

International Students



Starting School at

**Western Port Secondary
College**

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Welcome

Dear International Students,

Welcome to Western Port Secondary College.

We are very happy that you have chosen Western Port SC for your schooling in Australia. I hope you enjoy your time with us. At our College we will support you to improve your English, prepare you for your tertiary studies while learning about, and enjoying Australia and our culture.

To help you to improve your English, we suggest you do many different things. If you are living in a homestay, practice by talking to the family as much as possible, especially at mealtimes. Join the family in special activities. At school, talk to other students and to teachers. Join in as many different activities as you can.

To get the most out of your time at Western Port SC, it is important that you do all the school work given to you by your teachers. If you are not sure about the work, make sure you see your teacher and ask them to explain it to you again. If you have problems finishing your work, you must tell your teachers. Take your work to the EAL coordinator or ISP manager for help if you have trouble understanding the English for any subject.

I hope you will join in the other activities at the College such as sports, music and performing arts opportunities. By joining in these activities you will improve your English and make new friends. As part of your visa conditions, you need to have a good attendance record. This means you must come to school every day unless you are sick. This also means you need to be on time each day. The College will be monitoring your attendance. If you have problems getting to school, please see the school's ISP coordinator, or any member of the school leadership team.

I hope you will enjoy your time at Western Port SC and that you meet many new people and visit interesting places. It is normal to feel a little sad when you first arrive because you are away from home, but we are all here to help you settle in and get used to life in Australia. There are many people here who can help you if you have any problems with your studies, your home stay or your friends.

I wish you all the best at our College.

Mr Michael Devine
Principal

People who can help you at Western Port SC

These are the people who can help you if you have any questions or troubles.

<i>College Principal</i>	Michael Devine	
<i>Assistant Principal – Middle School</i>	Chris Quinn	
<i>Assistant Principal – Senior School</i>	Donna Geritz	
<i>Business Manager</i>	Robyn Chipperfield	
<i>Assistant Principal</i>	Senior Sub-School Leader	Matthew McLaren
<i>Assistant Principal</i>	Junior Sub-School Leader	Nikki Piesse Smith
<i>Assistant Principal</i>	Data, assessment & reporting / Teaching and Learning Coach	Tom Cain
<i>Year 7 Learning Level Leader</i>	Curriculum, Pedagogy and Programs	Brooke Taylor
<i>Year 9 Learning Level Leader</i>	Curriculum, Pedagogy and Programs	Luke Matthews
<i>Positive Programs and Well-Being Leader</i>	Matthew Bodley	Matthew Bodley
<i>Transition Co-ordinator</i>	Jesse Chambers	Jesse Chambers
<i>Year 7 – Year Level Manager</i>	Alison Dowler	
<i>Year 8 – Year Level Manager</i>	Callum White	
<i>Year 9 – Year Level Manager</i>	Robert Last	
<i>Senior School Manager</i>	Rachel Douglas-Anderson	
<i>Applied learning coordinator</i>	Robyn Williams	
<i>Pathways coordinator</i>	Katie Stevens	
<i>Student voice and engagement coordinator</i>	Mark Nolan	
<i>Student data and support</i>	Matthew Hayes	

Facilities and Activities

Senior Study Centre

The Senior Study Centre is a special space for students in Years 10, 11 & 12. Senior students use the space for classes, to study quietly and prepare for assessment tasks when not in classes. There is a small kitchen with hot water, toasters and microwaves for use during recess and lunch.

The Year 12 lockers are in the locker bay near the Senior Study Centre. The senior team managers are all located in the office between the study centre and the locker bay and are available to help and support students before school, during recess, lunchtimes and after school. The Careers Team is also located in the Centre.

Library

The College Library is located on the other side of the Year 12 locker bay. You can borrow books. There is a good choice. The fiction section has some great story books and really good easy reading books for teenagers. The non-fiction section includes books that will help you with assignments, school course books and books about other topics that may interest you. Make sure you ask the librarian if you need help.

