



ST ALBANS
SECONDARY COLLEGE

St Albans Secondary College
Handbook

2019

Contents

PRINCIPAL'S WELCOME	4
CONTACTING THE SCHOOL	5
TERM DATES FOR 2019	5
ABOUT THE SCHOOL	6
VALUES	7
SCHOOL AND SUB SCHOOL STRUCTURE	7
SCHOOL CHARGES POLICY – 2019	8
HEALTH CARE CARD HOLDERS	10
IMPORTANT INFORMATION FOR FAMILIES OF 2019 WHO ARE HOLDERS OF A VALID HEALTH CARE CARD	10
COLLEGE UNIFORM	11
UNIFORM POLICY	11
COLLEGE UNIFORM PRICELIST	12
AT SCHOOL	14
STRUCTURE OF THE DAY	14
BELL TIMES	14
LOCKERS	14
COMPUTER USAGE	14
CURRICULUM PROGRAMS	15
SICK BAY	15
TRAVELLING TO AND FROM SCHOOL	15
EARLY STUDENT PICK UP	15
BEING SCHOOL READY	15
HOUSE SYSTEM	15
CANTEEN	16
INDIVIDUAL NEEDS PROGRAM	17
STUDENT MANAGEMENT POLICIES	18
STUDENT RIGHTS AND RESPONSIBILITIES	18
COLLEGE EXPECTATIONS	19
ANTI BULLYING POLICY	20
ATTENDANCE AND PUNCTUALITY POLICY	21
HOMEWORK	22
HOMEWORK GUIDELINES	22
AFTER SCHOOL STUDY GROUP	22

PARENTS AND THE SCHOOL	23
PARENT ROLES AND RESPONSIBILITIES	23
HELPING OUT	23
SCHOOL COUNCIL	24
COMMUNICATION BETWEEN SCHOOL AND HOME	25
PARENT & STUDENT PORTAL	25
STUDENT PLANNER	25
REPORTS AND PROGRESS MEETINGS	26
SCHOOL NEWSLETTER	26
SCHOOL MAP	27

Principal's Welcome

On behalf of the School Council, staff and students, I would like to welcome you to St Albans Secondary College.

St Albans Secondary College has an established and well-earned reputation for providing quality education for the students of the St Albans community. This comes from creating a learning environment that fosters the academic and personal development of each of our students.

As a school community, we believe in the importance of building strong partnerships with parents and offers several activities throughout the year to support and encourage students to achieve their personal best.

In this handbook, you will find notification of several events designed to assist your child to transition seamlessly into their new environment, and to welcome you and your family into our school community.

I look forward to meeting you and welcoming you to the College.

Yours faithfully

A handwritten signature in black ink that reads "K. Dowsley". The signature is written in a cursive style with a large, looping 'D' at the end.

Ms Kerrie Dowsley
Principal

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 Craig Jennings
Assistant Principal	Mr John Coulson
Assistant Principal	Ms Tracey D'Elton
Student Wellbeing	Mr Mark Brosas
Individual Needs Coordinator	Ms Tiwana Jones
International Student Coordinator	Ms Maranda Truong/Ms Thuy Anh Thai Nguyen
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 2019

	Commences	Finishes
Term 1	Wednesday 30 January	Friday 5 April
Term 2	Tuesday 23 April	Friday 28 June
Term 3	Monday 15 July	Friday 20 September
Term 4	Monday 7 October	Friday 20 December

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

About the School

St Albans Secondary College is a 7 - 12 co-educational school located 18 km to the northwest of central Melbourne. The College is proud of its history as the original secondary school in the area, and of its continuing role as an educational focal point within the community of St Albans and surrounding suburbs.

The St Albans community has welcomed new arrivals to Australia since its establishment in 1956, and this is reflected in the culturally and linguistically diverse backgrounds of our students, as well as in the multicultural vitality of our community. The vast majority of our students come from non-English speaking backgrounds, covering 53 different nationalities.

Consistently strong enrolment figures allow the school to maintain flexibility in both staffing & curriculum, and, so, to effectively address the educational directions valued by the whole school community: the academic, social and personal development of its young people.

