

**ST ALBANS**  
SECONDARY COLLEGE

St Albans Secondary College  
Transition Handbook

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**2025**

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*St Albans Secondary College recognises and respects the significant contribution made by guardians and carers to our school community. For ease of readability, throughout this handbook parents, guardians and carers are all referred to as parents.*

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*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.*

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## Principal's Welcome

On behalf of the School Council, staff and students, I would like to welcome you to St Albans Secondary College. I know that, for many of you, the selection of a secondary school has been a long process involving talking with members of the community and discussions with your child's primary school teachers. We are honoured that you have selected our school for your child.

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.

Your child will participate in a range of educational and social programs, as well as having access to challenging and exciting extra curricular activities. Over the last few months our transition team has worked to ensure we understand your child's primary school achievements, as well as identifying their future learning needs. They have spoken to your child's primary school teachers and met many of the new students.

St Albans Secondary College believes in the importance of building strong partnerships with parents and offers several parent events throughout the year to support and encourage students to achieve their personal best. By joining our College, your child becomes a valuable member of our community and we are committed to working together to achieve the very best outcomes for your child.

In this handbook, you will find information on the Year 7 program, and some of our school policies, procedures and events designed to assist your child to transition seamlessly into their new environment.

I look forward to meeting you and welcoming you and your family into our school community.

Yours faithfully,



Mr Craig Jennings  
Acting 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.

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Position	Name
Principal	Mr Craig Jennings
Assistant Principal	Ms Tracey D'Elton
Assistant Principal	Mr John Coulson
Assistant Principal	Ms Janet McKenzie
Student Wellbeing Coordinator	Ms Anne Ingram
Inclusion Program Coordinator	Ms Nicola Le'Toille
International Student Coordinator	Ms Thuy Anh Thai Nguyen
Junior Sub School Leader	Mr Craig Moore
Middle Sub School Leader	Mr Owen McIntyre
Senior Sub School Leader	Ms Marlene Cassar

Address 289 Main Road East, St Albans VIC 3021  
 Phone +613 9366 2555  
 Facsimile +613 9367 9361  
 Email [st.albans.sc@education.vic.gov.au](mailto:st.albans.sc@education.vic.gov.au)  
 Website [www.stalbanssc.vic.edu.au](http://www.stalbanssc.vic.edu.au)

## Term Dates for 2025

	Commences	Finishes
Term 1	Tuesday 28 January (Teachers) Wednesday 29 January (Students)	Friday 4 April
Term 2	Tuesday 22 April	Friday 4 July
Term 3	Monday 21 July	Friday 19 September
Term 4	Monday 6 October	Friday 19 December

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

## About the School

St Albans Secondary College is a co-educational school of approximately 1,650 students. It is located 18 kilometres 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 education, 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.

St Albans Secondary College offers outstanding facilities for student learning, recreation and sport surrounded by landscaped grounds. Our students' learning is supported by access to a well-resourced library, performing arts centre, Year 7 and 8 dedicated science centre, Year 12 study centre, Hospitality Trade Training Centre, a careers office and an international students' office. The College is proud of our excellent sporting facilities which include a soccer field and a gymnasium which is frequently used for basketball, badminton and table tennis training and tournaments. Students are encouraged to use the College's weights room and outdoor multipurpose courts. Continuous improvements to our facilities included; landscaping a passive Amphitheatre space next to Nindethana and installing a large external concrete chess playing area.

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 wellbeing 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 pathways programs have established further positive links with local community groups and businesses, as well as with tertiary providers.



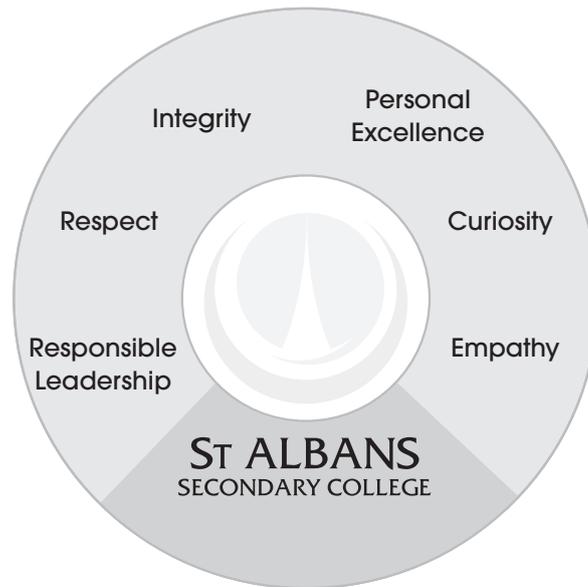
## Vision

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.

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## 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*

## A Team Approach

Students are supported in their transition from primary school to secondary school by a team of dedicated staff which includes a Transition Coordinator and six Junior Sub School Coordinators. This team approach supports students' academic, social and personal development.

In Year 7, students have a Learning Manager who teaches them for Integrated Studies and who is also responsible for monitoring and supporting their learning and wellbeing. Students are assigned a homeroom where they will complete the majority of their school work. This allows them the opportunity to form and strengthen relationships with their fellow classmates.

To further develop student wellbeing and connectedness to the school, St Albans Secondary College offers excellent student welfare support through the expert services of our Student Wellbeing Team, which includes a Health Promotion Nurse, Student and Family Engagement (SAFE) Officer, Social Workers, Psychologist and a Mental Health Practitioner.

## A Smooth Transition

The transition from primary to secondary school is an exciting time for students and their parents. It is the next stage in a lifelong educational journey leading to new experiences and challenges.

### *The Transition Program*

St Albans Secondary College works in partnership with the local primary schools to ease students through the transition period. Students revisit their primary school to share their secondary school experiences and to work on cooperative projects with primary school students. Designed to assist your child to develop positive relationships with both their teachers and peers, the program also extends students' knowledge of secondary school, builds resilience, promotes their personal confidence and generally helps students settle into College life.

