Welcome to Lara Secondary College

Parent Handbook

‘Empowering young people to make a difference’
# Table of Contents

**SCHOOL DETAILS**

1. PARENTS AND FRIENDS 7

2. PERMISSION TO LEAVE GROUNDS 7

3. STUDENT DIARY 7

**STUDENT WELLBEING**

4. CURRICULUM 8

5. CLASS TIMES 8

6. YEAR 7 & 8 CURRICULUM 9

7. YEAR 9 CURRICULUM 10

8. YEAR 10 CURRICULUM 11

9. VCE VCAL AND VET 12

10. HOMEWORK GUIDELINES 13

11. CAMPS 13

12. INSTRUMENTAL MUSIC 14

13. STUDENT LEADERSHIP 14

14. UNIFORM REQUIREMENTS 15

15. STUDENT FINANCIAL ASSISTANCE 16

16. PARENT PAYMENT POLICY 16

**DEVELOPING POSITIVE BEHAVIOURS**

“TRIBES” 4

**COLLEGE AGREEMENTS**

3. COLLEGE COUNCIL 6

4. COLLEGE NEWSLETTER 6

5. EMAIL 6

6. FAMILY INFORMER 6

7. HEALTH ISSUES 6

8. LARA SECONDARY COLLEGE WEBSITE 7

**PROGRAM FOR STUDENTS WITH DISABILITIES**

9. ATTENDANCE 6

10. COLLEGE COUNCIL 6

11. COLLEGE NEWSLETTER 6

12. EMAIL 6

13. FAMILY INFORMER 6

14. HEALTH ISSUES 6

15. LARA SECONDARY COLLEGE WEBSITE 7

**STUDENT WELLBEING SUPPORT**

16. PARENT PAYMENT POLICY 16

**ANTI BULLYING AND HARASSMENT**

17. STUDENT DIARY 7

18. CURRICULUM 8

19. CLASS TIMES 8

20. YEAR 7 & 8 CURRICULUM 9

21. YEAR 9 CURRICULUM 10

22. YEAR 10 CURRICULUM 11

23. VCE VCAL AND VET 12

24. HOMEWORK GUIDELINES 13

25. CAMPS 13

26. INSTRUMENTAL MUSIC 14

27. STUDENT LEADERSHIP 14

28. UNIFORM REQUIREMENTS 15

29. STUDENT FINANCIAL ASSISTANCE 16

30. PARENT PAYMENT POLICY 16

**STUDENT ENGAGEMENT POLICY**

31. ATTENDANCE 6

32. COLLEGE COUNCIL 6

33. COLLEGE NEWSLETTER 6

34. EMAIL 6

35. FAMILY INFORMER 6

36. HEALTH ISSUES 6

37. LARA SECONDARY COLLEGE WEBSITE 7

**COMMUNICATION**

38. PARENTS AND FRIENDS 7

39. PERMISSION TO LEAVE GROUNDS 7

40. STUDENT DIARY 7

41. CURRICULUM 8

42. CLASS TIMES 8

43. YEAR 7 & 8 CURRICULUM 9

44. YEAR 9 CURRICULUM 10

45. YEAR 10 CURRICULUM 11

46. VCE VCAL AND VET 12

47. HOMEWORK GUIDELINES 13

48. CAMPS 13

49. INSTRUMENTAL MUSIC 14

50. STUDENT LEADERSHIP 14

51. UNIFORM REQUIREMENTS 15

52. STUDENT FINANCIAL ASSISTANCE 16

53. PARENT PAYMENT POLICY 16

54. ATTENDANCE 6

55. COLLEGE COUNCIL 6

56. COLLEGE NEWSLETTER 6

57. EMAIL 6

58. FAMILY INFORMER 6

59. HEALTH ISSUES 6

60. LARA SECONDARY COLLEGE WEBSITE 7
School Details

School Address: Alkara Ave Lara 3212
Postal Address: PO Box 387 Lara 3212
Telephone: 52828988
Facsimile: 52828188
Email: lara.sc@edumail.vic.gov.au
Website: www.larasc.vic.edu.au

Principal: Ms Lyn Boyle
Assistant Principals: Ms Faye Smith
Ms Glenda Ward
School Council President: Mr Neville Gillett
Our Values & Vision

VISION
To create a safe and dynamic learning environment where students are empowered to achieve their full potential through living our values: Excellence, Teamwork, Commitment and Respect.

