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Vision, Mission and Core Values

VISION
Western Port Secondary College strives to be the best school on the Mornington Peninsula.

MISSION
To provide a supportive and dynamic learning environment that challenges all members of the college community to perform to their personal best.

We will promote an atmosphere of mutual respect, tolerance, understanding and cooperation. This will enable our students to thrive in a diverse and changing world.

CORE VALUES
The four Core Values for Western Port Secondary College are;

Respect
- Interact in a fair, considerate and friendly manner
- Foster compassion towards others
- Recognise the strengths, potential, contribution and achievements of others

Honesty & Integrity
- Promote honesty towards self and others
- Accept responsibility for own actions

Challenge
- Challenge staff and students to strive to be their best to achieve their potential

Opportunity
- Provide for all members of the college community to achieve success
- Develop a strong attitude towards accepting diversity

Michael Devine
Principal
School Calendar

For the most updated version of the College Calendar, please refer to the Compass Portal. Below is an outline of important dates for Term 1 2016

**Term dates 2016 for students**

<table>
<thead>
<tr>
<th>Term</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Thursday 28&lt;sup&gt;th&lt;/sup&gt; January - Thursday 24&lt;sup&gt;th&lt;/sup&gt; March</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 11&lt;sup&gt;th&lt;/sup&gt; April - Friday 24&lt;sup&gt;th&lt;/sup&gt; June</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 11&lt;sup&gt;th&lt;/sup&gt; July - Friday 16&lt;sup&gt;th&lt;/sup&gt; September</td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday 3&lt;sup&gt;rd&lt;/sup&gt; October - Tuesday 20&lt;sup&gt;th&lt;/sup&gt; December</td>
</tr>
</tbody>
</table>

**2016**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>January 27&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>College Administration office opens</td>
</tr>
<tr>
<td>Wednesday</td>
<td>January 27&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Year 7 Book Collection Day 9-11am</td>
</tr>
<tr>
<td>Thursday</td>
<td>January 28&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>First day of school for students</td>
</tr>
<tr>
<td>Tuesday</td>
<td>February 9&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Student photo day</td>
</tr>
<tr>
<td>Thursday</td>
<td>February 11&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Final payment for Year 7 Camp due - $195</td>
</tr>
<tr>
<td>Tuesday</td>
<td>February 16&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>House Swimming Carnival</td>
</tr>
<tr>
<td>Mon–Wed</td>
<td>March 7&lt;sup&gt;th&lt;/sup&gt; – 9&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Year 7 Camp</td>
</tr>
<tr>
<td>Thursday</td>
<td>March 17&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>House Athletics day</td>
</tr>
</tbody>
</table>
School Hours

Bell Times 2016 – Normal Day

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>8.45</td>
<td>Warning bell</td>
</tr>
<tr>
<td>8.50 – 9.47</td>
<td>Period 1</td>
</tr>
<tr>
<td>9.51 – 10.48</td>
<td>Period 2</td>
</tr>
<tr>
<td>10.48 – 11.07</td>
<td>Recess</td>
</tr>
<tr>
<td>11.12 – 12.09</td>
<td>Period 3</td>
</tr>
<tr>
<td>12.13 – 1.10</td>
<td>Period 4</td>
</tr>
<tr>
<td>1.10 – 1.53</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.58 – 2.55</td>
<td>Period 5</td>
</tr>
</tbody>
</table>

General Office Hours

The General Office is open from 8.00am – 4.15pm Monday to Friday.

A telephone answering machine/message facility is available outside of these hours.

Canteen

The College provides nutritious and wholesome food for students. The canteen is open each morning before school and at recess to take orders for lunch. A child writes on a paper bag what is required and includes payment. At lunchtime the lunch and any change is picked up.

Student Run Café

The College’s Student Run Café offers hot drinks and milkshakes for students at recess and lunch (opening days to be confirmed in 2016). Any student interested in volunteering to work in the Café should see Ms Mann for details.
College Organisation - Meet the Team

College Principal: Mr Michael Devine
Assistant Principal Middle School: Ms Hannah Lewis
Assistant Principal Senior School: Mrs Donna Geritz

YEAR 7 LLL: Curriculum, Pedagogy & Programs  
Nikki Piesse Smith

YEAR 8 LLL: Curriculum, Pedagogy & Programs  
Andrew Aldham

YEAR 9 LLL: Curriculum, Pedagogy & Programs  
Chris Quinn

YEAR 10 LLL: Curriculum, Pedagogy & Programs  
To be confirmed

VCE LLL: Curriculum, Pedagogy & Programs  
Kara Dunstan

Pedagogical Coach & Curriculum Leader  
Christina Moss

Positive Programs & Well-Being Leader  
Matthew Bodley

Transition Co-ordinator  
Chantelle Steffens

YEAR 7 Coordinator
YEAR 8 Coordinator
YEAR 9 Coordinator  
All Year Level Coordinators to be advised prior to rollover in 2015
YEAR 10 Coordinator
YEAR 11 Coordinator
YEAR 12 Coordinator
VCAL Coordinator

