	<b>TERM SPECIALS</b>	
Sushi	\$3.00	Term 1 and 4 Only		
Chicken Caesar Wrap	\$5.50	Fresh Salad in Container		
		with choice of Ham/Tuna/Chic	\$5.50	
Tuesday		Roast Beef/Salad with Relish		
Schnitzel	\$5.50	or Mustard Rolls	\$6.00	
Meatballs Pita Pockets	\$4.50			
		Term 2 and 3 Only		
Wednesday		(Tues) Homemade Pasta Bolognaise	\$5.50	
Healthy Hamburgers	\$5.50	(Thur) Butter Chicken	\$5.50	
Chicken Caesar Wraps	\$5.50	(Everyday) Soup and Buttered Roll	\$4.00	
Thursday		<b>TREATS</b>		
Meatball Sub	\$5.50	Muffins	\$3.50	
Meatballs Pita Pockets	\$4.50	Apple Pies	\$4.00	
		Butter Menthol / Soothers	\$3.00	
Friday		Yoghurt Muesli Fruit Coolie	\$3.50	
Tortillas (Halal)	\$5.50	JJ's	\$2.00	
Chicken Parma Burger	\$6.00	Popcorn	\$2.00	
		Shapes Various Flavours	\$3.00	
<b>VARIOUS OTHER SPECIALS</b>		Bliskit (Choc Chip Biscuit)	\$3.00	
<b>CHECK SPECIALS BOARD AT CANTEEN</b>		Fruit Salad	\$3.50	
		Eclipse/Sugar Free mints	\$3.00	
		<b>ICE CREAMS</b>		
<b>HOT FOOD</b>		Paddle Pop	\$2.00	
Party Pies	\$1.00	Cornetto	\$2.00	
Shepherds Pie	\$5.00	Shakey Shakes	\$2.50	
Chilli Beef & Cheese Pie(Halal)	\$5.00	Frozen Yoghurt	\$2.00	
Pizza Pie	\$5.00	97% Fat Free Vanilla Tub	\$1.50	
Cruzer Pie - Beef	\$5.00			
- Beef & Cheese	\$5.00	<b>THIRST QUENCHERS</b>		
Beef Pie (Halal)	\$5.00	Water-750ml (flavoured)	\$4.00	
Pasties (Vegetarian)	\$5.00	Water - 600ml	\$3.00	
Chicken and Corn Log (Halal)	\$3.00	Big M Milk - 600ml	\$4.00	
Cheese and Spinach log	\$4.00	- 250ml	\$2.50	
Halal Sausage Roll	\$4.50	Dare Espresso / iced coffee	\$4.00	
Hot Dogs - Plain	\$3.50	Up & Go (Choc, Van & S/berry)	\$2.50	
- With Cheese	\$4.00	Just Juice 200ml Long Life	\$2.00	
Veggie/Omelet Burgers	\$5.00	Fresh Daily Juice(Orange)500ml	\$3.00	
Chicken Burgers (Halal)	\$5.00	Berri Juices - Long Life	\$2.50	
Dim Sims (Steamed)	\$1.50	Gatorade	\$4.50	
Pizza	\$3.00	Schweppes flavoured soda water	\$4.00	
Veggie/Margarita Pizza (Halal)	\$4.50	Slushy	\$2.50	
Roast Chicken Sub	\$4.00			
Quiche	\$4.00			
Lasagna Bites	\$3.00			
		<b>Prices subject to change without notice</b>		
		<b>Effective February 2017</b>		

## Extra Curricular Programs

Our College offers an array of extra-curricular activities designed to complement and enhance the academic foundation provided by the core curriculum and electives. Being involved in extra-curricular activities gives students the opportunity to develop their connectedness to the school community, establish friendships and participate in elite levels of competition and performance. Students who participate in our extra-curricular programs are often recipients of regional awards.

Instrumental Music	Sport	Clubs / General Interest
<ul style="list-style-type: none"> <li>• Voice</li> <li>• Piano / Keyboard</li> <li>• Guitar / Electric Bass</li> <li>• Drums and Percussion</li> <li>• Saxophone</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor Soccer</li> <li>• Futsal</li> <li>• Table Tennis</li> <li>• Badminton</li> <li>• Volleyball</li> <li>• Tennis</li> <li>• Netball</li> <li>• Basketball</li> <li>• European Handball</li> <li>• Australian Rules Football</li> </ul>	<ul style="list-style-type: none"> <li>• Debating</li> <li>• Garden / Environment Club</li> <li>• Chess / Boardgames Club</li> <li>• Glee Club</li> <li>• Dance</li> <li>• Book Club</li> <li>• Makers Activities</li> <li>• Literacy Lunch Club</li> <li>• Lunchtime Games</li> <li>• Breakfast Club</li> <li>• International Students English Classes</li> <li>• After School Study Program</li> </ul>

## Student Leadership - Student Representative Council (SRC)

We believe that participation in leadership activities develops personal confidence, responsibility and self-esteem, and offers enhanced job prospects. Many positions of leadership are available for students across all year levels.

