

**ST ALBANS**  
SECONDARY COLLEGE

St Albans Secondary College  
Transition Handbook

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2020

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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.

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 visits to schools, 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 achievements to date, as well as identifying their future learning needs. They have spoken to primary teachers, assessed each child in literacy and numeracy, and met many of the new students individually.

St Albans Secondary College believes 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 Term 1 next year, all Year 7 students will invite their parents to the school to showcase their learning and work, and to meet their teachers and classmates. This will be followed by parent-teacher interviews at the end of the term.

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 ask you to take particular note of key dates highlighted on pages 12 and 13 and invite you to attend our Year 7 Welcome Evening on **Monday 28th of October 2019 at 5:30pm**. You will meet with Ms Marlene Cassar, Transition Coordinator, who will introduce you to the school and answer any questions you may have about booklists, uniform and other arrangements for the start of next year. I look forward to meeting you and welcoming you to the College.

Yours faithfully



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	Ms Tracey D'Elton
Assistant Principal	Mr John Coulson
Student Wellbeing Coordinator	Mr Mark Brosas
Individual Needs Coordinator	Ms Grace Wendiggensen
Acting International Student Coordinator	Ms Thuy Anh Thai Nguyen
Junior Sub School Leader	Ms Lauren Honeycombe
Middle School Leader	Ms Becky Annetts
Senior School Leader	Ms Stav Bekiaris

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

### Term Dates for 2020

	Commences	Finishes
Term 1	Wednesday 29 January	Friday 27 March
Term 2	Tuesday 14 April	Friday 26 June
Term 3	Monday 13 July	Friday 18 September
Term 4	Monday 5 October	Friday 18 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 1,500 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 development, and information and communications technologies. Students are provided with opportunities to develop their unique interests and talents through intellectually rewarding extracurricular activities, such as interschool debating and student leadership programs.

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 range of quality facilities which include a well-resourced library, performing arts centre, a dedicated science centre, a Year 12 study centre, 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.

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.

## 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 five 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 10 sessions per week of 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.

## 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. Our 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 the Year 7 Accreditation Day 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.



## Important Transition Dates 2019 – 2020

### Testing Day for Literacy & Numeracy — Gymnasium

Tuesday 3 September 2019	12:45pm - 3:00pm
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### Enrolment Day — Library

Tuesday 3 September 2019	Drop in anytime from 12:00pm – 6:00pm
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### Big Day In — Nindethana

Thursday 24 October 2019	Morning and afternoon sessions (TBA)
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### Welcome Evening — Gymnasium

Monday 28 October 2019	5:30pm – 7:00pm
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### Grade 6 – Year 7 Accreditation Day — Library

Monday 9 December 2019	9:00am – 12:00pm and 1:00pm – 4:00pm
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### Student Orientation Program — Performing Arts Centre

Tuesday 10 December 2019	8:45am – 3:10pm
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### Secondhand Books

Completed by parents online with the **Sustainable School Shop**.  
Instructions distributed with Booklists.

### Booklist Return — General Office

Friday 13 December 2018	8:15am – 4:15pm
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### Book Collection Day — Science Centre

Wednesday 22 January 2019	9:00am - 5:00pm
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## Important Dates 2019 – 2020 *continued*

### Uniforms — G Block Uniform Shop

Monday 9 December 2019	9:00am – 4:00pm
Tuesday 10 December 2019	8:00am – 10:00am 3:00pm – 5:00pm
Saturday 14 December 2019	9:00am – 1:00pm
Saturday 18 January 2020	9:00am – 1:00pm
Wednesday 22 January 2020	9:00am – 5:00pm
Saturday 25 January 2020	9:00am – 1:00pm
Tuesday 28 January 2020	8:00am – 10:00am 3:00pm – 6:00pm
Wednesday 29 January 2020	8:00am – 10:00am 3:00pm – 6:00pm
Thursday 30 January 2020	8:00am – 10:00am 3:00pm – 6:00pm
Saturday 1 February 2020	9:00am – 1:00pm