VALUES
Our College community values are encompassed in our College motto which aims to support excellence in learning and student outcomes:

RESPECT – Behaving in a way which shows consideration of all members of the community
EXCELLENCE – Acknowledging the value of learning and embracing every learning opportunity
TEAMWORK – Cooperating with others to achieve the best possible outcome for all
COMMITMENT – Agreeing to accept challenges and to show persistence

Guiding Principles

College Rights and Responsibilities:
All members of the College community have the right to:

• be treated with respect and dignity
• feel valued, safe and supported in an environment that encourages freedom of thought and expression
• fully participate in an environment free of discriminatory behaviour

All members of the College community have the responsibility to:

• participate and contribute to a learning environment that supports the learning of self and others
• ensure that their actions and views do not impact on the health and well being of other members of the College community
STUDENT WELLBEING

The wellbeing of our students and their academic success are our highest priorities. We pride ourselves on the strength of relationships developed between students and between students and teachers. To support this, the College structure is divided into two areas:

- Year 7, 8 & 9
- Year 10, 11 & 12

A team approach to the development of innovative curriculum is supported by Program Leaders at each year level. Program Leaders are responsible for overseeing student wellbeing and curriculum at all levels. This structure provides a strong well-being/discipline approach and a structure which caters for the individual needs of all students.

Developing Positive Behaviours

Lara Secondary College promotes the development of positive behaviours for all students. This is achieved primarily through proactive and preventative measures such as:

- Development of positive student/teacher relationships
- Creating a relevant, engaging curriculum that is differentiated to suit the needs of all students
- Clearly developed and articulated classroom rights, responsibilities, routines, rituals, rules and consequences
- Explicit teaching of personal and interpersonal development

It is also necessary that we have a clear and consistent set of reactive and problem-solving procedures for the times when the rights of students are being impinged upon by the behaviour of individuals or groups of students. These measures include:

- The use of skilful problem-solving techniques by teachers in the classroom to show students that their behaviour is inappropriate and allow them to change that behaviour through their own choice, through restorative conversations
- Removal of the student from the class for a short period, for the remainder of the lesson, or a series of lessons until an agreement can be reached, through restorative conversations, between the teacher and the student in regard to appropriate classroom behaviours
- Contacting and discussing problems with parents, TLC Pathways teachers, Program Leaders or the Principal Class in order to create a viable solution
- Use of behaviour monitoring systems and contracts to track student behaviour over short periods
- In extreme situations, students may incur suspensions—either in school, or out of school
“Tribes”

Lara Secondary College promotes the ‘Tribes’ approach and philosophy to support positive behaviours and promote student learning. The tribes agreements are:

- Attentive Listening
- Mutual Respect
- Show Appreciation, No Put Downs
- The Right to Pass
- Personal Best

College Agreements

When considering behaviour, the College expectations are based around four simple questions.

Is it safe?

- Could anyone’s safety or well being be affected by this action?
- Do responsible people know where you are?

Is it fair?

- Does this action treat some people differently to others?
- Is this action designed to make some people sad, angry or uncomfortable?
- Is this action based on someone’s gender, size, appearance, race, age, colour, appearance or behaviours?
- Is the learning of others being affected?

Is it helping our school and community?

- Does this action help our community and school develop a positive reputation?
- Is the property of our community being respected?

Is it the right choice?

- Are there other options?
- Have you thought of other ways of acting?
- Have you tried to get advice?
Program for Students with Disabilities

A comprehensive program to integrate and support students is available at Lara Secondary College:

- An Integration coordinator and Principal class member are responsible for the coordination of our program
- Programs are developed and implemented in consultation with parents, staff and integration aides
- Integration students are assisted during classes, at recess and lunchtime
- Students have a Education Resources room available during lunch and recess
- A life skills program supports the needs of students at their own level of need
- Student Support Group (SSG) meetings are held regularly to discuss student progress, the program and goal setting
- An extensive transition program is made available to PSD students as they move from grade 6 into secondary school

Student Wellbeing support

The Thinking and Living (TLC) and Pathways teachers are directly responsible for the well being of students. Program leaders support these teachers, and where necessary our Social worker and Student Wellbeing Leader. We are also privileged to have the support of a chaplain who attends the school two days per week. A range of extra support is available through the College provided either by our local network or external providers.