In Year 7 to 9, each class elects a Class Captain and Vice-Captain who liaise with the Principal Class and Junior Sub School Coordinators on behalf of the student body. The SRC works democratically to represent the student body in school decision-making. Students work together, with help from a staff member, to organise activities for students to participate in secondary school life and to contribute students' opinions and ideas.

## After School Study Programs

Students are supported in their studies through an After School Homework program held in the college library each Tuesday from 3.15pm to 4.30pm.

Teachers and tutors are available to assist with work and study.

Additional English classes are provided for International Students in Year 11 to prepare them for the demands of Year 12. These classes also run each Tuesday from 3.30pm to 4.15pm in the college library. All students are required to attend each week.



# Parents / Guardians and the School

## Parent Roles and Responsibilities

For the smooth running of St Albans Secondary College, the school enlists the support of parents as partners. The College establishes home-school links that actively involve parents in their child's education and we ask parents to view home-school collaboration as a mutual responsibility.

As teachers and parents share the responsibility of encouraging, modelling and reinforcing appropriate behaviour, it is important that parents understand their role in the development and establishment of these behaviours.

We ask parents to partner with us and support their child and the College by:

- Demonstrating a positive attitude at home about school, teachers and the importance of education.
- Keeping open communication with their child's teacher, coordinator and the Principal communicating any concerns they may have. This helps to address any difficulties and maintain a positive learning and social environment.
- Monitoring homework and assignments to make sure they are completed well and on time and encouraging their child to work to the best of their potential, academically and socially.
- Demonstrating respect and good manners towards others in the school community including teaching staff, administration and other staff working in the school.
- Attempting to provide, to the best of their ability, proper rest and nutrition for their child, as these are extremely important if they are to function well at school.
- Making themselves aware of their child's performance at school and be open to a mutual sharing of concerns.
- Being a positive role model when visiting the school.

## Helping Out

Parents are invited to contribute to the school in the following ways:

- attendance at parent teacher interviews;
- helping their child with homework;
- providing learning space at home for their child;
- checking their child's planner each week;
- contacting the school if their child is experiencing any problems;
- participating in the monthly Parents and Friends Association;
- participating on the Curriculum Committee;
- participating on School Council;
- helping their child with reading or numeracy programs;
- helping or participating in sporting activities;
- providing learning activities — crafts, guest speaking, cooking, work experience etc, and
- attending adult learning classes offered by the school.

Parents are invited to contact Maree Wilke, Parent Participation Coordinator on 9366 2555 to discuss how they can become further involved in College activities.

# Communication Between School and Home

## Parent & Student Portal

All parents have individual access to the school's Parent Portal through our website.

This online tool greatly increases the information available to you regarding your child's education.

On the portal you will be able to:

- view real time attendance and attendance rates for your child
- access your child's reports
- view assessment tasks and marks
- view the College calendar
- access the College's Alba Newsletter

Over time we will be introducing new features, including:

- booking Parent – Teacher interviews
- approval and payment of excursions
- progress reports for your child

The Student Portal, where your child will have access to work and resources, as well as the ability to submit work electronically directly to their teacher, is also available.

The portal can be found on the College's website: <http://stalbanssc.vic.edu.au>.

Parents and students will be provided with their log in details upon enrolment.

## Student Planner

The Student Planner is used as a means of communication between teachers, students and parents. Teachers will indicate set homework, assignments and areas of concern via the Student Planner.

Students are required to take their Planner into each class to record their homework. The Student Planner is taken home each night so that parents are kept informed. Please feel free to use the Planner to communicate with your child's teachers.

Parents are asked to sign the Planner each week.

# Reports and Progress Meetings

At St Albans Secondary College, student progress is monitored very closely and on an ongoing basis throughout the year. In the middle of each term, teachers complete progress reports and parents are contacted for an interview if their child's progress is not satisfactory in two or more subjects.

At the end of Term 1 and Term 3, parents and students meet with teachers at the parent-teacher interviews to receive a verbal report and to discuss student progress. Details of the parent-teacher interviews dates and times are in the front of the Student Planner with the booking sheet for interviews.

Written reports are available via the Parent & Student Portal.

Reporting Timetable	
Progress Reports Parent Teacher Interviews	Term 1 – Middle of Term Term 1 – Wednesday 29 March 2017 1.00pm – 7.00pm
Progress Reports Full Written Report	Term 2 – Middle of Term Term 2 – Last Week
Progress Reports Parent Teacher Interviews	Term 3 – Middle of Term Term 3 – Wednesday 13 September 2017 1.00pm – 7.00pm
Progress Reports Full Written Report	Term 4 – Middle of Term Term 4 – Last Week

Progress reports and semester reports are made available on the Parent Portal at these times.