Business Manager  Ms Margaret Jolly
New Enrolments / Family Accounts/Reception  Ms Meaghan McKinnon
Curriculum Delivery

Fifty, 57 minute periods per fortnight

THE YEAR 7 PROGRAM OVERVIEW

Subjects in **YELLOW** run for a full year. Subjects in **GREEN** are term based, with each class rotating through each term. The number indicates the total periods of each subject per fortnight.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>YEAR 7 Class 1 Term 1</th>
<th>YEAR 7 Class 2 Term 1</th>
<th>YEAR 7 Class 3 Term 1</th>
<th>YEAR 7 Class 4 Term 1</th>
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</thead>
<tbody>
<tr>
<td>English</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Maths</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
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<tr>
<td>Humanities</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Footprints</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Science</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>PE / Health</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Farm to Plate</td>
<td></td>
<td>The World’s a Stage</td>
<td>Made by Hand</td>
<td>Colour my world</td>
</tr>
<tr>
<td>‘Hands on’ Subjects</td>
<td>Food</td>
<td>4</td>
<td>Drama</td>
<td>4</td>
</tr>
<tr>
<td>Agriculture</td>
<td>4</td>
<td>Music</td>
<td>4</td>
<td>Met &amp; Pl</td>
</tr>
<tr>
<td>Horticulture</td>
<td>4</td>
<td>Film &amp; Stage</td>
<td>4</td>
<td>Woodwork</td>
</tr>
<tr>
<td>Indonesian</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>50</strong></td>
<td><strong>50</strong></td>
<td><strong>50</strong></td>
<td><strong>50</strong></td>
</tr>
</tbody>
</table>

INQUIRY LEARNING AND INTEGRATED PROJECTS

Inquiry learning focuses on higher thinking and questioning skills, as well as information processing as a means to learn content. It allows learning to be student-centred and active. At times teachers will act as facilitators. Integrated projects are designed to combine ideas from the Domain Areas. These projects will be developed in both Year 7 and 8 by small teaching teams at these levels. Both offer students choice and both will have a literacy and numeracy component.

YEAR 7 LITERACY AND NUMERACY DEVELOPMENT

Literacy and Numeracy are a focus for student learning throughout all years of schooling. In each subject literacy and numeracy are addressed as part of student learning. Students study English, Mathematics, Science, Humanities, LOTE (Indonesian) and Music intensively all year.

ENRICHMENT

Students who develop a high degree of competence in both English and Mathematics and display an overall enthusiasm for all areas of their education along with a commitment to consistent effort and application to their studies are placed together in an extension group.
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 AusVELS referenced using the guidelines set down by the Australian Curriculum

Assessment Overview

Western Port Secondary College reports on student achievement and progress in line with the Victorian Essential Learning Standards (VELS) and the Australian Curriculum at Years 7-10. These frameworks are 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 three core, interrelated strands of:

- Physical, Personal and Social Learning
- Discipline-based Learning
- Interdisciplinary Learning

The Discipline-based Learning is essentially met by the Key Learning Areas of Maths, Science, English, HUMS, Art and LOTE.

All Key Learning Areas will also report on aspects of the other two strands. Within each strand of learning, the essential knowledge, skills and behaviours are organised into domains with further divisions into dimensions.

Further information can be obtained from following websites:
http://www.australiancurriculum.edu.au/
**Reporting Overview**

At Western Port Secondary College, we provide regular and comprehensive reports during the year. These include:

**Semester Reports**
A detailed report is provided to parents on each unit attempted. The reports provide clear information based on the requirements of the VELS standards. Students are assessed against the progression point achieved in each domain of learning. There is one report each semester to parents on student achievement, in response to the Victorian Essential Learning Standards, indicating student learning growth. (Published via Compass towards the end of Term 2 and 4.)

The report also includes:
- Clear information about a child’s strengths and weaknesses
- What the child has achieved against the Standards
- An indication of the child’s progress over the previous 12 months
- An indication on how the child can improve their learning in the future

**Progress Reports**
Western Port Secondary College provides two Progress Reports in Term One and Three.

These reports give an indication of a child’s Progress, Application and Organisation. Other concerns may also be identified and these are discussed in partnership with parents, students and teachers at Parent Teacher and Student Conferences (Published via Compass towards the end of Term 1 and 3).

