



ST ALBANS
SECONDARY COLLEGE

St Albans Secondary College
Transition Handbook

2026

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 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.

Position	Name
Principal	Mr Craig Jennings
Assistant Principal	Mr John Coulson-Silva
Assistant Principal	Ms Tracey D'Elton
Assistant Principal	Ms Janet McKenzie
Wellbeing Team Leader	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
 Website www.stalbanssc.vic.edu.au

Term Dates for 2026

	Commences	Finishes
Term 1	Tuesday 27 January (Teachers) Wednesday 28 January (Students)	Friday 3 April
Term 2	Monday 20 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 1,700 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. In recent years our facilities improvements have 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.

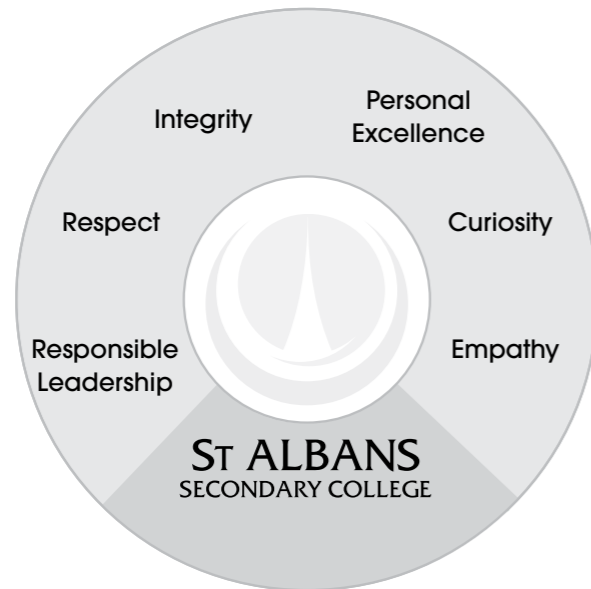


Vision

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.

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 **2026** to attend the Grade 6 Orientation Day at St Albans Secondary College on **Tuesday 9 December 2025** 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.

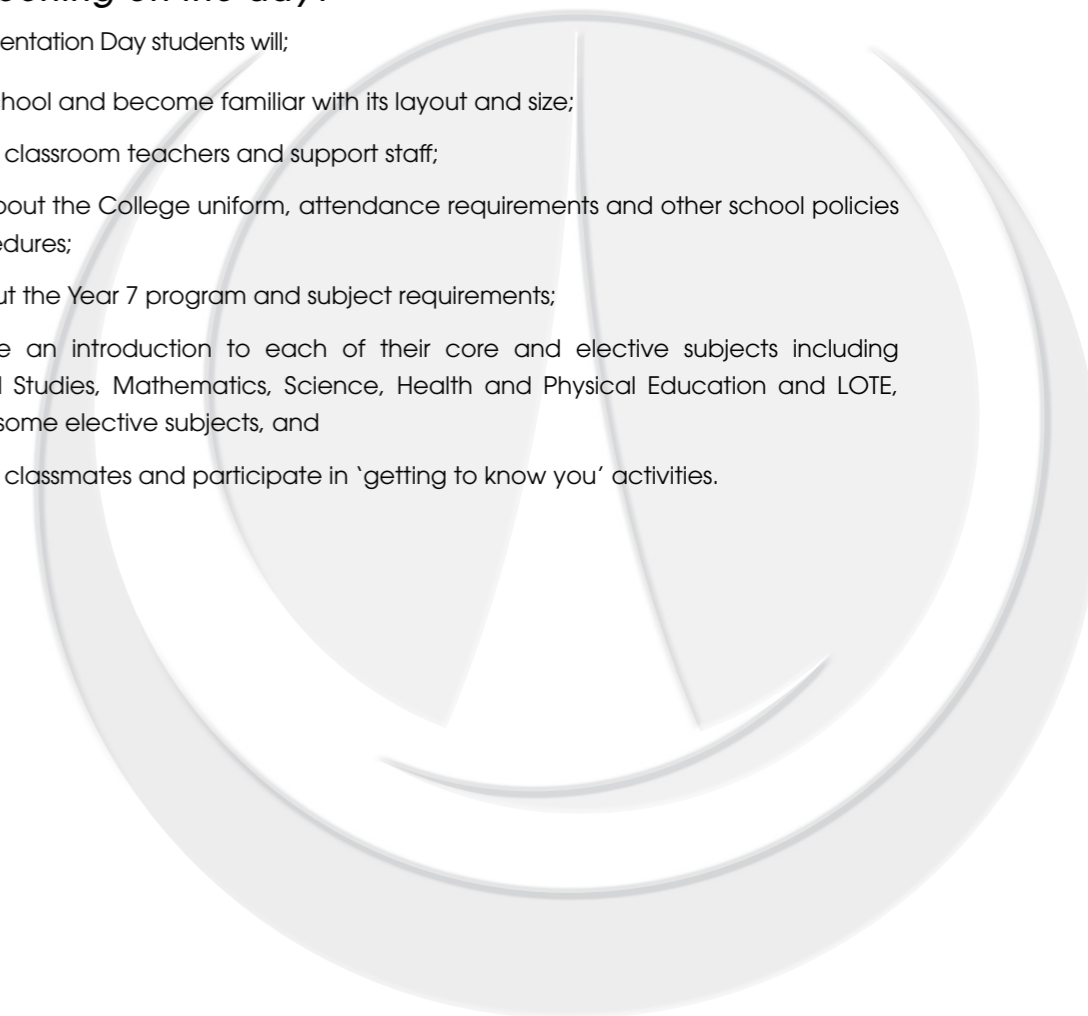
What to Wear

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	\$ 80.00
<ul style="list-style-type: none"> Swimming and Athletics carnival - entry and transport (\$50.00) End of year activities (\$6.00) Visiting Speakers and Performers (\$24.00) 	
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.	\$
TOTAL AMOUNT	\$

