WESTERN PORT
Secondary College

Principal | Chris Quinn

STUDENT GENERAL INFORMATION

BOOKLET

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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

VISION STATEMENT	COLLEGE CARE VALUES
Western Port Secondary College empowers our community to grow and achieve together through CARE, innovation, and excellence.	Community Achievement Respect Engagement

PRINCIPAL CLASS AND BUSINESS MANAGER

NAME	POSITION
Chris Quinn	Principal
Donna Geritz	Assistant Principal – Year 8
Brooke Roy	Assistant Principal – Building Practice Excellence and Year 7
Xavier McLaurin	Assistant Principal – Year 7
Kara Dunstan	Assistant Principal - Curriculum and Assessment and Year 9
Rachael White	Assistant Principal – Year 10, 11 and 12
Robyn Chipperfield	Business Manager

CHRIS QUINN	DONNA GERITZ	BROOKE ROY
XAVIER MCLAURIN	**KARA DUNSTAN**	**RACHAEL WHITE**

COLLEGE CONTRIBUTIONS

This section provides information about voluntary contributions you can make to support Western Port Secondary College 2027 and other payments you can choose to make.

Victorian government schools provide free instruction. This means all students have free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.

Some families choose to make a voluntary financial contribution to support the school, and we are very grateful for this support. Making a voluntary contribution is your choice. There is no expectation or pressure for families to contribute.

Western Port Secondary College offers a range of items and activities that are additional to the free instruction provided to all students at our school. Financial help is available for extra-curricular items and activities if you are experiencing financial hardship (see further details under Financial Help for Families in the attached information). For a confidential discussion about how to access the financial help available, please contact:

- Nicole Simmonds Nicole.Simmonds@education.vic.gov.au or
- Robyn Chipperfield Robyn.chipperfield@education.vic.gov.au

If you need an interpreter, please contact 03 9605 3053 and give our school's phone number (03)5979 1577. An interpreter can help you speak with us. This service is free. For more information, please see How to use an interpreter to contact your school.

For more information on the Department of Education's Parent Contributions policy please see the information attached. You can read the full policy at Parent Contributions: Policy | education.vic.gov.au.

Western Port Secondary College Parent/Carer Contribution Arrangements

If you are the carer of a student in out-of-home care or hold a financially means-tested card (such as a healthcare card), please ignore the invitation to make voluntary contributions.

We encourage any family experiencing financial hardship to contact the school for information about the financial help available for extra-curricular activities like camps and excursions.

Voluntary Contributions – 2027	Suggested Amount – Parents/Carers can contribute more or less	Amount Parent/Carer to complete
Curriculum Contributions: To enhance our school's range of programs, resources supplied by Western Port Secondary College	$250.00	$
Student Wellbeing Contribution: At Western Port Secondary College, we support students' wellbeing at an individualised level, this includes the engagement of external professionals on a need basis. This support assists in developing staff knowledge, and at times, individual students, and families. The aim is to provide individual and group support.	$40.00	$
First Aid Contribution: 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 a regular basis.	$30.00	$
ICT Contribution: Software and equipment required to sustain and enhance our ICT program.	$50.00	$
Grounds/Equipment and Maintenance Contribution: To assist in redevelopment of recreational and sustainable environmental areas for students use including the upkeep of the College ovals.	$40.00	$
Tax-Deductible Voluntary Contributions	**Suggested Amount – Parents/Carers can contribute more or less**	**Amount Parent/Carer to complete**
Building fund: a tax-deductible contribution to support renovations and upgrades of school infrastructure	$60.00	$

Extra-Curricular Items and Activities	Confirmed cost
Western Port Secondary College offers a range of optional items and activities that are additional to the free instruction provided to all students at our school. Accessing these items and activities does require payment, but financial support is available Extra-curricular items and activities confirmed for 2027 include:	
Year 7 Camp	$462.00
Year 9 – 12 Electives • Art • VCD • Product Design/Build Your Future • Cooking/Food Studies • Cafe	Each elective charge is $30.00 per semester
Instrumental Music Lessons: Years 8 - 12	$150.00
Year 7 Introduction to instrumental music lessons	$90.00
Other extra-curricular items will be invoiced proximately 4 weeks prior to the activity and will appear on your Compass Portal. To view, consent or pay for these activities, please log in using your unique family credentials. You can process the invoice through the Payment Centre banner or via the notification on your home page.	