**Parent Teacher and Student 3 Way Conferences**
Soon after the publishing of Progress Reports, parent, teacher and student conferences are held. All parents and students are invited to attend and all staff are expected to attend. Additional conferences can be initiated by teachers after consultation with the appropriate Coordinator or Learning Level Leader.
**Student Code of Conduct**

All students are expected to read, agree to and sign a Student Code of Conduct. The Code of Conduct outlines the requirements of each student regarding Learning, Digital Technologies, Behaviour, Organisation, Health and Safety, Respect, Opportunity and Presentation. This Code of Conduct ensures all students can learn and develop in a safe, nurturing and respectful environment.

Our College encourages everyone to promote and maintain appropriate conduct, characterised as behaviour which:

- Fosters a happy, safe and secure environment
- Values and respects the rights of others, including the right to learn
- Recognises that each member of the community is unique
- Treats others fairly
- Expects members of the community to take responsibility for their actions
- Promotes compassion and tolerance
- Develops skills for a peaceful resolution of conflict
- Values and respects others and their differences
- Addresses inappropriate behaviour
- Upholds the college mission, objectives and ethos

Below is a list of all policies in place linked to the Code of Conduct. These are available via the College Website and via the Compass Portal. (These can be made available via print out to parents/students upon request, but are not kept as hard copies due to their size and number).

- Acceptable Use Agreement
- Anti-Bullying and Harassment policy
- Behaviour and Conduct policy
- College health, sexual education and safety policies
- Compass Portal policy
- Digital Technologies
- eSmart/Cyber Safety policy
- Excursion policy
- Learning and Development policy
- Lockers and locks policy
- Mobile Phone policy
- Organisation/Preparation policy
- Occupational Health and Safety policy
- Period 1 protocols
- Reporting of concerns or issues policy
- Risky behaviour policy (Smoking, Drug taking, Weapons or Illegal/Unacceptable Items) policies
- Student Learning policy
- Sun Smart policy
- Transportation policy
- Uniform policy

Students are encouraged to take responsibility for their behaviour, if this is unsuccessful, counselling, detentions, or suspension from school are employed.
Youth Excellent Stream (YES) Program

For Year 7 students entering into an academic extension pathway.

The YES Program is made up of students:
- Who will get involved in a range of leadership opportunities and will be proud to represent the College at a number of events
- Who are proven to be strong academically in literacy and numeracy across the curriculum
- Who have the potential to be independent learners and are conscientious about their class work

Program Expectations – Year 7 to 9:
- The curriculum is designed to promote Excellence for students in Year 7-9, allowing for individual needs
- Students will learn skills that prepare them for VCE
- YES students will do Indonesian from Year 7 until the end of Year 9
- YES students will commence VCE studies in Year 10
- A review of student placement in the YES Program will be conducted annually

The YES Program Selection Process:

1. Application form

These are available on the College Website or from the child’s Primary School teacher.

2. Letter of recommendation

Students must send in a letter of recommendation with their application form, from a teacher to demonstrate motivation, attitude and ability of the student in question.

Shortlisted Students:

Students who are shortlisted will undertake the following steps for selection:

3. Academic Testing

Students will be tested at WPSC on both their literacy and numeracy skills. Testing will take place in Term 3 at the College. Students will be notified of these dates when they are shortlisted.

4. Interview Process

Students who are successful from the academic testing phase, will be invited for an interview at the College. Parents are encouraged to attend.
**Learning Support**

At the beginning of each unit of study, students will complete testing to identify the academic level they are working at. Students will have conversations with their teachers about these results and their academic program will be adjusted accordingly.

If the level they are working at for that unit of study requires additional support, students will be arranged into groups to ensure this occurs.

All students have the right to get support, work and educational material that helps to develop and extend their skills. If students or parents have concerns or questions about the learning program, please contact the Learning Level Leader at the College to discuss these. Staff are more than happy to arrange a time to discuss and support the educational programs the College delivers.

**Year 7 Phillip Island Camp**

All Year 7 students are encouraged to attend the orientation camp to Phillip Island. Students are accompanied by their footprints teachers, year level leader and sub learning leader for 3 days of both educational activities and pastoral care relationship building activities at an idyllic location on the island.

Camp permission forms, along with Medical forms will need to be completed and returned to the General Office no later than 11th February 2016.

Camp dates for 2016 are:

- Monday 7th – Wednesday 9th March 2016

**Excursions**

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

Students and parents are reminded that there is a clear policy around the timeline for payment and permission for each excursion. These details are located on the consent forms.