The curriculum is organised into 9 key learning areas, and a comprehensive range of VCE and VET studies, together with a challenging VCAL program, are offered at the senior years. Also offered one Certificate III in Music, Information and Digital Media Technology and Applied Fashion Design, and Certificate II in Kitchen Operations, and our school is a member of the Brimbank VET cluster of schools.

St Albans Secondary College has consistently been recognised as a high performing Victorian Government school. Research undertaken by the Department of Education and Training (DET) and the University of Melbourne in 2008 identified our school as one of eight schools that achieve 'extraordinary success' given the socio economic characteristics of their school community. In 2015, the growth achieved by our students in reading and numeracy was recognised by the national curriculum and assessment body, ACARA, with the school identified as 'having demonstrated substantially above average gain in NAPLAN results'. Growth in Literacy and Numeracy continues to be strong, and VCE results, in particular, are outstanding with a median study score of 30 maintained over 4 years, and an average over this period of 90% of Year 12 VCAL and VCE students exiting to University and TAFE pathways.

Our commitment to foster the academic and personal development of each student, to guarantee high quality teaching and learning in every classroom, and to provide a broad range of programs to challenge and enrich all students, is a significant factor in these achievements. Our Attendance Policy of 90%, close monitoring of student absences, and effective communication with parents ensure that the importance of regular attendance for successful student learning is well embedded in the school culture. A Managed Individual Pathway for each student from Years 9 to Year 12, and the induction and support programs we provide to assist students as they transition through the school, are equally critical to students' success.

The Select Entry Accelerated Learning (SEAL) program is offered to gifted and talented students from Year 7 right through to Year 12. Additionally, enrichment electives are offered from Year 9, and VCE subjects are available to selected students from Year 10. Our top achievers are supported with scholarships, as well as university mentoring programs such as the Kwong Lee Dow Scholars program, and consistently gain entry into top-level tertiary courses. Literacy and numeracy intervention and coaching programs assist students who need additional support with their skills in these areas, as does the English as an Additional Language program for newly arrived students, and the intensive support our specialist team in the Individual Needs program.

A focus on positive, respectful relationships as an essential part of a safe, enjoyable learning environment has also contributed to the College's excellent student outcomes, as has our strategy of enhancing student voice and leadership across the school, and providing a rich extracurricular and interschool sports program. The reintroduction of Houses has enhanced students' sense of pride and connectedness, and provided them with additional leadership opportunities. The wellbeing of students is supported by a comprehensive allied health team, and by our work over the last 18 months with Andrew Fuller on resilient mindsets.

St Albans Secondary College is an accredited provider of education for international students. Our reputation for academic excellence has attracted 50 students from overseas who are currently completing their secondary education with us. Our local and international parent communities are integral to the success of this program, and to the support provided to the students.

The school has committed to a sustained program of facilities upgrading in order to improve the learning and work environment for students and staff, and this is evident from the front gate to the sports oval.

We have built a strong, positive school culture where effort and achievement are valued and recognised. The friendly, supportive, caring atmosphere of our school is very often commented on by visitors. Students are able to articulate the high expectations that the staff and parents hold for them and they appreciate this.

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 personal development and wellbeing of each student.

Vision

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

Our vision, values and guiding principles combine to create a safe, supportive and well managed environment where every student is guided and inspired to achieve to the best of their ability. Our College community values respect, integrity, leadership, and the pursuit of excellence.

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

School Charges Policy - 2019

The St Albans Secondary College Council is committed to providing a high quality learning environment for all students. We believe that this makes a significant contribution to our students' educational outcome and to their enjoyment of their secondary school experience.

Over recent years, St Albans Secondary College has been working to expand the range of resources available to students, and to upgrade and improve the standard of the College facilities and grounds to meet the needs of our students and school community.

The college receives much of its funding through Government grants. However, these grants alone are not sufficient to provide the quality of facilities and programs we regard as essential for your child.

To assist the college to bridge the gap between funding and actual costs the College Council has approved four types of fees and charges.

1. Essential Learning Items Charge (ELI)

The Essential Learning Items Charge (ELI) applies to all students. This charge is compulsory and is used towards the provision of essential materials and resources to the students which are beyond the services for which the government funding provides funds. Most school charges are included in the Essential Learning Items Charge.

