



# LARA

Secondary College



PARENT HANDBOOK 2020





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# From the Principal

Welcome to Lara Secondary College and congratulations on becoming part of our school community.

Lara Secondary College is a great school for many reasons.



## (1) Common Instructional Teaching Model

All teachers at the College deliver their lessons in an agreed Common Instructional Model based on the implementation of 9 evidence based High Yield Teaching Strategies. Such teaching strategies are implemented in order to gain high level achievement growth for all students across Years 7 – 12. Teaching staff regularly collaborate to ensure high quality teaching strategies are implemented across every class within the College.

## (2) Student Engagement Policy

The College implements very clear guidelines in relation to student management and health and wellbeing. Such clear and concise documentation enables all people involved with our College to develop a real sense of pride and belonging to the College. Respect of oneself and each other is a strong focus of the College.

## (3) School Improvement Policy

We believe that all students learn at different rates. It is for this reason that all students from Year 7 – 10 have the opportunity to improve their first result on a Common Assessment Task, if they believe with an extra week of study and more effort, they will fully understand the topic being studied and therefore obtain a better grade. We provide opportunities for all students to understand that the amount of effort they place into their studies will ultimately determine their level of academic success. **'Attitude not Aptitude, will determine your Altitude'**

## (4) Academic Scholarships at Year 7 and Year 10

The College offers Academic Scholarships at Year 7 and Year 10 to the value of \$500 each year for 3 years duration. The Academic Scholarships help support those students who are academically talented and ensure they are financially supported in reaching their high academic potential throughout their years in secondary school. Such students are also able to access our Year 7 – 9 Enrichment Classes where they will undertake more challenging curriculum work, amongst students of similar abilities.

## (5) Extra – Curricula Programs

The College offers a wide range of Extra –Curricula Programs including Performing Arts Evenings, Senior and Junior Music Evenings, Inter School Sports, Youth Parliament, Homework Club, SRC Leadership Involvement, School for Student Leadership Program, Year 9 Connections Program, International Exchange Programs, Upstart Business Ideas Program and many more.

The College implements a Professional Learning Community framework, to enable us to closely monitor individual student learning and ensure students understand where and how they can continue to improve. Our vision and direction is guided by our values of **EXCELLENCE, TEAMWORK, COMMITMENT AND RESPECT** which is centred on our College Motto – **Realise Your Potential**.

At Lara Secondary College every student is supported to be their best and learn to their full potential in an environment where teachers are passionate about their work and their students.

We know that relationships between students and teachers have a large impact on student learning and our work. We understand that students learn best when they relate well to their teachers, when they feel safe and secure.

Our intensive pastoral care curriculum across Years 7 - 12 includes a structured program to support the development of academic success, individual self-esteem, learning confidence, resilience and persistence, as well as the essential ability to relate positively to others. We pride ourselves on strong and positive relationships between staff and students and work with passion and enthusiasm to ensure that every student gains the maximum benefit from their secondary education at Lara Secondary College.

Again, welcome to our College and thank you for choosing us as the preferred secondary College for your child.

I look forward to meeting you in the future.

Mr. Wayne Terrill  
College Principal

# College Profile

## “Realise Your Potential”

Lara Secondary College will be in its seventeenth year of operation in 2019. We have built the school with a clear vision for continuous improvement with the student at the centre of all that we do. Our agreed purpose is to ensure that all students are successful in reaching their potential in the shared knowledge that all students can learn. The College offers a rich and broad curriculum across all year levels. Students in Years 7/8 work in “pods” of two classes enabling high levels of monitoring, learning and differentiation with two core teachers to ensure that strong relationships are built as students transition to the secondary setting.

Lara Secondary College is committed to work as a Professional Learning Community (Defour and Defour) closely monitoring student learning and ensuring that a structured process of intervention is in place to ensure that “all students learn”. We are well established in our work pertaining to a common Instructional Model extending on ‘Classroom Instruction that Works’ (Dr. Jane Pollock) as the means to continuously develop high quality teacher pedagogy and practice. School Wide Positive Behaviours is our framework for the ongoing support and development of student wellbeing. These priorities are embedded in our practice and enable the school to be clearly focused on the work that is critical to student success.

## 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

# Key Dates/Class Times

## 2020 Term Dates

- Term 1:** Tuesday 28th January (school teachers start) to 27th March \*  
Wednesday 29th January – Year 7 & Year 12 Students Only  
Thursday 30th January – All students return to school
- Term 2:** 14th April to 26th June
- Term 3:** 13th July to 18th September
- Term 4:** 5th October to 18th December

## College Council Dates (Thursday Evenings at 6.00pm)

February 13th  
March 19th (AGM)  
May 21st  
June 18th  
August 13th  
September 10th  
October 15th  
November 12th  
December 3rd (End of Year dinner)

## College Class Times

Warning Music		8.55am	
Period 1	80 minutes	9.00am	10.20am
Break	25 minutes	10.20am	10.45am
Period 2	75 minutes	10.45am	12.00pm
Changeover	5 minutes	12.00pm	12.05pm
Period 3	75 minutes	12.05pm	1.20pm
Lunch	30 minutes	1.20pm	1.50pm
Period 4	75 minutes	1.50pm	3.05pm
Official End of the Day		3.15pm	

## Official End of the Day

The normal finish time is 3.05pm. However, should a teacher feel it necessary to retain a student for a further 10 minutes beyond the normal dismissal time, this option is available. If a teacher wishes to hold back a student for **more than 10 minutes** (beyond 3.15pm), 24 hours notice must be made to the student's parent/guardian.