### *Program Activities*

During the year, all Grade 6 students are visited by the Transition Coordinator, who will provide information about the College and address any general concerns. In Term 2, students from the local primary schools are invited to attend a 'taster day' to experience some of the Year 7 core and elective subjects offered at St Albans Secondary College. In addition, students are invited to attend our annual music drama performance, and to participate in interschool activities. In Term 4, students will partake in the 'Big Day In', a Wellbeing Day aimed at building student confidence and self esteem. For students requiring additional transition support, a Pre-Orientation Day is organised where students will participate in a program run by the Individual Needs team. The statewide Orientation Day in December provides students with a further opportunity to become familiar with the layout of the College and develop positive relationships with their new classmates and teachers.

## ***Parent Support***

Parents can help to make primary to secondary transition successful by assisting your child to get used to a varied schedule and greater independence, planning strategies for making new friends, providing support with homework and assignments, attending parent teacher interviews and encouraging your child to become involved in extra curricular activities.

It is also important for parents to be well informed of College policies and procedures, particularly the Year 7 Program. Parents are encouraged to attend parent transition events to find out more about the curriculum, school structure, uniform, school charges and other important dates and information. Parents are also welcome to book a personal tour of the College by appointment with the Transition Coordinator.

## **November Information Pack**

An electronic information pack will be sent by email to families in mid-November which will include a booklist, invoice, information on your child's home group and subjects, uniform shop opening times and key dates.

It is important to advise our office if your postal address or email address has changed.



# Student Orientation Day

St Albans Secondary College warmly invites all Year 7 students for 2025 to attend the Grade 6 Orientation Day at St Albans Secondary College on **Tuesday 10 December 2024** commencing at 8:45am.

## ***Where to Go***

Students are asked to meet at the Performing Arts Centre. Class details for students will be posted on the board outside the centre. Students are to locate their class on the list and then line up outside the Performing Arts Centre.

## ***What Time***

All students are required to be in attendance in front of the Performing Arts Centre no later than 8:45am. Students will be dismissed at the end of the school day at 3:10pm.

## ***What to Bring***

Students are asked to bring a pencil/pen. The school will provide all other materials and a lunch on the day.

## ***What to Wear***

Students are asked to wear neat, casual attire or their current primary school uniform on Orientation Day.

## ***What's happening on the day?***

At the Student Orientation Day students will;

- tour the school and become familiar with its layout and size;
- meet their classroom teachers and support staff;
- find out about the College uniform, attendance requirements and other school policies and procedures;
- learn about the Year 7 program and subject requirements;
- experience an introduction to each of their core and elective subjects including Integrated Studies, Mathematics, Science, Health and Physical Education and LOTE, as well as some elective subjects, and
- meet their classmates and participate in 'getting to know you' activities.

# School Charges Policy

Curriculum Contributions Items and activities that students use, or participate in, to access the Curriculum		Amount
Student Diary		\$ 15.00
Classroom consumables, materials & equipment:		\$145.00
Printing (startup allocation)		\$ 20.00
Curriculum Contributions CSEF may be used to offset these costs		
Whole school events		\$ 75.00
<ul style="list-style-type: none"> <li>Swimming and Athletics carnival - entry and transport (\$45.00)</li> <li>End of year activities (\$6.00)</li> <li>Visiting Speakers and Performers (\$24.00)</li> </ul>		
Other Contributions for non-curriculum items and activities		Amount
Locker Padlock		\$ 15.00
Locker Provision and Maintenance		\$ 39.00
House Lanyard, ID Card and Yearbook		\$ 31.00
Tax deductible contributions		Amount
Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. Please nominate an amount you wish to contribute.		\$
<b>TOTAL AMOUNT</b>		<b>\$</b>

## Extra-Curricular Items and Activities

St Albans Secondary College offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis.

If you would like to purchase an item or activity for your child, please indicate on the table below and return this to the school.

Extra-Curricular Items and Activities	Amount	Purchase (please tick)
School camp	\$200.00	
Instrumental music lessons (30 minute weekly lesson) per term	\$ 50.00	
Instrumental music lessons (50 minute weekly lesson) per term	\$ 65.00	
Other camps and excursions	To be advised	
<b>TOTAL AMOUNT</b>		<b>\$</b>

## Financial Support for Families

St Albans Secondary College understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- the Consideration of Hardship process

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

The Business Manager, Ph: 03 9366 2555 | Email: [st.albans.sc@education.vic.gov.au](mailto:st.albans.sc@education.vic.gov.au)

## Total Category

Category	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	\$

**NOTE:** SEAL (Select Entry Accelerated Learning) students are strongly recommended to take part in Instrumental Music. Students will be enrolled in an Instrumental Music lesson once payment has been made and the music enrolment form has been completed.

## Payment Methods

### 1. **Compass Parent portal – Online** <https://stalbanssc-vic.compass.education/>

Login using user name and password

- **Pay in Full** – EFTPOS (VISA, Mastercard or UnionCard)
- **Pay in Instalments** – families may choose to pay by instalments and can determine a schedule that suits each family. Payments will be deducted automatically at an agreed time.

### 2. **Payment in person at the school or BPay**

- **Pay in Full – Cash, EFTPOS (VISA, Mastercard or UnionCard) or Bpay (internet only)**  
Bpay details are provided on family statements.
- **Pay in Instalments**

### Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

# Parent Payments Policy

The following is a summary of the main principles of the Parent Payments Policy:



## Free Instruction

- > Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCE VM.
- > Schools may invite parents to make a financial contribution to support the school.



## Parent Payment Requests

- > Schools can request contributions from parents under three categories:

### Curriculum Contributions

- o Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

### Other Contributions

- o Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

### Extra-Curricular Items and Activities

- o Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- > Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



## Financial Help for Families

- > Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- > Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



## School Processes

- > Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

## Camps, Sports and Excursions Fund (CSEF)

The Camps, Sports and Excursions Fund (CSEF) provides a payment of \$250.00 for eligible students to attend activities such as school camps, swimming and school-organised sport programs, outdoor education programs, excursions and incursions.

To be eligible for the CSEF, the applicant (parent) must be, on the first day of term one or the first day of term two, one of the following:

- an eligible beneficiary of either a **Centrelink Health Care Card** or a **Pensioner Concession Card**
- **temporary foster carer**
- an eligible beneficiary of a **Veterans Affairs Gold Card**

All new CSEF applications must be submitted to the school prior to the end of term 2.

Parents who have completed an application for the CSEF will have their application verified by Centrelink. Successful applicants will receive \$250.00 which is paid directly to the student's school account from March 2025. The CSEF will be available to use for payments against camps, sports and excursions throughout the year.