Payment of this charge is compulsory for each student and includes the following:

- Supplementary Class and Homework Materials (including photocopied resources)
- Student Diary
- Student ID Card
- College Handbooks
- Locker Hire
- Printing (startup allocation)
- House Lanyard

The Essential Student Learning Charge varies for each year level.

Parents will be required to pay at least 50% of the ESLC prior to their child accessing the above materials and resources.

2. Essential Learning Activity Charge (ELA)

The Essential Learning Activity Charge (ELA) applies to all students. This charge is compulsory and is used towards to cost of the following school activities:

- Swimming and Athletics Carnival
- Visiting Speakers and Performers
- End of year activities

The Essential Learning Activity Charge varies for each year level.

Families who have a Health Care Card (HCC) and are eligible for the Camps, Sports and Excursion Fund (CSEF), will have this amount offset.

3. Additional School Charges

This is a user pays charge that is associated with the provision of programs that are beyond the scope of government funds.

Interschool Sports

All Interschool sport events attract their own charge. Your child's consent form will state the cost of each event. Payment and consent is required prior to your child being able to attend the event.

Camps and Excursions

Information about costs for Integration Studies camps and other planned events have been included on the student's school charges invoice.

Students may have the opportunity to attend other activities/events related to their homegroup throughout the year at an additional cost.

Instrumental Music Lessons

Students will only be enrolled in an Instrumental Music lesson once payment has been made and enrolment form completed.

The College offers lessons in Guitar, Keyboard, Drums, Piano and Voice.

\$45.00 per Term or \$180.00 per year (1x Half Lesson per Week)

\$60.00 per Term or \$240.00 per year (1x Full Lesson per Week)

Course Confirmation & Payment of School Charges

The parent portal is available to families for the purposes of confirming your child's course in 2019 and electronically processing school charges.

Unique family login details will be posted to you at time of your child's commencement date and should not be shared with your child. Login details are for parent/guardian use only.

To access the parent portal go to <https://stalbanssc-vic.compass.education/>.

Health Care Card Holders

Important Information for Families of 2019 who are holders of a valid Health Care Card

Camps, Sports and Excursions Fund (CSEF)

Eligibility

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$225 per year will be paid for eligible secondary school students. Payments will go directly to the school and be tied to the student.

Applications to the Camps, Sports & Excursions Fund are now open and will be promoted via school newsletters and websites.

To be eligible for the Camps, Sports and Excursions Fund (CSEF), a parent or legal guardian of a student attending a registered Government or non-government Victorian secondary school must:

- on the first day of Term one, or;
 - on the first day of Term two.
- a. Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be the holder of a Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
 - b. Be a temporary foster parent, and;
 - c. Submit an application to the school by the due date.

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

Payment timing

The CSEF is an annual payment to the school of the eligible applicant.

The CSEF will be available for schools to enter application into the online CSEF web system from term one each year.

CSEF payments will be processed directly to schools with the majority of payments to commence from March, 2019 onwards.

CSEF payments are for the application year and cannot be claimed retrospectively for prior years.

How the CSEF will be paid

CSEF payments will be made directly to the schools from March 2019 onwards.

College Uniform

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 and 4. Hats must not be worn inside or taken to classes.
- **Runners** - Runners are not to be worn to or from school, or at school except during Physical Education or Sports lessons, or for lunchtime sport.
- **Jacket** - No Jacket other than the College Jacket is to be worn at school.
- **Jewellery/Accessories** - Jewellery or accessories, other than watches, small sleepers/studs and a simple plain bangle or necklace, are not to be worn.
- **Make-up** - Only minimal, if any, make-up to be worn.
- **Headscarves/Headbands** - Headbands must be plain white or black only. Other bandannas or headbands are not to be worn.
- **Non Uniform Items** - Any non-uniform item of clothing being worn must not be visible.
- **Shoes** - Please refer to shoe images on our website under uniform for guidance on acceptable footwear.
- **Labelling Items** - We ask families to clearly label all items with a permanent marker detailing the student's name and year level on the tag.
- 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