The Canteen

The Canteen is open every day before school (for breakfast) recess (for snacks) and at lunchtime. A variety of food is available from the canteen. A menu of what you can buy is available from the office.

The Gymnasium

The school has a gym that includes a basketball court, cardio and weight room. The gym is open during some recesses and lunchtime for students to play basketball or other sports.

Sport

As well as sport (physical education) classes there are other opportunities to play sport. Students at our college compete against other schools in sports like tennis, badminton, soccer, table tennis, swimming, athletics, volleyball and basketball. Joining a team is a great way to make new friends and improve your English.

You will be made aware of sign-up opportunities as they arise.

College Athletics Carnival

The Athletics Carnival is a College event for students in years 7-12 held each year. There are running races and other athletic activities. Students compete for their house to win points. The house with the most points wins the day.

College Swimming Carnival

This is another College event for students in years 7-12. The Swimming Carnival is usually held in term one each year. You can compete in events or go and support your house wearing your house colours.

Student Leadership

There are many opportunities for student leadership at the College. Types of leadership positions that you can apply for include:

- Form Captains
- College Captains
- House Captains
- Arts Captains
- Sport Captains
- Student Representative Council
- Transition coordinator

Student representative Council

The Student Representative Council (SRC) is a strong student body where issues are raised and discussed. These students represent all students from years 7-12 in the College.

Information and Communication

Assemblies

There are different types of assemblies held at the College.

Whole School Assembly

Whole School Assemblies are generally held once or twice a term and are a chance for all students from year 7 to year 12 to get together. The assemblies are held in the Gym and are run by the College Captains. There are often award presentations, performances or guest speakers.

Year Level Assemblies

These are held every 2-3 weeks

House Assemblies

House assemblies are usually held before sporting events and are for communication about the sporting event.

COMPASS

COMPASS is the College online student management system. You and your parents get a unique password each which allows you to log onto the system through the parent and student portal. You use compass to look at your daily and weekly timetable and see any special College news items. Your parents can also look at your reports as well as your attendance.

Compass is the main point of parent reporting and other contact.

Reports

Academic reports are issued 4 times a semester or 8 times a year. Reports are printed and provided to students and available electronically via compass. The final cycle of reporting for each semester reports on student learning against the Victorian Curriculum.

College Website

Our College Website has lots of information. When you have time you should look at the website. It has information about each section of the College.

The website address is <https://westernportsc.vic.edu.au/>

Homework Club

Homework club runs after school Monday, Wednesday and Friday for years 7-9 students. Senior students may use the Senior Study Centre after school

Book lists

To get a copy of your year level's booklists and order books for home delivery, these are available from the front office.

Class Times

Monday to Friday	5 lessons (periods) of 57 minutes
• 8.45	Warning bell
• 8.50 – 9.47	Period 1
• 9.51 – 10.48	Period 2
• 10.48 – 11.07	Recess
• 11.12 – 12.09	Period 3
• 12.13 – 1.10	Period 4
• 1.10 – 1.53	Lunch
• 1.58 – 2.55	Period 5

Timetables

Secondary students have a 10 day timetable which means it goes for 2 weeks. You can access your timetable on COMPASS. You find it under the Schedule tab.

Each day has 5 periods (classes).

On your timetable the first line in each period is the time, the code name of each subject and the room number. The second line is the code name for your teacher.

School Uniform

School Uniform is compulsory at Western Port SC. All students are expected to wear the correct uniform. The uniform list is on the College website. You can also get a list from the office. You must wear full uniform at all times including to and from school.

College Values

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:

Community

Achievement

Respect

Engagement.

THINGS TO REMEMBER

You cannot leave the school grounds without permission

Strictly **NO SMOKING**

Correct uniform to be worn, including the blazer and tie Be in class on time with correct equipment, books

Complete all required work and submit homework on time

Mobile phones use is not permitted in years 7-9 and at the teacher's discretion years 10-12

LEGAL POINTS TO REMEMBER

It is illegal for you to purchase cigarettes and alcohol under the age of 18.

