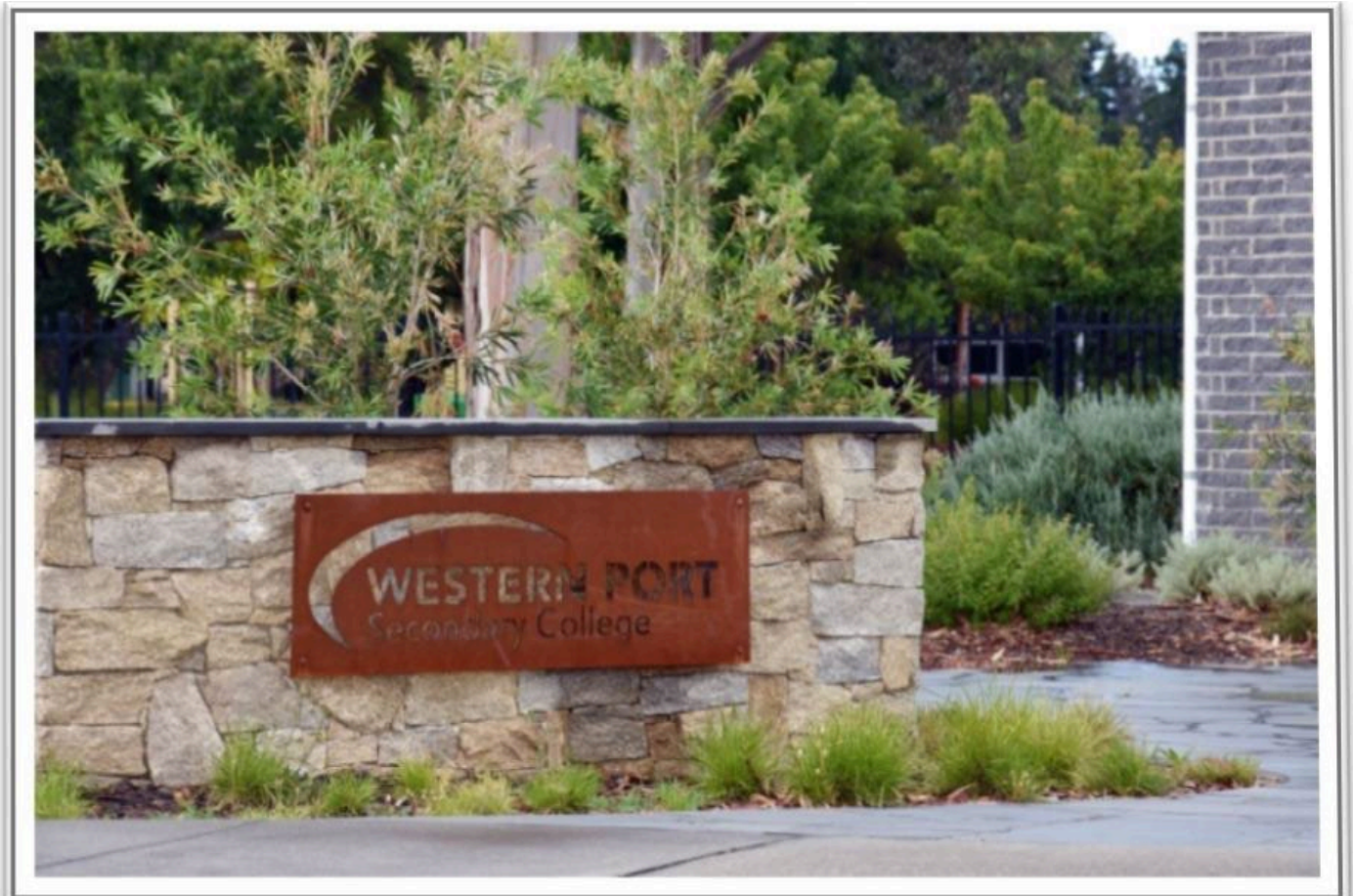


**STUDENT GENERAL INFORMATION BOOKLET**  
*Western Port Secondary College*

2024

Principal | **Chris Quinn**



# Introduction

Womin Djeka - Hello and welcome to Western Port Secondary College.



We believe the best environment for students to learn is one that is safe, inclusive, respectful, caring and purposeful, and one where personalised and individual learning programs can be achieved.

Our Core Values are Community, Achievement, Respect and Engagement (CARE), are embedded into programs and practices across the College community. Staff at the college are trained in Berry Street practices which supports our emphasis on pastoral care through a horizontal homegroup structure and a very positive approach to student wellbeing.

We are a top partner school with Monash University and a member of the Schools Access Monash program. This supports high quality pre-service teacher training and promoting and facilitating tertiary pathways for our students.

Our current strategic plan focusses on our core business of Teaching and Learning and ongoing development of our guaranteed and viable curriculum. Foundational to this is ensuring a safe and orderly culture across the school.

As the lead school in the Western Port Learning Guarantee, we are committed to improving academic outcomes and wrap around wellbeing links to support transitions of primary students to Western Port Secondary College. Our philanthropically supported cluster music initiative places a Western Port staff member in our local primary schools to strengthen pathways for young people across the broader community of Hastings.

Our college was selected as a Department of Education STEM Catalyst school and our specially trained staff are delivering a core STEM program including digital technologies, coding and robotics to our students along with Grade 5 and 6 students from our local feeder primary schools.

We have a strong focus on inclusive practices monitor the overall progress and engagement for all students is conducted on a 5-weekly basis. Our Elevate and Outreach programs provide referral pathways for students who require adjustments to their educational programs for a period of time.





Welcome to the Western Port family.

**Chris Quinn, College Principal**

<p><b>Vision Statement</b></p> <p><i>Western Port Secondary College <u>empowers</u> our <u>community</u> to grow and <u>achieve</u> together through <b>CARE</b>, innovation and <u>excellence</u>.</i></p>	<p><b>College CARE Values</b></p> <p><b>C</b>ommunity  <b>A</b>chievement  <b>R</b>espect  <b>E</b>ngagement</p>
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## Principal Class / Business Manager

Name	Position
<b>Chris Quinn</b>	College Principal
<b>Donna Geritz</b>	Assistant Principal – Curriculum and Assessment
<b>Brooke Roy</b>	Assistant Principal – Junior School/Building Practice Excellence
<b>Matthew Bodley</b>	Assistant Principal - Year 9/Positive Climate for Learning
<b>Laura Higgins</b>	Assistant Principal - Senior Sub-School Leader/Senior Reform
<b>Robyn Chipperfield</b>	Business Manager

Assistant Principal Curriculum and Assessment (GER)	Assistant Principal Junior School/Building Practice Excellence (ROY)	Assistant Principal Year 9/Positive Climate for Learning (BOD)	Assistant Principal Senior Sub-School Leader/Senior Reform (HGS)
Curriculum Learning Architecture Assessment Reporting PLCs	Oversee Year 7-8 Teacher Practice Pedagogy Student Voice and Agency Staff Induction	Oversee Year 9 Berry Street and SWPBS Inclusion Student Voice and Agency	Oversee Year 10-12 VCE/VCEVM/VET/SBAT Careers & Pathways Student Voice and Agency Senior Reform
			



## College Contributions - 2024

Western Port Secondary College along with all government schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Extra-curricular items and activities are provided on a user-pays basis.