College Uniform Pricelist

College Uniform Price List — All Students		
<i>Polo</i>	White Polo with School Logo Short or Long Sleeve	\$25.00 - \$27.50
<i>VCE Polo</i>	White Polo with stripe and School Logo Short Sleeve only.	\$30.00
<i>Shirt</i>	White Shirt with School Logo Short or Long Sleeve	\$29.50 - \$32.50
<i>Jumper</i>	Woollen Maroon V-neck School Jumper	\$75.00 - \$82.50
<i>VCE Jumper</i>	Woollen Grey V-neck School Jumper with School Logo	\$75.00 - \$82.50
<i>Jacket</i>	Maroon Black and White Jacket with School Logo	\$75.00
<i>Summer Dress</i>	Maroon and White Check Dress	\$55.00 - \$70.00
<i>Winter Skirt</i>	Maroon, Black and White Tartan Skirt	\$55.00 - \$70.00
<i>Pants</i>	Black Pants with School Logo Viscose or Pleated <i>(Note: No other Black Pants can be worn)</i>	\$40.00 - \$55.00
<i>Shorts</i>	Black Shorts with School Logo	\$30.00 - \$35.00
<i>Blazer</i>	Black with School Logo	\$165.00
<i>Tie (Optional)</i>	Black Tie with Maroon, Green & White stripe with School Logo	\$20.00
<i>Socks</i>	White Socks (3 pack) only with Dress, Skirt or shorts	\$10.00 Student to Purchase
<i>Tights</i>	Black Tights only with Skirt	\$10.00 Student to Purchase
<i>Shoes</i>	Black Lace Up School Shoes or T-Bar Buckle Up Shoes only	From \$69.00 or Student to Purchase
<i>Headscarves/ Headbands</i>	Plain Black or Plain White only	Student to Purchase
<i>Neck Scarves</i>	Plain Black and White with School Logo	\$15.00

College Uniform — PE/Sports		
<i>Polo</i>	Maroon with House Name & School Logo	\$30.00
<i>Track Pants</i>	Black School Track Pants with Green, Maroon and White Stripe	\$30.00
<i>Shorts</i>	Black PE Shorts with School Logo	\$25.00
<i>Shoes</i>	Runners — Lace Up White Runner (No Marking Sole)	\$30.00 or Student to Purchase
<i>Rugby Top</i>	Black, White and Maroon Top	\$79.00

College Bag

College Back Pack

Black Back Pack with Built-in back support and with School Logo

\$60.00



School Shoes

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



Please Note

Special uniform orders require a minimum of 4 weeks delivery with an additional cost per item. If you require a custom made uniform you will need to make an appointment with Double 'C' Jeanery to arrange a fitting.

Uniform Shop Operating Hours

Monday 12.15pm to 1.20pm
Thursday 12.15pm to 1.20pm

At School

Structure of the Day

The school year is divided into four terms, with the first two terms referred to as Semester One and the last two terms as Semester Two. A school day is divided into 6 lessons (periods) of 50 minutes, giving a total of 30 periods for the week.

Students should be at school no later than 8:45am every day. During the 10 minutes before Period 1, they are required to go to their lockers and organise their books for classes. Students are expected to be punctual for all classes.

Bell Times

Locker Bell	8.45am
Music	8.52am
Period 1	8.55am
Period 2	9.45am
Recess	10.35am
Locker Bell	10.52am
Music	10.57am
Period 3	11.00am
Period 4	11.50am
Lunch	12.40pm
Locker Bell	1.20pm
Music	1.27pm
Period 5	1.30pm
Period 6	2.20pm
Dismissal	3.10pm

Lockers

Lockers are allocated in the first week of school. Students will be provided with a strong padlock to keep their books and equipment safe and secure when payment of the Essential Learning Items (ELI) charge has been processed.

Computer Usage

The evolution of technology has had an increasing impact on the way students think, connect and communicate. As part of this, we want to ensure our students gain the skills, knowledge and understanding that will allow them to succeed in a technology rich world.

St Albans Secondary College have a Bring Your Own Device (BYOD) program from 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. All students are expected to have a device to support their studies.

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

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.

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 Centre. Students must not ride their bicycle on school grounds.

Early Student Pick Up

Where a student is required to be picked up early from school, a signed note from the parent/guardian stating the date, time and reason for early pick up should be provided to the students coordinator on, or prior to, the day. The parent/guardian should arrange to meet the student at the General Office at the specified time. Students will not be given permission to meet the parents outside of the school grounds.