Educational Items for Students to Own

The College recommends that you purchase the school booklist from Champion Education and netbook devices from LWT Learning with Technologies. The list of items for your child to individually own and use will be communicated to families in Term 4

Extra-Curricular Items and Activities

St Albans Secondary College offers a range of optional 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	
TOTAL EXTRA-CURRICULAR ITEMS AND ACTIVITIES	\$	

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

Total

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)**
Please contact the college for your personal Bpay details.
- 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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- > 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	Other Contributions	Extra-Curricular Items and Activities
<ul style="list-style-type: none"> o Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum. 	<ul style="list-style-type: none"> o Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives. 	<ul style="list-style-type: none"> 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 \$400.00 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 \$400.00 which is paid directly to the student's school account from March 2026. 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 the General Office.

Purpose

The purpose of the Student 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, 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.

Scope

Students are expected to comply with this Uniform Policy while traveling to and from school, during school hours and when attending school activities.

Uniform and Appearance

St Albans Secondary College Uniform

- The College has a compulsory uniform.
- Only items from the below list may be worn at, to and from school.
- Students can wear any uniform item regardless of season.
- Students can wear any uniform item regardless of gender.
- Approved commemorative uniform items such as the Year 12 jacket are accepted as part of the uniform.
- Further notes are provided to provide clarification on other items.

Approved Uniform Items List - Formal Uniform

This list outlines the approved uniform items that students can wear to school. Information about the Sports Uniform and other general uniform notes are detailed further below.

Items marked * can only be purchased from the Uniform Shop.

Other items which meet the requirements of the Uniform Policy and are consistent in the style and fabric as those sold at the College Uniform Shop may be purchased from other retailers.

The following are approved items that students can wear:

- White short or long sleeve polo with school logo (Yr 7 to 10 or Senior) *
- White short or long sleeve button up shirt with school logo (Yr 7 - 10 or Senior) *
- Woollen jumper (Maroon - Year 7-10 or Grey Senior) with school logo*
- Black school pants - tailored look/formal pants, belted or elasticised (no jeans, cargo pants, leggings, tracksuit pants) - can be purchased from Uniform Shop
- Black school shorts - tailored look, belted or elasticised (no denim, cargo shorts, bike shorts, tracksuit shorts) - can be purchased from the Uniform Shop
- Winter Jacket (Black/Maroon) *
- Puffer Jacket (Black/Maroon) *
- Summer Dress *
- School Skirt *
- Scarves black or white with school logo *
- Headscarves worn for cultural/religious beliefs - black, white or maroon
- Ankle length white socks
- Black leather school shoes as detailed below - can be purchased from the Uniform Shop.

Approved Uniform Items List - Sports Uniform

The Physical Education/Sports uniform must be worn during PE classes but can also be worn to or from school adjacent to a PE practical class (P1-2 or P5-6, respectively). Please note, Sports Uniform items cannot be worn with items from the above Formal Uniform list.

The following are approved items that students can wear:

- Sports polo in student's house colour *
- Sports tracksuit pants - plain black, nylon or similar, uncuffed - can be purchased from the Uniform Shop
- Sports shorts - plain black, unbranded basketball style short (mid-thigh) - can be purchased from the Uniform Shop.

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).

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Shoes, Socks and Stockings

- **Shoes** Students are required to wear black leather shoes with the College uniform. The school shoes shown below are the only styles to be worn. Slip on, velcro 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

- **Ear piercings** Up to two small sleepers/studs (up to 5mm diameter) per ear are permitted.
- **Facial piercings** A single, small, discreet nose stud (up to 1.5 mm) is permitted. Other facial piercings are not permitted.
- **Jewellery** A simple, plain bangle or necklace. Larger necklaces must be worn under clothing.
- **Watches** Smart watches are not allowed, as per the mobile phone policy.
- **Make-up** is to be minimal and naturalistic (e.g. no heavy foundation, dark eyeliner or excessive false eyelashes).
- **Fingernails** must be trimmed and kept short.

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, white or the school maroon.
- Shoulder length or longer **hair** is to be tied back for student safety, for example in technology and science subjects.
- **Hair ties and hair bands** must be school colours.

Skirts and Dresses

- When worn must be of an appropriate length.

Purchase of uniforms

Uniform items can be purchased from the uniform shop at school or parents/carers may order it directly from the Uniform shop (<https://www.dcsuniforms.com.au/collections/st-albans-college>). Permitted non-branded uniform items (as detailed above) can also be purchased from department stores, provided they are consistent in the style and fabric as those sold at College Uniform Shop.