Ongoing and continued support from our families in regard to financial contributions to our College has ensured our school can go above and beyond offering a standard curriculum program and allow our students to have a wide choice of subjects to pursue their chosen pathways. Working with our School Council we have ensured our school contributions remain at one of the lowest levels in the state.

We believe our students deserve the best possible opportunity to thrive and pursue their wide range of passions in state-of-the-art facilities as they move through our College and onto the next chapter of their lives.

Student wellbeing is a key priority, and we strive to develop our student's personal and social skills to become confident, resilient, and valued members of the community. Your continued support has allowed us to create this environment in our College and the resources required.

We look forward to moving into our new and refurbished buildings and providing up-to-date resources and equipment required to enhance these spaces for student learning and well-being. Your continued support will allow us to provide the latest programs and equipment. Please refer to the table below regarding further information on parent contributions.

Western Port Secondary College Contributions – 2024		
Curriculum Contributions <ul style="list-style-type: none"> <li>Classroom consumables, materials and equipment including: poster/coloured paper, food technology items, wood technology, science equipment chemicals and materials to conduct practical activities and learning tasks, workbook and practice exams, printing and photocopying supplied by WPSC, licensed programs accessed by student</li> </ul>		\$250.00
Extra -Curricular Items and Activities i.e.: <ul style="list-style-type: none"> <li>Camps, excursions, incursions and activities etc. 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 – These will be invoiced prior to an activity</li> </ul>		TBC
Other Contributions – for non-curricular items and activities <ul style="list-style-type: none"> <li><b>Student Wellbeing Contribution</b> - At Western Port Secondary College we support students' wellbeing at an individualised level, this includes the engagement of external professionals on a needs basis. This support assists in developing staff knowledge, and at times, individual students and families. The aim is to provide individual and group support</li> </ul>		\$40.00
<ul style="list-style-type: none"> <li><b>First Aid Contribution</b> - The school provides first aid consumables required to treat students and to meet student health needs when at school and offsite. Staff also undertake professional development in first aid, CPR, welfare, asthma, anaphylaxis and diabetes management on regular basis</li> </ul>		\$30.00
<ul style="list-style-type: none"> <li><b>ICT Contribution</b> - Software and equipment required to sustain and enhance our ICT program</li> </ul>		\$50.00
<ul style="list-style-type: none"> <li><b>Grounds/Equipment and Maintenance Contribution</b> - To assist in redevelopment of recreational and sustainable environmental areas for students use including the upkeep of the College ovals.</li> </ul>		\$40.00
<ul style="list-style-type: none"> <li><b>Building Fund – Please note this is a Tax-Deductible contribution</b> – A formal receipt will be given to support the claim. The Building Fund is a voluntary fund established to support the college maintenance and continued upgrades which enhances and supports the learning environment for students</li> </ul>		\$60.00

## Financial Support

For Parents/Carers experiencing financial difficulty, alternative payment options or plans are available. Parents/Carers wishing to explore this option are encouraged to make an appointment with the school's Parent Payment Contact, *Meaghan McKinnon* or *Robyn Chipperfield* by phone on 5979 1577 or email [western.port.sc@education.vic.gov.au](mailto:western.port.sc@education.vic.gov.au) to arrange for a confidential discussion.

Please note the following payment options are available:

- Compass Pay – (this is the preferred payment option)
- CASH
- EFTPOS
- CREDIT CARD
- BMPay
- Centrepay (*Families holding a valid means-tested concession card*) – please speak with the WPSC office staff for details and obtaining a form.
- Camps, Sports, Excursion Fund (CSEF) *provides payments for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary or permanent Foster Carers are eligible to apply and a Special Consideration eligibility category also exists.*

## Educational items for students to own

Items on the booklist can be purchased from Box of Books or other suppliers of your choice. Details on how to access the year level booklist will be available on the WPSC website towards the end of the year.

## 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.

For further information on the Department's Parent Payments Policy please refer to our College website: <https://westernportsc.vic.edu.au/policies/>

## Camps, Sports and Excursion Fund (CSEF)

The Camps, Sports and Excursion Fund (CSEF) is an initiative of the Victorian State Government to assist families holding a valid concession card. CSEF provides a single payment to schools for eligible students to attend camps, sports and excursions during the year. An application form is included in enrolment and re-enrolment packs and are distributed to Parents/Carers each year. State Schools Relief (SSR) may assist families in providing uniform, books, shoes and more.

Please contact our Wellbeing team for more information or to make an appointment to discuss assistance available.



# Assessment and Reporting

## Relationship between curriculum and assessment

Western Port Secondary College recognises that teaching and learning, and the assessment of that learning are fundamentally interdependent.

Students:

- ◆ Have different learning styles
- ◆ Have different cultural experiences, expectations and needs
- ◆ Perform differently according to their context of learning
- ◆ See self-assessment and peer-assessment as a natural part of the learning process
- ◆ Need to know their achievement and areas for improvement in the learning process
- ◆ Should receive feedback that is regular, positive and constructive

Throughout the curriculum and instructional process, we are guided by the following principles:

- ◆ The curriculum is designed by teachers to incorporate a variety of methods and to be relevant and motivating to students
- ◆ Is geared toward appraisal of a broad range of concepts, attitudes, knowledge and skills appropriate to the local and broader community
- ◆ Is explicitly delivered at the appropriate level for each student so learning growth can be maximised
- ◆ Is Victorian Curriculum referenced for years 7-10
- ◆ Is VCE/VM referenced for years 11-12

Year 7 Teaching and Learning Timeline- Term 2 - 2023										
SUBJECT		WEEK 1 24/4 – 28/4	WEEK 2 1/5 – 5/5	WEEK 3 8/5 – 12/5	WEEK 4 15/5 – 19/5	WEEK 5 22/5 – 26/5	WEEK 6 29/5 – 2/6	WEEK 7 5/6 – 9/6	WEEK 8 12/6 – 16/6	WEEK 9 19/6 – 23/6
ENGLISH	Topic	POETRY								
	Formative Assessment					Class and Book Work				
	Summative Assessment			CAT: Speaking and Listening: Persuasive					Reading CAT: Poetry	
MATHS	Topic	ALGEBRA AND FINANCE								
	Formative Assessment					Exercise Book Check.				
	Summative Assessment							CAT: We are going on a trip!		
SCIENCE	Topic	CHEMICAL SCIENCE								
	Formative Assessment					States of Matter formative assessment Task				
	Summative Assessment								Separating Westo-Matter	
HUMANITIES	Topic	CIVICS AND CITIZENSHIP								
	Formative Assessment					Bookwork check-in Compass Task Check				
	Summative Assessment								You're the voice – Active citizenship CAT	
PE AND HEALTH	Topic	HEALTHY RELATIONSHIPS								
	Formative Assessment				Healthy Relationships Mind Map					
	Summative Assessment							Healthy Relationships CAT		
INDONESIAN	Topic	TEMAN BARU								
	Formative Assessment					Temam Baru - Draft				
	Summative Assessment						CAT: Temam Baru			
FOOD TECHNOLOGY	Topic	HEALTHY EATING								
	Formative Assessment					Healthy eating Kahoot				
	Summative Assessment							Healthy Eating CAT		