Anti Bullying and Harassment

Lara Secondary College does not tolerate bullying/harassment in any form. All members of the Lara Secondary College community are committed to encouraging a safe, secure and caring environment which promotes personal growth and positive self esteem for all, regardless of race, religion, sexual orientation, physical appearance or learning ability. A copy of the Anti bullying and Harassment policy including cyber bullying, is available on our website.

Student Engagement Policy

Our Student Engagement policy, determined through a consultative process with students, parents and teachers, aims to engage all students in their learning and to continue the promotion of high levels of attendance essential for effective learning to take place.
**COMMUNICATION**

**Attendance**
1. Students must be punctual for all lessons and assemblies.
2. Before each lesson, students should assemble at the appropriate point outside the classroom.
3. A student must not be absent from a scheduled class, except with the class teacher’s express permission and a note written in the College Diary.
4. Students in Years 7-11 must not leave the College grounds during the College day unless an appropriate pass has been issued.
5. Students must attend at least 90% of scheduled classes, or have documented explanation of additional absences, to be considered for promotion to the next year level. Senior students must provide medical certificate of absence.
6. If your child is not going to be attending school you are asked to advise the school by 10a.m. on the day of the absence.
7. You will be notified via SMS message if your child is absent without us having been informed by you about that absence.
8. All absences must be explained via a note to our attendance officer, an SMS email or phone call. Students in senior years must provide medical certificates for absences to be approved.

**College Council**
Our College Council is a committed group who govern the school and includes both DEECD employees, parents and community members. It is given the power to set the key directions for the school, and is a legal entity in its own right. A school council directly influences the quality of education that our school provides to our students through being involved in the establishment of the broad direction and vision of the school within the school community. Please contact the school if you would like to discuss any issues with our School Council President.

**College Newsletter**
The College Times is published every fortnight on Fridays to inform parents of College activities, important dates and functions. Emails remind you when the College Times has been published on our website. Hard copies are available at the office.

**Email**
For ongoing communication with your child’s teachers and for an efficient and effective means of communicating with the school please ensure that your email address is lodged at the school. Your child’s teachers will offer their edumail contact to enable you quick and reliable contact with them.

**Family Contract**
We encourage families to contact the school via phone or email if they have any queries or issues that they want to discuss.
Family Informer

The Family Informer is distributed each alternate week to the College Times to ensure families are fully informed of the events in the week ahead along with information on important notices that have been sent home. Emails remind you when the Family Informer has been published. Hard copies are available at the office.

Health Issues

The College should be informed in writing of any illness or disability, which may affect students at the College. The College should also be informed if a student is required to take medication. Students can only be given paracetamol supplied by family and with written permission. Students are to lodge any medication at the General Office.

It is most important that the College has up-to-date telephone numbers (home, business and mobile numbers) and also two emergency numbers in case parents cannot be contacted.

When the College considers a student too sick to be at school, parents will be asked to take him/her home.

Lara Secondary College Website

Our website includes up to date information about the College including curriculum, events, programs and celebrations. www.larasc.vic.edu.au - visit our website regularly for up to date information.

Parents and Friends

The Parents and Friends Group oversees the operation of a number of sub-committees that involve parents in a variety of ways. Upon enrolment, parents will be invited to join the Parents and Friends Group.

The group meets each month and is led by our Community Liaison Coordinator. The Parents and Friends Group help provide amenities for students, sponsor scholarships, finance for various projects and organize special events for the College. Parents are always welcome to join the group.

Permission To Leave Grounds

Lunch Passes: Students who live locally may apply for a permanent lunch pass if they intend to go home for lunch at least three times per week. This pass grants permission for a student to go home for lunch on any day of the week. The pass does not entitle a student to go to shops or to another student’s home.