The School Council has consulted with the school community and worked to ensure the student uniform is affordable, including by ensuring non-branded items can be purchased from other sources. However, if you are facing difficulty meeting uniform costs the Help with School Costs and Fees page provides advice on support offered by the Victorian Government. If your child is starting Year 7 and is eligible to receive support via the Camps, Sports and Excursions Fund, you may be eligible to access the Affordable School Uniform program through State Schools' Relief.

Please the General Office to discuss support that we may be able to provide.

Implementation

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

Measures taken by St Albans Secondary College to address concerns about student non-compliance with the Uniform Policy will also be addressed in accordance with our Student Wellbeing and Engagement Policy and Student Management Policy.



Concerns about this Uniform Policy

St Albans Secondary College welcomes feedback from the school community in relation to this Uniform Policy. If you have a concern or complaint about the Uniform Policy, further information about raising a concern or complaint is available in our school's Complaint Policy, available on the website.

Communication

This policy will be communicated to our school community in the following ways:

- available publicly on our school's website
- through Compass reminders
- reminders in our school newsletter
- discussed in student forums
- included in staff handbook/manual
- included in transition and enrolment packs
- discussed at parent information nights/sessions
- hard copy available from school administration upon request.

Views on our Uniform Policy have been invited from the whole school community including:

- parent/carers
- teachers and other school staff
- students.

Further information and resources

- St Albans Secondary College Complaint Policy
- St Albans Secondary College Student Wellbeing and Engagement Policy
- St Albans Secondary College Inclusion and Diversity Policy
- Department of Education Student Dress Code
<https://www2.education.vic.gov.au/pal/student-dress-code/policy>
- Department of Education Student Engagement
<https://www2.education.vic.gov.au/pal/student-engagement/policy>

Uniform Pricelist

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

College Uniform — PE/Sports		
Polo	Maroon with House Name & School Logo	\$35.00
Track Pants	Black School Track Pants with Green, Maroon and White Stripe	\$35.00
Shorts	Black PE Shorts with School Logo	\$27.50

College Bag		
College Back Pack	Black Back Pack with Built-in back support and with School Logo	\$69.50

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



At School

First Day of Year 7

Students will start Year 7 on **Wednesday 28 January 2026**. 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 – 2026

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

BREAKFAST

Egg and Bacon Muffin	\$5.00
Ham & Cheese Toasties	\$3.50
Ham, Cheese & Tomato Toasties	\$4.00
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
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	\$8.00
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	\$6.00
Sweet Chilli Sub Roll w Lettuce and Sweet Chilli Sauce	\$8.00
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	\$8.00
St Albans Special Beef Burger – Lettuce, Tomato, Cheese & Special Sauce	\$7.00
Homemade Burrito	\$9.00
Homemade Souvlaki	\$9.00
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)

Muesli Crumble with Cinnamon Yoghurt	from \$5.00
Acai Bowl with Fresh Seasonal Fruit	
Muesli Bowl with Yoghurt	
Banana Split	
Jelly	\$2.00

FROM THE BAKERY

Assorted Gourmet Pies	\$6.00
Beef Traveller Pie	\$5.00
Sausage Roll	\$4.50
Assorted Muffins	\$5.00
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
Pauls Protein Milk	\$5.00
500ml Ice Break	\$5.00
350ml Juice Varieties	\$4.00

ICE CREAM

Assorted Paddle Pops	\$3.50
Mini Callippo	\$2.00
Golden Gaytime	\$5.00
Icy Twist	\$2.50
Frozen Yogurt	\$3.50

SNACK OPTIONS

Popcorn	\$2.00
Red Rock Deli Chips	\$3.50
Assorted Muffins	\$4.50
Assorted Slices	\$4.50
Cookie	\$4.00
Smartie Cookie	\$4.50

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 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.

\$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.



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:

- Humanities
- 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
Humanities	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
Total Periods per Week	30

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

Student Leadership — Student Representative Council (SRC)

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

In Year 7, 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.

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;

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.