Further information regarding the CSEF and eligibility criteria can be found on the Department of Education and Training website.



# College Uniform

## Uniform Policy (Student Dress Code)

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### Help for non-English speakers

If you need help to understand the information in this policy, please contact your Coordinator who can organise a meeting with an interpreter.

### *Purpose*

The purpose of the Uniform Policy (Student Dress Code) is to outline St Albans Secondary College's requirements for student dress and appearance and to provide information about uniform purchase and support, uniform policy implementation and exemption processes.

This uniform policy has been developed by St Albans Secondary College's School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Uniform Policy aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support St Albans Secondary College's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities.
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school and its students within the wider community.

The School Council has developed a gender-neutral dress code that we believe provides a range of choices for students and is cost effective for families.

### *Scope*

All students at St Albans Secondary College are expected to wear full school uniform every day. Students are required to comply with the Uniform Policy while traveling to and from school, during school hours and when attending school activities and excursions.

### *Uniform and Appearance*

The uniform must be worn to and from school, at lunchtime and recess, and on all school excursions.

The full list of St Albans Secondary College's compulsory school uniform items are available at Appendix A to this policy.

#### **General appearance**

At all times the way the uniform is worn will reflect pride in the College. This means that uniforms must be:

- clean and in good repair
- clearly marked with the owner's name
- be appropriately fitted with no modifications

- worn without non-uniform garments being visible (only plain white t-shirts are acceptable to be worn under the school polo top or shirt).

### Shoes, Socks and Stockings

- Shoes** – Students are required to black leather shoes with the College uniform. These three types of school shoes are the only styles to be worn as part of the school uniform. Slip on shoes and black runners are not permitted.



- Runners** are not to be worn to or from school (unless with sports uniform), or at school except during Physical Education or Sports lessons, or for lunchtime sport.
- Socks** – students are required to wear white socks that fully cover the ankle (below left image). Socks that do not fully cover the ankle (example shown below in right image) are not permitted. Socks should not have any visible logos or embellishments.

Correct socks



Incorrect Socks



- Stockings** – black stockings or tights are only permitted if worn with the winter skirt.

### Jewellery and cosmetics

- Jewellery or accessories other than watches, a single small sleeper/studs (one or both ears), and a simple plain bangle or necklace, are not to be worn. Please note that smart watches are not allowed, as per the mobile phone policy.
- Facial piercings are not permitted.
- Make-up – If worn makeup is to be minimal and naturalistic (e.g. no heavy foundation, dark eyeliner or excessive false eyelashes).

### Headwear, Hair and Sun safety

- Sun safety** - As we are a secondary school, we expect students to take responsibility for being sun smart by wearing a hat during outdoor activities or staying in the shade, if they are not wearing sunscreen.
- Hats/Beanies** must not be worn inside buildings or taken to classes. They can be worn outside during break times and before/after school.
- Sunglasses** - Students can wear sunglasses during outdoor activities. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible.
- Headscarves** can be worn in plain black or white.
- Hair ties and hair bands** must be school colours.

### Sports Uniforms

- The sports uniform can only be worn during PE lessons or other school-based sport/athletic activities.
- Students may wear the official school sports uniform (with runners) to or from school only if they have P.E. Period 1 or 6 (respectively).
- Compression tights are not permitted.

## ***Purchase of uniforms***

Uniform items can be purchased from the DCS uniform shop at school, or parents may order it directly from DCS Uniforms website <http://dcsuniforms.com.au/> or via the St Albans Secondary College website under the tab 'Uniform Shop' at <http://stalbanssc.vic.edu.au/>.

### **Uniform Supplier**

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

### **Support for families experiencing difficulty**

Please contact your child's coordinator to discuss support that we may be able to provide to families experiencing difficulty meeting uniform costs, including information about eligibility for uniform support through State Schools' Relief. Further information about State Schools' Relief is also available on their website: <https://www.ssr.net.au/>

St Albans Secondary College Wellbeing Department accepts donations of old uniforms (clean and in good repair). These will be distributed to families experiencing difficulty.

## ***Implementation***

St Albans Secondary College will ensure that this uniform policy is communicated to all families and students through our website and upon enrolment. We will assist students who may be experiencing difficulties complying with this policy where possible.

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.

If a student is at school out of uniform, one of the following practices will be implemented:

- If the parent/guardian can be contacted, the student will be sent home to return in full school uniform or the parent/guardian will be asked to bring the necessary uniform items to school.
- If the parent/guardian cannot be contacted, the student will be placed in senior/alternative classes for the day.
- The student will be required to attend a detention.
- Where there is a longer-term difficulty, the school will consult with families to find a solution.

Sub School Leaders and Year Level Coordinators will conduct regular uniform checks.

If parents/guardians have any questions about the College Uniform Policy or require support in acquiring uniform items, they should speak with their child's Year Level Coordinator.

## ***Further information and resources***

- Student Wellbeing and Engagement Policy – College website
- Department of Education and Training - <https://www2.education.vic.gov.au/pal/student-dress-code/policy>
- Department of Education and Training - <https://www2.education.vic.gov.au/pal/student-engagement/policy>

## Uniform Pricelist

### College Uniform Price List — All Students

<b>Polo</b>	White Polo with School Logo Short or Long Sleeve	\$27.50 - \$30.00
<b>VCE Polo</b>	White Polo with stripe and School Logo Short Sleeve only.	\$30.00
<b>Shirt</b>	White Shirt with School Logo Short or Long Sleeve	\$30.00 - \$35.00
<b>Jumper</b>	Woollen Maroon V-neck School Jumper	\$89.00
<b>VCE Jumper</b>	Woollen Grey V-neck School Jumper with School Logo	\$89.00
<b>Jacket</b>	Maroon Black and White Jacket with School Logo	\$79.00
<b>Summer Dress</b>	Maroon and White Check Dress	\$60.00
<b>Winter Skirt</b>	Maroon, Black and White Tartan Skirt	\$65.00
<b>Pants</b>	Black Pants with School Logo Viscose or Pleated <i>(Note: No other Black Pants can be worn)</i>	\$40.00 - \$55.00
<b>Shorts</b>	Black Shorts with School Logo	\$35.00 - \$40.00
<b>Tie (Optional)</b>	Black Tie with Maroon, Green & White stripe with School Logo	\$20.00
<b>Socks</b>	White Socks (3 pack) only with Dress, Skirt or shorts	\$12.95 Student to Purchase
<b>Tights</b>	Black Tights only with Skirt	\$12.95 Student to Purchase
<b>Shoes</b>	Black Lace Up School Shoes or T-Bar Buckle Up Shoes only	From \$79.99 or Student to Purchase
<b>Headscarves/ Headbands</b>	Plain Black or Plain White only	Student to Purchase
<b>Neck Scarves</b>	Plain Black and White with School Logo	\$20.00