No student is permitted to attend an excursion without payment/forms completed by the dates outlined. (Usually 2 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.

Attendance for sporting and extra-curricular activities must also be signed off and approved by the Learning Level Leader. If it is felt that a student’s educational plan is ‘at risk’, a recommendation may be made for that student to remain at school. This would be looked at on a case to case basis.
School Management System

PARENTS ACCESS

What does Compass do for me as a parent/guardian?
Using Compass allows you to access up-to-date and meaningful information about our College and your Student’s progress. Compass includes many different features, including the ability to:

- Monitor your student’s attendance, and enter approval for absence or lateness
- Communicate with your student’s teachers, and update your family contact details
- View your child’s timetable and the school calendar
- Monitor your child’s homework and assessment tasks
- Download and view your child’s Progress and Semester reports
- Book parent-teacher conferences
- Approve and pay for excursions/incursions

Accessing Compass
Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps.

Every family receives a separate login to Compass which will be provided to you on enrolment. To access the parent portal, go to https://westernportsc.vic.jdlf.com.au/login.aspx

If you have trouble accessing the site via this link you can also visit our College website and click the Compass link on the homepage, or alternatively, if you are still having trouble finding the Compass link you can go to http://schools.jdlf.com.au where you can search for and find our school’s direct URL.

Parents/Guardians should NOT share passwords and access with their children, as parents/guardians have greater access and abilities that students.

Compass Help/Cheat Sheets
The College has created some ‘cheat sheets’ for parents to help them navigate and get the most out of Compass. These are available via the College website and are also routinely added as News Feed Items on the Compass Portal.

These cheat sheets include (but are not limited to):

- How to log in to Compass
- How to check your son/daughter’s attendance
- How to communicate with teachers/staff
- Email protocols for W.P.S.C
- How to view and print Academic Reports

Compass is the main form of communication used by the College. It is expected that all parents/guardians use the site to access information regularly and stay informed about their child’s educational plan.
Communication

As stated previously, the College’s main form of communication in 2016 and beyond is the Compass Portal. The College will continue to use more traditional forms of communication, however, they are not always timely, reliable or consistent.

To ensure you stay fully informed, please use the Compass Portal as your first line of communication.

The College will also keep contact in a variety of other ways, such as:
- Compass School Manager (Main form of communication)
- Reports by staff to College Council
- SMS
- Monthly newsletter sent home via email or Tiqbiz
- Special notices for unexpected events via Compass, Tiqbiz, SMS or email
- Diary entries, phone calls and notes
- Tiqbiz
- The College’s Electronic Sign (located at the front of the College)

*Please keep in close touch with the school.*

*Student free days are always clearly publicised to parents and guardians. Please use the Compass Portal for information about these dates.*

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 personal devices, nor does the College have any service facility to fix computers or tablets.

Students are encouraged to submit work/assessment items via Compass, so there is an electronic trail/record of this work. Submitting items this way also ensures work has a time stamp.

In regards to information and data storage of student/parent 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 Principal immediately. Personal data and details of students are confidential and are treated as such.
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 Period 1 and 2 and be lined up when the bell goes.

Bell Times 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45</td>
<td>Warning bell</td>
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<td>Period 4</td>
</tr>
<tr>
<td>1.10 – 1.53</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.58 – 2.55</td>
<td>Period 5</td>
</tr>
</tbody>
</table>

Lateness
Students who arrive late must sign in at the Middle(7-9)/Senior(10-12)School Office 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, then they will be expected to catch up on all work missed. If lateness is an ongoing issue further consequences will be set.

Absences
If a student is absent parents can access the Compass program and enter the date and reason why the student will be away. Alternatively a signed note can be sent with the student on their return to the College and handed to their Period 1 teacher or a call to the College Absence line on 5979 3511.

If a student’s overall absence falls below 90%, parent contact will be made and a Student Support meeting arrange. **A student cannot learn unless they are present!**

*If the absence is going to be long term please advise the College ASAP.*

Out of School Passes
If you need to collect your student from the College before the end of the school day you are to supply them with a note clearly stating the date and time that the student will be leaving the College grounds.

Students are to show the note to their Coordinator or Learning Level Leader, 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.

**Pass outs for lunch are not permissible.**

For reasons of personal safety, no student is permitted to leave the College grounds. In exceptional circumstances they will need to see an Assistant Principal who will make contact with home. Students then sign out at the relevant Office before leaving. If a student is to return during the day they must sign in at the relevant Office immediately on their return.
Dress Code

Uniform
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.

Most clothing is labelled with the Western Port Secondary College logo.