## Assessment Overview

Western Port Secondary College reports on student achievement and progress in line with the Victorian Curriculum at Years 7-10. This framework is used by Western Port Secondary College to deliver teaching and learning programs that support students to develop capacities to confidently manage themselves and their relationships with others, make sense of the world in which they live and effectively participate in that world. This is achieved through two core, interrelated strands of:

- ◆ Learning Areas
- ◆ Capabilities

The Learning Areas are essentially met through Maths, Science, English, Humanities, The Arts, Health and Physical Education, Languages and Technologies. The Capabilities are:

- ◆ Critical and creative thinking
- ◆ Ethical
- ◆ Intercultural
- ◆ Personal and social

**Further information can be obtained from following website:**

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

Please refer to the college website for year level specific student handbooks

## Reporting Overview

At Western Port Secondary College, we provide regular and comprehensive reports to Students and Parents/Carers.

### 5 Weekly Reports

Students and Parents/Carers are provided with a 5 Weekly Report on 4 main criteria which relate to student achievement and work practices.

The criteria reported are our College CARE Values and reflected in the matrix below:

	Community	Achievement	Respect	Engagement
Excellent	<ul style="list-style-type: none"> <li>• Encourages the learning of other students</li> <li>• Promotes a positive learning culture</li> </ul>	<ul style="list-style-type: none"> <li>• Completes all work to the best of their ability</li> <li>• Actively seeks enrichment or extension</li> <li>• Requests teacher feedback and incorporates this in their work</li> </ul>	<ul style="list-style-type: none"> <li>• Always arrives to class with all required learning materials</li> <li>• Takes initiative to support the classroom teacher</li> <li>• Always speaks and acts respectfully towards staff and/or students</li> </ul>	<ul style="list-style-type: none"> <li>• Completes all set class and homework tasks</li> <li>• Engages in independent revision tasks to consolidate in-class learning</li> <li>• Always actively participates in class discussions or activities</li> </ul>
Very Good	<ul style="list-style-type: none"> <li>• Supports the learning of other students</li> <li>• Supports a positive learning culture</li> </ul>	<ul style="list-style-type: none"> <li>• Completes all required work in a timely manner</li> <li>• Incorporates teacher feedback in their work</li> </ul>	<ul style="list-style-type: none"> <li>• Always arrives to class prepared</li> <li>• Actively follows teacher instructions</li> <li>• Regularly speaks and acts respectfully towards staff and/or students</li> </ul>	<ul style="list-style-type: none"> <li>• Completes all required class and homework tasks</li> <li>• Engages in independent revision</li> <li>• Usually participates in class discussion or activities without prompting</li> </ul>
Good	<ul style="list-style-type: none"> <li>• Respects the learning of other students</li> <li>• Maintains positive relationships with classmates</li> </ul>	<ul style="list-style-type: none"> <li>• Completes all required work</li> <li>• Usually incorporates teacher feedback in their work</li> </ul>	<ul style="list-style-type: none"> <li>• Usually arrives prepared to class</li> <li>• Follows teacher instructions</li> <li>• Usually speaks and acts respectfully towards staff and/or students</li> </ul>	<ul style="list-style-type: none"> <li>• Completes all required homework tasks</li> <li>• Participates in class discussion or activities when prompted or encouraged</li> </ul>
Acceptable	<ul style="list-style-type: none"> <li>• Usually respects the learning of other students</li> <li>• Follows teacher instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Completes required work</li> <li>• Sometimes incorporates teacher feedback in their work</li> </ul>	<ul style="list-style-type: none"> <li>• Usually arrives prepared to class</li> <li>• Usually follows teacher instructions</li> <li>• Can speak and act respectfully towards staff and/or students, but at times needs reminding of expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Completes required homework tasks</li> <li>• Participates reluctantly in class discussion or activities after prompting or encouraging</li> </ul>
Needs Attention	<ul style="list-style-type: none"> <li>• Disrupts the learning of other students</li> <li>• May intimidate or bully other students and/or teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Has not completed the required work</li> <li>• Does not seek or enact teacher feedback</li> <li>• Does not use class time productively</li> </ul>	<ul style="list-style-type: none"> <li>• Does not arrive to class with required learning materials</li> <li>• Regularly unable to follow reasonable teacher instructions</li> <li>• Too often speaks and acts disrespectfully towards staff and/or students</li> </ul>	<ul style="list-style-type: none"> <li>• Does not complete set homework tasks</li> <li>• Does not complete revision tasks</li> <li>• Rarely participates in classroom discussion or activities, even after encouragement and prompting</li> </ul>

## ***Final Semester Report***

A more detailed final reporting cycle for each semester will include the students Learning Tasks related to each subject area which are assessed against:

- ◆ Victorian Curriculum (VC) for Year 7-10 coursework,
- ◆ Victorian Certificate of Education (VCE) or Victorian Certificate of Education Vocational Major (VM) for satisfactory completion of coursework and units within subject specific study designs

The report also includes:

- ◆ Clear information about a student's strengths and weaknesses
- ◆ What the student has achieved against the standards
- ◆ An indication of the student's progress over the previous 12 months
- ◆ An indication on how the student can improve their learning behaviours

## ***Student Led Conferences***

Student Led Conferences are held each semester and bookings can be made through your Compass portal. Additional conferences can be initiated by teachers after consultation with the appropriate Learning Level Leader or Coordinator

# **Recognising Student Achievement and Contributions**

## ***Acknowledgement of Effort and Excellence***

Each Term our students are presented awards in Year level assemblies which reflect our four College CARE Values. We recognise students who are actively involved in the school/wider Community, showing Respect to peers and staff and are exemplifying Engagement in a broad range of WPSC programs. Finally, academic Achievement is recognised through an Honour Roll which is calculated from the 5 weekly reports each term. Students in each year level also have the opportunity to be the DUX of their year for the term – excelling in all four College CARE Values.

Our Annual Awards Evening takes place at the end of the school year. Students are recognised for continuous dedication to the College CARE Values. Community Sponsored Awards are also presented for excellence in specific areas such as contribution to the environment, sport, craftsmanship and citizenship. All students are encouraged to accept personal challenges, develop leadership and team building skills by participating in and contributing to their college community.





## Communication with Parents/Carers

The College's main form of communication is via Compass. You will be issued with a parent/carer log on when your student commences. If you require any assistance with Compass, please contact the administration office.