Being School Ready

At St Albans Secondary College students are encouraged to be responsible and independent learners. This means that students are on time and organised for each class; making sure that they are in full school uniform, have all necessary textbooks, classwork and any other materials required. Students are also expected to have lunch provided from home or purchased at the school canteen. The General Office will not accept school lunches dropped off for student pick up.

House System

Students are allocated to one of four House Colours upon enrolment: Red, Blue, Green or Yellow. The Houses have been named after influential Australian identities:

House	Colour	Australian Identity
Irwin House	Red	Steve Irwin - nicknamed "The Crocodile Hunter", was an Australian wildlife expert, television personality, and passionate conservationist.
Rosewall House	Blue	Ken Rosewall - former world top-ranking professional Australian tennis player.
Buttrose House	Yellow	Ita Buttrose - successful journalist, businesswoman, entrepreneur, television personality and author.
Freeman House	Green	Cathy Freeman – former Olympic champion runner and the first Indigenous Australian to become a Commonwealth Games gold medallist.

These great Australians were chosen as they are shining examples to our students of what determination and a will to be their best can achieve.

Students must purchase their Physical Education polo top in their allocated House colour (see Uniform Pricelist).

The school's Swimming and Athletic Carnivals are run on an Inter-House format and house points are awarded to students for participation in a wide range of activities across all facets of their school experience. Sub-school House Captains and Vice Captains have been appointed to build student involvement, connectedness and ownership of the program.

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.

Canteen Price List 2019

BREAKFAST FROM 8.15AM		ROLLS/SANDWICHES	
Ham & Cheese Croissant	\$4.00	Roast Chicken & Salad Roll	\$6.00
Toasties	\$4.00	Roast Beef & Salad Roll with Mustard or relish	\$6.00
DAILY SPECIALS – CHECK BOARD		Chicken & Salad Sandwich	\$4.50
Monday		Tuna & Salad Sandwich	\$4.50
Lasagne/Twista pasta (Beef)	\$4.50	Ham & Salad Sandwich	\$4.50
Mac' N Cheese	\$4.50	Salami & Salad Sandwich	\$4.50
Sushi	\$3.00	Salad Sandwich (No Meat)	\$4.00
Chicken Caesar Wrap	\$6.00	TERM SPECIALS	
Tuesday		Term 1 and 4 Only	
Schnitzel	\$6.00	Fresh Salad in Container with choice of Ham/Tuna/Chicken	\$6.00
Fish Subs	\$6.00	Roast Beef/Salad with Relish or Mustard Rolls	\$6.00
Wednesday		Term 2 and 3 Only	
Healthy Hamburgers	\$6.00	(Tues) Homemade Pasta Bolognaise	\$5.50
Chicken Caesar Wraps	\$6.00	(Thur) Butter Chicken	\$5.50
Thursday		(Mon,Wed,Fri) Soup & Buttered Roll	\$4.00
Meatball Sub	\$6.00	TREATS	
Or		Muffins	\$4.00
Meatballs with Rice	\$5.50	Apple Pies	\$4.00
Friday		Butter Menthol / Soothers	\$3.50
Tortillas (Halal)	\$6.00	JJ's	\$2.00
HOT FOOD		Shapes Various Flavours	\$3.00
Nachos	\$3.00	Bliskit (Choc Chip Biscuit)	\$3.00
Party Pies	\$1.00	Fruit Salad	\$4.00
Shephards Pie	\$5.00	Eclipse/Sugar Free mints	\$4.00
Chilli Beef & Cheese Pie(Halal)	\$5.00	Yoghurt & Museli	\$3.50
Cruzer Pie – Beef	\$5.00	ICE CREAMS	
Beef Pie (Halal)	\$5.00	Paddle Pop	\$2.00
Pasties (Vegetarian)	\$5.00	Icy Twist	\$2.00
Chicken and Corn Log	\$3.00	Shakey Shakes	\$2.50
Cheese and Spinach log	\$4.50	Frozen Yoghurt	\$2.00
Halal Sausage Roll	\$4.50	97% Fat Free Vanilla Tub	\$1.50
Hot Dogs - Plain	\$3.50	THIRST QUENCHERS	
- With Cheese	\$4.00	Waterfords Mineral Water	\$3.50
Veggie/Omelet Burgers	\$5.50	Big M Milk - 600ml	\$4.00
Chicken Burgers (Halal)	\$5.50	- 250ml	\$2.50
Dim Sims (Steamed)	\$1.50	Dare Espresso / iced coffee	\$4.00
Pizza	\$3.00	Up & Go (Choc, Van & S/berry)	\$2.50
Veggie/Margarita Pizza (Halal)	\$5.50	Just Juice 200ml Long Life	\$2.00
Roast Chicken Sub	\$4.00	Fresh Daily Juice(Orange)500ml	\$3.00
Quiche	\$4.50	Gatorade	\$4.50
Lasagna Bites	\$3.00	Slushy	\$2.50
<i>Prices subject to change without notice</i>			