Jumper: Green woollen jumper with College name
Shirt: Polo: forest green/white striping on collar
Socks: Plain white, black socks
Shoes: Black polished school shoes. No open footwear allowed
Shorts: Dark Grey Melange shorts (must be of modest length)
Pants: Girls: slacks in dark grey. Boys: melange slacks. No cotton track suits or denim
Dress: Green check. “Cleolene” Material (must be of modest length)
Summer skirt: Green check. “Cleolene” Material (must be of modest length)
Winter Skirt: Tartan (must be of modest length)
Tights: Black
Blazer: Optional item
Caps: Plain Forest green or Grey. No other caps. No Beanies.
Coat: As available from the uniform Shop. No Hooded jackets to be worn

It is expected that students will be in uniform at all times. The only exception to this is if parents are waiting for uniform to be supplied by the uniform shop.


Physical Education Uniform
This is available from the College uniform shop. PE Shirt (can be purchased from Beleza), black shorts or black/green pleated skirt, white socks and non-marking runners. Dark track suits may be worn during the winter months.

Guidelines for Physical Education Classes
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 receive a consequence for breaching college rules. Students competing in events representing the College are expected to be in full college uniform for the event.

Uniform purchases
Our College uniform can be purchased form Beleza School Uniforms in Somerville – 8/13 Eramosa Road West, Somerville. Ph: 5977 5277.
Second-hand uniform
The College does not have a second hand uniform shop. However, parents wishing to sell or exchange items are welcome to place advertisements in the College Newsletter by contacting the office. We are also very grateful to receive donations of uniform to Student Support which we give to families in need.

General
- 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 eg. Multiple facial piercings
- Jumpers are not to be worn tied around the waist
- Additional non uniform tops/jumpers worn under the school uniform are not to be seen
- No hoodies are to be worn under any circumstances
- Hair must be neatly done and if worn long, it must be secured
- Hair styles are to be worn so as not to attract undue attention
- Hair must be of natural colour and should not be coloured so as 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 Home Economics, Wood/Metal work. Some form of protective clothing is desirable for Art/Craft subjects (eg old shirt for Art)

_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._

Recognising Student Achievement and Contributions

Acknowledgement of Effort and Excellence
Awards Presentation Night takes place at the end of the school year. The College Council makes awards to those children who have achieved excellent results across all their subject areas, and to those students who have applied themselves thoroughly and well to their studies throughout the year. Community Sponsored Awards are also presented for excellence in specific areas such as contribution to the environment, sport, craftsmanship and citizenship.

The College introduced a **Personal Development Pathways Award** in Year 7 and 8, to recognise effort and involvement in a range of educational activities across the College over a two year period.

Students are encouraged to accept personal challenges, develop Leadership and Team building skills by participating in and contributing to their College community. Certificates are issued to students who may have done such things as been student representatives on the SLC or Year Level Management Team, participated in College sports, band performances, Debating team or drama productions, etc.

In addition Year Level Coordinators/Team Leaders make awards to students who have applied themselves particularly well in individual subject levels. These are presented in Year level assemblies.
Opportunities at Western Port Secondary College

Performing Arts

Performing Arts is well and truly thriving at the College. Students can be involved in a number of bands, including Soul Band, the Concert Band and many others.

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 student sand attend music camps. A College Production is also underway for 2016.

Instrumental Music in 2016

Low cost tuition in the areas of Brass, Woodwind, String, Voice, Guitar and Percussion are offered. Further information is available from the college Music Director, Mr Stuart Miller.

Leadership Opportunities and Programs

Students in Year 7 and 8 will be involved in the Personal Development Pathways program. In this program, students will be encouraged to participate in and lead activities that promote a positive level of engagement and leadership within this college. Students will strive to achieve points in five steams including: Academic Opportunities, Leadership Program, Community, Performing Arts and Extra-Curricular.

Students have the opportunity to participate in:

* Advance Program
* Various School Captain positions
* Peer Support Leadership
* Lead lunchtime activities
* SAG – Student Action Group member

* Leadership Camps
* Student Leadership Council (SLC)
* Environment team member
* Being student leaders at Open Days

Rubicon Leadership Camp

Footy Day

Beacon Industry Excursion

Student Leadership Council (SLC)

Students at the College are also represented by their peers in the Student Leadership Council (SLC). This body consists of two students from each year level. The council is consulted on important decisions regarding students in the school and is mandated to represent individuals or groups of students.
House and Inter-School Competition
All students are placed in one of four houses, which are the basis of the School’s Swimming, Cross Country and Athletics competitions and special events. The Houses are named after the Naval Training Bases in Australia and are:

- **Cerberus** (green), **Leeuwin** (yellow), **Huon** (red), and **Encounter** (blue)

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.