## School Newsletter

'Alba News', the school newsletter, is produced three times per term and is available on our website. The Newsletter helps to keep our school and the broader community in touch with activities occurring at St Albans Secondary College.

The 'Alba News' can be downloaded from the College's website at:

<http://stalbanssc.vic.edu.au/news-events/newsletters/>.

# Local Area Information

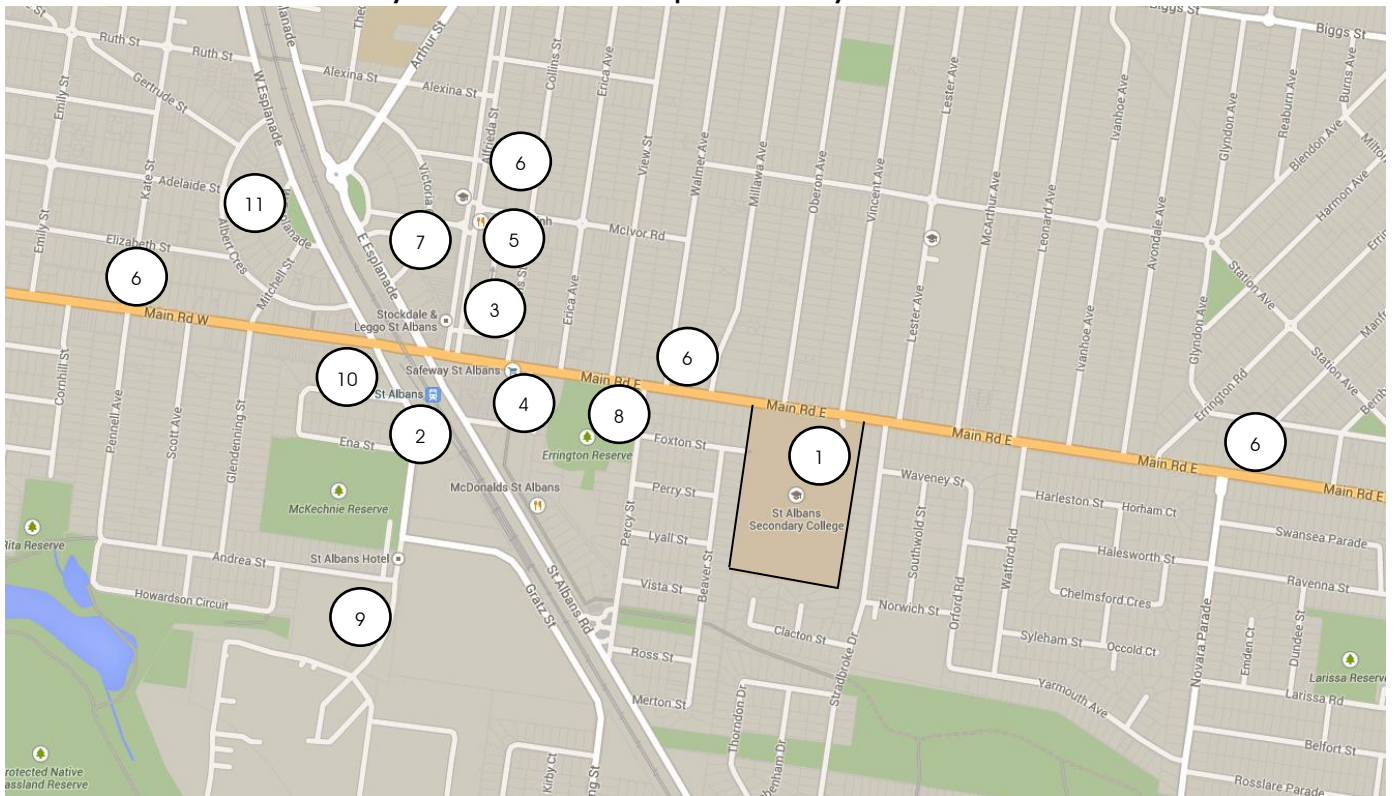
## St Albans Town Centre

St Albans Town Centre is a local, main street shopping precinct located in the centre of the Brimbank Local Government Area. It is a pivotal community hub that is valued as a centre that people like to visit, shop and socialise in due to the colourful and dynamic nature of the different cultures represented. The St Albans Town Centre supports retail, commercial, recreational and community facilities.

The major features of the centre are that it:

- has anchored by two supermarkets and a fresh food market
- has an extensive range of convenience shopping facilities including culturally specific grocery stores, fresh food outlets, chemists, newsagents and personal and professional services
- has many restaurants and cafes, including many Vietnamese and European delis and cafes
- has a broad range of community services
- Alfreda Street which holds most of the Vietnamese restaurants and has acquired an Asian influence.