Payment Methods

Please note the following payment options are available:

- Compass Pay – this is the preferred payment option
- CASH
- EFTPOS
- Credit Card
- Bpay

Booklist Items

Items on the booklist can be purchased from Campion or other suppliers of your choice. Details on how to access the year level booklist will be available on the WPSC website during Term 4.

Help is Available

Western Port Secondary College understands families can experience financial difficulty. Help is available, including:

Camps, Sports and Excursions Fund – this program provides funding for eligible students, including those in out of home care, and holders of eligible financially means-tested cards (such as health care cards), to attend activities like camps, sporting activities, excursions and incursions that are offered on a user-pays basis. Applications for support from the Camps, Sports and Excursions Fund and State Schools Relief are submitted by the school - please contact us to discuss these and other financial help.

Affordable School Uniforms - delivered by State Schools Relief, this program helps cover costs such as school uniforms, shoes, and other essential school items where families are experiencing financial hardship or short-term crisis.

Western Port Secondary College Sustainable School Shop – buying and selling second-hand items via the Sustainable School Shop website. This is a new service and very accessible; it preferences our school first and then provides access to buy and sell items with families attending other schools. Many schools use this service. Access to second-hand textbooks, uniforms, calculators etc is available throughout the entire year. Please refer the links provided below and for further information.

Second-hand uniform items for sale:
https://www.sustainableschoolshop.com.au/stocktake/western-port-secondary-college

Second-hand textbooks for sale:
https://www.sustainableschoolshop.com.au/booklist/western-port-secondary-college

Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department of Education's Parent Contributions policy and guidance, Financial Help for Families policy, and any other relevant information.

VICTORIA State Government | Department of Education

Parent Contributions policy

Information for families

FREE INSTRUCTION

Schools give students free instruction in the curriculum. This includes:

- Free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.
- The Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major, and the Victorian Pathways Certificate.
- Free access to all subjects, including elective subjects.
- Free access to select-entry and accelerated programs.

FAMILIES CAN CHOOSE TO CONTRIBUTE

Schools can invite 2 types of voluntary contributions:

Voluntary contributions	Tax deductible contributions
Used towards enhanced educational programs and school environment, and additional resources and opportunities offered by schools	Used towards building and/or library fund (for those schools who have such funds)

Schools must advise the carers of students in out-of-home care and parents and carers who hold a financially means-tested card (such as a healthcare card) that the invitation to make voluntary contributions does not apply to them.

In addition, schools can invite parents and carers to pay for optional:

- Extra-curricular items and activities that go beyond the curriculum - for example, school photos, some excursions and some camps.
- Learning materials for students to individually use and own - for example, textbooks, stationery, and in secondary schools only, digital devices. If these items are not bought or provided from home, schools will provide students with free access to what they need for curriculum delivery.

FINANCIAL HELP FOR FAMILIES

Each school has a contact person who can discuss with parents and carers the financial supports that are available.

Schools must publish their Parent Contributions arrangements on their school website, along with a link to the department's Parent Contributions policy.

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

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

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.

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 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 Student Achievement 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 College 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
- Electronic sign (located at the front of the College)
- Social media
- eNewsletter

Parent/Carer Access to Compass

- Monitor their student's attendance
- 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

- 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 Reset Centre upon arrival and should have a note explaining their lateness. 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 the College. Alternatively, a signed note can be sent with the student on their return to the College and handed to the sub school attendance officer. If a student's overall absence falls below 90%, Parent/Carer 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. Students are to show the note to their Sub School Attendance Officer, who will add the note to compass.

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 Reset Centre 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 form Beleza School Uniforms in Somerville – 8/13 Eramosa Road West, Somerville. Phone: 5977 5277.

As part of the Victorian wide review to improve uniform affordability, the college will communicate all updates/changes by the end of the 2025 school year via Compass and the College website.