It is illegal for someone over the age of 18 to purchase cigarettes and alcohol for anyone under the age of 18

It is illegal to be in a sexual relationship with someone under the age of

16 It is illegal to travel on public transport without a valid ticket

The school can provide more information about legal issues should you have any questions. The Hastings Police Station is open 24 hours a day and is located at 137 High St Hastings, which is walking distance from the college

Child Safety

Western Port SC is committed to the safety and wellbeing of all children and young people. Western Port SC has zero tolerance for child abuse. Western Port SC is committed to providing a child safe environment where children and young people are safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Staff at Western Port SC are legally required to take action if they believe a student is being abused or at risk of abuse. Students are encouraged to speak with their Year level coordinator, learning level leader, student wellbeing team or an Assistant Principal if they feel unsafe, have experienced these forms of abuse or believe that another student may be at risk of being harmed. Appropriate action and follow up with the student will occur including referral to appropriate supports and counselling.

Students are encouraged to speak up about any suspected or actual child abuse. Students with concerns in this area should speak immediately to a member of the wellbeing team, their relevant year level team, or a Principal or Assistant Principal.

There are six types of abuse that may occur. More information about the types of abuse will be provided to students through Health classes and well being programs.

Types of abuse can be:

- Emotional
- Physical
- Sexual
- Family Violence
- Grooming
- Neglect

Complaints

A detailed complaints policy will be provided to students should they have concerns or issues with the college, their homestay or other elements of their time in Australia

Course progress and monitoring

WPSC monitors student progress using its 5-weekly reporting process. Students that receive multiple 'Needs Attention' assessments in these reports will be considered 'at risk'. At risk students will meet with their homestay parents and the relevant Learning Level Leader or AP. Minutes of this meeting will be provided to the student's parents.

If students' are identified at risk in two or more continuous reporting cycles, the school may use the meeting outlined above to notify the student that they may not meet the course requirements based on their current learning outcomes. Again, minutes of this meeting will be sent to the student's parent.

Students are considered to have failed to meet course requirements when they receive an 'N' rather than an 'S' in any unit of work.

Attendance

As outlined above, International students must attend at least 90% of classes to satisfactorily complete their course. The attendance rate is calculated using the 'VCE%' measure on Compass which counts all present, late, school sanctioned absences from class and absences with certificates.

The relevant year level team is responsible for monitoring student attendance. The Homestay parents will be contacted each day the student is absence without notifying the school. Where a student is absent for 5 or more days, the relevant Learning Level Leader or AP will contact the homestay parents. Where the school has ongoing concerns about student attendance, the ISP coordinator will also contact the student's parents.

Holiday Travel

If you are planning to travel home for the holidays, you must complete a holiday location form. You must travel during the holidays and **DO NOT** buy your ticket unless your travel dates have been approved by the school first. You must not leave before the holidays start and you must return on time to school.

You must provide a letter from your parents and when you receive approval you must provide a copy of your airline tickets

You cannot travel interstate on your own.

Homestay Information

1. Students should pay their Homestay fee two weeks in advance. During holidays, if the student goes home, they should pay \$150 per week as a holding fee for their room.
2. Students are not permitted to smoke
2. Students are not permitted to drink alcohol or use illegal drugs.
3. Students are not permitted to own a car or drive at any time. If they do happen to go cycling, a helmet MUST be worn.
4. Students are expected to live in a homestay situation unless living with a blood relative. Students are not permitted to live independently even if over 18 years old.
5. Going out after school and on weekends:
 - (i) Monday to Thursday ***No going out at all.*** To be home by 4.30 usually, **5.00pm** on homework club nights only unless otherwise agreed to by Homestay parents and the College
 - (ii) Friday
Students have permission to go out after school.