### First Day of School — Report to Performing Arts Centre

Wednesday 29 January 2020	8:45am – 3:10pm
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### School Photo Day

Monday 24 February 2020	Selected times
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### Year 7 Expo — Nindethana

Tuesday 10 March 2020	5:30pm – 8:30pm
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### Parent Teacher Interviews

Wednesday 25 March 2020	1:00pm – 7:00pm
Wednesday 16 September 2020	1:00pm – 7:00pm

## Year 7 Accreditation Day

An information pack will be sent by mail in early November, and will include; a booklist, invoice, information on your child's home group and subjects, and a program and session times for the Year 7 Accreditation Day. Please advise our office if your address has changed.

St Albans Secondary College warmly invites all parents to attend the Year 7 Accreditation Day for their child on **Monday 9<sup>th</sup> of December 2019** to be held in the Library.

The purpose of the Accreditation Day is for parents to return booklists, purchase school uniforms, collect the school diary and to pay the compulsory Education Resource Charge and subject charges.

## Student Orientation Day

St Albans Secondary College warmly invites all Year 7 students for 2019 to attend the Grade 6 Orientation Day at St Albans Secondary College on **Tuesday 10<sup>th</sup> of December 2019** 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.

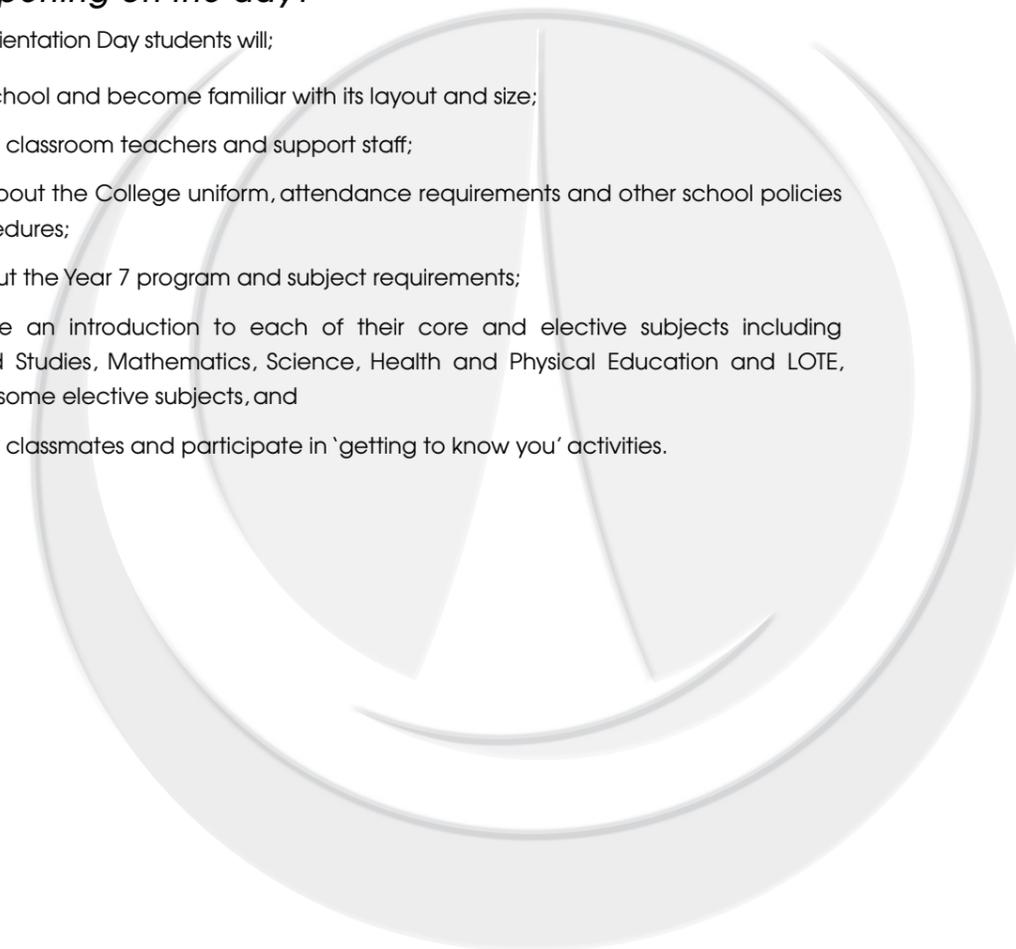
### *What to Wear*

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 – Year 7, 2020

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 (ELI)

The Essential Learning Items (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 (ELI).

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

- Supplementary Class and Homework Materials (including photocopied resources)
- Locker Hire
- Student Diary
- College Handbooks
- Printing (start-up allocation)
- House Lanyard
- Padlock

The Essential Learning Items (ELI) charge for Year 7 students in 2020 is **\$244.00**

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 Activities (ELA)

The Essential Learning Activity (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 (ELA) charge for Year 7 students in 2020 is **\$64.00**

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 home group 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)

All Select Entry accelerated Learning (SEAL) students must take part in Instrumental Music lessons.



#### 4. Voluntary Contribution

The College encourages families to support out school facilities improvement program by providing a Voluntary Donation. The donation is paid into the College’s building fund and is tax deductible.

##### Payment Options

Payments can be made in the following ways:

**Event Payments** – Event payments can be processed online via the parent portal. Parents must be provided with a **Logon Id** prior to being able to access the portal. Once access is provided, parents can approve and pay for events online. More information will be provided to families early in 2020.

**Pay in Full** – Cash, Credit Card (VISA, MasterCard or Union Card) or Bpay (Bpay details are provided on family statements).

**Pay in Instalments** – Instalment payments can be made 4 times a year. Instalment amounts and due dates are as follows:

2020 Year Level	1st Instalment Date	2nd Instalment Date	3rd Instalment Date	4th Instalment Date
Year 7	Friday 13 Dec 2019	Friday 14 Feb 2020	Friday 1 May 2020	Friday 31 July 2020

**Payment Plan** – contact the General Office to organize a payment plan

#### 5. Health Care Card Holders

Important Information for Families of 2020 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 & Excursion Fund will be open towards the end of 2019 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.

- 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
- Be a temporary foster parent, and;
- 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, 2020 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 2020 onwards.



# College Uniform

## Uniform Policy

### 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.

### Expectations

**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).
- 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 PE. Period 1 or 6. No other sports clothes may be worn to or from school, or at recess or lunchtime.

### 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.

## Uniform Pricelist

College Uniform Price List — All Students		
<b>Polo</b>	White Polo with School Logo Short or Long Sleeve	\$25.00 - \$27.50
<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	\$29.50 - \$32.50
<b>Jumper</b>	Woollen Maroon V-neck School Jumper	\$75.00 - \$82.50
<b>VCE Jumper</b>	Woollen Grey V-neck School Jumper with School Logo	\$75.00 - \$82.50
<b>Jacket</b>	Maroon Black and White Jacket with School Logo	\$75.00
<b>Summer Dress</b>	Maroon and White Check Dress	\$55.00 - \$70.00
<b>Winter Skirt</b>	Maroon, Black and White Tartan Skirt	\$55.00 - \$70.00
<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	\$30.00 - \$35.00
<b>Blazer</b>	Black with School Logo	\$99.00
<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	\$10.00 Student to Purchase
<b>Tights</b>	Black Tights only with Skirt	\$10.00 Student to Purchase
<b>Shoes</b>	Black Lace Up School Shoes or T-Bar Buckle Up Shoes only	From \$69.99 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	\$15.00

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

## College Bag

<b>College Back Pack</b>	Black Back Pack with Built-in back support and with School Logo	\$60.00
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## 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 DCS Clothing and Uniforms to arrange a fitting.