Jumper	College Rugby jumper or 1/2 zip College Fleece
Polo	College Polo forest green/white striping on collar
Shirt	Plain white College shirt
Socks	Plain white or black socks (any)
Shoes	'All black' coloured shoes (any)
Shorts	College Dark Grey Melange shorts
Pants	College Dark Grey Pants
Dress	College Green check. "Cleolene" Material (must be of modest length)
Summer Skirt	College Green check. "Cleolene" Material (must be of modest length)
Winter Skirt	College Tartan (must be of modest length)
Tights/Leggings	Plain Black (any)
Caps	College Black Cap or Plain Forest green or Grey
Beanie	College Beanie
Jacket	College Soft Shell Jacket
Jacket	College Puffer Jacket with Embroidered Logo
Activewear	College PE Uniform; shirt, shorts, tracksuit pants or leggings

Please note the College PE uniform is only to be worn on 7/8 Sport Education days, excursion days (if applicable) or changed into/out of for PE/Outdoor Education 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 a 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
- 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 following diagram, 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 shoes with white laces and white or coloured soles

NO

No shoes with coloured branding or marking

NO

No shoes with coloured graphics, sections on shoe.

WESTERN PORT SECONDARY COLLEGE

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.

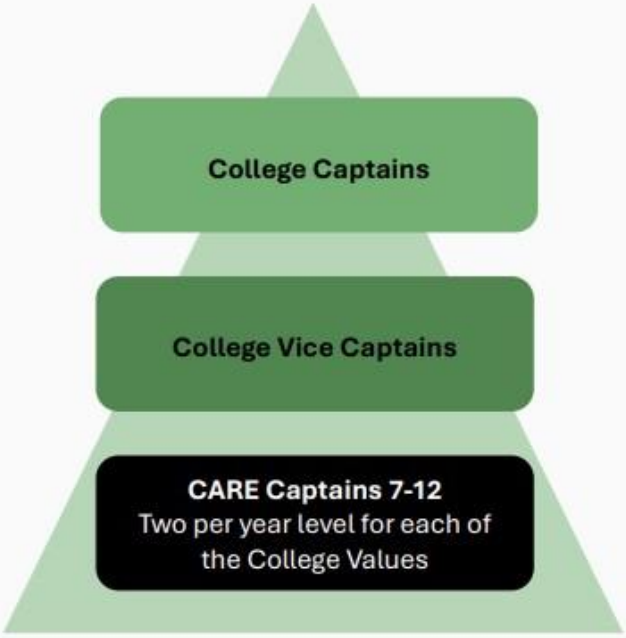
Examples of the types of activities linked with each CARE leadership role include:

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

2027 Performing Arts

Performing Arts is well and truly thriving at the College with opportunities to be involved in drama squad, the instrumental music program, twice-yearly concerts or joining the college band. These bands often perform at various community functions and several College events, including Awards Night.

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	LEEUWIN	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.

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 effort in • Work to the best of your ability • Ask for teacher feedback	• Self-assess your workload 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 a 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 the activity • Bring your own device 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

REMIND	READY TO LEARN	RELOCATE	REMOVE	RESTORE
• Eye contact • Positive narration • Proximity • Verbal cues • Link to CARE values • Examples of expected behaviour	• Support student to use their ready to learn plan • 1st in class strategy • 2nd external to class strategy logged via SWPBS call out to rover	• Instruct student to relocate within the classroom • Ensure engagement with work in new location	• Remove student from the classroom • Instruct where to wait outside • Indicate wait time • Ensure wait time is under 5 minutes	• Attempt restorative conversation (one on one) • Respectful and private • Aim to have the student re-enter the classroom

Whole class proactive strategies to support students being ready to learn…

Ready to Learn Plans, Positive Primers, Ready to Learn Scales, Unconditional Positive Regard, Consistent and Predictable Classroom Expectations.

READY TO LEARN PLANS

Ready to Learn

Teacher/ES

- Teacher or ES staff can ask a student to engage a ready to learn strategy at any time in the lesson.