## St Albans City Centre Map & Key



1. St Albans Secondary College
2. Train Station
3. Bus Terminal
4. Supermarket
5. Shops, Banks, Chemists, Cafes, Library
6. Medical Centers
7. Post Office
8. Community Centre
9. Victoria University
10. Migrant Resource Centre North West
11. Mix of fresh food and specialty cultural stores



# Absence from Homestay Policy

## **Rationale**

In the event of a student under the welfare of St Albans Secondary College requesting to stay away overnight from their usual homestay accommodation.

## **Implementation**

The following procedures apply:

1. The student must make any request for an overnight absence from their homestay to the International Students Coordinator (ISC) and their homestay with at least 72 hours notice.
2. The ISC will assess the suitability of the alternative accommodation, the presence of an approved adult carer and the reason for the request. The ISC reserves the right to refuse the request based on the validity of the application. If the ISC determines that the request can be approved, parent consent will be sought.
3. The ISC will send an email to the student's parent to advise that a request has been submitted by the student, detailing the location and contact details of the alternate accommodation and requesting acknowledgment and parent consent to the arrangement. A response is requested within 24 hours.
4. In the event that an answer has not been received from the parent within 24 hours, a follow up request will be sent. If again, no answer is received, the ISC will advise whether the student can proceed with the overnight stay.
5. In the event that parent consent has been received, the ISC will advise the student and homestay family that consent has been granted.
6. In the case of regular visits to the alternate accommodation, a blanket approval will be sought from the parents and given to the student.
7. In the case of the minimum notice period not being adhered to; and subject to a reasonable explanation as to why this has not occurred, the ISC will determine whether the student can be given approval for the alternate accommodation and advice will be sent to the parent to advise.
8. Any objection to the decision made by the ISC will be referred to the Principal for a final decision.

# Accommodation and Welfare Policy

## **Rationale**

St Albans Secondary College is committed to providing excellent academic, personal and cultural education to its International Students.

Meeting all Department of Education & Early Childhood Development (DEECD) policies and guidelines in relation to accommodation and welfare arrangements for International Students, is an essential aspect of this, as is compliance with the Quality Assurance Framework.

## **Implementation**

The College has a full time International Students Coordinator (ISC) who is responsible for monitoring each student's academic progress, accommodation arrangements, and welfare. The ISC reports directly to the Principal, and liaises with relatives, homestay hosts, school personnel and parents.

The ISC and the Principal are responsible for ensuring that all accommodation and welfare arrangements are in accordance with DEECD policy and guidelines, as per the International Students Program, Quality Assurance framework.

The College will arrange appropriate homestay accommodation for International Students as required.

## **Accommodation Options**

Secondary students under 13 years of age must live with and be cared for by a parent, or a relative approved by The Department of Immigration and Border Protection (DIBP).

There are 4 options for accommodation arrangements for International students over 13 years of age:

- They may live with their parents or a legal guardian.
- They may live with a relative approved by The Department of Immigration and Border Protection (DIBP).
- The student's parents / legal custodian may nominate a family friend for their son or daughter to live with. This person must be approved by the Department of Education & Early Childhood Development (DEECD). This is referred to as Third Party provided homestay.
- The student's parents may request the student's host school to organise accommodation. This is referred to as School Arranged homestay.

## **Welfare Responsibilities**

In the case of both Third Party and School Arranged homestay, the welfare of international students under the age of 18 is the responsibility of the Department of Education & Early Childhood Development (DEECD), delegated to the Principal of the host school.

As part of the homestay selection and approval process, the ISC will:

- Conduct a home visit before approval of the homestay.
- Assess the suitability of the homestay according to agreed criteria.
- Ensure that relevant Working with Children checks are completed.
- Ensure that the Homestay Responsibility Agreement is completed and signed by the homestay host, student, parent and a school representative.
- Provide the homestay details to the parent as soon as possible.
- Maintain all relevant documentation in the student's file.

All International Students, including those over the age of 18, must remain in their school approved accommodation for the duration of their study as a condition of their enrolment, unless otherwise approved by the school.

All homestay family members aged 18 years and over undergo a Working with Children Check before students arrive.

The ISC, on behalf of the school, will monitor homestay hosts regularly by:

- Visiting the homestay at least once per semester.
- Encouraging homestay hosts or relatives to participate in school events and activities.
- Asking students to complete an annual survey which includes an evaluation of their accommodation arrangements, and taking action as required.
- Maintaining records on homestay arrangements.
- Ensuring that no more than two international students live in any one homestay.

Homestay hosts and relatives caring for International students are required by the school to monitor the student's attendance and academic performance, and to attend parent-teacher interviews.

If a homestay host wishes to terminate the homestay agreement, at least 2 weeks notice is to be given to the student and to the host school.

A student must give at least 2 weeks notice to the homestay provider and the school if they wish to move out of the homestay. This can only be done with the approval of the school and the parent.

Students may be required to pay a holding fee over the holidays to secure their homestay place for the following year.

Students must have written permission from their parent and provide relevant contact details if they wish to stay away from their homestay overnight.

Students and/or their parents will be required to meet the costs of any damage to property caused by the student during their homestay.

