



# 2014 SENIOR SCHOOL HANDBOOK FOR STUDENTS IN YEAR 10-12

A Student Handbook to Courses and  
General College Guidelines

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# INTRODUCTION

**The purpose of this booklet is to provide students with information about Years 10 - 12**

It is our goal that all students have a successful pathway to University, TAFE or full time employment. It is essential that students commencing the senior years plan carefully and make informed decisions that enable them to fulfil both academic and personal goals.

The best advice is to choose studies:

- which the student enjoys
- in which the student achieves success
- that the student may need for future study (prerequisites) or work
- which maintain and develop the student's special skills and talents

Each student should ensure that she/he is fully informed before making decisions about her/his course of study.

At Western Port Secondary College excellence is valued and recognised, including academic, creative, sporting, practical, and vocational achievements as well as community involvement. The College has delivered highly regarded Vocational Education and Training (VET) programs in Hospitality, Information Technology and Engineering, Fashion Design, Building and Construction and Community Recreation, as well as assisting students to participate in other VET courses off campus. We provide a range of programs, which allow our students to take up a broad range of post-school options.

The College provides senior Students with numerous leadership opportunities, including College Captaincy, Student Leadership Council, House Captaincy, Environmental, Art and Sport Captaincy and Peer Support Leaders. There are also many varied extra curricular activities such as Public Speaking, Production, College Band, Debating, Sporting Teams, and Taiko Drumming etc. It is hoped that these opportunities will assist our senior students to become confident, successful and equipped for the challenges of tertiary education and beyond.

The teaching staff is committed to assisting students to achieve **success**.

Three essential qualities required from the students are **initiative**, **discipline** and **commitment**. These are necessary to meet the challenges of the final three years of secondary schooling.

Students need to establish sound **work habits** and learn to **set priorities** for their commitments and personal goals at school and at home. Having the correct class room materials, textbooks and diary are essential for students to be successful in their studies. Students are expected to wear full school uniform at all times.

Western Port Secondary College will be aiming to encourage all its senior students to invest effort and time into achieving success and doing their best.

Although the senior years are challenging, we hope our students will also find them enjoyable and some of the most memorable of their school years.

Ms Tanya Blanch  
**Learning Level Leader**

Mr. Andrew Nicholls  
**Principal**

# SENIOR SUITE OF PROGRAMS

We aim to ensure that all students complete a Year 12 equivalent whether that is VCE or VCAL. We value each option equally and hold each up as a very important option for our students. A rich array and combination of subjects is possible for our students following extensive course counselling from our Senior School team.

## ABOUT YEAR 10

We aim to provide an enjoyable, relevant, broad and rigorous teaching for learning program that provides both preparation for Year 11 and 12 along with the training and guidance for future careers. There is an opportunity to start a VCE subject as well as beginning a VET course.

In 2014, students in Year 10 will choose a taster program of either VCE or VCAL or a combination of both courses in one block in addition to the traditional electives program, culminating in actual unit completions to be used towards their senior certificates. The Channelling Futures program aims to build students' interests in their future career pathways and goals and to better equip them with the knowledge to take on certain streams.

## ABOUT THE VCE

The Victorian Certificate of Education (VCE) is a certificate that recognises the successful completion of your secondary education and provides pathways to further study at university, Technical and Further Education (TAFE) and to the world of work.

## ABOUT VCAL

The Victorian Certificate of Applied Learning (VCAL) is a certificate that recognises the successful completion of your secondary education. The VCAL provides a pathway to TAFE, an apprenticeship, university or employment linked to training. It gives you practical work-related experience, as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work.

If you begin your studies in the VCE or VCAL and then wish to change your enrolment to the other certificate you can use units satisfactorily completed in VCE or VCAL to provide credit towards your new course of study.

## ABOUT VET

As part of your VCE you can choose a Vocational Education and Training (VET) subject. This means that you will be undertaking training in a specific vocational area, for instance hospitality, agriculture, information technology or engineering.

As part of your VCAL program it is compulsory to elect a VET subject. A VET program contributes to your VCE or VCAL in the same way that other studies contribute, however only scored VET programs with exams contribute towards an ATAR (Australian Tertiary Admission Rank) score. All VET subjects are discussed in more detail later in this booklet.

## ABOUT SCHOOL BASED NEW APPRENTICESHIPS AND TRAINEESHIPS

### (ASBA) (Australian School Based Apprenticeships)

Another way for vocational training to contribute towards your VCE or VCAL is through an ASBA which is either a part-time apprenticeship or part-time traineeship program. If you would like further information on ASBAs available, please contact the Senior School.

**Your VCE or VCAL program would include your paid work and vocational training.**

# STUDENT ORGANISATIONAL PROCEDURES

For detailed policies and guidelines please see:  
<http://www.westernportsc.vic.edu.au/parent-information/policies/>

## Daily Schedule

Students should be at school by **8.35 am** and be **punctual** to their form meeting at **8.45 am**. If students miss form assembly **they must sign in** at the Senior School office, with a note from a parent/guardian stating why they are late.