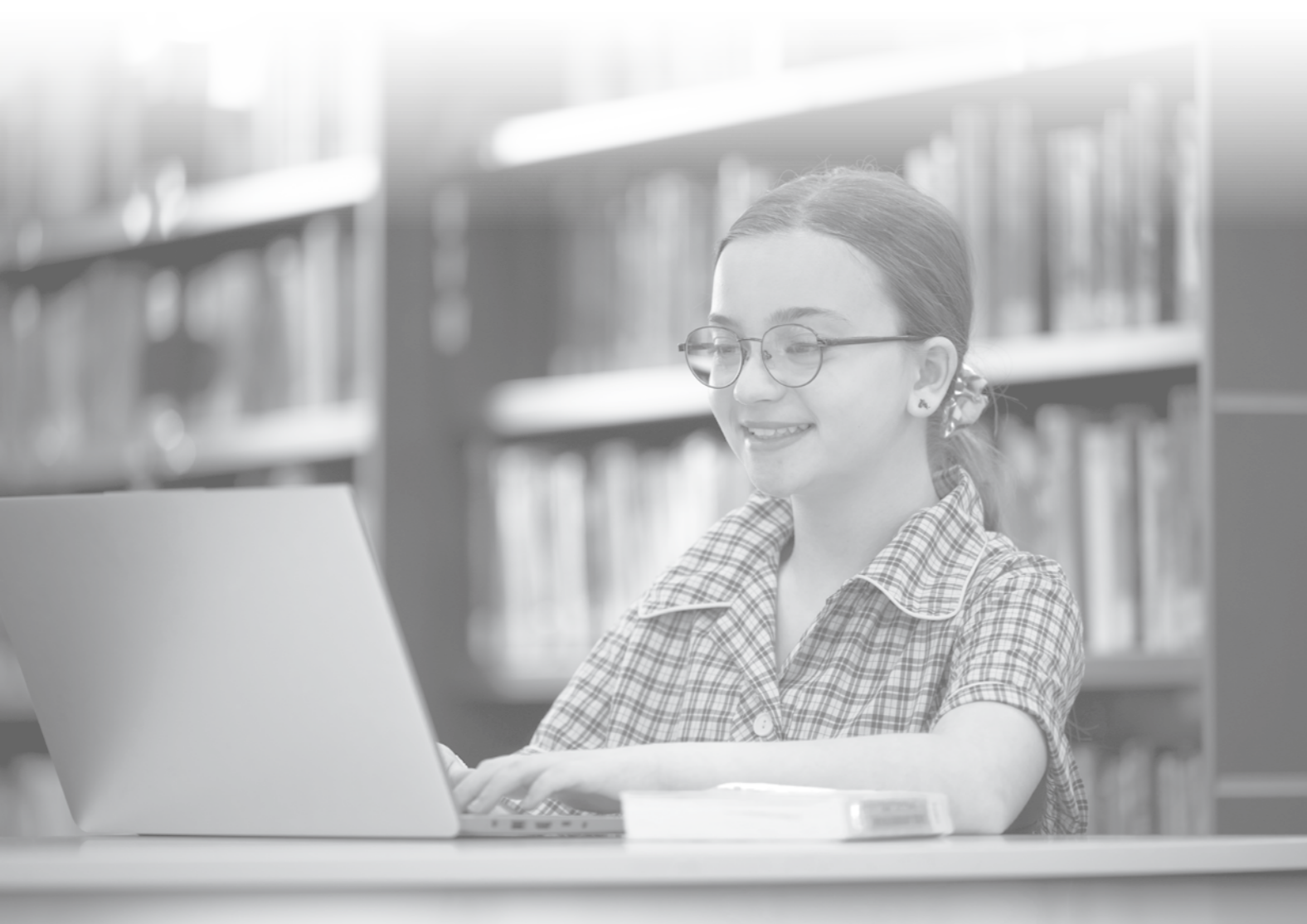
St Albans Secondary College have a Bring Your Own Device (BYOD) Program from Years 7 to 12. These devices will be owned by students and their families and can be either purchased through the school's business partners, purchased from independent retailers, or brought from home if you already have a suitable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



St Albans Secondary College Values Matrix

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

- 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:

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

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.

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



Help for non-English speakers

If you need help to understand the information in this policy, please contact the General Office.

Purpose

St Albans Secondary College is committed to providing a safe and respectful learning environment where bullying will not be tolerated.

The purpose of this 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.

When responding to bullying behaviour, St Albans Secondary College aims to:

- be proportionate, consistent and responsive
- find a constructive solution for everyone
- stop the bullying from happening again
- restore the relationships between the students involved.

St Albans Secondary College acknowledges that school staff owe a duty of care to students to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include harm that may be caused by bullying behaviour.

Scope

This policy addresses how St Albans Secondary College aims to prevent, address and respond to student bullying behaviour. St Albans Secondary College recognises that there are many other types of inappropriate student behaviours that do not meet the definition of bullying which are also unacceptable at our school. These other inappropriate behaviours will be managed in accordance with our Student Management Policy, Student Wellbeing and Engagement Policy, Inclusion and Diversity policy and Sexual Harassment Policy.

This policy applies to all school activities, including camps and excursions. It also applies to bullying behaviour between students that occurs outside of school hours, where the behaviour impacts on student wellbeing and safety at school.

Policy

Definitions

Bullying

In 2018 the Education Council of the Council of Australian Governments endorsed the following definition of bullying for use by all Australian schools:

- Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening
- Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records)
- Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as 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.

For further information about bullying, refer to: Bully Stoppers (education.vic.gov.au) and the Department's Bullying Prevention and Response policy on the Policy and Advisory Library.

Other Distressing and Inappropriate Behaviours

Many distressing and inappropriate behaviours may not constitute bullying even though they are unpleasant. Students who are involved in or who witness any distressing and inappropriate behaviours should report their concerns to school staff and our school will follow our Student Management Policy and/or this Bullying Prevention Policy where the behaviour constitutes bullying.

- **Mutual conflict** involves an argument or disagreement between people with no imbalance of power. In incidents of mutual conflict, generally, both parties are upset and usually both want a resolution to the issue. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.
- **Social rejection or dislike** is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.
- **Single episode acts** of nastiness or physical aggression are not the same as bullying. However, single episodes of nastiness or physical aggression are not acceptable behaviours at our school and may have serious consequences for students engaging in this behaviour. St Albans Secondary College will use its Student Management Policy to guide a response to single episodes of nastiness or physical aggression.
- **Harassment** is language or actions that are demeaning, offensive or intimidating to a person. It can take many forms, including sexual harassment and disability harassment.
- **Discrimination** is behaviour that treats someone unfavourably because of a personal characteristic (for example, race, religious belief or activity, disability, sex or intersex status, gender identity or sexual orientation).