### College Uniform — PE/Sports

<b>Polo</b>	Maroon with House Name & School Logo	\$35.00
<b>Track Pants</b>	Black School Track Pants with Green, Maroon and White Stripe	\$35.00
<b>Shorts</b>	Black PE Shorts with School Logo	\$27.50

### College Bag

<b>College Back Pack</b>	Black Back Pack with Built-in back support and with School Logo	\$69.50
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\*Please note: prices may be subject to change without notice.

# At School

## First Day of Year 7

Students will start Year 7 on **Wednesday 29 January 2025**. Students must be in full uniform on the first day.

Students are asked to report to the Performing Arts Centre by 8:45am where they will join their home groups. They should bring their pencil case, two or three exercise books, a water bottle and their lunch. Alternatively, they can purchase their lunch from the school canteen.

All items students bring to school including their uniform should be clearly labelled with their full name and Year Level.

## 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
Period 1	8:55am
Period 2	9:45am
Recess	10:35am
Locker Bell	10:52am
Period 3	11:00am
Period 4	11:50am
Lunch	12:40pm
Locker Bell	1:20pm
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.

## Sick Bay

Students who become ill at the College should report to the Sick Bay, located in D Block adjacent to 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, scooters or skateboards to and from school must wear a bike helmet and can store their equipment with a lock in the racks adjacent to the Science Centre. Students must not ride 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.

## 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.

During the first week of Term 1, Year 7 students are dismissed ten minutes prior to the lunchtime bell and allowed access to the canteen before the rest of the school. This helps our newest students become familiar and comfortable with the canteen area.

## Breakfast Club

The Victorian Government, in partnership with Foodbank Victoria, deliver this program to over 1000 state government primary and secondary schools.

At St Albans Secondary College, Breakfast Club operates from Monday to Friday 8:15am – 8:45am during the school term. Toast, hot Milo and fruit are on offer in the Hospitality Trade Training Centre.

# Canteen Pricelist – 2025

\*Please note: prices may be subject to change without notice.

## BREAKFAST

Egg and Bacon Muffin	\$5.00
Ham & Cheese Toasties	\$4.00
Ham, Cheese & Tomato Toasties	\$3.50
Fresh Yogurt (V)	\$3.50
Hash Brown (oven baked) (V, GF)	\$2.00

## RECESS SELECTION

Croissants (V)	from \$5.00
Toasted Bacon & Egg on Wholemeal Roll	\$5.00
Cheese & Spinach Roll (V)	\$5.00
Assorted Dim Sims	from \$2.00
Sweet Chilli Chicken Wrap (warm) /	
BBQ chicken Wrap 1/2	\$3.00
Homemade Pizza Slice	from \$5.00
Beef Pie (salt reduced)	\$5.00
Nacho with Salsa, Sour Cream, Tasty Cheese (V, GF)	\$5.00
Chicken Burger w Lettuce, Mayo	\$6.00
Chicken Schnitzel Sub w Lettuce, Cheese & Mayo	\$7.00
Veg Sub w Cos Lettuce, Tomato, Red Onion & Mayo (V)	\$5.00
Angus Beef Burger w Cheese, Tomato Sauce	\$6.00
Hot Dog w Topping (optional)	from \$4.50
Noodles Assorted Flavours	\$4.00
Falafal Bites (Vegan, GF)	3 for \$3.00

## LUNCH SELECTION

*(See canteen regarding the items below)*

Homemade Pasta	\$5.00
Sweet Chilli Sub Roll w Lettuce and Sweet Chilli Sauce	\$7.00
Homemade Soups (Term 2 & 3) (V, GF)	\$4.00
Beef Pie (Salt Reduce)	\$5.00
Chicken Burger w Lettuce, Mayo	\$6.00
Chicken Schnitzel Sub w Lettuce, Cheese & Mayo	\$8.00
Chicken Parma Sub w Napoli Sauce & Cheese	\$8.00
Chicken Schnitzel Wrap Special – Lettuce, Tomato, Cheese & Mayo	\$7.00
St Albans Special Beef Burger – Lettuce, Tomato, Cheese & Special Sauce	\$7.00
Dim Sims	\$2.00
Homemade Pizza Slice (2)	from \$5.00
Meatball Sub with Napoli Sauce & Cheese	\$6.00
Veg Sub w Cos Lettuce, Tomato, Red Onion & Mayo (V)	\$5.00

## SUSHI

**2 Rolls from \$7.00**

*(Wednesday and Thursday)*

Chicken Teriyaki, California, Tuna and Avocado

## COLD DELI SELECTION

*(Made to order, please order through the QKR app or at the canteen before recess)*

Fruit Salad w Yogurt	\$4.50
Garden Salad w Italian Dressing, Greek Salad, Tabouli	\$5.00
Yogurt w Berries	\$4.50
Jelly	\$2.00
Seasonal Fruit	from \$1.00

## FROM THE BAKERY

Assorted Gourmet Pies	\$5.00
Sausage Roll	\$4.50
Assorted Muffins	\$4.50
Assorted Slices	\$4.50
Vegetable Pastie (V)	\$5.00
Iced Donut	from \$3.50

## COFFEE

Barista made Coffee, Hot Chocolate	from \$4.00
Hot Drink & Donut Special	\$6.50

## SANDWICHES

*(Made to order, please order through the QKR app or at the canteen before recess)*