The College will also keep contact with Parents/Carers in a variety of other ways, such as:

- SMS
- Special notices for unexpected events via Compass, SMS or email
- Phone calls home
- College website – [www.westernportsc.vic.edu.au](http://www.westernportsc.vic.edu.au)
- Electronic sign (located at the front of the College)
- Social media
- eNewsletter

### Parent/Carer access to Compass:

- Monitor their student's attendance, and enter approval for absence or lateness
- Communicate with their student's teachers, and update their family contact details
- View their student's timetable and the school calendar
- Monitor their student's homework and assessment tasks
- Download and view their student's Progress and Semester reports
- Book Student Led Conferences



### Student Access

Once students have read, signed, and agreed to the terms and conditions of the ICT and Digital Technologies Policy and the Student Code of Conduct they will be granted access to Compass:

- See upcoming events or activities via the calendar
- View their days lessons
- Identify room and/or staff changes for the day
- Access resources from teachers regarding lessons and tasks
- Access/submit major pieces of work via the Learning Tasks Tab
- Check/monitor their attendance records
- View Semester and Progress Reports
- Monitor individual academic levels and progress
- Complete Managed Individual Pathways Plans

## Attendance and Lateness

### Attendance

Students should be at school by 8.40 am. It is an expectation that students arrive with enough time to go to their locker, collect their books/materials for HG, Period 1 and 2 and be lined up when the bell goes.

### Lateness

Students who arrive late must sign in at the Community Meeting Room (CMR) upon arrival and should have a note explaining their lateness (unless a parent has approved this lateness via Compass). Additionally, if they miss class time, they will be expected to catch up on all work missed. If lateness is an ongoing issue, further consequences will be set.

### Absences

Parents/Carers to call absence line or email WPSC. Alternatively, a signed note can be sent with the student on their return to the College and handed to the staff member in the CMR. If a student's overall absence falls below 90%, parent contact will be made, and a Student Support meeting arranged. A student cannot learn unless they are present!

### Out of School Passes

If Parents/Carers need to collect their student from the College before the end of the day, they are to supply them with a note clearly stating the date and time that the student will be leaving the College grounds or do so via Compass. Students are to show the note to their Sub School Attendance Officer, who will sign it. Then, when it is time, hand the note in to the relevant Office as they sign out before leaving the College.

The office staff cannot make announcements over the PA during class time to call a student up to the office, so it is imperative that you contact the school early in the morning, to arrange an early collection time. If a student is to return during the day, they must sign in at the Community Meeting Room immediately upon their return.



## Uniform Information

The College uniform is designed to achieve a neat and tidy appearance for all 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.

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

Our College uniform can be purchased from Beleza School Uniforms in Somerville – 8/13 Eramosa Road West, Somerville. Phone: 5977 5277.



<b>Jumper:</b>	College Rugby jumper or 1/2 zip College Fleece
<b>Polo:</b>	College Polo forest green/white striping on collar
<b>Shirt:</b>	Plain white College shirt
<b>Socks:</b>	Plain white or black socks (any)
<b>Shoes:</b>	'All black' coloured shoes (any)
<b>Shorts:</b>	College Dark Grey Melange shorts
<b>Pants:</b>	College Dark Grey Pants
<b>Dress:</b>	College Green check. "Cleolene" Material (must be of modest length)
<b>Summer Skirt:</b>	College Green check. "Cleolene" Material (must be of modest length)
<b>Winter Skirt:</b>	College Tartan (must be of modest length)
<b>Tights/Leggings:</b>	Plain Black (any)
<b>Caps:</b>	College Black Cap or Plain Forest green or Grey
<b>Beanie:</b>	College Beanie
<b>Jacket:</b>	College Soft Shell Jacket
<b>Activewear:</b>	College PE Uniform; shirt, shorts, tracksuit pants or leggings
	*Note the College PE uniform is only to be worn on 7/8 Sport Education days, excursion days or changed into/out of for HPE/OED subjects

It is expected that students will be always in uniform. The only exception to this is if Parents/Carers are waiting for uniform to be supplied by the uniform shop and note from a parent/carer explains this.

## General Information Regarding Uniform and Appearance

- Excessive amounts of make-up and jewellery are not to be worn at school
- Unsuitable extremes of clothing or jewellery may be held at the College e.g., Multiple facial piercings
- A plain, long sleeved shirt can be worn under the uniform in black, white or dark green
- No hoodies are to be worn under any circumstances
- Hair must be of natural colour and hair styles are to be worn so as not to attract undue attention
- Students must be appropriately dressed for practical activities within the College for both hygienic and safety reasons. It is compulsory to wear an apron for Food Tech and closed toed shoes at all times throughout the College.

The Principal reserves the right to all final decisions made about a student's appearance/dress code. Any student who refuses to comply with the Dress Code will face disciplinary measures.

## Shoes

In the diagram below, all the shoes marked 'NO' and variations will not be accepted as College uniform. The only acceptable school shoe is enclosed black shoes of any style but no other colours on the shoes.

# BACK TO SCHOOL SHOES



Enclosed black shoes and black laces /velcro of any style but no other colours on the shoes.

		
YES	YES	YES
		
NO	NO	NO
No shoes with white laces and white or coloured soles	No shoes with coloured branding or marking	No shoes with coloured graphics, sections on shoe.

WESTERN PORT SECONDARY COLLEGE

# Student Leadership, Voice and Agency

## Student Leadership, Voice and Agency

We are passionate about student leadership and have aligned our Captaincy positions in Years 7 to 12 to our four College Values: **Community**, **Achievement**, **Respect** and **Engagement**. Our student leaders work through Legacy Projects to ensure they make an impact within their year of leadership and really leave a legacy through a passion project. We also understand that it doesn't take a badge to be a leader and we have both Senior and Junior student voice teams who meet regularly to discuss the College climate and initiatives to enhance the learning and wellbeing needs for each and every student. All WPSC students are actively involved in a wide variety of decision-making aspects across our College, notably having agency over their learning and classroom spaces.

## Student Leadership Opportunities

Students can be involved in leadership roles as CARE captains from year 7 -12 and through school and vice captaincy. Following selection from the application process, students will represent the College as Community, Achievement, Respect and Engagement leaders.

Examples of the types of activities linked with each CARE leadership role include:

### Community

- Student voice activities
- Open night and Transition program with Primary Schools
- Camps Sports and Excursions
- Sustainability

### Achievement

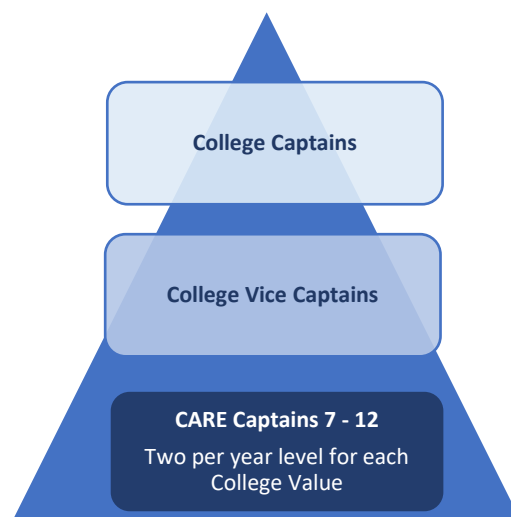
- Homework Club and Study groups
- Participating in College tours
- Awards nights
- STEM Club

### Respect

- Student mentoring
- Wellbeing program support
- Leading through alternative programs

### Engagement (Arts/Sport)

- Interschool sport leadership
- Art show organisation
- College Production and Music Concerts
- Lunchtime Activities



## Student Opportunities

### Performing Arts

Performing Arts is well and truly thriving at the College with opportunities to be involved in the instrumental music program and twice-yearly concerts, or several bands to join. These bands are often requested to perform at various community functions and several College events, including Awards Night. Additionally, many of the music students deliver musical workshops with the local primary school.