# Parent Communications

High priority is given to parent communication at Lara Secondary College. Ongoing and varied forms of communication are greatly valued and give parents and teachers the opportunity to actively participate in the life of the College.

## Avenues of communication include:

College publication, "College Times" is published three times per term with a link sent to all parents

Student/Parent/Teacher Interviews held twice per year with bookings made online

Student reports made available online every 5 weeks

Parent representation on College Council

Permission forms for excursions and camps

SMS messages, phone calls and live data through Compass regarding student absences

SMS reminders for upcoming events

Annual Parent Opinion Survey

Parent Forums – held once per term, focusing on issues concerning teenagers and families

Email [lara.sc@edumail.vic.gov.au](mailto:lara.sc@edumail.vic.gov.au) or email teachers directly (through Compass)

Phone calls on 5282 8988

Compass App

## Participating in Your Child's Education

At Lara Secondary College, we sincerely try to establish a very close relationship with parents as a part of our school culture. We believe that such communication enables the school to provide the best learning environment possible for the students. As parents, we encourage you to download and read student progress reports, as well as attend designated Parent/Teacher Interviews to monitor all aspects of your child's progress.



# 2020 Payment Options

College Council has determined the following Essential Education Items charges in 2020:

Year 7 – 12: **\$420.00 per year**

**(Please note that some subjects and student excursions, may incur additional costs)**

In 2020, the College is offering **prizes to be won** for those parents who pay their Essential Education Items charge early.

Through the financial support of many parents via the payment of the Essential Education Items charge, we have been able to create and build a better learning environment for the students over the past few years by providing outstanding facilities, services and programs such as:

- Modern outside Basketball Courts
- Upgraded landscaping within the College grounds
- Painting & maintenance of all College buildings
- Modern classroom learning technology facilities
- Class sets of Macintosh computers
- Access to student welfare programs
- Specialist software programs
- Student ID cards
- Athletics & swimming carnivals
- Extra Photocopying & printing access
- Motivational learning programs & Keynote speakers
- Structured student leadership programs (Years 7-12)

Such development and support from parents connected with the college over the past few years, has enabled us to provide an outstanding secondary curriculum program for our students from Years 7 - 12 and ultimately, continue to raise our profile within the local community as one of the most preferred Government Secondary Colleges in Geelong. I therefore wish to thank all parents in anticipation of their ongoing financial support of the College.

Please read the following information outlined below in order to benefit from the significant discounts available and access the opportunity to win a substantial prize.



## Year 7 students:

- Option 1:** If you pay the Essential Education Items charge in full by **Tuesday 19th November 2019**, then you will receive a \$50.00 discount and will only be required to pay **\$370.00** via Cash or Credit Card. Your child will also be eligible to enter the draw to receive **3 years 'free'** of the Essential Education Items charges from 2019 – 2021, which will be drawn at the **Year 7 Information Evening on Tuesday 19th November 2019**.
- Option 2:** If you pay the Essential Education Items charge after **Tuesday 19th November 2019** but on or before **Tuesday 10th December 2019** (Grade 6 Statewide Orientation Day), the charge will be **\$420.00** in Cash, via Credit Card or Direct Debit (February, March, April, May, June and July) of **\$70.00** per month. Your child will also enter the random draw amongst the students in their cohort, to **attend the Year 7 Camp 'free'** for 2020. The Year 7 Camp will cost approximately **\$300.00** per student.
- Option 3:** If you pay the Essential Education Items charge after **Tuesday 10th December 2019**, the charge will be **\$420.00** in Cash, via Credit Card or Direct Debit (February, March, April, May, June and July) of **\$70.00** per month.

## Year 8 - 10 students:

- Option 1:** If the Essential Education Items charge is paid in full by **Tuesday 10th December 2019**, you will receive a \$50.00 discount and will only be required to pay **\$370.00** via Cash or Credit Card. Your child will also enter the draw to receive **3 years free** of the Essential Education Items charge from 2020 – 2022.
- Option 2:** If the Essential Education Items charge is paid after **Tuesday 10th December 2019** but on or before **Friday 31st January 2020**, the charge will be **\$420.00** in Cash, via Credit Card or Direct Debit payments of **\$70.00** per month (February, March, April, May, June and July). Your child will also be eligible to enter the draw amongst students in their cohort, to **receive a refund of their Essential Education Items charge** for 2020.
- Option 3:** If the Essential Education Items charge is paid after **Friday 31st January 2020**, the charge will be **\$420.00** in Cash, via Credit Card or Direct Debit payments of **\$70.00** per month (February, March, April, May, June and July).

## Year 11 students:

- Option 1:** If the Essential Education Items charge is paid in full by **Tuesday 10th December 2019**, you will receive a \$50.00 discount and will only be required to pay **\$370.00** via Cash or Credit Card. Your child will also enter the draw amongst Year 11 students to receive **2 years free** of the Essential Education Items charge from 2020 – 2021.
- Option 2:** If the Essential Education Items charge is paid after **Tuesday 10th December 2019** but on or before **Friday 31st January 2020**, the charge will be **\$420.00** in Cash, via Credit Card or Direct Debit payments of **\$70.00** per month (February, March, April, May, June and July). Your child will also be eligible to enter the draw amongst students in their cohort, to **receive a refund of their Essential Education Items charge** for 2020.
- Option 3:** If the Essential Education Items charge is paid after **Friday 31st January 2020**, the charge will be **\$420.00** in Cash, via Credit Card or Direct Debit payments of **\$70.00** per month (February, March, April, May, June and July).

## Year 12 students:

**Option 1:** If the Essential Education Items charge is paid in full by **Tuesday 10th December 2019**, you will receive a \$50.00 discount and will only be required to pay **\$370.00** via Cash or Credit Card. Your child will also enter the draw amongst Year 12 students to receive **1 year free** of the Essential Education Items charge in 2020.