### Assorted Breads

Salad w Lettuce, Tomato, Cucumber, Carrot, Beetroot (V)	\$4.00
Salad add Ham	\$4.50
Salad add Chicken	\$4.50
Salad add Cheese	\$4.50
Egg & Lettuce	\$4.00
Tuna, Lettuce & Tomato	\$4.50
Chicken, Lettuce & Mayo	\$4.50
Chicken, Avocado & Cheese	\$5.00
Ham, Cheese & Tomato	\$3.50
Cheese & Tomato	\$3.00
Add .50 for Rolls or Wraps	
Add \$1.00 for Focaccia	
Gluten Free Available upon Request (GF)	

## DRINKS

500ml Deep Spring Mineral Water Varieties	\$4.00
500ml Ice Tea Varieties	\$5.00
750ml Pump Flavoured Water	\$5.00
Up and Go Varieties	\$3.50
300ml Oak Milk Flavoured	\$3.50
600ml Oak Milk Flavoured	\$5.00
500ml Ice Break	\$5.00
350ml Juice Varieties	\$4.00

## ICE CREAM

Assorted Paddle Pops	\$3.00
Mini Callippo	\$2.00
Golden Gaytime	\$5.00
Icy Twist	\$2.00
Frozen Yogurt	\$3.50

## SNACK OPTIONS

Popcorn	\$2.00
Red Rock Deli Chips	\$3.50
Assorted Muffins	\$4.50
Assorted Slices	\$4.50
Cookie	\$3.00
Smartie Cookie	\$4.50

\$3.00  
MINIMUM



All chicken is Halal certified



ORDERS CAN BE PLACED VIA THE QKR APP AND THROUGH THE CANTEEN  
DOWNLOAD THE QKR APP ON YOUR MOBILE OR IPAD TODAY.



## 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 – page 19).

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.

## Year 7 Curriculum

St Albans Secondary College offers a varied and challenging curriculum designed to cater for different students' needs.

In Year 7, students study a common core curriculum for 27 out of the 30 periods in a week. For the remaining 3 periods, they experience the Arts and Technology elective program, rotating through a range of electives throughout the year.

The core subjects studied in Year 7 include:

- Integrated studies
- Mathematics
- Science
- Literate Practices (Literacy)
- English or EAL
- Language Other than English (LOTE)
- Health & Physical Education

There are 2 Languages Other than English (LOTE) offered. Students choose to study either Italian or Japanese from Year 7 to 9. Units 1–4 in Italian and Japanese are also offered to students in Year 11 and 12 VCE.

The elective program for Year 7 includes:

- Art
- Coding and Algorithms
- Dance
- Drama
- Food Technology
- Music
- Textiles
- Visual Communications
- Woodwork

Subjects	Periods per Week
Integrated Studies	4
English / EAL	5
Mathematics	5
Science	3
Literate Practices	3
Health and Physical Education	3
Languages Other Than English (LOTE)	3
Visual and Performing, Creative Arts and Technology	3
Learning Manager	1
<b>Total Periods per Week</b>	<b>30</b>

## Select Entry Accelerated Learning Program (SEAL)

St Albans Secondary College supports students identified as capable of learning at a faster pace and in greater depth than their peers, by providing opportunities for high achieving students to accelerate and enrich their academic studies, leadership skills and creative talents.

Our expert team of teachers is specially trained in gifted and talented education to accelerate the pace of learning, ensure depth of learning and to closely monitor each student's progress.

St Albans Secondary College offers places in the SEAL program to a limited number of high achieving and committed students. Students are selected through our Scholarship and SEAL testing session run by the educational assessment organisation Edutest. Students are tested in verbal and numerical reasoning, reading comprehension and mathematics. In Term 3, students will sit another test in literacy and numeracy to determine class groups. Suitable SEAL applicants will demonstrate academic skills well above those of their age group, and will be highly recommended for the program by their primary school teacher.

Students who are identified through the selection process show exceptional ability in:

- high academic performance and will benefit from an accelerated and enriched learning experience that is demanding, open-ended, and designed to engage their higher order abilities;
- working independently and cooperatively;
- meeting all deadlines;
- listening to and learning from others;
- problem solving and persevering;
- working consistently; and
- submitting work of a high standard.

As well as receiving a place in the SEAL program, high achieving applicants may also be awarded a Scholarship for Academic Excellence (see Scholarship Program).

In Year 7, SEAL students will complete Analysis and Critical Literacy (ACL) to continue to extend and develop their literacy skills. In Years 7, 8 and 9, students will complete extension core subjects and will be accelerated in the mathematics course. Enrichment electives in the Sciences, such as Forensic Science are also offered to students in Year 9.

At Year 10, students may choose to accelerate their learning further by completing Units 1 & 2 of one or more Victorian Certificate of Education (VCE) subjects. Students who have successfully completed Units 1 & 2 in Year 10 will then advance to Units 3 & 4 in Year 11. Students are offered the opportunity to complete all VCE Mathematics subjects over two years.

St Albans Secondary College reserves the right to place students into a mainstream class if they are not benefitting from the SEAL program or if their academic performance in the SEAL program is not satisfactory.

## Scholarship Program

Every year St Albans Secondary College awards scholarships to students who demonstrate significant achievement and aptitude in the areas of Sport, Leadership, Visual & Performing Arts and Citizenship as well as General Academic Excellence.

Scholarship applicants that have progressed through to the next stage are required to submit copies of their NAPLAN results, school reports, teacher recommendations and an extended writing piece, as well as attend an interview at the College accompanied by their parents. In addition, students applying for the General Academic Excellence Scholarship (SEAL program) are also required to sit an academic test.

Successful scholarship recipients will receive a monetary award which will be available to the student from Term 1 of the new school year.

Enquiries about the Scholarship Program should be directed to the Scholarship Coordinator.

## School Camp

St Albans Secondary College owns its own camp site in the Strathbogie Ranges, approximately 180kms north of Melbourne.

The Camps Program for Year 7 is part of Integrated Studies. The purpose of the camp is for students to increase their self esteem, build solid relationships with their teachers and new classmates and to develop communication and leadership skills.

Students are provided the opportunity to appreciate and connect with Australia's natural environment by participating in activities such as swimming, mini-golf, canoeing, archery, environmental projects, bush walking, table tennis, volleyball and basketball.

Year 7 camps are held in Term 1 and early in Term 2.