Discrimination, harassment, and any other inappropriate behaviour is not tolerated at our school and there may be serious consequences for students engaging in this behaviour. This includes any form of racism, religious or disability discrimination, sexism, homophobia, transphobia, or any other behaviour that targets an individual or group. Further information about discrimination and harassment, including definitions, is set out in our Inclusion and Diversity Policy.

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). Our expectations for appropriate behaviour are clearly outlined in our College Matrix.

Bullying prevention at St Albans Secondary College is proactive and is supported by research that indicates that a whole school, multifaceted approach is the most effective way to prevent and address bullying. At our school:

- We identify and implement evidence-based programs and initiatives from the Schools Mental Health Menu that are relevant to preventing and addressing bullying and help us to build a positive and inclusive school climate
- We strive to build strong partnerships between the school, families and the broader community that means all members work together to ensure the safety of students
- We participate in the Respectful Relationships initiative, which aims to embed a culture of respect and equality across our school
- We celebrate the diverse backgrounds of members of our school community and teach multicultural education, including Aboriginal History, to promote mutual respect and social cohesion
- We participate in the Safe Schools program to help us foster a safe environment that is supportive and inclusive of LGBTIQ+ students
- Teachers are encouraged to incorporate classroom management strategies that discourage bullying and promote positive behaviour
- A range of year level incursions and proactive programs are planned for each year to raise awareness about bullying and its impacts
- In the classroom, our social and emotional learning curriculum teaches students what constitutes bullying and how to respond to bullying behaviour assertively. This promotes resilience, assertiveness, conflict resolution and problem solving
- We promote upstander behaviour as a way of empowering our students to positively and safely take appropriate action when they see or hear of a peer being bullied
- We seek to empower students to be confident communicators and to resolve conflict in a non-aggressive and constructive way
- Students are encouraged to look out for each other and to talk to teachers and older peers about any bullying they have experienced or witnessed
- We participate in the National Day of Action against Bullying and Violence
- We train and support student leaders to be upstanders and help their peers

For further information about our engagement and wellbeing initiatives, please see our Student Wellbeing and Engagement policy.

Incident Response

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. They can also report concerns using our confidential online reporting tool.

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.

Investigations

When notified of alleged bullying behaviour, school staff are required to:

1. record the details of the allegations on Compass, and
2. inform the relevant Year Level Coordinator.

The Year Level Coordinator is responsible for investigating allegations of bullying in a timely and sensitive manner. To appropriately investigate an allegation of bullying, the Year Level Coordinator may:

- speak to those involved in the allegations, including the target/s, the students allegedly engaging in bullying behaviour/s and any witnesses to the incidents
- speak to the parent/carer(s) of the students involved
- speak to the teachers of the students involved
- take detailed notes of all discussions for future reference
- obtain written statements from all or any of the above.

All communications with the Year Level Coordinator in the course of investigating an allegation of bullying will be managed sensitively. Investigations will be completed as quickly as possible to allow for the behaviours to be addressed in a timely manner.

The objective of completing a thorough investigation into the circumstances of alleged bullying behaviour is to determine the nature of the conduct and the students involved. A thorough understanding of the alleged bullying will inform staff about how to most effectively implement an appropriate response to that behaviour.

Serious bullying, including serious cyberbullying, is a criminal offence and may be referred to Victoria Police. For more information, see: Brodie's Law..

Responses to Bullying Behaviours

When the Year Level Coordinator has sufficient information to understand the circumstances of the alleged bullying and the students involved, a number of strategies may be implemented to address the behaviour and support affected students in consultation with Student Wellbeing Team, Teachers, SSS, Assistant Principal, Principal and Department of Education and Training specialist staff.

There are a number of factors that will be considered when determining the most appropriate response to the behaviour. When making a decision about how to respond to bullying behaviour, St Albans Secondary College will consider:

- the age, maturity and individual circumstances of the students involved
- the severity and frequency of the bullying, and the impact it has had on the target student
- whether the student/s engaging in bullying behaviour have displayed similar behaviour before
- whether the bullying took place in a group or one-to-one context
- whether the students engaging in bullying behaviour demonstrates insight or remorse for their behaviour
- the alleged motive of the behaviour

The Year Level Coordinator may implement all, or some of the following responses to bullying behaviours:

- Offer wellbeing support, including referral to the Student Wellbeing Team to:
 - o the target student or students.
 - o the students engaging in the bullying behaviour
 - o affected students, including witnesses and/or friends of the target student
- Facilitate a restorative practice meeting with all or some of the students involved. The objective of restorative practice is to repair relationships that have been damaged by bringing about a sense of remorse and restorative action on the part of the person who has bullied someone and forgiveness by the person who has been bullied
- Facilitate a mediation between some or all of the students involved to help to encourage students to take responsibility for their behaviour and explore underlying reasons for conflict or grievance. Mediation is only suitable if all students are involved voluntarily and demonstrate a willingness to engage in the mediation process
- Facilitate a Student Support Group meeting and/or Behaviour Support Plan for affected students.
- Prepare a plan in consultation with parents/carers restricting contact between target and students engaging in bullying behaviour (e.g. class changes and yard safety plans)
- Monitor the behaviour of the students involved for an appropriate time and take follow up action if necessary.