Students must inform Homestay Parents on Thursday regarding the arrangement for Friday afternoon. They must provide contact numbers and details of the outing. Where they are going and who with.

Students must return by **6.00pm** unless otherwise agreed to before Friday by Homestay parents (except when parents are in town)
 - (iii) Saturday
Students are allowed to go out:

Students must inform Homestay Parents on Friday re the arrangement for Saturday. They must provide

contact numbers and details of the outing.

- Students must return by **6.00pm** unless otherwise agreed to before Saturday by Homestay parents (except when parents are in town)
- (iv) Sunday
- Students should do a minimum 2 hours study. Students can go out after study time with the permission of the Homestay parent. (Must provide contact numbers and details of the outing).
- Students must return by **4.00pm** unless otherwise agreed to by Homestay parents
6. Use of telephone Students will have their own mobile phones
7. Internet Access The College recommends that students should not have Internet Access in the rooms. Students should not access Internet after 11pm each night for Years 11 & 12 and 10.00pm for Years 9-10.
8. Homework/Prep Time Each student is expected to complete homework and review school work from 7.30pm until bedtime.
9. Bedtime
- | | |
|--------------|-----------------|
| Years 9-10 – | 10.30pm |
| Year 11 – | 11pm the latest |
| Year 12 – | 11pm the latest |
10. No overnight stay Students are not permitted to stay out overnight except when parents are in town.
- Students must not invite friends to stay overnight.
11. Attendance A 90% attendance rate is required at Western Port SC. This will be carefully monitored. If a breach occurs, the Department of Education will be involved and Visa may be cancelled. Homestay parents must contact the school on the day of an absence. Extended absences may be granted in special circumstances – an application for such absences should be submitted using the process outlines in Appendix 1
12. Change of Guardian (students living with relatives)
- If the student's parents have organised a change of guardian or if they wish to change their guardian or accommodation they need to discuss this matter the College

13. Homestay Rules Students must abide by the rules set by homestay parents eg
- Help with minor household chores,
 - Turn off lights and computers when leaving the room
 - Keep the room and toilet tidy and clean at all times
14. Changes of Homestay Students are expected to stay with homestay for the Full Length of their Education at Western Port SC. No change is permitted unless due to special circumstances.
15. Mobile Contacts Students must provide homestay parents with mobile numbers
16. General Health information Students may access healthcare through their host family's medical provider(s) if required. The school also has a registered nurse who works in a part time capacity who can support as required. Third parties can provide health insurance for overseas students studying in Australia for example: <https://www.medibank.com.au/overseas-health-insurance/oshc/>

Student responsibility in homestays

- Ensure that the host family are aware of how they feel, whether they are not feeling well or they are unhappy
- Ensure that they are contactable 24/7 by the host family and school
- Be responsible for their personal hygiene
- Be responsible for their study program
- Respect the personal space of other members of the home
- Respect the privacy of other members of the home
- Ensure they join in with the family as they are considered to part of the family unit

Students should be made aware of their responsibilities which include:

- keeping their bedroom and study area tidy
- keeping other areas of the house tidy after use, including the kitchen, bathroom and toilet
- keeping their valuables and personal possessions safe and not to leave them lying around the house
- placing valuables in a safety deposit box or with the homestay family for safekeeping

Students can contribute to the household tasks by:

Example:

- Stacking or emptying the dishwasher
- Clearing up after meals
- By leaving the bathroom tidy
- By minimising time in the bathroom as a consideration for other family members
- By leaving the kitchen as they found it when finished in there
- By being home at the designated meal time
- Be home at agreed time set by host parent
- Always ring and letting the host family know if they are going to be late home or where they are

Information about the local area

The location of the school is in a beautiful rural setting in the town of Hastings on the Mornington Peninsula, a popular holiday region. The campus is situated on several landscaped acres with outstanding modern buildings and facilities.