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

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 Sub School Coordinators on behalf of the student body. Students in Year 10 to 12 are elected by their peers to be representatives in the SRC. 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.

Individual Needs Program

The Program for Students with Disabilities has been set up by the State Government to assist students with a disability to attend a mainstream school. Students may have a classroom assistant to help with classwork or movement around the school, or they may be supplied with mechanical aides that enable them to attend school with their peers.

Specialist services such as speech pathology are also provided where necessary as part of this program.

Contact the Individual Needs Coordinator for information in relation to this program.

Student Management Policies

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.

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.

Attendance and Punctuality Policy

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.

The following consequences will apply to students who do not meet the expectations in relation to punctuality.

1 st late	Coordinator Warning
2 nd late	After School Detention 3:15pm–3:45pm Sub Schools to contact home
3 rd late	After School Detention 3:15pm–3:45pm Sub Schools to contact home – advise that next late will be a Friday Night Detention
4 th late	Friday Night Detention 3:20pm–5:20pm Students that complete their Friday Night Detention have their next late treated as a 3 rd LATE A subsequent LATE means a second Friday Night Detention and student is placed on a 'Blue Sheet'.
Blue Sheet Process	Student is on a 'Blue Sheet' for 2 weeks Coordinator contacts Parent/Guardian to explain the Blue Sheet process.
Unsatisfactory Blue Sheet	Parent Interview with SSL & PCO Strategies discussed – possible suspension

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.

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 10:00am, 11:00am and 3:45pm
- 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.

Homework

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">• Completing Mathematics exercises• Practicing spelling words• Practicing words or phrases learnt in a Language Other Than English (LOTE)• Reading for pleasure• Writing essays and other creative tasks• Practicing and playing musical instruments• Practicing physical education skills
Preparing homework provides	<ul style="list-style-type: none">• Reading background material for history• Reading English texts for class discussion• Researching topics for class work• Collecting newspaper articles• Revising information about a current topic

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 Thursday from 3:15pm – 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.

Parents 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.

School Council

School Council is the elected body of parents, students, teachers and the Principal, appointed to manage the school in accordance with Government policies and guidelines. Elections to join the School Council are held each March.

What is a school council and what does it do?

All Victorian Government schools have a school council. They are legally formed bodies that are given powers to set the key directions of a school within Departmental provided guidelines. In doing this, a school council is able to directly influence the quality of education that the school provides for its students.

Who is on the school council?

Any parent of a child enrolled at the school is eligible to stand for election as a parent member. Department of Education and Early Childhood Development (DET) employees can be parent members at their child's school as long as they are not employed at the school. The council also includes DET employee members and community members.

Why is parent membership so important?

Parents on school councils provide important viewpoints and have valuable skills that can help shape the direction of the school and contribute to its success, and to that of each student.

St Albans Secondary College has been fortunate to have the support of very keen and dedicated parents willing to take on the responsibilities of council membership and to become involved at this level in the life of the school.

Do I need special experience to be on school council?

No. What you do need is an interest in your child's school and the desire to work in partnership with others to help shape the school's future.

How can I join the school council?

Elections for school council memberships are held in February and March each year. Information about elections is sent home to parents.

Parents are welcome to attend as visitors and should give prior notice to the Principal if interested.

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
- approve and pay for school events
- access your child's reports
- view progress reports for your child
- 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

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>.