Students in homestay accommodation will be asked to sign a homestay responsibility agreement on commencement of their stay. The agreement will outline the house rules and requirements as well as homestay costs and methods of payment.

Any complaints or problems that cannot be resolved by the homestay host or the student must be referred to the ISC to be dealt with according to the school's Dispute Resolution Procedures.

The ISC and the Principal will provide on-going care and support for students who stay in Victoria during school holidays.

The school will provide each student with an emergency card on their arrival in Australia. The card provides students with the names and after hours contact details of school staff to contact in case of an emergency.

The ISC will ensure that appropriate orientation programs, learning support and intervention strategies, and communication with parents are in place to maximise each student's opportunities for success.



# Anti Bullying Policy

## **Guiding Principles**

Bullying behaviour at St Albans Secondary College will be addressed as part of our school's duty of care to provide a safe and supportive school environment.

We promote a school community in which everybody feels valued, respected and safe, and where individual differences are appreciated, understood and accepted.

Students must be empowered to talk about what is happening to them if any bullying behaviour is to be addressed.

## **Rights and Responsibilities**

- All students have the right to learn.
- All students and staff have the right to feel comfortable and safe, and the responsibility to contribute to the safety and comfort of others.
- All students and staff have a responsibility to develop empathy for the wellbeing of others.

## **What is Bullying?**

Bullying is hurtful, typically repetitive behaviour directed by more powerful individuals or groups against those who are less powerful. It creates a risk to another person's health and safety — either psychologically or physically — or their property, reputation or social acceptance.

Bullying is uninvited, unwelcomed, intimidating and/or offensive to the recipient.

## **Management of Bullying Incidents**

St Albans Secondary College responds to incidents of bullying and harassment using a whole school approach which is based on our guiding principles.

## **Prevention**

The school is proactive in preventing bullying and harassment by actively working with the school community to promote a culture that has a zero tolerance of bullying and harassment. Students and staff are empowered to talk about their needs. Student's rights to learn and to feel safe and comfortable are strongly supported through policy and actions.

The school implements a number of programs and activities that promote the development of social skills and community responsibilities.

## **Intervention**

Intervention strategies reflect the principles outlined in our Student Management Policy. They acknowledge the rights and responsibilities of all school community members, and focus on the harmful impact inappropriate behaviour has on others.

It is each staff member's responsibility to monitor their classroom environment to ensure students' rights and responsibilities are upheld and to intervene in any incidents of bullying or harassment.

It is each student's responsibility to make sure that they are not involved in any type of bullying or harassment. They also have a community responsibility to report this sort of behaviour if they see it happening to others. Any staff member who witnesses or is informed of a bullying incident will take immediate action. A report will be made to the appropriate Year Level Coordinator.

The Year Level Coordinator will interview students involved and inform parents/guardians of incidents where necessary.

Our Student Wellbeing Team will provide support where needed for students involved in a bullying incident.

The full Anti Bullying Policy is available on the school website at [www.stalbanssc.vic.edu.au](http://www.stalbanssc.vic.edu.au).

# Attendance and Punctuality Policy

## Rationale

Regular attendance at school and all classes is necessary if students are to achieve their best academically and socially. All students are expected to arrive on time for school and for all classes. Habitual lateness, like absences, has a negative effect on students' learning.

St Albans Secondary College is committed to working with students and parents/guardians to encourage positive attendance behaviours for all students.

The College's Attendance Policy requires all students, at all year levels, to maintain an attendance rate of at least 90%.

90% attendance includes all absences, except:

- absences with medical certificates;
- extended family holidays; and
- major religious and cultural events.

All other absences count against the 90% attendance, including parent approved absences and suspension.

In order to meet the 90% attendance requirement, students can only be absent for 9 days per semester without a medical certificate. A student who does not achieve 90% attendance may not be able to satisfactorily complete the year level or subject. This may result in the student not being promoted to the next year level.

We thank you for your support in ensuring that your child attends school on time each day, and for notifying their coordinator if they are absent.

**'It's not okay to be away.  
90% Attendance - No Less'**

The full Attendance and Punctuality Policy is available on the school website at [www.stalbanssc.vic.edu.au](http://www.stalbanssc.vic.edu.au).

## Absence Notification via SMS

- Families are expected to notify the school of a student absence by contacting the school to record student absences before 10.30am on the morning of the absence.
- The College will notify families via an SMS message if a student has been recorded for one or more periods absent without an explanation.
  - Notifications will be sent at 11.30am and 4.00pm
- Families are required to reply to these messages to notify the school of the reason for the absence.
- Families that do not reply will be contacted by the Year Level Coordinators to discuss the student's absence.

# College Uniform Policy

## RATIONALE

All students of St Albans Secondary College are expected to wear **full** school uniform **every day**. The uniform must be worn to and from school, at lunchtime and recess, and on all school excursions.