### Instrumental

Students can partake in low-cost tuition in the areas of Brass, Woodwind, Keys, Voice, Guitar, and Percussion. Further information is available from the college Music Director, Mr Stuart Miller.

### House and Interschool Competition

All students are placed in one of four houses, which are the basis of the College's Swimming, Cross Country and Athletics competitions and special events. The Houses are named after the Naval Training Bases in Australia and are:

ENCOUNTER	CERBERUS	LEEWIN	HUON
•Blue	•Green	•Yellow	•Red

A wide range of sporting activities are also arranged on an inter-school basis comprising of summer team sports such as baseball, cricket, softball, tennis, volleyball, and winter team sports of badminton, basketball, football, hockey, netball, soccer, table tennis also individual sports of athletics, golf, swimming, and cross country.

### Excursions

All excursions run by the College, are approved by an Operations Team to ensure they are educationally sound and align with the College priorities and calendar.

All excursions are arranged via Compass, to enable parents and students' access to all information and details about the event, along with the ability to print new indemnity forms and pay/give consent for the excursion.

No student is permitted to attend an excursion without payment/forms completed by the dates outlined (**usually Two clear business days prior**).

Students who fail to meet this policy are NOT permitted to attend.

Attending excursions and representing the College off site is a privilege, not a right. Any student who does not abide by the Code of Conduct and/or the policies linked to that Code may not be permitted to attend.



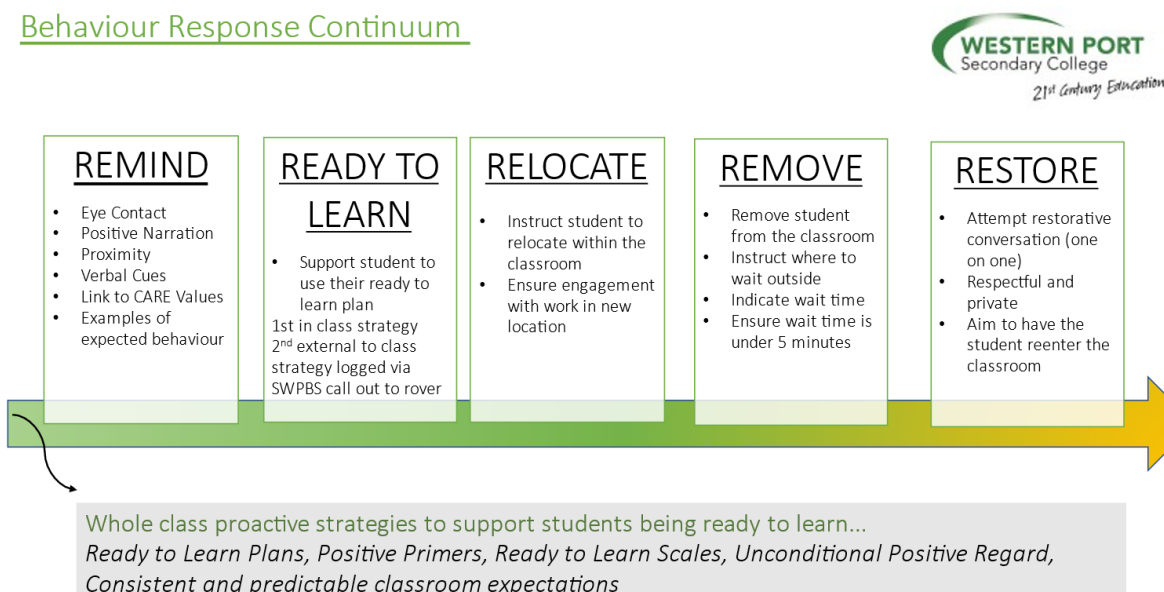
## School Wide Positive Behaviour Support

At Western Port Secondary College, we have created a strong and consistent approach to behaviour support and management. This approach follows the Department of Education's School Wide Positive Behaviour Support framework.

Western Port Secondary College is recognised in the region for being a leader in positive behaviour support. We have achieved this through a system that acknowledges and rewards positive student behaviour. We support this system with a robust process that reduces negative behaviours, by not only keeping students to account through consequences but also by teaching them how to achieve behaviour expectations through coaching and reflection. This is a consistent practice across our entire College community, creating calm classrooms and outdoor spaces.

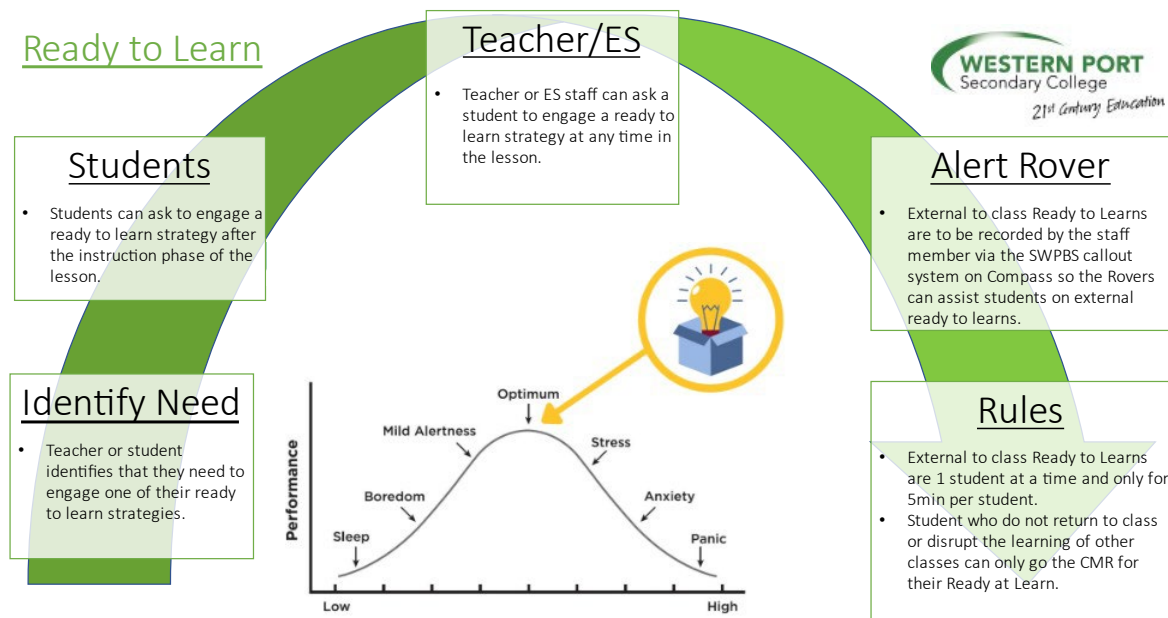
Western Port Secondary College – Classroom Behaviour Expectations				
	STARTER	INSTRUCTION	PRACTICE	REFLECTION
COMMUNITY	-Work without disrupting others -Work together well	-Value the right of others to learn	-Ask thoughtful questions -Encourage other students -Be a valued group member	-Help to pack up -Participate in peer feedback
ACHIEVEMENT	-Do your best -Use your time well	-Engage with the instruction	-Put in effort -Work to the best of your ability -Ask for teacher feedback	-Self-assess your work and progress -Complete reflection tasks
RESPECT	-Be on time -Line up quietly -Work independently	-Ask questions politely -Allow the speaker to speak -Put hand up to ask question	-Use appropriate language -Respect yourself -Use materials appropriately	-Leave your area clean -Leave when learning is concluded
ENGAGEMENT	-Be prepared for class -Participate in activity -Bring your BYOD to class	-Actively listen -Participate in learning	-Promptly start work -Focus on the task at hand -Bring all equipment	-Engage in learning until exited