## Absences

If a student is absent, a signed note must be sent stating the date and reason for the absence. This should be sent with the student on their return to school and **handed to the Senior School Attendance officer**.

*A call to the College Absence Line on 5979 3511 on the day of absence could avoid the need for a note. Students are expected to catch up on work missed. A medical certificate is needed for extended absences.*

## Attendance Policy

Students must meet the requirements for attendance as outlined in the Attendance Policy. Students must meet these requirements to satisfactorily complete their studies.

## Youth Allowance

- It is the responsibility of each parent/guardian to provide the college with reasons for all absences
- It is the college's decision to deem these reasons as acceptable or not
- **The college is obliged to notify the responsible authority of students' absences**
- Please avoid embarrassment

## Out of School Passes

Year 10 or 11 students are not permitted to leave the school grounds without first obtaining written permission from a Coordinator or an Assistant Principal. These will only be given under special circumstances after Parent/Guardian contact. Please do not ask for a lunch pass as these are not issued. Students **must** sign out at the General Office before leaving. If a student is to return during the day they must sign in at the General Office immediately on their return. We encourage students to stay at school to spend time with friends.

## School work at Home

Work at home needs to be a regular activity. It will include set homework; catch up, research and production of projects and assignments, completion of class work and study. Year 10 and 11 students are expected to do on average; about **two hours** work at home per weeknight. Year 12 students are expected to do on average **three hours at home per weeknight**. This is a minimum.

## Valuables

Students are advised not to bring valuables to school. The College does not accept any responsibility if they are lost, stolen or mislaid.

## Mobile phones

Mobile phones must be switched off before entering the classroom class. If parents/guardians need to contact a student they should do this by contacting the General Office.

## Lockers

**All students are expected to have their own locker.** Locks supplied by the college will be available for purchase at the beginning of the school year. Students will not be permitted to use other locks. Students must keep their locker locked and in a neat and unmarked condition.

Students should collect books and equipment:

- Before form meetings for periods 1 and 2
- At recess for periods 3 and 4
- At lunchtime for period 5
- **Bags are not to be taken into class**

### **School Diary (an essential)**

**Each student is expected to have a school diary.** As well as providing space to record homework, due dates for work, the diary contains important information on college rules and consequences. The diary is a direct means of communication between home and the school. It should be maintained in a neat fashion so parents and teachers can use it.

### **Emergency Procedures**

Students must report all accidents to a teacher or to the college office immediately. If a student is injured at school, teachers may: Give first aid treatment, call the parent or emergency contact number or arrange an ambulance to take the child for medical treatment. If your child has a disability requiring special treatment or if there is any medical information that may be needed in an emergency, please ensure that this is entered on the admission records.

***Please be aware that ambulance costs can be expensive. It is important that the school has your most up to date information. Please ensure that you notify the college promptly of any change of address, home, work or mobile telephone number, place of work, emergency contact, doctor or any change to family circumstances.***

### **Managed Individual Pathways**

To assist to develop ideas of future careers we provide a wide range of information about jobs, courses and places where learning and training take place. Computer programs, exploring job and course requirements are available. **An individual pathway plan will be developed during Year 10.**

Work Experience will be undertaken by all Year 10 students, at set times throughout the year. Work experience can be undertaken by any Year 10 students at other times if it is a part of a planned program.

### **Promotion to each year level**

Promotion is not automatic. Students must:

- Have an appropriate level of attendance, satisfactory progress and achievement in their Year level (explained absence not included)
- Give satisfactory effort and progress of skills in English, Maths and Pathways
- Pass 8 of their 12 subjects to successfully complete Yr 10 to earn promotion to Yr 11

Students' individual circumstances will be taken into consideration. If students fail to meet these requirements they will not be guaranteed promotion to Year 11. Students who fit this description will be required to attend a meeting with the "Promotion Panel" to discuss their future.

### **Beacon Program**

Western Port Secondary College is a BEACON school. This means we are committed to ensuring all students leave school with a pathway, whether that is work or further study. We work together with BEACON and the community to provide jobs and work training for our students. Each year the Year 10 students sign a charter agreeing to do everything possible in their power not to go on the dole.

Western Port Secondary College has been a successful Beacon School since 2005 and has won numerous awards including:

- Most outstanding first year No Dole School 2005
- Most outstanding leadership within a school 2007
- Most outstanding co-ordinator in the No Dole School program 2008
- Best No Dole School in Australia 2008
- Membership as a Platinum Beacon School 2009 and 2010

We provide opportunities through the support of the Beacon program, and students have been able to access Women in Careers Days, Year 11 Girls Day Out, Year 10 Mock Interviews, Fitted for Work, Lonely Planet excursion, Year 10 Charter Signing, Beacon Polish Program, World of Work Day and the Year 9 Big Day Out.