**Option 2:** If the Essential Education Items charge is paid **after Tuesday 10th December 2019, but on or before Friday 31st January 2020**, the charge will be **\$420.00** in cash, via Credit Card or Direct Debit Payments of **\$70.00** per month (February, March, April, May, June and July). Your child will be eligible to enter the draw of Year 12 students to attend the Year 12 Graduation dinner free of charge. The Year 12 Graduation Dinner will cost approximately \$100 per student.

**Option 3:** If the Essential Education Items charge is paid **after Friday 31st January 2020**, the charge will be **\$420.00** in Cash, via Credit Card or Direct Debit payments of **\$70.00** per month (February, March, April, May, June and July).

### **NB:**

- *All Direct Debit payments will cease in July (ie extra monthly payments beyond July will not be available, therefore it may be necessary for some parents to pay more than the \$70.00 per month depending on the starting time of the payments).*
- *All prizes won are not transferable and only apply to the student whose name has been drawn.*
- *The 'year(s) free' prize can only be credited as a maximum of \$420.00 per year/student amount.*

As in the past, Lara Secondary College continues to provide support for parents or guardians whose individual circumstances are such that they cannot pay all amounts at one time. Confidential contact with either the Business Manager, Shirley Niblett, or the Principal Wayne Terrill on 5282 8988, will enable us to come to a workable solution that is in the best interest of your child's education.

The College Administration Office will be available to accept payments during the following hours:

**Monday to Friday:** 8.30am – 4.15pm (except Public Holidays)

**19th November 2019:** 8.30am – 5.45pm (Year 7 Parents Only)



# College Scholarship Program

The College offers Academic Scholarships at Year 7 and Year 10 to the value of \$500 each year for 3 years duration. The Academic Scholarships help support those students who are academically talented and ensure they are financially supported in reaching their high academic potential throughout their years in secondary school. Such students are also able to access our Year 7 – 9 Enrichment Classes and Year 10 VCE Access Program, where they will undertake more challenging curriculum work, amongst students of similar abilities.

## Year 10 VCE Access Program

The College Year 10 VCE Access Program is offered to those students who have demonstrated a very strong commitment towards a particular subject area and they possess the academic ability to successfully undertake studies at an advanced level within the VCE structure at the College. Students interested in being selected into the Year 10 VCE Access Program will need to demonstrate a strong work ethic, a sense of maturity and indicate Year 9 Grades within the subject area that reflect a demonstrated passion and talent. Students involved in the Year 10 VCE Access Program actually undertake a Year 11 (unit 1 & 2) subject with the projected pathway to then undertake the Year 12 (unit 3 & 4) subject when entering into Year 11.





# School Improvement Policy

Lara Secondary College teaching and non-teaching staff expect students to continually improve their skills and understanding, but we also recognize that all students learn at a different pace. With this in mind, the College has implemented a 'School Improvement Policy' for students across Years 7 – 10.

Students from Years 7 – 10 have the opportunity to act on the feedback they receive from their teachers when they complete either a test or submit an assignment. The School Improvement Policy will help scaffold students in their learning and enable them to develop resilience and continued effort preparing them for academic success.

By focusing on the amount of effort a student needs to contribute to a learning task to achieve an outstanding grade, this will assist them in developing their growth mindset and an overall understanding that it takes hard work and not natural intelligence to achieve success. It is our belief that by students utilising their feedback from their teachers and developing their work further, it will improve their work ethic, intrinsic self-belief and most importantly, progress them along the developmental continuum.

## Common Learning Tasks (Years 7 – 11)

### Tests:

Students across Years 7 – 10 will have the opportunity to improve their grade on a test by attempting a similar test (but not the same as the first) **within a two week** period.

The first test will be returned to the student and will include meaningful feedback from their teacher. The student (irrespective of the initial grade given) may request to undertake an Improvement Test on a **Thursday afternoon from 3.15pm – 4.15pm** within **two weeks** of the first test being returned to them. The Improvement Test will be marked by the subject teacher and if the student achieves a better grade than their first attempt, this grade will be recorded in their Academic Report. The Academic Report will indicate that the student has attempted the Learning Task a second time, indicating a strong commitment towards providing a greater effort and commitment to improving their learning.

All Improvement Tests will be scheduled in **Rooms 311/201** for students in Years 7 – 10. The Room will be supervised by a member of the Middle Years Team or Senior Years Team under exam conditions.

Students in **Year 11 & 12** who receive below 50% on a (School Assessed Coursework) SAC, must undertake the Improvement SAC 're-sit' on Thursday afternoons during Session 4 in **Room 201** (1.50pm – 3.15pm) or Friday afternoons from 3.15pm – 4.15pm in **Room 309, in order to receive an 'S' for the subject**. The Rooms will be supervised by a member of the Senior School. The original grade will be recorded on the students' Academic Report, however if they achieve 50% on the Improvement SAC, they will receive an 'S' for the subject.

### Assignments:

After submitting their assignment, students in Years 7 - 10 will receive feedback as to which areas require improvement. Students will have **two weeks** to re-submit (to their teacher), sections of their assignment that require attention. At **Years 7 – 10**, the highest grade that the student achieves will be recorded on their Academic Report.

Students in **Year 11 & 12** must re-submit their (SAC) assignments **within two weeks** to a satisfactory 'Pass' level if they achieve below 50% on the assignment. This will mean they will receive an 'S' for the subject, however the original grade will be recorded on the Academic Report.