## 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><li>• Rugby</li></ul>	<ul style="list-style-type: none"><li>• Debating</li><li>• Garden/Environment Club</li><li>• Chess Club</li><li>• Dance</li><li>• Literary 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, 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.

## Student Wellbeing

St Albans Secondary College's Wellbeing team provide a proactive and comprehensive Student Wellbeing Program that builds and promotes a sense of belonging and resilience.

The Wellbeing Team includes a student Wellbeing Coordinator, Social Worker, Student and Family Engagement (SAFE) Officer and a Mental Health Practitioner. Mental health support from a psychologist is also available onsite through a mental health service partnership.

The Wellbeing team offer a range of supports to students including; counselling, small group workshops, family engagement and referrals to external services. The Wellbeing team run proactive programs such the chills skills program, and promote events such as the National Day of Action Against Bullying and Violence, R U Ok? Day, IDAHOBIT Day and more.

The Department of Education's "Doctors in Schools" initiative also funds a General Practitioner (GP) and Practice Nurse who attend the College one day a week to provide medical advice and health care to students as needed.

## Inclusion Program

The St Albans Secondary College Inclusion Program is about ensuring every student at every ability thrives at school and in life.

The Inclusion Program ensures that all students are provided with a safe, accessible and inclusive learning environment. The school will identify Year 7 students with functional need in accordance with the Department of Education disability inclusion guidelines as well as students who would benefit from additional support through the transition information provided by their teachers and parents.

The program for each individual student will vary and may involve participation in one or more of the following:

- Regular Student Support Groups (SSGs)
- Development of a Individual Education Plan (IEP), Student Support Plan (SSP) and/or Self-Regulation Plan for goal setting, monitoring progress and identifying areas of difficulty.
- A modified learning program which enables maximum participation and engagement.
- Life Skills Program to enhance a student's ability to become an independent member of the community.
- Assistance with 'readiness for learning' and organisation skills through the Student Support Program.
- Social Skills Programs to strengthen interpersonal skills.
- SPELD program, an intensive literacy program focussing on phonics, grammar and punctuation skills.
- Classroom teacher assistants to support the student in class
- Use of the sensory room as needed by the student.
- Use of specialised resources provided to the student, including mechanical devices, IT software etc.
- Specialist services provided by our school health professionals onsite, e.g. Speech Pathology
- Referral to external services for further assessment or support.
- Specialised transition program for students as they move from Year 6 to secondary school.

For further information regarding the Inclusion Program, please contact the Inclusive Education Leader or Inclusion Program Team leader.

## Bring Your Own Device (BYOD) Program

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.

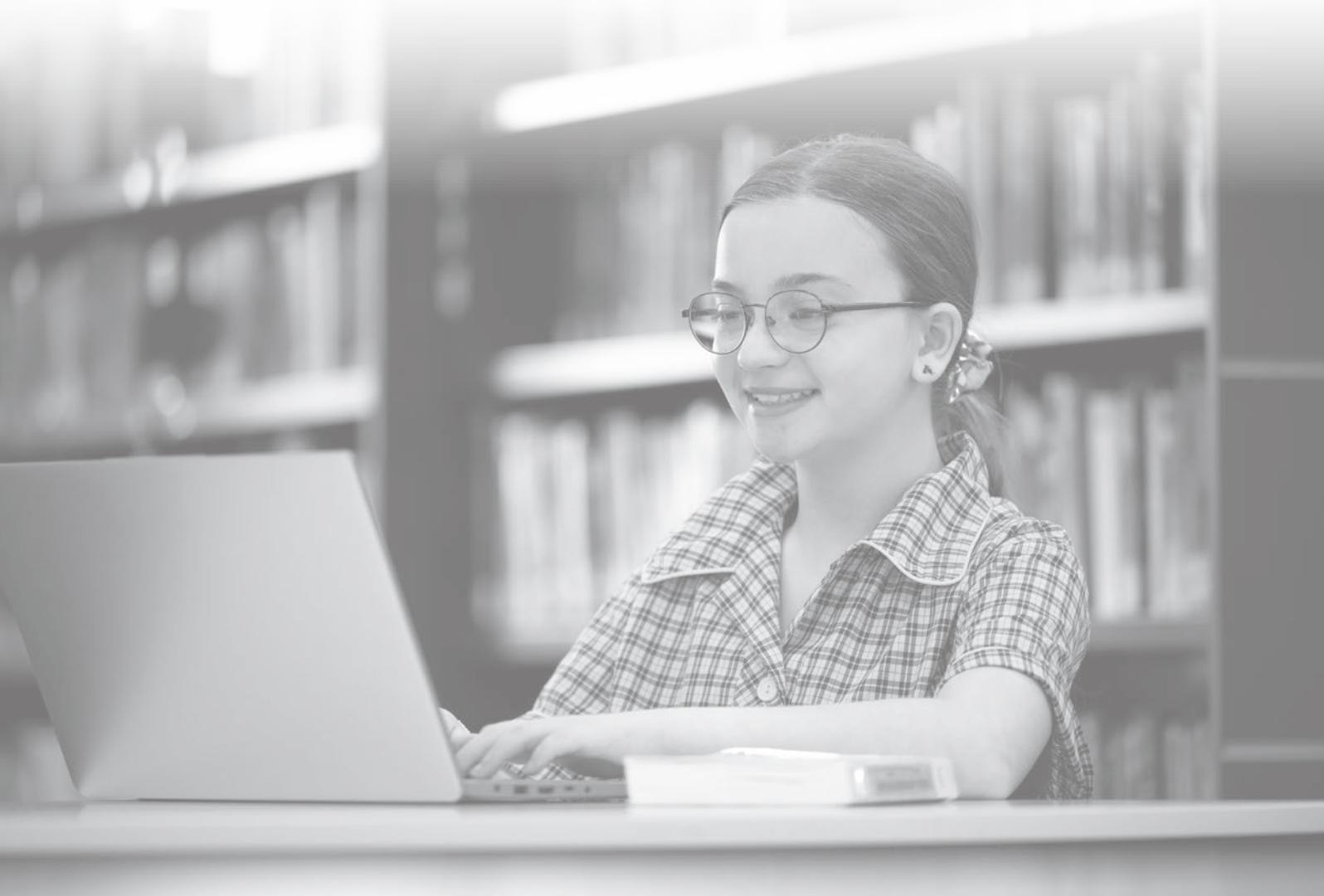
St Albans Secondary College have a Bring Your Own Device (BYOD) Program from Years 7 to 12. These devices will be owned by students and their families and can be either purchased through the school's business partners, purchased from independent retailers, or brought from home if you already have a suitable 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> .