Temporary passes: When a student needs to leave the school grounds for some special reason (e.g. a medical appointment); a note should be brought from a Parent / Guardian requesting permission. A pass to leave the grounds will be provided at the office.

Year 12 Students: Have the privilege of having permanent passes allowing them to go out of the school grounds at lunch time, recess, and during study sessions. Students are able to go home or to the local shopping centre. Regular attendance at school is essential to maximize learning.
CURRICULUM

Lara Secondary College provides an innovative curriculum based on current international research. eLearning is integral to all curriculum areas. Our learning environment is supportive and stimulating with an emphasis on providing a learning community where all students can achieve to the best of their ability.

Teachers work in teams across the school to provide specialist support and to ensure that strong relationships are built between teachers and students—this being one of the most important indicators of student success.

Our Middle Years program incorporates a strong focus on targeting individual student needs in both literacy and numeracy.

Students in Year 9 are engaged in a program which has our Connections program at its heart.

Our Year 10 program offers students a central studies program linked to a pathway of their choice. Students in Year 10 can apply to study a VET or VCE subject.

Year 11 and 12 students are offered a wide range of subject choices with the option of completing a VCAL or VCE program or a combination of both courses.

Further details in the form of handbooks or information pamphlets are available from the college website.

Class Times

School Starts 9:00 am
Recess 11:30 am – 12:00 am
Lunch 1:15 pm – 2:00 pm
School Finishes 3:20 pm
YEAR 7 & 8 CURRICULUM

ENGLISH & MATHEMATICS

• Explicit teaching of key concepts, skills and processes in English and Mathematics will be developed in accordance with the Victorian and Australian Standards within meaningful, real world, applications.

INTEGRATED STUDIES: INQUIRY (Science, Humanities, Health, ICT & Arts/Technology)

• Key skills, concepts and processes are taught for each of these subjects, whilst integrating the subjects in authentic ways through common themes, projects and rich learning tasks.

ENHANCED LEARNING OPPORTUNITIES (ELO’S)

• The ELO program forms a unique part of the curriculum on offer to the Year 7 and 8 students. A range of inquiry based subjects will be offered to students for selection.
• ELO’s are designed to motivate and engage students in learning and provide them with some individual choice.
• Students can use the ELO program to explore their individual interests, consolidate their strengths and, importantly build knowledge and skills in areas where they are not as strong.

LANGUAGE

• Asian Language development delivered through an historical, cultural and geographic context

SEPEP

• Student centered Sport and Physical Education program.
• Aimed at developing a student’s physical, cognitive and social skills.
• Requires students to plan, implement and participate in sporting competition within the context of the Physical Education Program.

THINKING & LIVING

• An extended Pastoral Care system integrating the development of thinking and organisational skills, relationship building, value attainment, Student Leadership and mentoring / tutoring.
YEAR 9 CURRICULUM

ENGLISH
• Language skills and communication explored through new communications media.
• Using an enquiry based approach to develop cultural, historical and geographical understandings.

MATHS
• Numeracy skills development in an explorative and reality based setting.
• Environmental understanding through scientific experimentation and technological processes.
• Working with design and engineering technologies to explore the physical world.

SEPEP
• Student centered Sport and PE & Health program which involves student exploration and organization of the various roles involved.
• Health and well being on a physical and emotional bases.

LANGUAGE
• Asian Language development in an environment of historical and current cultural and geographic understanding.

CONNECTIONS
• A community based program for one full day per week allowing students to develop personally, provide service to the community and the environment and to learn through problem solving in the real world.

ELECTIVES
• One elective per semester from a range of humanities, arts, LOTE and technology subjects

THINKING & LIVING
• An extended Pastoral Care system integrating the development of thinking and organizational skills, relationship building, value attainment, Student Leadership and mentoring /tutoring.

HUMANITIES
• Key skills in history, geography and economics

SCIENCE
• The developement of science key knowledge conceptual understanding
YEAR 10 CURRICULUM

CORE SUBJECTS:
PATHWAYS
An extended Pathways support system integrating the development of study skills and planning for the future.