The broader suburb of Hastings is situated on an inlet on Western Port, a major port and important environmental area. Hastings has multiple marinas and is home to many recreational boating activities. The town has a small beach and several large parks and recreation facilities that surround the unique mangrove vegetation of Western Port Bay. The mangroves in Hastings are a popular tourist attraction with a hike along boardwalks that weaves its way through the area. The area around the pier is popular with sightseers, there being a waterfront cafe, and many yachts moored nearby. Pelicans can normally be seen in this area, and the pelicans are fed daily by local fishermen.

There are also several sporting facilities located on the foreshore including tennis courts, a bowling club and sports ovals. The Pelican Park Recreation Centre is situated on the waterfront and features an indoor heated lap pool, a gymnasium, spa & steam room and a kiosk.

Despite its coastal and rural setting, the town offers an extensive range of shopping and eating opportunities. There are three major supermarkets and several shopping complexes including Westernport Central in High Street and the Kmart store with speciality shops in Victoria Street.



Transport to and from school

Students catch the train, walk, cycle or are dropped or take the bus to school. The way that you arrive at school will be determined by your homestay family, but the school bus service comprehensively covers the surrounding area. The Hastings Railway Station is within walking distance of the school.

Public transport

The Hastings Railway Station connects Hastings to the Frankston line where students can travel to the Melbourne CBD. Students need a Myki Card to travel on public transport. More information on Myki Cards can be found here:

<https://www.ptv.vic.gov.au/tickets/myki/concessions-and-free-travel/children-and-students/>

Provision of the ISP policy information and complaints and appeals procedures)

- Dispute resolution (complaints and appeals process)

General support services

The school wellbeing and year level team provide all Western Port students with general support.

Each year level team involves a Learning Level leader and at least one team leader or co-ordinator. The year level team is the first place students should seek support for any academic or general concerns they have.

The school has a large wellbeing team that supports students with emotional, social and other wellbeing issues. The wellbeing team can be engaged to offer counselling to support a student on the request of the relevant learning level leader. The *People who can help you at WPSC* section above provides information of who the relevant support personnel are at each year level.

A member of the Principal team can also provide general support services to any student.

Pathway and career counselling is provided by the senior team to senior school students to support students in considering further study options, career pathways, to allow for timely lodgement of applications or planned return to the student's home country.

Information on travelling safely in Australia can be found here: <https://www.australia.com/en/facts-and-planning/useful-tips/health-and-safety-faq.html>

CODE OF CONDUCT

STUDENT CODE OF CONDUCT

Our College rules are based on the principles of **Respect, Honesty & Integrity, Opportunity and Challenge**.

Therefore:

- Individuals have the right to feel secure and be treated with respect.
- Individuals have the right to learn and develop to their full potential.
- Individuals are responsible for their own learning and behaviour.
- The College community has a responsibility to ensure a safe, clean, supportive and productive learning environment.
- A positive attitude and contribution by all members of the College community will foster pride, school spirit and individual achievement.
- Our College rules are based on the principles of Respect, Honesty, Integrity, Challenge and Opportunity and include the following:

A Courtesy

1. Students are to be well mannered and respectful of others.
2. Students are to follow clearly given instructions.
3. Students are to be punctual to all classes, form assemblies and other organised activities.
4. Students in Years 7-10 are to line up outside their classroom in an orderly manner at the start of lessons, and enter the classroom when instructed by a teacher.
5. Students should attend all timetabled classes prepared to work, equipped with all necessary books, materials, equipment and pre-set work.
6. Portable electronic devices (ie, iPods (phones) are bought to school at owners risk. Items can be confiscated during class time ie, use of mobile phone in class is prohibited. A separate detailed policy for ICT use is to be completed for each student.