At all times the manner in which the uniform is worn will reflect pride in the College. This means that, the uniform:

- will be clean,
- in a state of good repair,
- appropriately fitted,
- worn without non-uniform garments being visible (only plain white t-shirts are acceptable to be worn under the school polo top or shirt).
- Students may wear the official school sports uniform to or from school if they have P.E. Period 1 or 6. No other sports clothes may be worn to or from school, or at recess or lunchtime.

## GUIDING PRINCIPLES

By having a compulsory uniform the College aims to:

- promote a positive image of our school in the community,
- encourage a sense of pride and belonging amongst our students,
- identify our students as belonging to the College.

## IMPLEMENTATION

If, for any reason, a student attends school out of uniform, she or he must report to their Year Level Coordinator **before** going to class.

Sub School Leaders and Year Level Coordinators will conduct regular uniform checks. If a student is at school out of uniform, one of the following practices may be appropriate:

- If the parent/guardian cannot be contacted the student will be provided with emergency clothing for that day and after that shall not return to school until they are in full uniform.
- If the parent/guardian can be contacted the student will be sent home to return in full school uniform.
- The student will be required to attend a detention.
- Where there is a longer term difficulty, the school will consult with parents to find a solution.

## Note

- **Hats** – students are encouraged to be SunSmart by wearing a hat for outside activities, especially during Terms 1 & 4. Hats must not be worn inside or taken to classes.
- **Runners** are **not** to be worn to or from school, or at school except during Physical Education or Sports lessons, or for lunchtime sport.
- No **Jacket** other than the College jacket is to be worn at school.
- **Jewellery or Accessories** other than watches, sleepers/studs and a simple plain bangle or necklace, are not to be worn.
- **Facial Piercings** are not acceptable.
- **Make-up** – Only minimal, if any, make-up to be worn.
- Any non-uniform item of clothing being worn must not be visible.
- Parents can order school uniform via the DCS Uniforms website for online ordering at <http://dcsuniforms.com.au/> or via the St Albans Secondary College website under the tab 'Uniform Shop' at <http://stalbanssc.vic.edu.au/>.

## SUPPLIER

Double 'C' Jeanery operates a Uniform Shop at the College.  
Double 'C' Jeanery  
2 Aviation Road  
LAVERTON VIC 3028 Telephone: (03) 9369 4307

ITEM	COLOUR	AVAILABLE SIZE	UNIT PRICE
BLAZER	BLACK	80CM - 125CM	\$165.00
TIE	BLACK	1 SIZE	\$20.00
JUMPER WOOLLEN	MAROON	10 - 14	\$75.00
JUMPER WOOLLEN	MAROON	16 - 18	\$77.50
JUMPER WOOLLEN	MAROON	20 - 22	\$80.00
JUMPER WOOLLEN	MAROON	24 - 26	\$82.50
SHIRT S/SLEEVE (GIRLS)	WHITE	8 - 24	\$25.00
SHIRT L/SLEEVE (GIRLS)	WHITE	8 - 24	\$27.50
SHIRT S/SLEEVE (BOYS)	WHITE	10 - 30	\$25.00
SHIRT L/SLEEVE (BOYS)	WHITE	10 - 30	\$27.50
POLO TOP S/SLEEVE	WHITE	10 - 16	\$22.50
POLO TOP S/SLEEVE	WHITE	18 - 26	\$25.00
POLO TOP L/SLEEVE	WHITE	10 - 16	\$25.00
POLO TOP L/SLEEVE	WHITE	18 - 26	\$27.50
PANT P/VISCOSE - UNISEX	BLACK	10 - 16	\$40.00
PANT P/VISCOSE - UNISEX	BLACK	S - 5XL	\$45.00
PANT PLEATED (MALE)	BLACK	3 - 12	\$55.00
PANT PLEATED (BOYS)	BLACK	10 - 16	\$50.00
GIRLS TAILORED PANT	BLACK	4 - 24	\$55.00
SHORTS P/VISCOSE - UNISEX	BLACK	10 - 16	\$30.00
SHORTS P/VISCOSE - UNISEX	BLACK	S - 5XL	\$35.00
JACKET WITH SCHOOL LOGO	BLACK/MAROON	10 - 14 & XS - 4XL	\$75.00
<b>DRESS</b>			
DRESS SUMMER	CHECK	6 - 10	\$50.00
DRESS SUMMER	CHECK	12 - 14	\$55.00
DRESS SUMMER	CHECK	16 - 18	\$60.00
DRESS SUMMER	CHECK	20 - 24	\$65.00
<b>SKIRT</b>			
SKIRT WINTER	TARTAN	6 - 10	\$55.00
SKIRT WINTER	TARTAN	12 - 14	\$60.00
SKIRT WINTER	TARTAN	16 - 18	\$65.00
SKIRT WINTER	TARTAN	20 - 24	\$70.00