Students

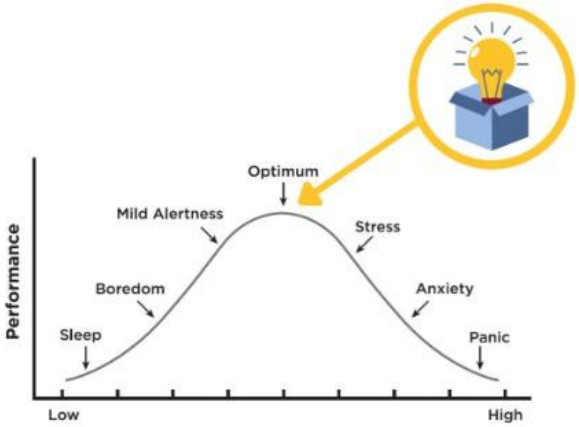
- Students can ask to engage a ready to learn strategy after the instruction phase of the lesson.

Alert Rover

- External to class Ready to Learns are to be recorded by the staff member via the SWPBS callout system on Compass so the Rovers can assist students on external ready to learns.

Identify Need

- Teacher or student identifies that they need to engage one of their ready to learn strategies.



Rules

- External to class Ready to Learns are 1 student at a time and only for 5min per student.
- Student who do not return to class or disrupt the learning of other classes can only go the CMR for their Ready at Learn.

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 compete their learning in the Reset Centre. 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 Reset Centre 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 Campion for the provision of digital and physical education resources. Booklists will be provided in Term 4.

Most of the requirements are outlined with the 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
- 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.