### Supplier:

DCS Clothing And Uniforms Pty Ltd operates a Uniform Shop at the College.

DCS Clothing And Uniforms Pty Ltd  
F 13, 32-42 Aberdeen Road  
Altona, VIC 3018  
Phone: (03) 9398 2222  
Web: [www.dcsuniforms.com.au](http://www.dcsuniforms.com.au)

A uniform shop operates from the school on Monday and Thursday lunchtimes. The uniform shop offers extended hours of trade at the beginning of the school year. Please refer to Important Dates on page 13 of this handbook for specific hours. The approximate cost of a school uniform is \$300.

## Wearing the Uniform Correctly

### 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 and 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 page 22 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.

## At School

### First Day of Year 7

Students will start Year 7 on Wednesday 29 January 2020. Students should 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 when payment of the ERC has been processed.

### Sick Bay

Students who become ill at the College should report to the Sick Bay, located opposite 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.

### 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.

## Canteen Pricelist – 2020

### BREAKFAST FROM 8.15AM

Ham & Cheese Croissant	\$4.00
Toasties	\$4.00

### DAILY SPECIALS - Check Board

#### Monday

Lasagna	\$4.50
Mac 'N Cheese (Halal)	\$4.50
Sushi	\$3.00
Chicken Caesar Wrap	\$6.00
Chicken Caesar Salad	\$6.00

#### Tuesday

Schnitzel	\$6.00
Fish Subs	\$6.00
Chicken Caesar Salad	\$6.00

#### Wednesday

Healthy Hamburgers	\$6.00
Chicken Caesar Wraps	\$6.00
Chicken Caesar Salad	\$6.00
Meatball Sub	\$6.00

#### Thursday

Meatballs with Rice	\$5.50
Chicken Caesar Salad	\$6.00

#### Friday

Tortillas (Halal)	\$6.00
Chicken Caesar Salad	\$6.00

### HOT FOOD

Nachos	\$3.00
Party Pies	\$1.00
Beef, Cheese & Bacon Pie	\$5.00
Chili Beef & Cheese Pie (Halal)	\$5.00
Beef & Pepper Pie	\$5.00
Beef Pie (Halal)	\$5.00
Chicken and Corn Log	\$3.00
Cheese and Spinach log	\$4.50
Sausage Roll (Halal)	\$4.50
Hot Dogs - Plain	\$3.50
- With Cheese	\$4.00
Vegie / Omelet Burgers	\$5.50
Chicken Burgers (Halal)	\$5.50
Dim Sims (Steamed)	\$1.50
Pizza (Small)	\$3.00
Vegie / Margarita Pizza (Halal)	\$5.50
Roast Chicken Sub	\$4.00
Quiche	\$4.50
Lasagna Bites	\$3.00

### ROLLS/SANDWICHES

Roast Chicken & Salad Roll	\$6.00
Roast Beef & Salad Roll with mustard or relish	\$6.00
Chicken & Salad Sandwich	\$5.00
Tuna & Salad Sandwich	\$5.00
Ham & Salad Sandwich	\$5.00
Salami & Salad Sandwich	\$5.00
Salad Sandwich (No Meat)	\$4.50

### TERM SPECIALS

#### Term 1 and 4 Only

Fresh Salad in Container with choice of Ham / Tuna / Chicken	\$6.00
Roast Beef / Salad with Relish or Mustard Rolls	\$6.00

#### Term 2 and 3 Only

(Tues) Homemade Pasta Bolognese	\$6.00
(Wed) Homemade Fried Rice	\$4.50
(Thur) Hokkien Noodles	\$6.00
(Fri) Butter Chicken	\$6.00
(Mon,Wed,Fri) Soup & Buttered Roll	\$4.50