Other Sporting Opportunities

- **Swimming Carnival**
- **Inter-school Hockey and Rugby**
- **Athletics Carnival**
- **Ten Pin Bowling**
**Materials and Equipment**

**General Requirements**
All students are expected to bring the required materials to EVERY class. Most of the requirements are outlined in the *Western Port Secondary College Booklist*, but as a general rule they include:

- 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
- Text book (where applicable)
- Student Diary/Organiser
- Bring Your Own Device (BYOD) fully charged
- Reading Novel/Material (English)
- Large plastic container (cooking)

Please note, the use of white-out or Tipp-Ex is not allowed in senior examinations and therefore its use is discouraged in school.

**Physical Education**
- Full change of clothes (see Uniform page for further details)
- Note from parents in the first instance if a student is injured or ill and unable to participate in a PE lesson
- Letter signed by a medical professional (doctor, physiotherapist etc) if they are unable to participate for more than one lesson

**Physical Education Safety**
All PE teachers have first aid training. When off site they always have a first aid bag with basic supplies, such as ice packs and dressings and a mobile phone so that they can contact school if there are any injuries. To support PE safety, students:

- Must be appropriately dressed for the activity, those who fail to bring the correct kit and equipment will not be permitted to participate
- Need to bring own safety equipment when advised to do so (for example, mouth guards or shin pads). Students and parents will be informed in advance of any additional equipment required
- Never use equipment or facilities unless expressly asked/instructed to do so

**Art and Technology Safety**
- Hair should be tied back and out of face
- Loose jewellery should be removed before conducting activities
- Using all materials and equipment in the manner intended and only used under express instructions/permission and supervision of staff
- Aprons to be worn during certain activities (OH&S and Health/Hygiene)
- Appropriate footwear/uniform to be worn at all times

**No food, drink, technology (other than approved BYOD) or unauthorised items to be taken into the classroom or learning space.**
Organisation and Home Study

Student Diary/Organisers
All students will be given access to Compass, where they can see upcoming events or activities via the calendar. As an addition to this, students can see when each of their subject’s major pieces of work are due in the Learning Tasks Tab.

A traditional school diary to record other items such as homework can also be used. This is provided by the College at no cost; however this diary remains the property of the college and should be treated like any other such item.

Study Club
Students are encouraged to attend Study Club, ran once a week (day to be confirmed in 2016) from 3pm until 4.30pm in the Year 7 Learning Centre. This Club is fully supervised with teaching staff who can support, encourage and offer assistance with specific assessment tasks or homework, along with general help to improve overall confidence with learning.

This is a relaxed and welcoming group, with drinks provided. Students may choose to stay for the entire time, or for as long as they need. No need to register, just pop in.

Homework
Together, as educators of children, we need to remember that a good homework program increases motivation and achievement. Students need to be aware of their responsibilities in the area of homework completion.

Homework is designed to extend the learning, practice and application of skills and ideas taught in the classroom. It should enable students to learn attitudes and skills necessary for success and to provide for independent learning, thinking skills, confidence building, risk taking, goal setting, time management and study skills. It also prepares students for the rigors of VCE. The implications for the College Community are that there is a responsibility to develop a vital partnership in the understanding of homework for students. That is, the College and its staff, the students and parents have a responsibility in the success of a homework program.

Parents can assist students with their homework by:
- Providing a quiet place for students to work
- Supporting and discussing what the student had been doing in each subject
- Communicate where problems occur, with students and teachers (via Compass, phone or interviews)
- Check on submission and results of assessment tasks on Compass
- Helping students to establish a regular pattern for homework.
- All Major Assessment Tasks are posted on Compass. Students who do not complete tasks by the set date may be required to attend additional help sessions after school hours

The following is offered as a weekly guide:

| Year 7 | 1 - 1.5 hours |
| Year 8 | 1.5 - 2 hours |
| Year 9 | 2 - 2.5 hours |
| Year 10 | 2.5 – 4 hours |
| Year 11 | 4 - 5 hours |
| Year 12 | 5-10+ hours |
Bring Your Own Device (BYOD) Implementation for 2016

It is expected that all students in Year 7-10 in 2016 have a device that meets the requirements below. The school does not require families to purchase a particular brand or type of device. In fact families may already have a suitable device at home that could be used, as long as they meet the minimum requirements below. Please contact the College on 5979 1577 if you would like to discuss the suitability of a computer you intend to purchase or currently own.