- Implement cohort, year group, or whole school targeted strategies to reinforce positive behaviours, for example, year level assemblies or education programs for specific cohorts
- Implement proportionate disciplinary consequences for the students engaging in bullying behaviour, which may include removal of privileges, detention, suspension and/or expulsion consistent with our Student Wellbeing and Engagement Policy, Student Management Policy, the Ministerial Order on Suspensions and Expulsions and any other relevant Department policy

Communication

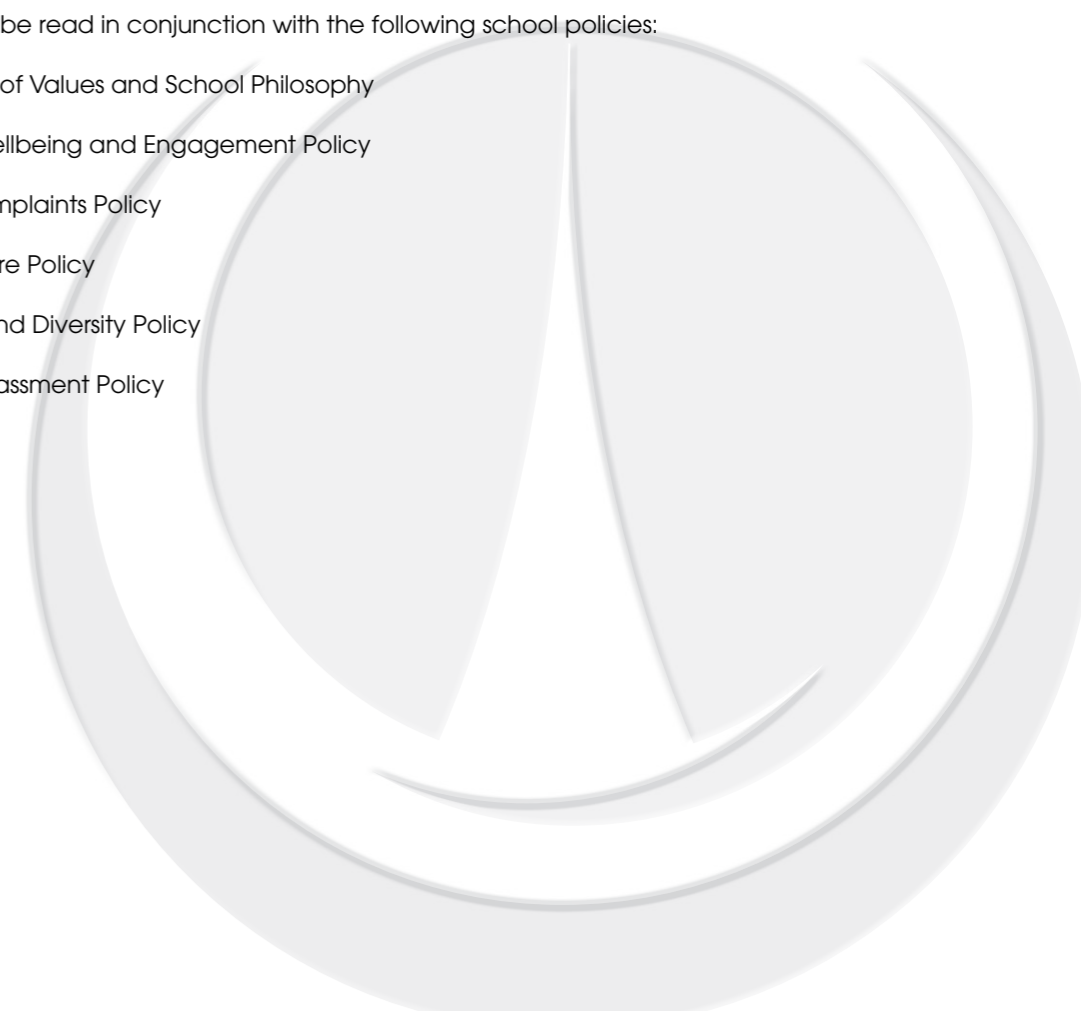
This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website and Compass
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Summarised in student diaries so that it is easily accessible to parents, carers and students
- Included in transition and enrolment packs
- Discussed at student forums
- Made available in hard copy from school administration upon request

Further Information And Resources

This policy should be read in conjunction with the following school policies:

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Parent Complaints Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Sexual Harassment Policy



Our school also follows Department of Education and Training policy relating to bullying including:

- Bullying Prevention and Response
<https://www2.education.vic.gov.au/pal/bullying-prevention-response/policy>
- Cybersafety and Responsible Use of Digital Technologies
<https://www2.education.vic.gov.au/pal/cybersafety/policy>
- Equal Opportunity and Human Rights - Students
<https://www2.education.vic.gov.au/pal/equal-opportunity-human-rights-students/policy>
- LGBTIQ Student Support Policy
<https://www2.education.vic.gov.au/pal/lgbtiq-student-support/policy>

The following websites and resources provide useful information on prevention and responding to bullying, as well as supporting students who have been the target of bullying behaviours:

- Bully Stoppers
<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx>
- Report racism or religious discrimination in schools
<https://www.vic.gov.au/report-racism-or-religious-discrimination-schools>
- Kids Helpline
<https://kidshelpline.com.au/>
- ReachOut Australia
<https://au.reachout.com/>
- Lifeline
<https://www.lifeline.org.au/>
- Bullying. No way!
<https://bullyingnoway.gov.au/>
- Student Wellbeing Hub
<https://www.studentwellbeinghub.edu.au/>
- eSafety Commissioner
<https://www.esafety.gov.au/>
- Australian Student Wellbeing Framework
<https://studentwellbeinghub.edu.au/educators/resources/australian-student-wellbeing-framework/>

Attendance Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the General Office.