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 3 April 2019 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 18 September 2019 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

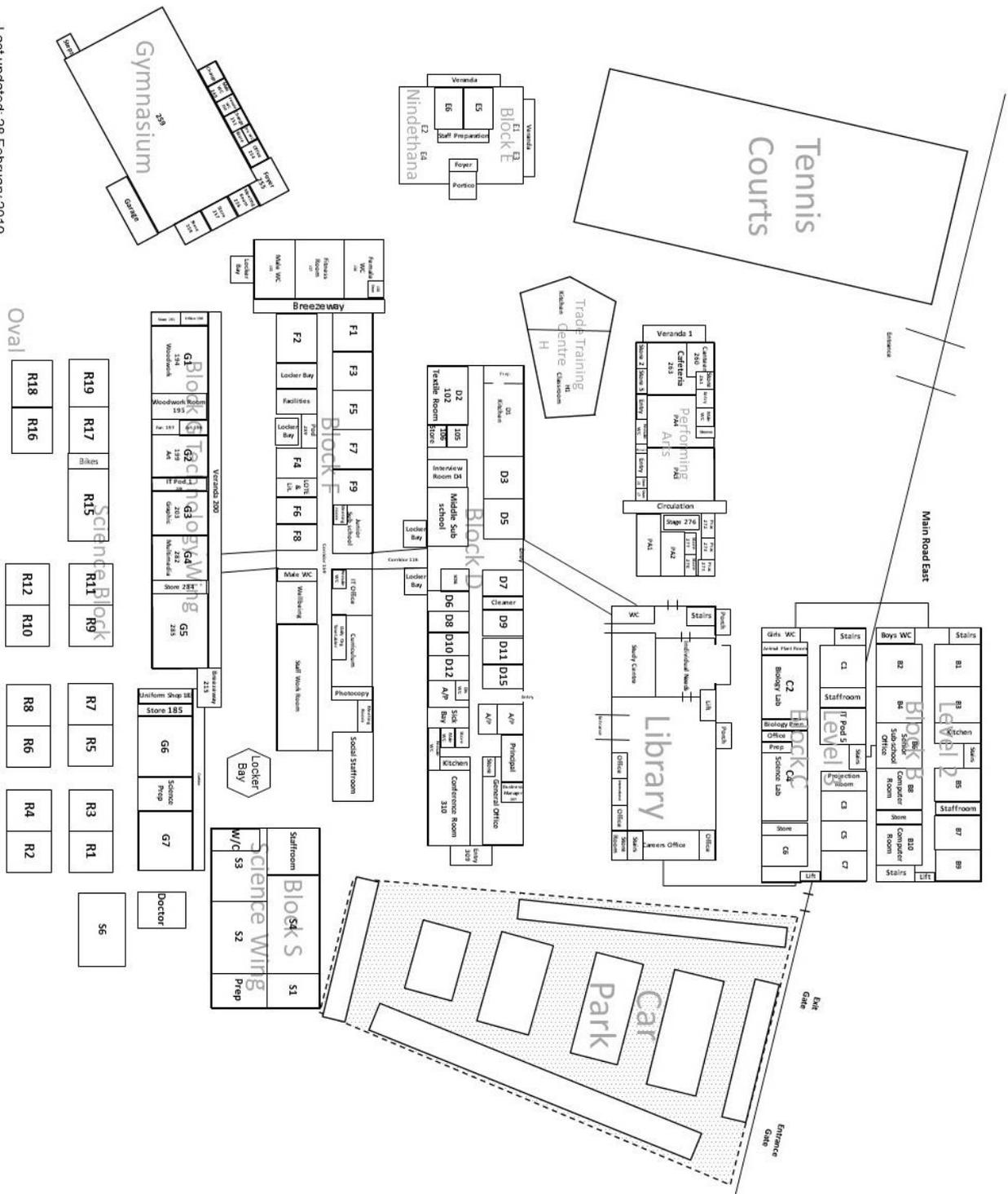
'Alba News', the school newsletter, is produced three times per term and is available on our website. The Newsletter helps to keep our school and the broader community in touch with activities occurring at St Albans Secondary College.

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

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

School Map

Last updated: 28 February 2019





ST ALBANS
SECONDARY COLLEGE

Main Road East
St Albans Victoria 3021

Telephone (+613) 9366 2555
Facsimile (+613) 9367 9361

st.albans.sc@edumail.vic.gov.au

www.stalbanssc.vic.edu.au

Melway Reference Map 26 B2