SPORTS UNIFORM			
SPORTS POLO TOP	RED	12 - 22	\$30.00
SPORTS POLO TOP	BLUE	12 - 22	\$30.00
SPORTS POLO TOP	YELLOW	12 - 22	\$30.00
SPORTS POLO TOP	GREEN	12 - 22	\$30.00
SPORTS RUGBY TOP	GRN/BLK	12 - 3XL	\$79.00
SPORTS SHORTS	BLACK	10 - 26	\$25.00
SPORTS TRACKPANT	BLACK	10 - 14 & XS - 5XL	\$30.00

VCE			
JUMPER WOOLLEN (VCE)	GREY	12 - 14	\$75.00
JUMPER WOOLLEN (VCE)	GREY	16 - 18	\$77.50
JUMPER WOOLLEN (VCE)	GREY	20 - 22	\$80.00
JUMPER WOOLLEN (VCE)	GREY	24 - 26	\$82.50
POLO TOP (VCE) GIRLS	WHITE	6 - 16	\$27.50
POLO TOP (VCE) GIRLS	WHITE	18 - 26	\$30.00
POLO TOP (VCE) BOYS	WHITE	12 - 16	\$27.50
POLO TOP (VCE) BOYS	WHITE	18 - 26	\$30.00

ACCESSORIES			
SCHOOL BAG WITH LOGO	BLACK	SNR SIZE	\$60.00
DCS SOCK 3PK	WHITE	2 - 8 & 8 - 12	\$9.99
DCS TIGHTS	BLACK	S-M L-XL	\$9.99
DCS RUNNERS	NAVY/SKY	LADIES AND MENS	\$30.00
DCS SCHOOL SHOES	BLACK	MENS & LADIES	\$69.99
NECK SCARVES	PLAIN BLACK OR WHITE SCHOOL SCARF WITH LOGO	ONE SIZE FITS ALL	\$15.00

**School Shoes**

These 3 types of school shoes are the only styles to be worn as part of the school uniform.



Special uniform orders require a minimum of 4 weeks delivery and an additional cost of \$10.00 per item.

**EVALUATION**

This policy will be reviewed as part of the school's three-year review cycle.

# Homestay Policy

## Rationale

Where parents opt for DEECD to arrange accommodation, the Department through the school, is responsible for provision of accommodation, support and general welfare to the student. These arrangements shall be in place for the period that the student will be under 18 while in Australia. This policy has been developed to meet the requirements of the ESOS National Code 2007 and Student visa (Condition 8532) which require that appropriate arrangements have been made for the accommodation, welfare and support of students under 18 years of age.

This policy is designed to be consistent with the PPSSU guidelines.

## Policy

- The School will organise homestay accommodation of high quality and which provides a safe, comfortable and caring environment.
- The homestay accommodation will be provided by a host which may be a family, couple or single person and need not be of Anglo-Saxon descent.
- Working with Children checks will be organised prior to the student moving in.
- The maximum number of students per homestay is 3, regardless of provider.
- A weekly fee of between \$200 - \$240 will be charged. This covers expenses associated with the provision of the following homestay services:
  - Single bedroom for the student's exclusive use
  - Three meals per day, seven days per week (cooked evening meal)
  - Facilities including a bed, wardrobe, towels and linen
  - Gas, electricity, heating and water costs
  - Cleaning services of common living areas
  - Use of living areas within residence
  - Study facilities, including a desk, study light and bookcase.
- Telephone and internet expenses will be the student's responsibility.
- The initial payment will include two weeks' rent in advance plus a bond that is the equivalent of two weeks' rent.
- During holidays a holding fee to secure the homestay accommodation fee may be required to cover the student's absence.
- If a homestay provider wishes to terminate the homestay agreement, at least two weeks' notice is given to the student and School.
- Where a student moves out of a homestay at least two weeks' notice must be given to the homestay provider and School. Giving less than this may result in the bond being forfeited.
- Students of the opposite sex will not be permitted to live in the same homestay.
- Students will be asked to sign a Homestay Responsibility Agreement on commencement of their enrolment. This will outline the house rules and requirements as well as homestay costs and methods of payment.
- Students must have written permission from their parents and must provide relevant contact details if they wish to stay away from their homestay overnight. (Please refer to Absence from Homestay Policy on page 24 of this document).
- Students and/or parents are required to reimburse homestay providers for any damage to property caused by student, or costs incurred by student during the time of residence
- Complaints that cannot be resolved by either the homestay provider or the student should be referred in writing to the School.
- The School will monitor progress of homestay arrangements, including twice yearly visits.
- Students may not change the homestay arrangements without consultation with the School.
- Students over the age of 18 may be given permission to move out of the approved accommodation providing written parental consent is given and student's choice of location is deemed appropriate by the School.

OR

It is a condition of enrolment at St Albans Secondary College that all international students must reside in homestay accommodation (including students who are over 18).

# Homework Policy

Regular homework is a valuable component of the learning process and provides parents an opportunity to participate in their child's education.