Purpose

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures Example School has in place to
 - o support, monitor and maintain student attendance
 - o record, monitor and follow up student absences

Scope

This policy applies to all students at St Albans Secondary College.

This policy should be read in conjunction with the Department of Education's School Attendance Guidelines. It does not replace or change the obligations of St Albans Secondary College, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

Definition

Parent – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the Family Law Act 1975 (Cth) and any person with whom a child normally or regularly resides.

Policy

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

St Albans Secondary College requires that all students maintain an attendance level of 90% over the year in order to successfully pass each subject. Students who do not meet this requirement are at risk of not being promoted to the next year level.

- At Year 7 and 8 the 90% is determined by total number of days at school
- At Years 9 to 12 it is determined by 90% attendance in each subject or unit of work

Students are expected to attend St Albans Secondary College during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in St Albans Secondary College, or
- the student is registered for home schooling and has only a partial enrolment in St Albans Secondary College for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day.

St Albans Secondary College believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.

Students are required to attend school every day, arriving on time and are prepared to learn. Our students are encouraged approach a Coordinator and seek assistance if there are any issues that are affecting their attendance.

St Albans Secondary College parents are committed to ensuring their child/children attend school on time every day when instruction is offered, to communicating openly with the school and providing valid explanations for any absence.

Parents will communicate with their child's Coordinator regarding any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

Punctuality and Lateness

All students are expected to arrive on time for school and for all classes. Habitual lateness has a negative effect on student learning. Parents are expected to communicate directly with their child's Sub School via phone call at the start of the day to discuss the reason for their child's lateness. They may also choose to write their child a note. Acceptance/approval of the lateness is at the Sub Schools' Discretion.

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 for 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.

Supporting and Promoting Attendance

St Albans Secondary College's Student Wellbeing and Engagement Policy supports student attendance.

Our school also promotes student attendance by:

- Displaying posters and reminders about attendance expectations
- Discussing the importance of attendance with students and families through newsletters, Compass posts, assemblies, and parent nights
- Providing rewards and recognition for students who are meeting College expectations
- Providing percentage rate updates to parents via Semester reports and emails each term.

Implications of not Meeting Attendance Requirements

- If, due to excessive absences, a student does not comply with the College attendance expectation of 90%, an interview will be held with the parents of the student to discuss the strategies to improve future attendance and/or pathway options available to the student for the following year.
- Students who do not achieve a 90% attendance rate will be deemed not to have satisfactorily completed the year level or subject/unit of work.
 - At Years 7 & 8 this may result in the student not being automatically promoted to the next year level in accordance with our Promotions Policy.
 - At Years 9 to 11, this policy will impact upon the student's ability to pass units and ultimately on their ability to be automatically promoted to the next year level in accordance with our Promotions Policy.
 - At Year 12, this policy will impact upon the ability of students to pass units and ultimately on their ability to gain their VCE/VET/VCE-VM certificate.

Recording Attendance

St Albans Secondary College must record student attendance twice per day. This is necessary to:

- meet legislative requirements
- ensure the College's meets its duty of care for all students
- meet Victorian Curriculum and Assessment Authority requirements for VCE students

Attendance will be recorded by the classroom teacher at the start of each lesson using COMPASS.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

Recording Absences

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

Parents should notify St Albans Secondary College of absences by **contacting their child's Sub School** if it is an unplanned absence and informing their child's Coordinator if it is a planned absence.

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, St Albans Secondary College will notify parents

by SMS. The College will notify families via an SMS message if a student has been recorded for one or more periods absent without an explanation. Notifications will be sent at 11.30 am and 4.00 pm each day.

St Albans Secondary College will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

If contact cannot be made with the parent (due to incorrect contact details), the school will attempt to make contact with any emergency contact/s nominated on the student's file held by the school, where possible, on the day of the unexplained absence.

St Albans Secondary College will keep a record of the reason given for each absence. The Principal will determine if the explanation provided is a **reasonable excuse** for the purposes of the parent meeting their responsibilities under the Education Training Reform Act 2006 and the School Attendance Guidelines.

If St Albans Secondary College considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as 'excused absence'.

If the school determines that no reasonable excuse has been provided, the absence will be marked as '**unexcused absence**'.

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally excuse below absences (These will not be counted towards the 90% mandatory attendance requirement):

- medical and dental appointments, where out of hours appointments are not possible or appropriate and illness - Medical certificates must be submitted to the College within 3 school days of the student returning to school. The College reserves the right to verify the authenticity of medical certificates.
- bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- school refusal, if a plan and Student Support Group is in place with the parent to address causes and support the student's return to school
- cultural observance if the parent/carer notifies the school in advance
- family holidays where the parent notifies the school in advance (see note below).

If no explanation is provided by the parent within 10 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file.