### Behaviour Response Continuum



## Ready to Learn Plans

Through student voice and agency processes student leaders have implemented our Ready to learn plans. These plans give each student a variety of in class and external to class strategies to manage their behaviour and engagement.



## On Time, in Uniform, with Materials, Ready to Learn

Students are expected to arrive to class on time, in correct school uniform, with materials and displaying behaviours that show they are ready to learn. If students are not able to show these behaviours the teacher will call for assistance and have the student removed for the lesson where they will complete their learning in the Community Meeting Room (CMR). If a student is removed for behaviours twice in a day showing, they are not ready to learn they will complete the rest of the days learning at home or in the CMR so they are not impacting the learning of others.

## Materials

Students need to ensure that they have the **required materials for each and every class** in order to actively engage in the teaching and learning program. WPSC engages with Box of Books for the provision of digital and physical education resources. Please visit [www.boxofbooks.com.au](http://www.boxofbooks.com.au) for further information.

Most of the requirements are outlined with the College booklist but as a general rule they include:

- ◆ Fully charged device
- ◆ Pencil case with (blue, black and red pen, grey lead and colour pencils, eraser and pencil sharpener)
- ◆ A set of basic mathematical instruments (ruler, protractor, compass, etc.)
- ◆ Scientific calculator (as per booklist)
- ◆ Writing/Exercise book
- ◆ Textbook (where applicable)
- ◆ Reading Novel/Material (English)
- ◆ Medium plastic container (cooking)



Students who have a MYTECH laptop **must ensure that it is fully charged each night** and brought to school as part of their required materials for class. Please check daily to ensure that this is occurring.

Classroom teachers will be at the door welcoming students at the start of every class and to **check they have arrived with their learning materials** to ensure they demonstrate a commitment to learning within the classroom.

## Student Wellbeing

The Student Wellbeing team is responsible for the wellbeing of students at the College. Team members including:

- Student Wellbeing Coordinator
- Defence Transition Mentor
- Chaplain
- Nurse
- Youth Workers
- Mental Health Practitioner
- Community Support Worker
- External to school support agencies

The college wellbeing team use a brief therapy model offering 3 pastoral, health or mental health counselling sessions to help student and families to solve non-educational issues. If the wellbeing team are unable to help students and families in this time, then they will facilitate an agency referral.

The College wellbeing team are also focused on prevention and early intervention to assist students through proactive programs that run throughout the school year.

If Parents/Carers are concerned about their student's wellbeing then they are encouraged to contact their Home Group teacher who will work with their year level team to complete a wellbeing referral.

### College Approach to Whole School Wellbeing: BE – ACTIVE – SLEEP – EAT



## Bell Times and 2024 Term Dates

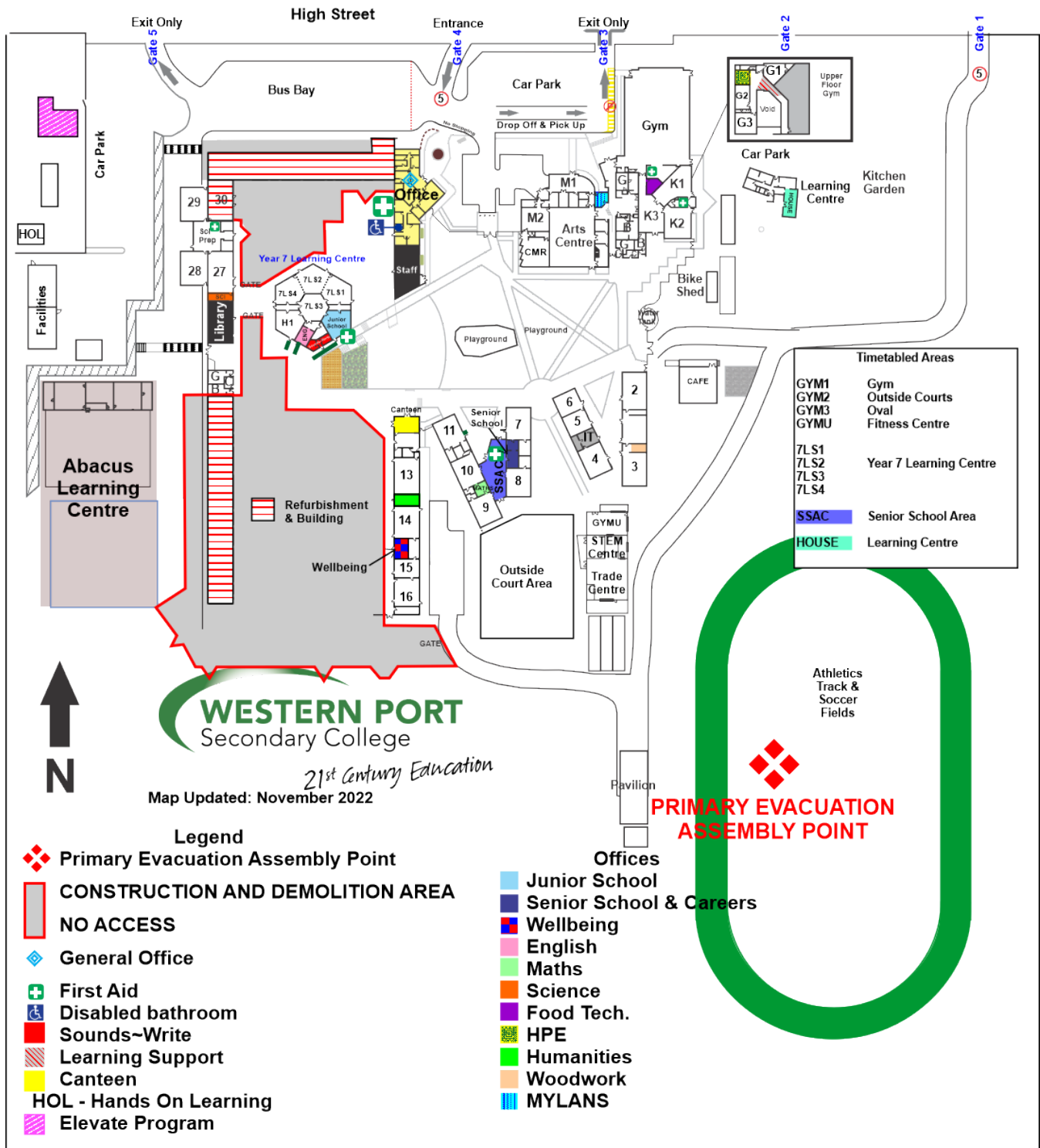
Normal day: 8.50am – 3.00pm

Bell Times	
<b>Home Group:</b>	8:50 – 9:00
<b>Period 1:</b>	9:03 – 10:00
<b>Period 2:</b>	10:03 – 11:00
<b>Recess:</b>	11.00 – 11:23
<b>Period 3:</b>	11.23 – 12:20
<b>Period 4:</b>	12:23 – 1:20
<b>Lunch:</b>	1:20 – 2:03
<b>Period 5:</b>	2:03 – 3:00
<b>Bus Departs:</b>	Please refer to the website for bus departure times