# UNIFORM

All students are expected to be neat and tidy. The College uniform is designed to achieve a neat and tidy appearance for students. Experience has shown that the wearing of uniform improves both the general appearance and behaviour of students and contributes markedly to the college tone. It is also shown that uniform is the most economical form of college dress because of its durability. Most clothing is labelled with the Western Port Secondary College logo.

The wearing of uniform is compulsory and strongly endorsed by the College Council and the staff. Failure to wear uniform is regarded as a serious breach of the College rules.

## Breaches of uniform

All students out of uniform are expected to follow the process of bringing a note from home and obtaining a pass from their coordinators. Failure to follow this procedure may well result in after school detention.

Uniform is supplied by Beleza. Shop 8-13 Eramosa Rd Somerville and Shop 129 – 133 Beach St Frankston. Hours: Monday – Friday 9 – 5 pm, Saturday 9 – 1pm. Phone: 9783 1088

*All items of clothing are required to be clearly marked with the student's name.*

- Jumper:** Black woollen jumper labelled with College logo  
**Shirt:** Long or short sleeved polo: white striping on collar and Forest Green in colour with College logo  
**Socks:** Plain White/Black socks  
**Shoes:** Completely Black polishable, lace up school shoes or t-bars. If unsure please contact the college  
**No runners, (except for PE) no open footwear and no slipper type shoes**
- Shorts:** Dark Grey Melange School shorts including College logo  
**Pants:** Girls: school slacks in Dark Grey. Boys: Grey Melange School slacks (including College logo)  
**No cotton track suits, cords or denim**
- Frock/Summer Skirt** Green check "Cleolene" Material  
**Winter Skirt:** McKinnon Hunting Tartan  
**Tights:** Black (not leggings)  
**Blazer:** Optional item  
**Caps:** Plain Forest Green or Grey **No other caps/ No Beanies**  
**Jacket:** Official WPSC jacket – **No "Hoodies" are to be worn in ANY circumstances, however, students may wear plain forest green, black or white longleave tops under their school polos**  
**Scarf:** Plain Forest Green or Black  
**Please note:** **Non school clothing visible under the school uniform is not acceptable**

## Sports Uniform

This is available from the College uniform shop. This consists of a polo-shirt in black with a green and white stripe. **(Singlets are not accepted)**, black shorts or black/green pleated skirt, white socks and non marking runners. Dark track suits may be worn during the winter months.

- Any student out of uniform is expected to bring a note. It is preferred that students bring a substantial change of clothes rather than not participate
- No note and no uniform means that the student will be required to do theory associated with the curriculum.
- Students competing in events representing the college are expected to be in full college/sports uniform for the event

## Second-Hand Uniform

*No second hand uniform shop exists.* However, parents wishing to sell or exchange items are welcome to place ads in the college Newsletter by contacting the General Office.

## STUDENT MANAGEMENT AND SUPPORT

It is the aim of Western Port Secondary College to provide all our senior students with the appropriate environment and support conducive to each student achieving success.

The Senior School Student Management Team consists of an Assistant Principal, the Learning Level Leader, three Senior School Team Leaders and the Pathways Team.

As a team, we continually develop and implement strategies to manage students and direct their time more purposefully. There are policies and procedures in place to help students successfully negotiate their final two years of secondary education.

Some of the procedures used by the Coordinators include:

- regular monitoring of student attendance
- interviews with students about their performance
- progress reports for students experiencing difficulties
- organising sessions on time and self-management
- contacting parents

Feedback to parents also occurs at the Parent/Teacher interview sessions and in the detailed written reports provided at the end of each semester. Other parental contact is made whenever the need arises. Guidance and assistance to students is also available from the Pathways Careers Teachers and the Student Welfare Coordinator.

We have high expectations of our senior school students. They are required to work conscientiously and cooperatively with their teachers and other students, complete set work and strive to achieve their best.

## COURSE COSTS

In 2014 there will be an Essential Education Items charge and the College Council have requested a Materials and Services charge be applied. Please be aware that some of the subjects detailed in this handbook may attract additional charges for materials. Participation in a charged elective is dependent on full payment of the additional materials charge.

## YEAR 10 ENHANCEMENT PROGRAM

We seek to make university a priority goal for many of our students. Students undertaking a normal Year 10 program in 2014 will be encouraged to choose a Unit 1 & 2 subject, kickstarting their VCE studies, with the aim to finish as a Year 12 subject when they commence Year 11 in 2015. In addition to this, students who take on a VCE subject early will be placed in the Extension Stream of the **Channelling Futures** Program for 2014.

Students in this stream will **also** be expected to complete Unit 1 of Industry and Enterprise throughout the course of the year and if successful will have three completed units at the Year 11 level by the time they complete Year 10. For students in this extension stream, they will be offered two periods of 'study sessions' which will be supervised. The expectation of the teaching staff in this subject block will also enhance your child's knowledge through a focus on study skills and exam techniques.

**Please read the 'Channelling Futures' information sheet for more information. Additionally, a parent information session will cover subjects as well as the new Year 10 program.**