Unfortunately VCAA regulations stipulate that Year 11 & 12 students are unable to be involved in the School Improvement Tests in order to improve their grades. Students in VCE need to be aware that they are unable to change their original grade on a SAC, however they must obtain above 50% on the Improvement SAC, in order to receive an 'S' for the subject by demonstrating a basic understanding of the key skills required.



# Student Wellbeing and Management

Parents and students are encouraged to read the Lara Secondary College **Student Engagement Policy** (located on our web site) in order to develop an understanding of our student wellbeing and management practices and protocols.

Lara Secondary College implements a ‘**whole school**’ approach to student support and wellbeing. We care for the emotional, social and intellectual wellbeing of all our students in an ‘holistic’ manner and recognise that other aspects of a student’s life can have a significant impact on their education. We aim to establish a happy, safe, secure and cooperative learning environment, where the individual needs of students are of the utmost importance.

The College’s team structure enables Heads of School, Year Level Coordinators and Classroom teachers, to give students individual attention and develop a clear understanding of the wellbeing needs of their students. The College believes that the strength of the relationship that exists between the teacher and their students is a vital link in the development of a caring and supportive learning environment at the College.

To assist with this process, we also have a comprehensive Student Wellbeing and Intervention Team, which includes the Senior and Junior School Assistant Principals, the Senior and Junior School Leading Teachers, the Wellbeing Leader, our Student Counsellor and Youth Worker.





# School Promotions Policy

The Promotions Policy at the College recognises that students must demonstrate a strong academic foundation, in order to successfully manage the next year level. As a result, the policy aims to ensure all students reach their maximum academic ability in every subject, in order to be promoted to the next year level. Parents and students need to be aware that students in **Years 7 - 10** will need to reach above 50% as an assessment task average for each subject. Students who do not obtain above the minimum assessment task average for **at least 60%** of their semester subjects may not be promoted to the next year level.

In order to be promoted from **Year 11 into Year 12 VCE**, the College encourages all students to focus their academic results on 'quality not quantity'. For this reason students in Year 11 must achieve above 50% as a School Assessed Coursework (SAC) average and **satisfactorily complete 9 of the 12 Units** attempted over the course of Year 11, in order to automatically proceed to Year 12.

Academic Grades	
<b>HD</b>	is equivalent to a score of 90 - 100% and indicates a <b>High Distinction</b> performance on the task
<b>D</b>	is equivalent to a score of 80 - 89% and indicates a <b>Distinction</b> performance on the task
<b>HC</b>	is equivalent to a score of 70 - 79% and indicates a <b>High Credit</b> performance on the task
<b>C</b>	is equivalent to a score of 60 - 69% and indicates a <b>Credit</b> performance on the task
<b>P</b>	is equivalent to a score of 50 - 59% and indicates a <b>Pass</b> performance on the task
<b>UG</b>	is equivalent to a score of below 50% and indicates the work was of such a poor standard that it has <b>not met the minimum requirements</b> of the task
Assessment Codes	
<b>NYC</b>	<b>Not Yet Complete</b> The teacher has not set or given the assessment task to date <b>(Used on Progress Reports ONLY)</b>
<b>NS</b>	<b>Not Submitted</b> Work was not submitted or the student was absent WITHOUT an acceptable reason
<b>NA</b>	<b>Not Assessed</b> Late enrolment into the subject
<b>ABS</b>	<b>Absent</b> The student was absent with a legitimate reason (Medical/Wellbeing) approved by the school
<b>*</b>	<b>Improved Grade</b> Scores with an asterisk (*) indicate the student has achieved an improved grade. Students will have the opportunity throughout the year to improve their initial grade for a specific topic.
<b>MOD</b>	<b>Modified</b> This Assessment Task has been modified for the student who does not have the ability to be assessed using the current task as it would be too difficult
<b>EN</b>	<b>Enhanced</b> Work is indicated as enhanced for students who have the ability to be assessed at a more challenging level using the current task

# School Examination Policy

## Guiding Principles

The Lara Secondary College community has recognised the value of examinations as an assessment and revision tool and as preparation for other courses of study. Examinations also reinforce important life skills such as perseverance, time management and dedication.

As a result there is recognition that formal examinations will occur in 2020 for all students in Year 7 to 12. These examinations will occur twice per year – at mid-year and end of year. There is recognition for the need for a whole school approach involving the preparation of students for examinations (Year 7 – 12) across all year levels however, Year 12 Final Examinations are governed by the rules and regulations of the Victorian Curriculum and Assessment Authority (VCAA).

## Year 7 & 8 Students:

Students in Year 7 & 8 will undertake a Mid-Year and Final Year Examination in Mathematics and English. Each examination will be approximately 1 hour in duration.

## Year 9 Students:

Year 9 students will undertake a Mid-Year and Final Year Examination in English, Mathematics, Humanities and Science. Each Examination will be between 1 to 2 hours in duration depending on the subject content requirements.

## Year 10 – 12 students:

Year 10 – 12 students will undertake a Mid-Year and Final Year Examination in all their subjects. Each Examination will be between 2 or 3 hours duration depending on the subject content requirements. Year 10 students will be expected to undertake a 2 hour English Examination and Year 11 & 12 students will be expected to undertake a 3 hour English Examination.

An examination should be seen as an opportunity to integrate and consolidate the learning taking place in the classroom and therefore should be suited to the aims of the subject. As a result an examination should not be viewed solely as a written exam. In setting the exam staff should ensure that students of all abilities will be able to attempt the examination and that critical thinking through the use of open questions is encouraged.