Note:

Extended family holidays. Parents are required to consult with and notify in writing the Sub-School Team ahead of time of family holidays. At this consultation any possible promotion implications will be discussed with the family of the student and an absence learning plan will be developed. Whilst absent from the College, students will be expected to complete work as set by their teachers. Parents/Guardians of students in Years 10, 11 and 12 should be particularly aware of the possible effect on a student's ability to meet the course requirements. At Year 10, holidays of longer than four weeks and at Years 11 and 12, holidays longer than two weeks of class time per semester would be of concern.

Managing Non-Attendance and Supporting Student Engagement

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, St Albans Secondary College will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group
- implementing a Return to School Plan
- implementing an Individual Education Plan
- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from relevant student wellbeing staff.

We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavour to provide this support when it is required.

Referral to School Attendance Officer

If St Albans Secondary College decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the South-West Regional Office for further action.

If, from multiple attempts to contact a parent, it becomes apparent that a student will not be returning to the school, the Principal may make a referral to a School Attendance Officer if:

- the student has been absent from school on at least five full days in the previous 12 months where:
 - o the parent has not provided a reasonable excuse for these absences; and
 - o measures to improve the student's attendance have been undertaken and have been unsuccessful
- the student's whereabouts are unknown and:
 - o the student has been absent for 10 consecutive school days; or
 - o no alternative education destination can be found for the student.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request.

MORE INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL): Attendance <https://www2.education.vic.gov.au/pal/attendance/policy>

APPENDIX 1 - Summary of Attendance Expectations

Students are expected to:

- attend school and all scheduled classes
- arrive on time to school and to every class
- provide a note from their parent when they have been absent from school (or late to school)
- after an absence, catch up on any work missed or complete any alternative set work
- tell their classroom teachers of their involvement in College sanctioned activities that will result in their absence from class
- students who are living independently must notify the Sub School Team of any absences and the reasons for those absences.

Parents are required to:

- ensure that their child attends school at all times
- ensure that their child is on time for school each day
- notify the College by phone, or in writing, of the reason for any absence as soon as possible on the first day of any absence
- where appropriate, provide the College with medical certificates explaining absences
- notify the College in writing of the dates of any extended holiday that will cause their child to be absent from school
- support their child's learning during continued or prolonged absences
- work cooperatively with the school to improve their child's attendance where the reasons for absences have been deemed unsatisfactory by the school
- ensure that contact details for the child are correct and up to date
- where necessary, take an active part in this Policies interview processes.

Teachers will:

- monitor accurately and record student attendance on COMPASS for every class, including extras
- complete attendance rolls on time throughout each day (within the first 15 minutes of each lesson)
- update rolls if students attend classes after roll marking (e.g. after a school activity in the second half of a double session)
- provide appropriate work for students during prolonged absences as requested by Year Level Coordinators
- if a student is missing a number of lessons, advise the Year Level Coordinator, to ensure that the matter is being addressed by the College's attendance processes
- towards the end of a unit/subject, consult with the Year Level Coordinator to ascertain if a student who has above 10% absence has legitimate reasons for those absences
- record the student's subject or unit result as unsatisfactory (N) if their attendance is below 90%.

Year Level Coordinators and Sub School Leaders will:

- monitor overall student attendance and keep accurate attendance rolls. These rolls should include appropriate absence codes, and entry & exit dates
- follow up all individual cases of student absence and lateness promptly and consistently, and implement appropriate monitoring and support strategies

- contact the parent about student absences within 24 hours of the absence
- if, for any reason, the parent cannot be contacted, follow up the absence with the student on their return
- in cases of extended unexplained absences (more than 3 days), send a letter/email requesting an explanation to the parent
- in consultation with the Student Wellbeing Team, establish a Student Support Group to ensure a coordinated response to individual students' attendance problems, and make appropriate referrals to community agencies for additional support as required
- develop a Student Absence Learning Plan when a student will be absent from school for an extended period of time
- notify the parent in writing and arrange an interview with the student's parent if the student's attendance pattern is becoming a concern
- inform parents of the possible consequences on satisfactory completion of extended student absence due to family holidays or "parent choice"
- conduct interviews with students and their parents who do not meet the school's attendance and promotion requirements to discuss the students' pathway options.
- monitor and analyse Sub School attendance records on a regular basis at Sub School teams & Sub School Leaders' meetings and use Case Management Monitoring Tools to identify and provide support for students at risk of poor attendance
- contact families regarding late attendance to school and classes as outlined in the punctuality section on page 2
- maintain accurate student and family contact details.

The school will:

- promote student attendance through clear statements of expectations to parents, students and staff
- email parents an update of their child's percentage each term (twice in term 1 and 3) and include their attendance in their child's end of semester report
- promote awareness through assemblies, posters, staff meetings and newsletters, that absence results in lost learning time and opportunities
- ensure whole-school modelling of punctuality to school and classes
- ensure accurate and timely recording of attendance by staff in each class each day
- maintain accurate attendance records on Compass & Cases21, and ensure the prompt processing of all student transfers
- send SMS text messages daily if a student has been recorded for one or more periods absent without an explanation
- organise emailed reports to be sent to parents on a weekly basis for any unexplained absences and lateness to school or classes
- monitor and analyse school attendance records to ensure the early identification of, and provision of targeted support for, students at risk of poor attendance and disengagement from school
- develop and maintain collaborative partnerships with parents and community agencies to promote positive attendance
- ensure that the school's processes & policies for dealing with student attendance are coordinated and consistently implemented across the school.

Homework

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

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

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

Homework Guidelines

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



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