ENGLISH & MATHEMATICS
• Students will undertake studies in English and Mathematics designed to develop vital skills and concepts that will be used both in further studies and also in the students’ lives beyond school. Students have the option to study literacy or numeracy to provide a pathway to VCAL in years 11 and 12.
• In first semester, all students undertake a common Mathematics program. In semester two, Mathematics is split into 2 streams, determined by student ability and intentions for future study.

CENTRAL STUDIES PROGRAMS
Each student elects a central studies program that provides a focus for their year 10 studies. These studies integrate a number of subjects using a thematic approach. Central Studies programs include a:
• Science Program - “Weird and Wacky World”
• Humanities Program - “People and Places”
• Sports and Outdoor Activity Program - “Fit to Play”
• Business Program - “Mind Your Own Business”
• Visual Arts Program - “Be Creative”
• Performing Arts Program - “Centre Stage”
• Applied Learning/Employability Skills Program - “Ready, Set, Work”

ELECTIVES
Students undertake two elective subjects per semester, that are studied for 3.75 hours each per week. Elective Subjects offered cover a wide range of humanities, science, arts and technology based subjects. Electives can be chosen to provide a breadth to the students’ program and should be selected based on interest, ability and pathways choices for the future.
VCE VCAL and VET

Lara Secondary College is committed to providing extensive programs for all students continuing their post compulsory education. In years 11 and 12 students are able to choose either the Victorian Certificate of Education (VCE) or the Victorian Certificate of Applied Learning (VCAL). Both of these certificates may include Certificate I, II or III credentials through a number of Vocational Education and Training (VET) courses offered in partnership with Northern Bay College and the Gordon TAFE and other registered training organisations. Some students may also undertake a School Based Apprenticeship. In selecting subjects for years 11 and 12, full consideration must be given to their intended pathway beyond secondary college; this may include University, TAFE, apprenticeships, traineeships or employment.

The wide range of resources available in our Careers Centre provides students with the latest up-to-date information about courses and entrance requirements to tertiary institutions and the requirements for apprenticeships or traineeships. Students can gain assistance in course planning, preparation of personal resumes, presentation for job interviews, applications for tertiary studies and general career counselling.

Students can obtain advice regarding pathway planning to a particular career. They are encouraged to make full use of the Careers Centre and to explore all options, discussing any issues that arise with their Pathways teacher or the Careers Advisor. Subject choice at Years 11 and 12 may be critical depending on chosen career pathways.

At Lara Secondary College we aim to provide a wide range of subjects and programs that will lead to a wide range of pathways that students wish to undertake.

VCE PROGRAMS

Students normally study 6 subjects in year 11 and 5 subjects in year 12. Each subject is studied for 4 hours per week. A VCE program may include a VET subject studied at Northern Bay SC or the Gordon TAFE.

VCAL PROGRAMS

Students can undertake a pure VCAL program, or their program can incorporate some VCE subjects that may qualify them for both certificates. A VCAL program must include a VET subject studied at Northern Bay SC or the Gordon TAFE.

SENIOR YEARS ATTENDANCE POLICY

Students in VCE and VCAL are at risk of failing units if they do not reach the 90% attendance requirement. Only approved absences will be exempt from this condition. Absences due to illnesses at this level require medical certificates in order to be approved. More information regarding this policy is available in the Student Information Booklet for VCE and VCAL students.
HOMEWORK GUIDELINES

The College encourages regular scheduled homework to reinforce classroom learning. Homework tasks will be set on a scheduled basis to allow parents and students to plan effectively. Your child’s homework plan will be provided by your TLC teacher at the start of each Term. Senior students are expected to do regular homework to support their classroom learning. Homework progress or non completion will be recorded in the College Diary or parents will be contacted via email. Students in years 7 to 9 should complete between 45-90 minutes per night. Senior students will be expected to complete increasing amounts of homework and study as they progress through the school. This may range from 1-3 hours per day with 6 hours completed on the weekend for students completing VCE.