B. Environment

7. Each student is expected to maintain the condition and cleanliness of classrooms and grounds.
8. Eating and drinking is not permitted in classrooms.
9. Permanent marker pens are not permitted at school.
10. Skateboards/scooters are not to be used within College grounds at any time.
11. Excessive amounts of makeup and jewellery are not to be worn at school. Facial

piercings and hair colour that attract undue attention are not permissible.

c. Health and Safety

12. Students should remain visible within the College grounds.

Specific areas that are out of bounds to students (unless teacher supervised):

- the bush area at the back of the College
- the Arts Centre and Music Room
- bike shed, except before 8.49 am and after 3.05 pm
- the athletics track and surrounds of the Athletics pavilion
- car park areas or any roof
- classrooms at recess and lunch time

13. The internal courtyard is for passive activities, exceptions may include 'handball' games that are away from buildings and thoroughfares.

14. Throwing stones or other dangerous objects and unduly rough play is not permitted.

15. Smoking, being in possession of cigarettes, matches or lighters, or being in the company of smokers is forbidden at school, on the way to or from school OR on school related activities.

16. Students are not to bring alcohol, non-prescription drugs or other dangerous articles and substances into the College. Offenders in this category will be reported to the relevant authorities.

17. Students must not take bags to class, each student is supplied with a locker.

18. Students must not go to the lockers between classes. Books for periods 2 and 4 must be collected before school, recess and the end of lunch.

19. Students may be out of class only with written permission from the class teacher.

20. Students must not engage in any fighting, bullying or harassment.

21. Spitting is strictly prohibited in any part of the school.

CONSEQUENCES

The consequences for breaking any of these school rules may include:

- a warning;
- special duties;
- detention;
- referral to Coordinator or Principal;
- letter to parents;
- reimbursement to the College for loss/
- loss of privileges; damage of property;
- being placed on a conduct card
- parent interview; or 'contract';

- suspension;
- referral to police;
- removal from the College.

Detentions may be held at recess, lunchtime or after school. Detentions after school will involve prior contact with parents. After school detentions are for 50 minutes from 3.10pm until 4.00pm. Students, who do not comply with detention requirements, will be expected to complete a 'Principal's Detention'.

Students are encouraged to take responsibility for their behaviour. If this is unsuccessful, counselling, detentions, or suspension from school can occur. A copy of the college rules and their consequences is printed in the student organiser and in each teaching and learning space. All students are advised to read this carefully.

NOTE:

Any student who breaks any civil or criminal law will be reported to the appropriate authority and contact will be made with parent(s)/guardian(s) where possible.

The College accepts no responsibility for money and valuables of any description or non-uniform clothing brought by the student to school.

COLLEGE PROCEDURES LATE PASS

When a student arrives late to school (after Form Assembly) they should report to the General Office and request a Late Pass. It is essential to bring a note if a student is late. Such a note should briefly explain the reason. Repeated lateness without a note may result in after school detention.

PERMISSION TO LEAVE SCHOOL AT OTHER THAN NORMAL TIMES

The school does not permit students to leave the main grounds at any time without express permission. If it is necessary for a student to leave school early or temporarily, it is necessary to bring a note from home requesting that such permission be granted. This note should be presented to the Form Teacher at Form Assembly. Prior to departure, the note should be handed into the General Office and the students sign out and collect a pass. The College does not allow students to sign out for lunch or go home during the school day.

Appendix 1 ISP student leave and absence process

- All students are expected to maintain a 90% attendance rate
- In extraordinary circumstances, students may require a leave of absence from their homestay and/or WPSC on the basis of compassionate or compelling circumstances.
- In such cases, the below form can be submitted to the front office to apply for leave.
- This process can be completed by a student along with a member of staff to support the student with this process (usually a Wellbeing team member). If appropriate the homestay parent may also sign
- The front office, via the ISP manager will notify IED of any approved requests for leave under this policy

Student name	
Year level	
Homestay location	
Reasons for leave request	
Student signature (required)	
Signed by member of staff supporting this application (required)	
Signature of homestay parent (if applicable)	