Regular homework assists with the development of good study habits. Some of the different types of homework your child may be asked to complete are listed below.

Homework Type	Homework Activities Include
Practice Exercises provide students with the opportunity to apply new knowledge or to review, revise and reinforce newly acquired skills.	<ul style="list-style-type: none"> <li>• Completing Mathematics exercises</li> <li>• Practicing spelling words</li> <li>• Practicing words or phrases learnt in a Language Other Than English (LOTE)</li> <li>• Reading for pleasure</li> <li>• Writing essays and other creative tasks</li> <li>• Practicing and playing musical instruments</li> <li>• Practicing physical education skills</li> </ul>
Preparing homework provides	<ul style="list-style-type: none"> <li>• Reading background material for history</li> <li>• Reading English texts for class discussion</li> <li>• Researching topics for class work</li> <li>• Collecting newspaper articles</li> <li>• Revising information about a current topic</li> </ul>

## Homework Guidelines

1. All students should record homework in their Student Planner.
2. Students will receive homework in all subjects on a regular basis.
3. Homework should be submitted/completed by the due date.
4. Parents/guardians are encouraged to check and sign the Student Planner each week.

The following is suggested as an appropriate amount of time to spend on homework at each Year Level:

Year Level	Amount of Time per Night
Years 7 and 8	1 to 1 ½ hours per night
Years 9 and 10	1 ½ to 2 hours per night
Year 11	2 ½ to 3 hours per night
Year 12	3 to 4 hours per night

Parents/guardians are invited to contact their son/daughter's Year Level Coordinator if they have any concerns or questions regarding homework.

## After School Study Group

An After School Study Group runs each week on a Tuesday from 3:15pm until 4:30pm in the library and is staffed and supervised by teachers. Students are able to get help with their work, use school computers and internet facilities, and access books, newspapers etc.

Parent permission is required for supervision purposes. Permission letters are available from the Junior Sub School.

# Student Management Policy

## Student Rights and Responsibilities

The following rights and responsibilities underpin the College Student Management Policy.

- All students have the right to learn.
- All students have the right to feel comfortable & safe, and the responsibility to contribute to the comfort and safety of others.
- All students have a responsibility to develop empathy for the wellbeing of others.

### **All students have the right to learn.**

Therefore students should expect:

- to learn as much as possible;
- to have all work expectations clearly explained to them;
- to receive regular feedback about their progress;
- to experience a curriculum that is meaningful and appropriate, whilst also being challenging and promoting high expectations;
- to behave in a way that allows others to learn and work effectively; and
- to take full advantage of learning opportunities in order to strive for personal excellence.

### **All students have the right to feel comfortable and safe, and the responsibility to contribute to the comfort and safety of others.**

Therefore students should expect:

- to feel emotionally and physically safe and comfortable;
- to be valued as individuals and treated justly and fairly at all times;
- to be aware of, and to follow, College expectations
- to contribute to school-based decisions through an active participation in student forums, leadership activities and peer representation roles;
- to encourage others to behave appropriately and work hard; and
- to obey all reasonable requests of staff members.

### **All students have a responsibility to develop empathy for the wellbeing of others.**

Therefore students should expect:

- to treat and encourage others to treat all members of the College community fairly and with respect;
- to participate, respectful of others, in the decision-making process;
- to respect and encourage others to respect both personal and college property;
- to accept and encourage others to accept differences in the backgrounds, opinions, and attitudes in others; and
- to encourage behaviours in the school community that positively influence the learning and wellbeing of others.



# College Expectations

For the safety and happiness of students and staff, St Albans Secondary College has developed some clear expectations to govern and guide acceptable student behaviour.

## Attendance

Students are expected:

- to attend school and all classes at school and be punctual to school and classes unless they have a valid explanation;
- to remain in their classroom unless they have the teacher's permission to leave; and
- to remain in the school grounds unless they have written permission from their Year Level Coordinator.

## Appearance and Environment

Students are expected:

- to wear the College uniform in a manner that is consistent with the Uniform Policy; and
- to actively contribute to the cleanliness and neatness of the classroom and school environments.

## Appropriate Items and Activities

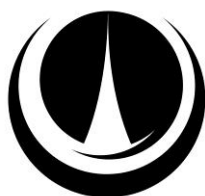
Students are expected:

- to bring only appropriate items, materials and equipment to school;
- to only use personal music players outside of class time;
- to leave their bags in lockers during class time;
- to be allowed to bring a water bottle to class;
- to leave mobile phones switched off and in their locker during the school day. Phones can only be used outside of the school grounds; and
- to not chew gum at the College.

## Behaviour

Students are expected:

- to respect the rights of others to be safe from physical, emotional or verbal bullying/harassment;
- to use appropriate, respectful language;
- to care for and show respect for other people's property;
- to line up outside their classroom prior to class, and wait for their teacher to enter the room.



**ST ALBANS**  
SECONDARY COLLEGE

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