BYOD Network connection will be disabled for all students until the ‘Internet and Digital Technologies Acceptable Use Agreement’ is signed and returned. Once completed, the device will be granted access. **Students in Year 7, 2016 will be able to have their device connected to the network during the first week of school.**

**BYOD Hardware and Software Requirements**

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Not acceptable</th>
</tr>
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<tbody>
<tr>
<td>* iPad</td>
<td>* Android devices</td>
</tr>
<tr>
<td>* iPad mini</td>
<td>* Smartphones, iPods</td>
</tr>
<tr>
<td>* Laptops</td>
<td>* Laptop/Netbook with screen smaller than 10 inch</td>
</tr>
<tr>
<td>* Netbooks</td>
<td>* PSP or other gaming devices</td>
</tr>
</tbody>
</table>

**Required software/hardware for**

- Windows 8.1 or later
- 4GB Memory or greater
- Intel Core Duo or later
- Screen size 11.6 inch or larger
- 8 hours + better life span
- Separate physical keyboard for all devices
- Cover/protective case
- College approved padlock

**Required software/hardware for Mac**

- OSX 10.7 or later
- 4GB Memory or greater
- Separate physical keyboard for all devices
- Cover/protective case
- College approved padlock

**Applications**

Western Port Secondary College will provide ALL software required for educational/curriculum requirements. (Including Microsoft Office – word, excel, power point etc)

*Please DO NOT purchase this software, your son/daughter will receive it for FREE*

**Important notes**

- WiFi Internet access provided at school
- Consider insuring against theft and damage
- Anti-Virus software is the responsibility of the owner
- Devices that have physical damage will be fixed by the owner, at their expense, the College is not responsible
- Issues related to software NOT provided by the College is the responsibility of the owner
- DET does not hold insurance for personal property brought to school and has no capacity to pay for such a loss
- Western Port S.C accepts no responsibility for damage, loss or repair of these devices
- If you are unsure if the device you are considering meets the guidelines, please ask for advice before purchasing
Internet and Digital Technologies Acceptable Use Agreement

All students are required to sign an Internet and Digital Technologies Acceptable Use Agreement before they will be granted access to the wifi/college system and before the use any form of digital technology on the site. This Agreement has 3 parts:

Part A – School support for the safe and responsible use of digital technologies
This section outlines what and how the College will be responsible for administrating use of digital technologies.

Part B – Student/Parent Agreement - How, When, What is acceptable use of technology
This section outlines very clearly and in great detail, the expectations and requirements of students using digital technologies at the school. Students and parents must agree to all aspects of the document before access will be granted. Breaches in this agreement will result in serious and significant consequences.

Part C – Advice for Parents/Guardians
This section should be kept at home and used as a resource for parents/guardians. This section covers items such as bridging the gap between home and school, protecting young people’s privacy, rights and statistics on young people using the internet and how to help young people use technology safely.

For a full copy of the Agreement please see the College webpage or the General Office.

Mobile Phones and Electronic Devices

The only forms of acceptable electronic devices at the College are those listed under the BYOD program. All other mobile phones and/or devices are not included as acceptable.

Western Port Secondary College accepts that parents 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 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.

2. Acceptable Use
Parents are reminded that in cases of emergency, the College Office remains the vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way. Before and after school while on college premises, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

Year 7 and 8 students are not permitted to use mobile phones and ipods or have them on their person at any time during the school day.

Year 9 and 10 students are not permitted to have mobile phones or ipods on their person or use them at any time with the exception of recess and lunchtime.

Year 11 and 12 students are permitted to have mobile phones and ipods on their person but are not to use them during and between classes or in the Senior Study room. They may use them at recess and lunchtime.
3. Unacceptable Uses
Mobile phones/ipods must be switched off during the school day and during other educational activities such as excursions and camps. They are to be placed in the students own locker and remain there until the student is leaving the college at the end of their school day.

Mobile phones/ipods should not be used to take photographs or video footage in any school situation including students, staff or visitors to the college.

If a student has or uses a mobile phone during the school day, the student responsible will have the phone confiscated and will face disciplinary action. The phone will only be returned by collection of the phone/ipods by the parent or guardian.

For a full copy of the Agreement please see the College webpage or the General Office.

Security – Lockers and Valuables

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 Coordinator Offices so staff can monitor their use and care. Students are not permitted to take bags to class; they must place them in lockers before lessons begin. 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 Middle/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.

Valuables
Students are discouraged from bringing items of value to school, other than their BYOD equipment. Any items brought onto the school 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.

Lost and Found
The College has a lost and found tub located in the Student Wellbeing Leader’s office, located in the General Office. All lost or found items will be housed there if not collected from the Year Level Offices during the week they are lost/found. Items that are lost/found are also posted on the Student News Feed via Compass.

Any lost/found items not collected by the end of the school year are donated to charity or thrown out.