Term 1	Term 2	Term 3	Term 4
<p>Staff Begin 29<sup>th</sup> January</p> <p>Years 7, 11 &amp; 12 Begin 30<sup>th</sup> January</p> <p>Years 8, 9 &amp; 10 Join 31<sup>st</sup> January</p> <p>Finish: 28<sup>th</sup> March</p>	<p>15<sup>th</sup> April – 28<sup>th</sup> June</p>	<p>15<sup>th</sup> July – 20<sup>th</sup> September</p>	<p>7<sup>th</sup> October – 20<sup>th</sup> December</p>



# College Map



## Security

### Lockers

All students are allocated a locker at the beginning of the year to keep items secure. Lockers are placed in highly visible places near Learning Centres and Year Level Coordinator Offices so staff can monitor their use and care. Students must place all bags in their allocated locker and are not permitted to take any bags to class unless it is carrying their BYOD. Lockers remain the property of the College at all times and should be treated as such. Any wilful damage/vandalism will result in consequences. Lockers are to be kept neat and clean and are subject to inspection at any time. Students are not permitted to share their locker with other students.

### Locks

All students are required to use a Western Port Secondary College padlock. No outside locks are permitted. The College locks have a master key in the event of an emergency, where locker access is needed quickly. Keys are the responsibility of students and must be kept safe at all times. The College recommends students use a lanyard or keychain to avoid loss.

In the event a student forgets their locker key, they may seek help from the Junior/Senior School Attendance Officer who may open their locker before school and again at the end of the day. However, this is for emergencies only and students who lose/forget their key repeatedly will face consequences and possibly even loss of locker privileges. College locks, used properly, are the best prevention from damage or loss of items from lockers. Students who lose their locker key are required to pay \$6.00 to the General Office for a replacement key.



### Valuables

Students are discouraged from bringing items of value to school, other than their school managed device/BYOD equipment. Any items brought onto the College site remain the responsibility of the student. The College takes no responsibility for loss, damage or theft. Insurance is recommended for BYOD to cover any such issues. If a student has an item of value that they need to bring to school, for a specific purpose, the General Office can place this item into the safe upon request for the day.

### School Bags

Under no circumstances are students to bring bags to class. It is expected that students will have all they need for Periods 1 and 2 at the start of the day and Periods 3 and 4 after Recess. No student should be at their lockers during the changeover. Should a student bring a bag to class, staff will ask them to remove what they need for the lesson, then have them leave the bag at the front of the class for the lesson. The bag will not be returned to them until after the bell has gone.

## Travel Safety

### Bus Travellers

Secondary students are entitled to travel to the College by official school buses provided by the Department of Education if they meet the following guidelines:

- Students must reside **4.8km or more** from the College
- Live within the zone allotted to Western Port Secondary College
- Fees and or other restrictions may apply for students outside these criteria
- A Bus application form must be completed prior to permission given to travel
- Any changes in residence or living arrangements must be brought to the College's attention immediately.

Travel on the school buses is **NOT** a right and any student who repeatedly misbehaves or who endangers others on the bus may be suspended from the bus. It will then be the responsibility of Parents/Carers to make the necessary alternative arrangements for travel to and from the College.

### Bicycles, Skateboards and Scooters

Students who ride bicycles, skateboards, and scooters to and from the college **MUST** wear safety helmets and must obey the traffic code as applicable to bicycles.

Students should ensure that their bicycle is roadworthy. Bicycles, skateboards, and scooters must be left in the shelter provided, locked, and only placed on a hook. The College can accept no responsibility for theft and/or vandalism to any bicycle, skateboard, or scooter while at the College.

No bikes, scooters or skateboards are to be ridden inside the College grounds (students must dismount at the front gate/fence). No student should ride through the carpark.

### School Crossings

Whether students ride or walk to the College, all students are to cross High Street via the designated school crossing zones. These areas are staffed. Students are expected to use traffic lights, pedestrian crossings and abide by all road safety laws when crossing roads on the way to and from the College.

### Drop Off and Pick Up Points

Parents/Carers are permitted to park in marked bays only. A drop off and pick up lane located near the gym is also available, but cars must not block the designated crossing on the driveway, nor are they to block the entrance to the College.

The school buses use the same entrance and must always have unfettered access. Parents/Carers are not encouraged to park on High Street, penalties apply for parking in non-permitted areas.

[There is no parking in the bus bay. Always turn left when you enter the school driveway.](#)

## Student Policies

An outline of our student related policies can be found below. The full copy of all policies can be found via our College website.

### **Anaphylaxis Management**

Care and planning take place prior to commencement of schooling. Teachers should be notified as to the anaphylaxis plan including incident management. An Anaphylaxis Management Plan completed by a doctor must be provided for any student who is required to carry an EpiPen at the college. Parents/Carers, students, and teachers work together to optimise the prevention of an anaphylaxis attack occurring. Staff are trained in the use of an EpiPen.

### **Anti-Bullying and Harassment**

WPSC considers harassment an unacceptable form of behaviour and all members of the WPSC community have the right to work and study in an environment which is free from harassment. Students/Parents/Carers are encouraged to report bullying/harassment to their Home Group teacher then who will work with the relevant year level leaders to work through to appropriate solutions for all involved.

### **Asthma Management**

Students with asthma must provide asthma plans. An individual management plan must be provided by your child's doctor. Blank plans are available at the General Office. Students must always carry their own asthma medication. In the event where an asthma plan is unavailable, staff will follow the DET asthma four-by-four regime.

### **Child Safety**

The College also has clear policies regarding Child Safety. All staff, students, visitors and volunteers are expected to abide by these policies to ensure the ongoing wellbeing of individuals at the College. These are available in full via the College website or upon request from the General Office.

### **Protect: Child Safety**

Schools play a critical role in protecting students from child abuse. Child Safety Officer: Matthew Bodley

Students: everyone has the right to be safe and be protected from abuse. No one should behave in a way that makes you feel unsafe or afraid, including anyone in your family, anyone at school or anywhere else in the community. **Please tell a teacher or any adult at your school if you feel unsafe.** It's everyone's responsibility – adults at school must listen and respond to concerns about child abuse. If an adult suspects abuse of any child or young person, they have a responsibility to report it. Further information & resources [www.education.vic.gov.au/protect](http://www.education.vic.gov.au/protect)

### **Confidentiality**

Confidentiality is a fundamental attribute of any professional organisation. The protection of confidential information relating to others is a serious moral, professional, ethical, and legal responsibility that our College recognises and upholds. Western Port Secondary College aims to ensure confidential information is managed in a manner consistent with community expectations, professional standards, and legal obligations.