### TREATS

Muffins	\$4.00
Apple Pies	\$4.00
Butter Menthol / Soothers	\$3.50
JJ's	\$2.00
Red Rock Deli Chips	\$2.00
Bliskit (Choc Chip Biscuit)	\$3.00
Fruit Salad	\$4.00

### ICE CREAMS

Paddle Pop	\$2.00
Icy Twist	\$2.00
Shakey Shakes	\$3.00
Frozen Yoghurt	\$2.50
97% Fat Free Vanilla Tub	\$1.50

### THIRST QUENCHERS

Waterford's Mineral Water	\$3.50
Big M Milk - 600ml	\$4.00
- 250ml	\$2.50
Dare Espresso / Iced coffee	\$4.00
Just Juice 200ml Long Life	\$2.00
Fresh Daily Juice (Orange) 500ml	\$3.00
Slushy (Term 1 & 4 only)	\$2.50

## 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 21).

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.

\* Prices subject to change without notice. Effective August 2019.

## 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), Health & Physical Education and a Language Other than English (LOTE).

There are 3 Mathematics streams:

- Extension Mathematics: For high achieving Mathematics students
- Mathematics: For students at the expected Year 7 level in Mathematics

There are 3 Literate Practices streams:

- Analysis & Critical Literacy: For high achieving students in Literacy
- Comprehension: For students at the expected Year 7 level in Literacy
- Decoding: For students who need extra assistance in Literacy

There are 3 Languages Other than English (LOTE) offered. Students choose to study either French, Italian, or Japanese from Year 7 to 9. Units 1–4 in French, Italian and Japanese are also offered to students in Year 11 and 12 VCE.

The elective program for Year 7 includes: Art, Drama, Food Technology, Graphics, Music, Textiles and Woodwork.

Subjects	Course	Periods per Week
Integrated Studies	History, Geography, Civics and Citizenship	6
	<b>and</b> Integrated Studies (English) <b>or</b> English as an Additional Language (EAL)	4
Mathematics	Extension Mathematics <b>or</b> Mathematics	4
Science	A combination of theory and practical work.	3
Literate Practices	Analysis and Critical Literacy (ACL) <b>or</b> Comprehension <b>or</b> Decoding	4
Health and Physical Education	A combination of theory and practical work.	3
Languages Other Than English (LOTE)	French <b>or</b> Italian <b>or</b> Japanese	3
Visual and Performing Creative Arts and Technology	Art, Drama, Food Technology, Graphics, Dance, Music, Textiles and Woodwork	3
<b>Total Periods per Week</b>		<b>30</b>

## Pre-Commencement Testing

In late August/early September of their Grade 6 year, all our new Year 7 students complete tests in Literacy and Numeracy.

The results of these tests are used to place your child into the correct stream or group for Mathematics and Literate Practices.

Students are advised in November as to which Mathematics & Literate Practices streams they have been placed in.

## 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, early in Term 2. 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).

Our Literate Practices program enables students who excel in literacy to complete Analysis and Critical Literacy (ACL) at year 7. In year 8 and 9, they will continue to develop their reading and writing skills in Extension English. High achieving mathematics students will complete extension mathematics at Years 7, 8 and 9. Enrichment electives in 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 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.

Preliminary applications for scholarships are to be submitted by the end of May the year preceding the students' commencement of Year 7. Enquiries about the Scholarship Program should be directed to Marlene Cassar, Transition 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, learn to interact within a group 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, sheep shearing demonstrations, farm visits, 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> </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.

## 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 assistants 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.

## 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>.



# 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; and
- 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](http://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 <sup>st</sup> late	Coordinator Warning
2 <sup>nd</sup> late	After School Detention 3:15pm–3:45pm Sub Schools to contact home
3 <sup>rd</sup> late	After School Detention 3:15pm–3:45pm Sub Schools to contact home – advise that next late will be a Friday Night Detention
4 <sup>th</sup> late	Friday Night Detention 3:20pm–5:20pm Students that complete their Friday Night Detention have their next late treated as a 3 <sup>rd</sup> 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](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.