## Mobile Phones

In accordance with the Department's Mobile Phones Policy issued by the Minister for Education, personal mobile phones must not be used at St Albans Secondary College during school hours, including lunchtime and recess.

St Albans Secondary College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school. Students who choose to bring mobile phones to school must have them switched off and securely stored in their locker during school hours. In the case of an emergency, parents can reach their child by calling the General Office.



# Student Management Policy

## ***Purpose***

The College Student Management Policy aims to:

1. Ensure a cooperative, supportive, safe and orderly environment where effective learning and teaching occur.
2. Establish structures and processes which focus on a positive preventative approach to the management of student behaviour.
3. Define acceptable student behaviour and appropriate discipline and support measures.

The policy applies to students when they are at the College, travelling to or from school or while engaged in an official school related activity or event. A full copy of the policy can be found in full on the College Website and on Compass.

## ***Student Rights and Responsibilities***

All members of our school community have a right to experience a safe, supportive and productive school environment. We expect that all students, staff, parents and carers treat each other with respect and dignity. Therefore, the College's Student Management Policy is based on the following personal and communal rights and responsibilities:

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

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

This means that all students have the right to:

- Learn as much as possible and participate fully in their education program;
- Have all work expectations clearly explained to them;
- Receive regular feedback about their progress;
- Have a curriculum that is meaningful and appropriate, whilst also being challenging and promoting high expectations;

And all students have a personal and communal responsibility to:

- Take full advantage of learning opportunities in order to strive for personal excellence;
- Behave in a way that allows others to learn and work effectively;
- Respect the right of others to learn, and
- Encourage others to behave appropriately and to work hard.

### ***All students have the right to feel secure and happy at school***

This means that all students have the right to:

- Be emotionally and physically safe;

- Be valued as individuals, and treated justly and fairly at all times;
- Learn in a safe, orderly environment free from bullying, harassment, violence, discrimination or intimidation
- Respectfully express their ideas, feelings and concerns.

And all students have a personal and communal responsibility to:

- Be aware of, and to follow, College policies and procedures;
- Obey all reasonable requests of staff members;
- Display positive behaviours that demonstrate respect for themselves, their peers, their teachers and members of the school community;
- Contribute to school-based decisions through active participation in student forums, leadership activities and peer representation roles.

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

This means that all students have a personal and communal responsibility to:

- Treat, and encourage others to treat, all members of the College community fairly and with respect;
- Respect and encourage others to respect both personal and college property;
- Accept and encourage others to accept differences in the cultural backgrounds, opinions, gender, sexual diversity and attitudes of others.

### ***College Values Matrix***

All members of our College community demonstrate these rights and responsibilities by enacting the behaviours and attitudes of our College Values Matrix:

# St Albans Secondary College Values Matrix

By working together, we can ensure everyone feels Connected, Protected and Respected

Where	<b>Leadership</b>  We demonstrate leadership by:	<b>Excellence</b>  We demonstrate excellence by:	<b>Integrity</b>  We demonstrate integrity by:	<b>Respect</b>  We demonstrate respect by:
<b>All Locations</b>	<ul style="list-style-type: none"> <li>• modelling the behaviours outlined in this document</li> <li>• encouraging others to Connect, Protect, Respect (CPR)</li> <li>• being an upstander and making others feel safe</li> <li>• being a champion of diversity</li> </ul>	<ul style="list-style-type: none"> <li>• challenging ourselves to always work to the best of our ability</li> <li>• using selfcare strategies to fulfil our potential and grow resilience</li> <li>• seeing mistakes as learning opportunities</li> <li>• wearing our uniform with pride</li> </ul>	<ul style="list-style-type: none"> <li>• being honest and trustworthy</li> <li>• caring for others and offering them our support</li> <li>• celebrating the successes of others</li> <li>• cultivating a resilient mindset</li> <li>• attending school every day</li> <li>• following College policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• speaking kindly to others using polite and inclusive language</li> <li>• accepting people's differences</li> <li>• listening actively to others</li> <li>• showing empathy for the wellbeing of others</li> <li>• looking after the property and equipment of others</li> <li>• caring for the environment</li> </ul>
<b>In Learning Spaces</b>	<ul style="list-style-type: none"> <li>• having a positive attitude to class and always having a go</li> <li>• supporting each other with classwork</li> </ul>	<ul style="list-style-type: none"> <li>• being an active learner</li> <li>• using rubrics to self-assess and set goals</li> <li>• receiving, seeking and responding to feedback in order to improve</li> </ul>	<ul style="list-style-type: none"> <li>• taking responsibility for our learning and participation</li> <li>• being an active team player</li> <li>• valuing effort</li> <li>• submitting original work and acknowledging our sources</li> </ul>	<ul style="list-style-type: none"> <li>• collaborating with others and allowing everyone to have a voice</li> <li>• following all reasonable requests from staff</li> <li>• arriving on time ready to learn with all required equipment</li> </ul>
<b>In the school community</b>	<ul style="list-style-type: none"> <li>• being a role model to others</li> <li>• reporting unsafe behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• getting involved in forums, school activities and events</li> <li>• offer help to members of the community</li> </ul>	<ul style="list-style-type: none"> <li>• displaying positive behaviours that make others feel included, safe and valued</li> <li>• talking about our College in a positive way</li> </ul>	<ul style="list-style-type: none"> <li>• being considerate of others as you move about the school and community</li> </ul>
<b>Online</b>	<ul style="list-style-type: none"> <li>• modelling respectful and considerate behaviour while online</li> <li>• stepping away from and reporting inappropriate online activity and cyberbullying</li> </ul>	<ul style="list-style-type: none"> <li>• using technology to deepen our learning and collaborate with others</li> </ul>	<ul style="list-style-type: none"> <li>• making positive online contributions that build people up</li> </ul>	<ul style="list-style-type: none"> <li>• gaining consent before posting others' work or images</li> </ul>

## College expectations

St Albans Secondary College has set some expectations that are non-negotiable. This has been done to ensure that the rights of others are protected, and all individuals are encouraged to act responsibly.