## Setting exams

The following principles should apply when setting examinations:

- Each examination is testing knowledge of a semester's work, or a large proportion of this work, not just the last unit studied in the semester.
- KLA's will ensure that the examination takes into consideration the levels of knowledge underpinned by the revised Bloom's Taxonomy (Remembering, Understanding, Analysing, Applying, Evaluating, Creating)
- Professional Development in relation to the revised Blooms Taxonomy and strategies to assist students to revise and prepare for tests and exams will occur via the College Professional Development Program.

- Written examinations should be not less than 1 hour duration, (with 10 minutes' reading time). Requests for time variations should be made to the Curriculum Committee who will make a recommendation to the Principal.
- Alternative examinations (those not of a written nature) may be the most appropriate form of assessment for some studies. Requests for alternative examinations and exemptions should be made to the Curriculum Committee who will make a recommendation to the Principal.
- There should be a consistency of format and presentation of exams across KLAs, and these should reflect the format and types of questions used in VCE (e.g. a similar front cover, and instructions; multiple choice questions should have an answer sheet; no True/False questions). There must be only one common examination for each designated subject.
- There should be enough material and tasks to keep students occupied for the length of the examination.

## Preparation For Examinations

1. Classroom teachers should provide opportunities, leading up to the examination period, for revision, practice tests, and planning of responses.
2. All KLA's should develop a strategy as to how they will best prepare their students for the formal examinations. This strategy should recognise the need to prepare students at all year levels across the college. As a result the KLA strategy should involve all students at all year levels.
3. A Study Skills program will be organised for Year 9 & 10 students by the Curriculum Innovations Leader & Year 9 & 10 Level Coordinators. This will be implemented at least 1 month before the examination period and reinforced by classroom teachers and TLC/Pathways teachers.

## Implementation of Examinations

1. Examinations will take place in a "formal" setting. Rooms need to be decided as early as possible in order to give maximum notice to the staff affected, and consideration to programs being delivered. A team comprising the Heads of the Junior and Senior Schools, Assistant Principals, Timetabler and the Daily Organisation Group (DOG), will establish timelines, rooms and staffing. The final timetable will be published on the school network for staff and the college website for student access.
2. KLA Coordinators are responsible for overseeing the setting and proof-reading of examination papers. KLA Coordinators will pass on examination papers to General Office staff. Soft Copies of the examinations must also be provided to the General Office for storage.
3. A deadline will be set for the submission of examination papers to the office staff for photocopying. All papers will be photocopied by the general office staff. Once completed these examination papers must be checked by KLA Coordinators to ensure that the examination has been prepared and photocopied correctly. (i.e pages aren't missing, photocopies legible etc)
4. Class lists will be supplied with all examinations and a roll will be marked at each examination to monitor attendance. This is the responsibility of each KLA.
5. If a student is unable to attend the examination because of illness or other "extreme" circumstance, then the exam may be rescheduled for that student, but only during the exam period. The relevant Head of Sub School will decide whether the rescheduled exam will take place, and the student must supply a medical certificate for an illness or a parental note for any other exceptional circumstance.
6. Supervising staff will be given a duty statement.
7. All examination papers, and student responses will be returned to the general office for collection by the subject teacher.



## Examination Procedure and Rules

A set of examination procedures and rules will be published before all examinations. Rules may vary according to the nature of the examination, however in general the following should apply:

1. Students are expected to attend examinations in full ACADEMIC school uniform, and have the necessary equipment. ***Students who attend examinations Out of Uniform will be removed from the examination and may have the opportunity to sit the examination at another venue (e.g. Meeting room) under supervision from members of the Principal Class.***
2. Students must arrive punctually to their examinations. They do not have to attend school, when they do not have a scheduled exam (Year 10 – 12 students only)
3. Students assemble in an orderly fashion outside the examination room and enter the examination room under the direction of supervisors. Students should sit in the seats designated to them by the supervisors.
4. No student is permitted to leave an examination early, except in cases of illness or emergency, and then accompanied by a supervisor.
5. Silence is a requirement during reading and writing times.
6. Should a breach of examination rules occur, the supervisor will alert the Year Level Team or Administration and an appropriate follow-up will occur.

## Assessment

1. Marking of examinations should be criteria-based and should follow an agreed common scale of grading. Individual teachers are responsible for the marking of their students' papers; KLA Coordinators are responsible for setting criteria sheets, which conform to the agreed common scale of grading.
2. All **Mid-Year Examinations** will contribute 25% towards a student's final average grade result for the subject.

All **Final Year Examinations** will contribute 50% towards a student's final average grade result for the subject.

### **Semester Based Subjects:**

For all Semester based subjects (Year 10 students only), the Examination will contribute 50% towards the final average grade for the subject.

3. If a student does not attend the examination (without acceptable reason) then the assessment on the report is NS.
4. If the student is legitimately absent for the examination period (either through illness or extended absence due to other extreme circumstance), and there is no possibility of rescheduling the examination, the assessment on the report is ABS (Absent).
5. Student performance on examinations should not be the only determinant of the successful completion of a subject (i.e students should not pass or fail a subject based purely on their performance on their examination).
6. Student performance on examinations must be reported (grade) on the semester reports for each subject.
7. Student performance on examinations should be considered in the context of the College Promotions Policy.

## Evaluation

1. Students will receive feedback from subject teachers on their performance in the examination, and advice on how to improve this performance. This should occur as soon as possible after the examinations. For studies that continue on after the examination, this should occur in class. For studies that conclude at the end of a semester or year, students should be informed that they can consult with their teachers to receive feedback.
2. At the conclusion of the examination period the Curriculum Innovations Leader will conduct a review of the examination process surveying a cross section of staff, students and parents. Findings will be made available to the Curriculum Committee.