### *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.

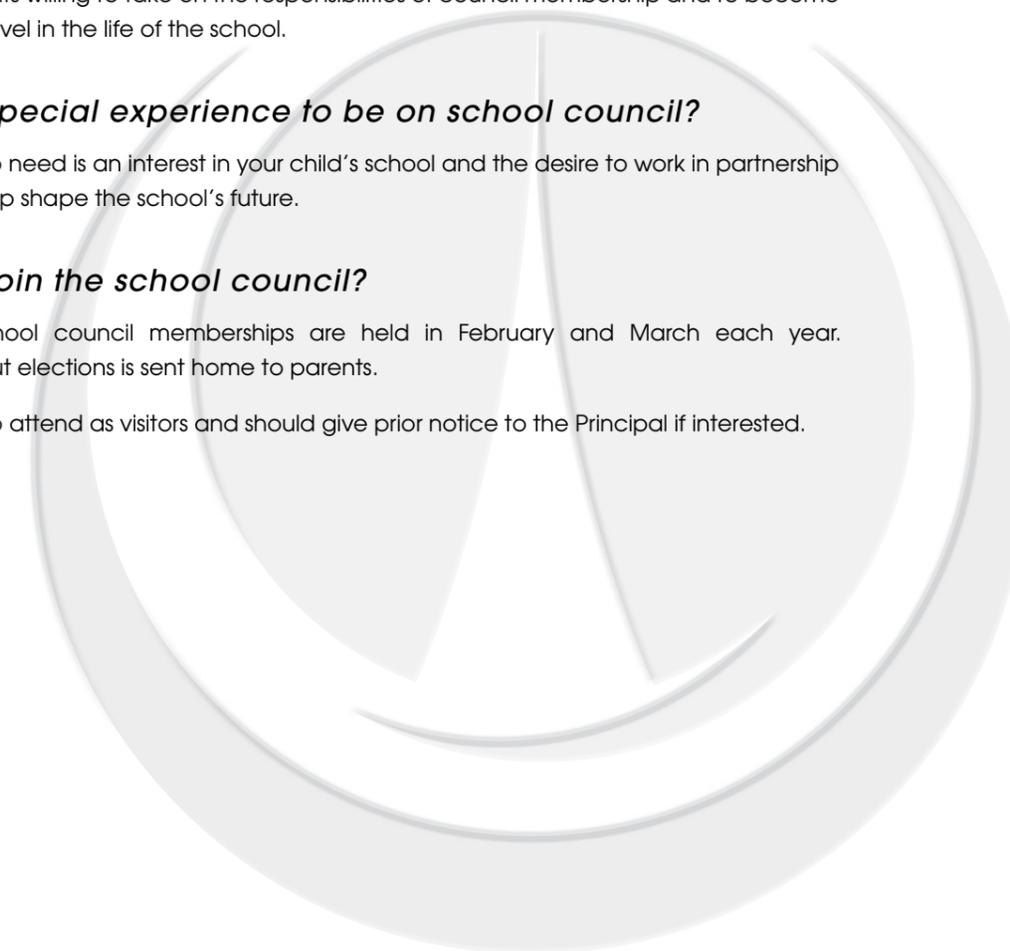
### *Do I need special experience to be on school council?*

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

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.

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 25 March 2020 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 16 September 2020 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.

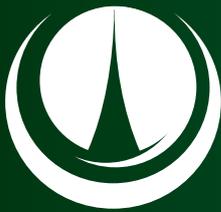
## School Newsletter

'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>







**ST ALBANS**  
SECONDARY COLLEGE

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Main Road East  
St Albans Victoria 3021

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

[st.albans.sc@edumail.vic.gov.au](mailto:st.albans.sc@edumail.vic.gov.au)

[www.stalbanssc.vic.edu.au](http://www.stalbanssc.vic.edu.au)

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