2027 TERM DATES

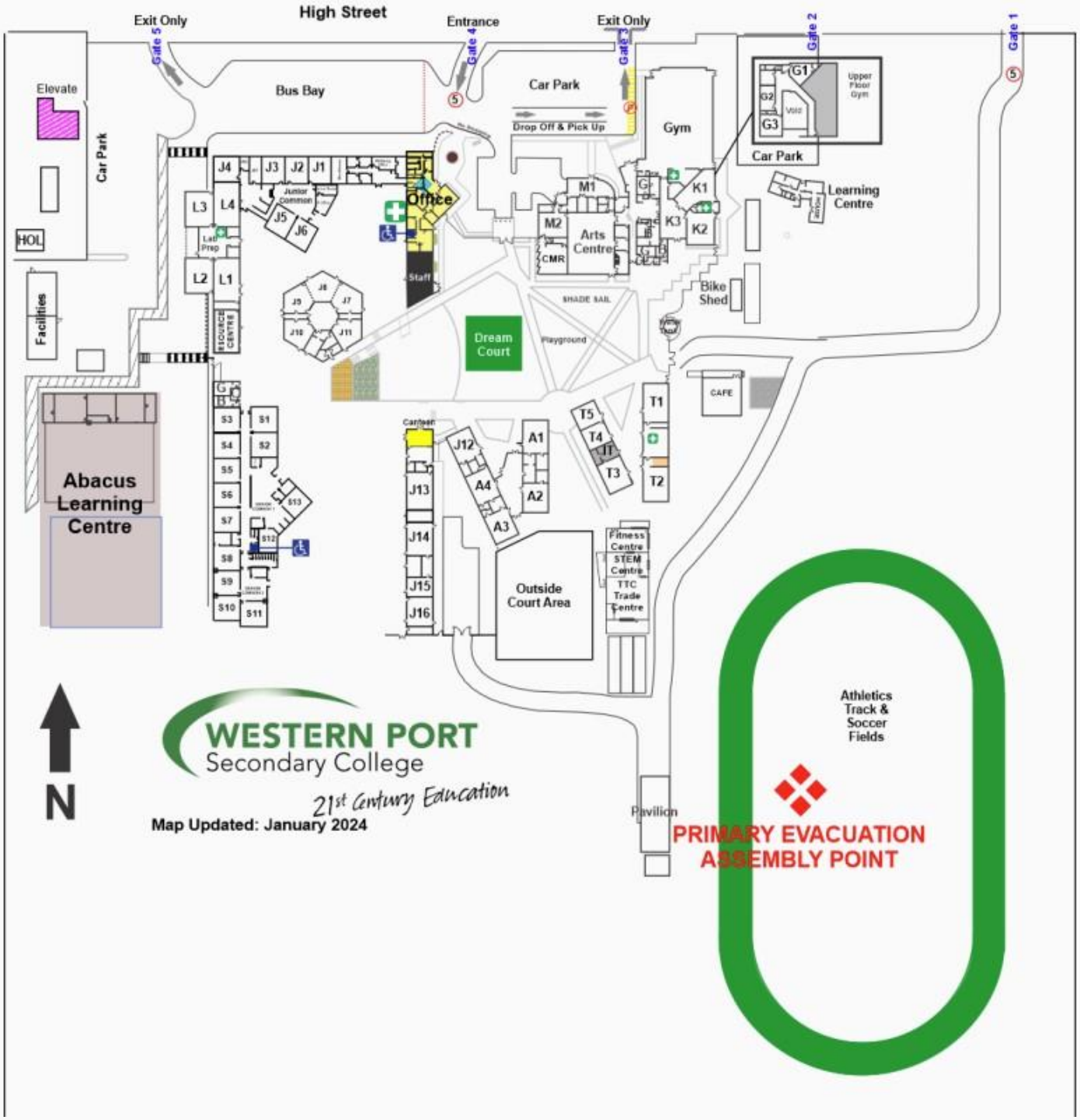
Normal Day: 8:50am – 3:00pm

TERM 1	TERM 2	TERM 3	TERM 4
Years 7, 11 & 12 students commence 28th January Years 8, 9 & 10 students commence 29th January Term 1 Ends 2nd April	20th April – 26th June	13th July – 18th September	5th October – 18th December

BELL TIMES

Home Group	08:50 – 09:00
Period 1	09:03 – 10:00
Period 2	10:03 – 11:00
Recess	11:00 – 11:23
Period 3	11:23 – 12:20
Period 4	12:23 – 13:20
Lunch	13:20 – 14:03
Period 5	14:03 – 15:00
Buses Depart	Please refer to the website for bus departure times

COLLEGE MAP


High Street
Exit Only
Entrance
Exit Only
Gate 5
Gate 4
Gate 3
Gate 2
Gate 1
Elevate
Bus Bay
Car Park
Drop Off & Pick Up
Gym
Upper Floor Gym
Car Park
Learning Centre
Car Park
HOL
Facilities
Office
Staff
Junior Common
Lab Prep
RESOURCE CENTRE
Arts Centre
CMR
Bike Shed
SHADE SAIL
Dream Court
Playground
CAFE
Canteen
Abacus Learning Centre
Outside Court Area
Fitness Centre
STEM Centre
TTC Trade Centre
Athletics Track & Soccer Fields
Pavilion
PRIMARY EVACUATION ASSEMBLY POINT
N
WESTERN PORT
Secondary College
21st Century Education
Map Updated: January 2024

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 combination padlock. No outside locks are permitted. The College combination locks have a master key in the event of an emergency, where locker access is needed quickly.

In the event a student forgets their combination, they may seek help from the Junior/Senior School Attendance Officer who will assist with opening the locker.

College locks, used properly, are the best prevention from damage or loss of items from lockers. Students who damage or lose their combination lock can purchase a replacement from the General Office.

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. Full copies of all policies can be found via our College website.

Anaphylaxis Management

The College must be notified if a student has anaphylaxis, and a copy of the Anaphylaxis Management Plan completed by a doctor to be provided for any student who is required to 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

The College must be notified if a student has asthma, and a copy of the Asthma Management Plan completed by a doctor to be provided for any student who is required to carry Ventolin at the college.

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.

Protect: Child Safety

Schools play a critical role in protecting students from child abuse. The College's Child Safety Officer is Xavier McLaurin.

The College 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 College Office.

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 can be found at 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 exists 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 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 POLICY

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.

FIRST AID PROCEEDURE

Students who are unwell should not attend school. If a student becomes unwell during the school day, they may be directed to the relevant attendance office. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student. Students that are too ill to return to classroom are to be sent home. Western Port Secondary College has no provision to care for ill students.

Students with medical conditions such as asthma, anaphylaxis, allergic reactions etc are required to provide the College with a copy of their medical action plan. Medical action plans are required well before attendance commences to ensure all supports are in place. These plans are to be updated and provided annually.

For more information regarding our first aid procedures and protocols, please see our Western Port Secondary College Policies on our College Website or alternatively please contact the College office on 5979 1577.

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

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

Last reviewed October 2026