# School Uniform Policy

## RATIONALE

The College supports the wearing of uniform for all students in Years 7-12 for the following reasons:

- To create and build on a sense of collective identity and pride in the school.
- To promote and distinguish the school in the community.
- To enable ready identification of trespassers on school property.
- To enable parents to provide cost efficient school clothing.

## AIMS:

- To promote equality amongst all students.
- To further develop a sense of pride in, and identification with our college.
- To provide clothing that is of the highest quality and is cost effective.
- To maintain and enhance the positive image of Lara Secondary College in the local community.

## POLICY

The wearing of Lara Secondary College uniform is compulsory and a condition of enrolment at Lara Secondary College. At all times students should be dressed appropriately for school and a professional work environment. The College reserves the right to send home students who are inappropriately dressed.

- The College Uniform Policy and uniform description will be clearly communicated to the school community and to prospective enrolments in all relevant documents.
- The College Uniform Policy will be enforced by all staff in accordance with the respective student management policies and structures outline in the Student Engagement Policy.
- The College Uniform Policy will be reviewed regularly to ensure that uniform remains comfortable, attractive and manageable.
- Reviews of uniform will be through consultative processes with the school community or its representatives.
- Suppliers must be given six months notice of major changes to uniform.

## EXEMPTIONS

Under particular circumstances a student may qualify for an exemption from all or part of the uniform requirements set out in this document. This is necessary to ensure that College Council can comply with its obligations under equal opportunity laws.

- The Principal is authorised by College Council to grant or refuse an application for exemption from the School uniform policy.
- Applications for exemption must be made, in writing, to the Principal and should include any medical or other evidence necessary to make a decision.

Applications for exemption may be made on one or more of the following grounds:

- An aspect of the policy offends a religious belief held by the student and/or parents.

- An aspect of the policy prevents the student from complying with a requirement of his or her ethnic or cultural background.
- An aspect of the policy prevents students with disabilities from being able to attend school or participate in school activities on the same terms as other students.
- The student has a particular health condition that requires an aspect of the policy to be departed from.

## IMPLEMENTATION

- Lara Secondary College School Council has developed a Dress Code that we believe provides choice for the students, allows for students to safely engage in the many varied school activities and caters for the financial constraints of families.
- The Dress Code applies during school hours, while travelling to and from school, and when students are on school excursions or representing the College at formal events.
- **In 2019, all students in Years 7 – 10 must wear the College Academic Uniform** each day unless they have a Physical Education Class or are representing the College at an Interschool sporting competition. Involvement in Sports Training for a school team at recess, lunchtime or after-school is not considered as a reason to wear the Sports Uniform all day. Students who have sports training during recess, lunchtime or afterschool will still be required to wear the College Academic Uniform all day and change into their Sports Uniform during the training session.

**In 2019** students in VCE/VCAL will be permitted to wear either the College Academic Uniform or the Sports Uniform.

- **In 2020**, only Year 12 students will be permitted to wear either the Sport Uniform or College Academic Uniform each day whilst at school.
- **From 2021**, all students across Years 7 – 12 will be required to wear the College Academic Uniform unless they have a Physical Education class or are representing the College at an Interschool sporting competition.
- Summer and winter uniforms, as well as sports uniforms will be prescribed, and are required to be worn.
- Stud earrings, discrete sleepers, discreet nose stud, jewellery of a religious nature and watches, are the only acceptable jewellery.
- Other than clear nail polish, only natural cosmetics may be worn at school.
- Students are encouraged to wear headwear that is consistent with the DET Sunsmart policy. They should be worn outside in terms 1 & 4. Hats are not to be worn inside.
- The student Dress Code, including details of uniform items and places of purchase, will be published in the newsletter and on the Website, at the start of each year. The current school supplier of our uniform is Lowes School Uniforms.
- School Council requires the Principal to be responsible for implementation of the Dress Code in the manner outlined in the **Student Engagement Policy**.
- Arrangements can be made to supply uniforms via State Schools Relief for families experiencing economic hardship.

Only those items of clothing that are shown in the visual display as the Lara Secondary College student uniform (see below), must be worn by all students enrolled at the college. Other items such as jeans, leggings, hoodies, T-shirts, etc must not be worn, otherwise the student will be deemed to be 'Out of Uniform' and consequences (outlined below) will be given. Our College uniform is endorsed by the School Council and the entire teaching/non-teaching staff.



Parents may contact the School Counsellor for second hand uniform available for students to have or borrow. State Schools' Relief uniform vouchers are also available to any students in need, in order to help subsidise the costs of the uniform. State Schools' Relief can provide students with leather school shoes and runners/sneakers as well.

Students must provide **legitimate written documentation** from their parents/guardians if they are not wearing the **correct uniform**. Any student who is deemed 'out of uniform due to wearing the incorrect items of clothing, will be counselled by their Year Level Coordinator or Head of School and one of the following consequences will be applied.