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### ***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;
- remain in their classroom unless they have the teacher's written permission to leave; and
- remain in the school grounds unless they have written permission to leave 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
- actively contribute to the cleanliness and neatness of the classroom and school environment.

### ***Appropriate item and activities***

Students are expected to:

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

### ***Behaviour***

Students are expected to:

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

## Bullying Prevention Policy

St Albans Secondary College is committed to providing a safe and respectful learning environment where bullying will not be tolerated. The bullying prevention policy at St Albans Secondary College can be found in full on the College Website and on Compass. The purpose of the policy is to:

- explain the definition of bullying so that there is shared understanding amongst all members of the St Albans Secondary College community
- make clear that no form of bullying at St Albans Secondary College will be tolerated
- outline the strategies and programs in place at St Albans Secondary College to build a positive school culture and prevent bullying behaviour
- ask that everyone in our school community be alert to signs and evidence of bullying behaviour, and understands the importance of reporting bullying behaviour to school staff
- ensure that all reported incidents of bullying are appropriately investigated and addressed
- ensure that support is provided to students who may be affected by bullying behaviour (including targets, bystanders, witnesses and students engaging in bullying behaviour)
- seek parental and peer group support in addressing and preventing bullying behaviour at St Albans Secondary College.

### What is Bullying

Bullying has three main features:

- It involves a misuse of power in a relationship
- It is ongoing and repeated, and
- It involves behaviours that can cause harm.

There are four main types of bullying behaviour:

- Physical – examples include hitting, pushing, shoving or intimidating or otherwise physically hurting another person, damaging or stealing their belongings. It includes threats of violence.
- Verbal/written – examples include name-calling or insulting someone about an attribute, quality or personal characteristic.
- Social (sometimes called relational or emotional bullying) – examples include deliberately excluding someone, spreading rumours, sharing information that will have a harmful effect on the other person and/or damaging a person's social reputation or social acceptance.
- Cyberbullying – any form of bullying behaviour that occurs online or via a mobile device. It can be verbal or written, and can include threats of violence as well as images, videos and/or audio.

Bullying can be a form of racism, sexism, homophobia, transphobia or other type of social prejudice when the behaviour is targeted at an individual or group because of a personal characteristic, such as race, religion, sex, sexual orientation, gender identity or disability.

## Bullying Prevention

St Albans Secondary College has a number of programs and strategies in place to build a positive and inclusive school culture and relationships to promote wellbeing. We strive to foster a school culture that prevents bullying behaviour by modelling, encouraging and teaching behaviour that demonstrates acceptance, kindness and respect. We strive to create a school community where everyone feels Connected Protected and Respected (CPR)

### Reporting concerns to St Albans Secondary College

Bullying is not tolerated at our school. We ensure bullying behaviour is identified and addressed with appropriate and proportionate consequences. All bullying complaints will be taken seriously and responded to sensitively.

Students who may be experiencing bullying behaviour, or students who have witnessed bullying behaviour, are encouraged to report their concerns to school staff or another trusted adult as soon as possible.

Our ability to effectively reduce and eliminate bullying behaviour is greatly affected by students and/or parents and carers reporting concerning behaviour as soon as possible, so that the responses implemented by St Albans Secondary College are timely and appropriate in the circumstances.

We encourage students to speak to their Year Level Coordinator. However, students are welcome to discuss their concerns with any trusted member of staff including teachers, wellbeing staff, sub school staff and principals. Students can also seek assistance from school captains and student leaders for support to report an incident.

Parents or carers who develop concerns that their child is involved in, or has witnessed bullying behaviour at St Albans Secondary College should contact their child's Coordinator by phone on 9366 2555 or by email directed to [st.albans.sc@education.vic.gov.au](mailto:st.albans.sc@education.vic.gov.au).



## Attendance and Punctuality Policies

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:

- Students who are late to school without an approved explanation will be allocated a lunchtime detention (usually) on the day of the lateness. Reasons of the lateness are to be discussed with a student's Coordinator/Sub School prior to lunchtime on the day.
- Students who are late to classes throughout the day will be spoken to by their classroom teachers who will issue a consequence according to the Student Management Policy.
- Students who are repeatedly and habitually late will be spoken to by their Coordinator and may be required to attend a Student Support Group Meeting with their parents to consider supports and strategies to improve their attendance.

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 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
<b>Practice Exercises</b> 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>• Practising spelling words</li> <li>• Practising 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>• Practising and playing musical instruments</li> <li>• Practising physical education skills</li> </ul>
<b>Preparatory homework</b> provides opportunities for students to gain background information so they are better prepared for future lessons	<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.
5. 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 1½ hours per night
Years 9 and 10	1½ to 2 hours per night
Year 11	2½ 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 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.

# 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.

## 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.

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### ***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 Training (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 DEECD 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
- approval and payment of excursions
- access your child's reports
- progress reports for your child
- view assessment tasks and marks
- view the College calendar
- access the College's Alba Newsletter
- 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.

Parents are welcome to contact the Junior School Coordinators for progress reports on their child at any time.

Reporting Timetable	
Progress Reports	Term 1 – Middle of Term
Parent Teacher Interviews	Term 1 – Wednesday 2 April 2025 1:00pm – 7:00pm
Progress Reports	Term 2 – Middle of Term
Full Written Reports	Term 2 – Last Week
Progress Reports	Term 3 – Middle of Term
Parent Teacher Interviews	Term 3 – Wednesday 17 September 2025 1:00pm – 7:00pm
Progress Reports	Term 4 – Middle of Term
Full Written Reports	Term 4 – Last Week

Progress reports and semester reports are made available on the Parent & Student 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 accessed via the College's website at:

<http://stalbanssc.vic.edu.au> or through the parent portal at <https://stalbanssc.vic.jdlf.com.au>



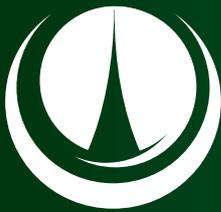


School Map









**ST ALBANS**  
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Melway Reference Map 26 C1