Students are reminded that they should have their full name clearly labelled on all items.
Travel Safety

Bus Travellers

Secondary students are entitled to travel to school 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 school
- Live within the zone allotted to Western Port Secondary College
- Fees and or other restrictions may apply for students outside this 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/guardians to make the necessary alternative arrangements for travel to and from school.

Bikes etc

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 school.

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 school, all students are to cross High street via the designated school crossing zones. These areas are manned. Students are expected to use traffic lights, pedestrian crossings and abide by all road safety laws when crossing roads on the way to/from the College.

Drop Off/Pick Up Points

If your son/daughter is to be picked up in a motor vehicle, parents 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 have unfettered access at all times.

Parents are not encouraged to park on High Street, penalties apply for parking in none permitted areas.

There is no parking in the Bus Bay.
Student Health and Wellbeing

The Student Wellbeing Coordinator is responsible for the wellbeing of students at the College. Team members including health and family counsellors and student support services provide confidential support to students either by referral or parental request. Members of the health and wellbeing team also provide counselling when students refer themselves.

Members include the Youth and Family Counsellor/Defence Force Transition Mentor, School Nurse, Chaplain and Student Support Services (Department of Education). The College uses a family based model, is a Health Promoting School and addresses prevention and early intervention areas as priorities. Long-term support can be offered by local community agencies, which can be assessed via a College referral.

Parents and students should feel free to contact the wellbeing staff should they require assistance with issues that may impact on a student’s enjoyment of success at school.

The College also has clear policies around Anti Bullying, Cyber Safety, Respectful Relationships, Smoking, Sun Smart and Dangerous Behaviours. All students 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.

Medical

First Aid Policy:
Students are not encouraged to attend school if they are unwell.

Parents are advised of the following general first aid practices within our college:

• The College stocks only a small supply of first aid and sanitary items to support students in an emergency situation as per the protocol for the Education Department
• A parent 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 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
• An ambulance will be called if a parent 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
• First aid trained staff do not require permission from a parent prior to calling an ambulance in an emergency
• In the event of an asthma attack where there is no asthma management plan; the College will proceed to the Education Department’s protocol for asthma management
• The Education Department provides an exclusions list for suspected conditions that may need to be excluded from the College. The doctor will notify parents if certain illnesses apply to this protocol
• If symptoms of an illness seem related to an infectious disease listed with the Education Departments checklist a school has the right to request a doctors certificate if the child has not attended the doctor
• If your child requires special medication at school such as an epipen, or careful medical management, please contact a member of the Student Support Team or the Year Level Team Leader
• 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 coordinator and Footprints teacher if support is required. Medication is usually kept in a safe area in the teacher’s staff room, unless otherwise required by medical directive.

Policies
Various health and well-being policies support student wellbeing. These include briefly:

Anaphylaxis management
Care and planning takes place prior to commencement of schooling. Teachers should be notified as to the anaphylaxis plan including incident management.

A doctor’s letter must be provided for any student who is required to carry an epipen at school. Parents, students and teachers work together to optimise the prevention of an anaphylaxis attack occurring. Staff are equipped to deliver an epipen and attend training.

Plans must be completed using the ASCIA templates by the family doctor. These are available at www.allergy.org.au/content/view/10/3/

Anti-Bullying and Harassment
Our College considers harassment an unacceptable form of behaviour. The College has adopted a program, which supports the right of all people to work and study in an environment, which is free from harassment. Programs are regularly reviewed. At each year level, Year Level Leaders will communicate with parents and the students involved. The College has a clear policy on Anti-Bullying and Harassment.

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 carry their own asthma medication at all times. In the event where an asthma plan is unavailable, staff will follow the Education Department asthma 4x4 regime.

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 school recognises and upholds. Western Port Secondary College aims to ensure that 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 carried out 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 exits at the College to address issues students will face when using technology.
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 school (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 school.

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 schools
Smoking 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.

Sunsmart
Parents and 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 PE activities.

Pathways
The College has a Pathways Centre serviced by the Careers/Pathways Teachers. These facilities are available to students and parents and are responsible for vocational and course guidance throughout the College. The Pathways office has computer facilities which are available for students to use for job searches, tertiary course information and career interest surveys. The College conducts an extensive work experience program at Year 10, and senior students can also negotiate to participate in work experience. Each student is allocated a ‘Pathways’ teacher to help guide them through the Senior School years.

At Western Port Secondary College, many Year 11 students complete a Vocational Education and Training Certificate (VET). This enables students to complete a nationally recognised certificate at the same time as completing their VCE. The Careers/Pathways Teachers are available by appointment for parents, as well as students.