## Consequences of Not Wearing the Correct Uniform

- a) Students who arrive at the College significantly 'Out of Uniform' (**with or without a note from parents**) will complete their studies in the relevant Sub-School Office **OR** will have an option of wearing school garments supplied by the relevant Sub-School, in order to attend their normal classes **OR** after parent approval has been sought, they may be sent home to change into the correct uniform. Those students who refuse to comply will be issued with an After School Detention or suspension and parents will be notified.
- b) Students who arrive 'out of Uniform' (Socks/Shoes) **with a note** from their parents explaining:
  - (1) The reason why the student is not wearing the correct shoes and/or socks in accordance with the visual display indicated below. Socks must be either plain black or white with no logo or brandings.
  - (2) The date in which the student will have the correct socks and/or shoes, must obtain an 'Out of Uniform' pass from their relevant Head of the Sub School (Junior/Senior). Students will then be able to attend their normal classes with their 'Out of Uniform' pass
- c) Students who arrive 'Out of Uniform' (Socks/Shoes) **without a note** from their parents, must obtain an 'Out of Uniform' pass from their relevant Head of the Sub School (Junior/Senior) and they will be automatically placed on a Lunchtime Detention for 15 minutes, as they did not adhere to clause (b) above. Students will then be able to attend their normal classes with the 'Out of Uniform' pass. Failure to attend the Lunchtime Detention will initiate an automatic After School Detention. Failure to attend the After School Detention will initiate an automatic 1 day suspension.
- d) Students who have a Physical Education Class or are representing the College in Inter-School Sport may wear the College Sport Uniform all day if they wish. With the exception of the College Sport Jacket, students must not 'mix and match' their clothing between College Academic Uniform and College Sport Uniform. Students are to be properly dressed in one type of uniform or they will be deemed to be 'out of uniform' and therefore clause (a) above will be implemented.
- e) Jewellery is not part of our College uniform. However, jewellery that is of a religious nature, studs or 'sleepers', **discreet** nose stud may be worn at school. Nose rings are not permitted. Students arriving at school with additional 'fashion accessories' (**ie facial piercings, necklaces, bracelets, fashion earrings, etc**) will be asked by a member of the relevant Student Management Team to remove the item(s) (in accordance with Occupational Health & Safety Regulations) and they will be given back at the end of the day. Those students who refuse to comply will have their item confiscated until their parents are able to collect it from the Head of the sub-school.

- f) Students must wear the correct uniform on their travels **to and from school**. Students travelling to and from school dressed incorrectly will be placed on an After School Detention and their parents will be contacted. Those students who refuse to comply will be suspended and parents will be contacted.



## LARA SECONDARY COLLEGE SPORTS UNIFORM



Black polished lace up or T-Bar shoes similar to the shoes pictured below (no brandings and must be hard leather. No boots.) Socks must be plain black or white with no logos or brandings.



Recommended sport shoes similar to the runners shown below in order to protect possible ankle or foot injuries whilst undertaking physical activity. No black soles. No skate or surf shoes (*ie. Vans, DC's, Element's, etc*).



# Curriculum Profile

## Year 7 & 8

Core Subject	Sessions per Week
English / Literacy	3 English / 1 Literacy
Maths / Numeracy	3 Maths / 1 Numeracy
Humanities	2
Science	3
Indonesian	2
Health & Physical Education	2
Thinking & Living Class (Pastoral)	1
Electives (1 x Term)	2
Total / Week	20

## Year 9

Core Subject	Sessions per Week
English	3 English / 1 Literacy
Maths	3 Maths / 1 Numeracy
Humanities	3
Science	3
Health & Physical Education	2
Thinking & Living Class (Pastoral)	1
Connections to the Community	1
Choice from Arts/Tech/LOTE Electives (1 x Semester)	2
Total / Week	20

## Year 10

Core Subject	Sessions per Week
English	5
Maths	5
Science	3
Humanities	3
Pathways	1
Choice from Arts/Tech/LOTE/HAPE/ODE Electives (1 X Semester)	3
Total / Week	20



## Pathways Class

A Pathways Class is undertaken at Year 10 to offer a support system in integrating the development of study skills, time management and career planning for the future.

## Mathematics

When students enrol in Mathematics at Year 10, they have the opportunity to select the mathematics course that best suits their mathematical ability and ambition. The three mathematical courses available at Lara Secondary College are Mathematical Methods, General Mathematics and Foundation Mathematics (Selected students).

All courses cover the three strands of mathematics set by the Victorian Curriculum; Number and Algebra, Measurement and Geometry, and Probability and Statistics. However, each course is specifically designed to focus on different areas of the curriculum.

## Humanities

Throughout Year 10 students will have the opportunity to study a variety of subjects within the field of Humanities. Humanities encompasses the individual disciplines of History, Geography, Civics and Citizenship, Philosophy and Business Management. Students can choose from six elective subjects that each focus on one of these areas. Students will have a choice of two history subjects: The World at War and Rebels, Riots & Revolutions. Both of these subjects aim to equip students with the knowledge and skills to prepare them for VCE History subjects, whilst providing them with a sound understanding of modern history. The Humanities curriculum aims to provide students with a range of options to explore areas of interest at Year 10.

## Science

In year 10 students will have an opportunity to choose two of the following areas of Science to study: Earth Science, Biology, Chemistry and Physics. Each of the subjects will be a valuable lead into studying VCE Science. In Earth Science students will study human impacts and the Earth's systems and their functions. Biology will focus on DNA, genetics and evolution. In Chemistry students will investigate the structure and properties of elements, atoms, the periodic table, conservation of mass and chemical reactions. In Physics students will study motion, energy and electricity.

## English

In Year 10 the course is broken up into units of work that mirror the VCE curriculum, so that students are focusing on the skills they will require to be successful at VCE English. Students study an anthology of horror stories and write a creative response. They also study the text *Animal Farm* and build on their skills to write a text response essay. In the Language Analysis Unit, students develop an understanding of how to analyse persuasive text and identify how authors use language to persuade. Students study the texts *Of Mice and Men* and *Shawshank Redemption* (film) and learn how to write a comparative analysis essay. Students also deliver a persuasive speech and develop their writing through a range of creative applications.

## Electives

Students undertake **one** elective subject per semester that is studied for 3 periods each per week. Elective Subjects offered cover a wide range of Arts, LOTE 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.

# Senior Curriculum Profile (Year 11 & 12)

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.