CAMPS

An extensive camps program is designed to support our students to:

• Develop maturity, independence and responsibility
• Build self esteem and self confidence
• Foster an appreciation for the environment
• Expose students to new experiences
• Encourage and develop team work
• Develop confidence in coping well in new places and situations
• Encourage a sense of exploration

Camps offered on a regular basis include:

• Year 7 Orientation camp
• Year 8 Adventure camp
• Year 9 Connections camps: overnight hike / Melbourne camp
• Year 10 Adventure Camp which may include: New Zealand (ski trip), Queensland, Central Australia or Tasmania
• Combined trips have included a Duke of Edinburgh trip to Nepal, a LOTE trip to Malaysia and a trip to our sister school in Kumomoto, Japan
INSTRUMENTAL MUSIC

Along with classroom music an extensive instrumental music program is offered. Students are offered tuition in small groups with fees well below those which are charged in a private setting through our employment of music teachers.

A range of instruments can be hired from the school with lessons being provided in one half hour session per week on a rotational basis to ensure that students do not miss the same subject each week.

The benefits of learning a musical instrument are enormous including improved concentration and increasing memory and reasoning capacity. Music enables students to develop broader educational areas of their learning experiences, and develop their artistic and creative talents. It also provides them with co-operative learning opportunities and enhances their personal and social development.

Lara Secondary College offers an exciting Instrumental Music Program with students representation from all year levels. Ensemble participation is an expectation of all instrumental music students.

A number of instruments are available for tuition and hire including:

- Voice (Singing)
- Guitar / Bass Guitar
- Piano / Keyboard
- Drums
- Clarinet
- Percussion
- Trumpet
- Trombone
- Flute
- Saxophone

STUDENT LEADERSHIP

Students are strongly encouraged to participate in decision making about many aspects of the school program and operations through our Student Representative Council.

Opportunities for student leadership are created through:

- College Captains
- Student Representative Council
- House Captaincy
- Peer Mediation Programs
- Representing the College at summits or forums
- Peer Support
- Leading and coaching sporting teams
- Attendance at regularly held College forums relating to issues which impact on students
- Membership of College Council
# COLLEGE UNIFORM

Wearing uniform is seen as promoting a sense of belonging and pride in the College. All items are to be those specified by the College and provided by the college suppliers.

## GIRLS

<table>
<thead>
<tr>
<th>Summer</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Summer dress or navy college shorts with white college shirt</td>
<td>• College kilt or college navy slacks with college white shirt</td>
</tr>
<tr>
<td>• Navy, black or white socks</td>
<td>• Black or navy tights must be worn with the kilt</td>
</tr>
<tr>
<td>• College pullover with logo or rugby top</td>
<td>• College pullover with logo or rugby top</td>
</tr>
<tr>
<td>• Black leather polishable school shoes</td>
<td>• Black leather polishable school shoes</td>
</tr>
<tr>
<td>• College fleece jacket</td>
<td>• College fleece jacket</td>
</tr>
<tr>
<td>• College bag with logo</td>
<td>• College bag with logo</td>
</tr>
<tr>
<td>• Nylon jacket with school logo (optional)</td>
<td>• Nylon jacket with school logo (optional)</td>
</tr>
<tr>
<td>• Blazer (optional)</td>
<td>• Blazer (optional)</td>
</tr>
</tbody>
</table>

## BOYS

<table>
<thead>
<tr>
<th>Summer</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Navy long leg college shorts with college shirt</td>
<td>• Navy two pleat college trousers with college shirt</td>
</tr>
<tr>
<td>• Black, navy or white socks</td>
<td>• Black, navy or white socks</td>
</tr>
<tr>
<td>• College pullover with logo or rugby top</td>
<td>• College pullover with logo or rugby top</td>
</tr>
<tr>
<td>• Black leather polishable school shoes</td>
<td>• Black leather lace-up school shoes</td>
</tr>
<tr>
<td>• College fleece jacket</td>
<td>• College fleece jacket</td>
</tr>
<tr>
<td>• College bag with logo</td>
<td>• College bag with logo</td>
</tr>
<tr>
<td>• Nylon jacket with school logo (optional)</td>
<td>• Nylon jacket with school logo (optional)</td>
</tr>
<tr>
<td>• Blazer (optional)</td>
<td>• Blazer (optional)</td>
</tr>
</tbody>
</table>