## **Cyber Safety**

Teaching students how to be safe online is a top priority for the College. Bullying in any form is unacceptable. Bullying that is conducted through an internet service, such as email, chat room, discussion group or instant messaging or through mobile phone technologies such as short messaging service (SMS) is cyber bullying. Cyber bullying will not be tolerated at any level, and consequences exist for students who choose to bully others, as outlined in the full policy. A comprehensive Cyber Safety program exists at the College to address issues students will face when using technology. [Learning & Resources | Alannah & Madeline Foundation \(alannahandmadeline.org.au\)](#)

## **Dangerous/ Risky Behaviours**

The College has zero tolerance for behaviours that place individuals and other College community members in danger. Any behaviour which breaches the guidelines around acceptable practice at the College will be dealt with swiftly as outlined in both the Student Code of Conduct and other relevant policies.

## **Drug Education**

Our College supports harm minimisation methods and the government's educational strategies. This includes implementing a 'drug free zone' policy. Various educational programs are provided to all year levels according to the Individual School Drug Education Strategy. When students misuse drugs at the College (including cigarettes and alcohol) they will be managed with a discipline and welfare process. Attempts will be made to support students if drug dependence emerges whilst at the College.

## **Respectful Relationships**

Students at the College are expected to conduct themselves in accordance with the Student Code of Conduct. This Code includes reference to respectful relationships and how to make, manage and sustain relationships that are fair, genuine, respectful, and positive.

## **Smoke Free School**

Smoking/Vaping is not permitted on College property or at College functions such as excursions and camps. A comprehensive smoke free school policy supports students with their dependence on cigarettes, including strategic counselling, parental support, and discipline.

## **Sun Smart**

Students are reminded of the harmful effects of the sun and are encouraged to wear sunscreen and sun protection clothing (sunscreen is available at reception). A school hat will provide protection from harmful UV rays especially during outside activities.

## Mobile Phone Policy

Western Port Secondary College accepts that Parents/Carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also ever-increasing concern about children travelling alone on public transport or commuting long distances to the college. It is

acknowledged that providing a child with a mobile phone gives Parents/Carers reassurance that they can speak with their child. However, access to mobile phones in a school environment requires clear guidelines to minimise opportunities and occurrences of inappropriate use.

### **Personal mobile phone use**

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Western Port Secondary College during school hours, including lunchtime and recess unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical, and responsible manner.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Western Port Secondary College will have their mobile phone confiscated for the day. Collection will be required from the Community Meeting Room at the end of the day. Refusal or multiple offences may also result in suspension and removal of ICT access.

## Information Storage

Students, now more than ever, keep more of their learning in electronic files. This means they have a greater responsibility to ensure the secure storage of their learning. Students therefore should make sure they have effective back-up systems in place for both hardware and software, along with ensuring their devices are well maintained. The College, in most cases, cannot retrieve information that has been lost on devices, nor does the College have any service facility to fix computers or tablets not belonging to the College. Each student is provisioned 5TB of online storage with Microsoft OneDrive.

Students are encouraged to submit work/assessment items via Compass, so there is an electronic trail/record of this work. Submitting work this way also ensures work has a time stamp. In regards, to information and data storage of student/parent/carer details/data, the College takes this responsibility very seriously. All students are required to sign an Acceptable Use Agreement regarding data storage and sharing. This Acceptable Use Agreement is also upheld by staff. If you ever feel or become aware of a possible data/storage issue, please contact the IT and your Year Level Coordinator immediately. Personal data and details of students are confidential and are treated as such.



## Sick-Bay Procedure

If a student is ill, they are sent to the Front Office with a note or supported by another student to check into the Sick Bay (if required). The Sick Bay or Front Office First Aider will then make contact home, in the event the student's Parents/Carers or emergency contacts cannot be contacted they may be returned to the Junior/Senior Hub or classroom (negotiated with LLL/Coordinator/teacher). Students are not permitted to sit unsupervised in the Office/Sick Bay.

Students should not attend the College if they are unwell.

The general first aid practices within our College are:

- The College stocks only a small supply of first aid and sanitary items to support students in an emergency situation as per DET protocol
- A Parent/Carer will be notified if their child is unable to return to class after feeling unwell or injured and a speedy collection process must be organised for collection
- Parents/carers have a responsibility for keeping the emergency contacts list for their child up to date; the College has no long-term facility to care for sick or injured children
- Staff do not require permission from a parent/carer prior to calling an ambulance in an emergency. An ambulance will be called if a parent/carer can't be contacted in the event of urgent situations as well as emergencies; therefore, it is advised to have ambulance cover as DET do not cover this cost
- DET provides an exclusions list for suspected conditions that may need to be excluded from the College. The doctor will notify Parents/Carers if certain illnesses apply to this protocol
- If symptoms of an illness seem related to an infectious disease listed with a DET checklist, a school has the right to request a doctor's certificate if the child has not attended the doctor
- All efforts will be made to support the transition of your child with special needs. Medical management planning is encouraged well before attendance commences to ensure all supports for procedures required are in place
- Students who are required to take medication regularly during College times should bring a note to that effect signed by a parent.
- Medication protocols can be arranged with a student's Year Level Leader.
- Medication is kept in a safe area in the Front Office, unless otherwise required by medical directive.

## Emergency Processes and Procedures

### **Audible Emergency Warnings:**

The College currently has two emergency audible warning signals that require different actions.

1. The continuous ringing of the normal school bell: This indicates an evacuation of the buildings is required. Should this warning be activated you should immediately evacuate the buildings and proceed to Primary Evacuation Assembly Point as instructed otherwise.
2. A continuous sounding of a two-toned signal: This indicates that all persons are to remain in the room they are currently located in, or if outside proceed to the nearest classroom. Staff and students are to remain there until instructed otherwise.

Always listen to the public address system for announcements and instructions.

## Western Port Secondary College Policies

*The list of policies below can be found in full on our website*

- Attendance Policy
- Bullying Prevention Policy
- Camps And Excursions Policy
- CCTV Policy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Complaints Policy
- Digital Technologies Policy
- Duty of Care Policy
- First Aid Policy
- Health Care Needs Policy
- Homework Policy
- Inclusion and Diversity Policy
- Locks and Lockers Policy
- Mobile Phone Policy
- Parent Payment Policy
- Personal Property Policy
- Photographing, Filming and Recording Students Policy
- Statement of Values and School Philosophy
- Student Wellbeing Engagement Policy
- Sustainability Policy
- Uniform Guidelines
- Visitors Policy
- Volunteers Policy
- Yard Duty and Supervision Policy

[Policies – westernportsc.vic.edu.au](https://westernportsc.vic.edu.au)

You can request a printed copy of a policy from the general office at the College.