## SPORTS UNIFORM

<table>
<thead>
<tr>
<th>Summer</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Polo shirt: school design and colours with school logo</td>
<td>• Track pants: navy with drawstring and school logo</td>
</tr>
<tr>
<td>• Shorts: navy with drawstring and school logo</td>
<td>• Rugby top: school colours and design</td>
</tr>
<tr>
<td>• Appropriate plain white sports socks</td>
<td>• Appropriate plain white sports socks</td>
</tr>
<tr>
<td>• Appropriate sports shoes</td>
<td>• Appropriate sports shoes</td>
</tr>
</tbody>
</table>

- Make up is not to be worn
- The only jewellery to be worn is a watch and/or earrings (studs or sleepers) maximum two per ear. Nose, lip, eyebrow rings are not to be worn. Clear plastic studs only are acceptable for facial piercing.
- Girls slacks are regulation college school wear
- Only plain white T-shirts may be worn under the College school uniform
- Students are required to wear the College sports uniform whilst participating in physical education (SEPEP) or sporting activities
- Navy blue or white headbands or ribbons
- Navy blue or white scarf (Terms 2 and 3)
- Navy College hat is recommended in Terms 1 and 4
STUDENT FINANCIAL ASSISTANCE

CONVEYANCE TRAVEL ALLOWANCE
Where no school bus is available and students are required to travel 4.8 kilometers or more to school, or to a school bus route, an allowance is available.

EDUCATION MAINTENANCE ALLOWANCE
Students under 16 years of age: parents who hold a Commonwealth Pensioners Health Benefits Card, Commonwealth Health Care Card or Commonwealth Health Benefits Card at specified times in the school year will be entitled to the allowance.

ABSTUDY AND ASSPA
Support the education of Koorie Study.

PARENT PAYMENT POLICY

RATIONALE
Locally raised funds add significantly to the school’s ability to provide a diverse and high quality curriculum.

AIMS
To provide a diverse range of high quality learning opportunities for all students.

IMPLEMENTATION
• School Council seeks to supplement Department of Education and Early Childhood Development resources with a variety of locally raised funds, including subject charges for Essential Education Items, Optional Extras and voluntary levies.
• School Council will only consider submissions for charges and levies consistent with Circular S 381-2007 Parent Payments and Voluntary Financial Contribution in Victorian Government Schools, or the most recent DEECD directive.
• Students will be charged for Essential Education items used to provide the standard curriculum program e.g.: text books, consumable items such as ingredients for Home Economics art and technology, or as a service charge e.g.: bus fares.
• Parents may choose to either provide (where practical) or pay the school to provide the Essential Education items.
• The School Council will provide opportunities for all families experiencing financial difficulties to enter into alternative and confidential payment arrangements through contact with the Principal, Business Manager or Student Well Being Coordinator.

• Optional extras (or non essential materials and services) are provided on a user pays basis and if parents choose to access them for students, they will be required to pay for them.

• All communication with parents will be in accordance with Circular S 381-2007 Parent Payments and Voluntary Financial Contributions in Victorian Government Schools.

• Parents will receive information each year outlining into which category charges fall i.e Essential, Optional or Voluntary

• The purpose and amount for school charges will be decided by School Council, and communicated to parents as part of the school’s book list process during term 4.

• If the relevant subject charge is unpaid the student may not be provided with the higher cost materials or services relating to that subject.

• The provision of student reports is not conditional upon the payment of a subject charge or voluntary levy.

• Items made by students during subjects for which the parents have paid, become the property of the student.

• Where a parent pays for a specific purpose, the school may not use the funds for any other purpose without the consent of parents.

• Students wishing to participate in extra curricula activities such as camps, excursions, trips, dinners, presentation ball etc. must meet the full cost of the activity and be up to date with all payments, including compulsory levies, before the student participates.

• In addition to school charges, School Council may also seek voluntary levies.

• Unpaid voluntary levies will be written off at the parent’s request or when the levy is outstanding in the middle of the year.

• Unpaid subject charges will be carried forward to the following year.