## VCE Program

Students normally study **6 subjects in Year 11** and **5 subjects in Year 12**. A VCE program may include a VET subject studied at Geelong Trade Centre or the Gordon TAFE.

At Year 11 – All students undertake 6 subjects plus a Pathways Class.

Year 11 students do not have any 'spare' periods. Any students seeking to reduce their total of subjects studied at year 11, will need to supply a medical certificate to the principal to consider the request.

At Year 12 – All students undertake 5 subjects plus 1 x Pathways Class plus a 1 x compulsory Study Session. Year 12 students have **1 spare/week** in their scheduled timetable. Any students seeking to reduce their total of subjects studied at year 12, will need to supply a medical certificate to the principal to consider the request.

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 – Year 11 & 12

Key Learning Area	Units 1 - 4
<b>The Arts</b>	Drama Media Music Art
<b>English</b>	English Literature English Language
<b>Health &amp; Physical Education</b>	Health & Human Development Physical Education Outdoor Education
<b>Humanities</b>	Accounting Business Management Legal Studies Philosophy
<b>Languages</b>	Indonesian
<b>Mathematics</b>	Foundation Mathematics (Units 1 & 2 Only) General Mathematics (Units 1 & 2 Only) Further Mathematics (Units 3 & 4) Mathematical Methods Specialist Mathematics
<b>Science</b>	Biology Chemistry Physics Psychology
<b>Technology</b>	Food and Technology Product Design and Technology (Wood)

# Vocational Education & Training Courses (VET)

All VET programs that are available to students in the Senior School are outlined within the Seniors Years Handbook. Most VET courses incur additional costs above the nominated Essential Education Items costs, so parents are encouraged to read the Seniors Handbook before selecting a VET Course for their child's VCE/VET program. Most VET Course are scheduled on Wednesday's from approximately 12.00pm onwards and students may be required to travel to other educational institutions to access specific VET courses.

## Victorian Certificate of Applied Learning (VCAL) – Year 11 & 12

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 Geelong Trade Centre or the Gordon TAFE.

The VCAL Program requires students to complete studies in Literacy, Numeracy, Personal Development Skills (PDS), VET subject & Work Related Skills (WRS). PDS will be completed in the context of a practical class such as Foods, Media, Wood, Drama, Art or Fitness. A VCAL program must also include a VET subject (see above table for courses) or an SBA (School Based Apprenticeship). VCAL students spend 3 days at school, one day completing their VET subject or SBA training and the other day is spent in the workplace (Work Related Skills).





# Extra – Curricula and Enrichment Programs

## Careers & Pastoral Care

- Careers planning and pathways program
- Careers Evenings
- Course Selection and information evenings
- Parent Information Sessions
- School Based Apprenticeships
- VCAL Program
- Work Experience Program

## Educational & Enhancement

- 1:1 BYOD Program
- College Mid Year Honours Evening and Annual Awards Night
- Connect Education Lectures (Year 12)
- University Experience Days
- Elevate study and time management programs
- Year 12 Study Camp
- Numeracy and Literacy Programs
- Year 7 and Year 10 Scholarship Program
- Study Skills sessions
- English and Mathematics Enrichment classes
- Homework Club

## Global, Cultural & Artistic

- Art Exhibitions
- College Junior & Senior Bands
- Instrumental Music Lessons
- Performing Arts Evening
- Senior and Junior Music Evenings
- Indonesian Cultural Exchange Program

## Student Leadership

- Shave for a Cure
- Humanitarian Aid Fundraisers – Homeless, Poverty, low socioeconomic
- Student Representative Council (SRC)
- School for Student Leadership
- Geelong Upstart Program
- School Captains and Sport Captains
- Lunchtime Activities
- Year Level Camps

# Learning Technologies/BYOD Program

## Introduction

A BYOD (bring your own device) program allows students to choose a classroom device that best suits their learning needs. Some may prefer the light weight and ease of use of an iPad or Chromebook. Others might prefer the power and capacity of a MacBook. Students are encouraged to purchase any device that meets the minimum requirements set out later in this document. Please take the minimum requirements with you at purchase time to ensure you get a suitable device.




Lara Secondary college heavily leverages ICT in the classroom to enhance students learning. It is an expectation that this device is brought to school every day and to every lesson.

**From 2020 Lara Secondary College has decided to offer Year 7 students two options for their Learning Technologies device over the next 6 years.**

**As a result, all Year 7 students enrolling into the College from 2020 – 2025 will be required to purchase an Apple MacBook or a Chromebook.**

### Years 7 – 12 Minimum Requirements

Students may also bring in any device that meets the Minimum Requirements below:

Apple MacBook	Chromebook	Apple iPad (8-12 Only)
		
<ul style="list-style-type: none"><li>• Intel Core i5 processor or above</li><li>• 8GB RAM</li><li>• 120GB SSD</li><li>• At least 6 hours battery life</li></ul>	<ul style="list-style-type: none"><li>• Intel Celeron or above</li><li>• 4GB RAM</li><li>• 32GB SSD</li><li>• At Least 6 hours battery life</li></ul>	<ul style="list-style-type: none"><li>• iPad 2018 or above</li><li>• 64GB Storage</li><li>• Screen Protector and case HIGHLY preferred.</li><li>• Keyboard optional but recommended</li></ul>
<ul style="list-style-type: none"><li>• OS X 10.11 or above</li><li>• No Office required (Can be supplied by the school)</li><li>• No Antivirus software required (Can be supplied by the school)</li></ul>	<ul style="list-style-type: none"><li>• Chromebook must be up to date and not in developer mode to be enrolled.</li><li>• No Office required, Google apps will be provisioned for student</li></ul>	IOS 11 or above

## Device Choices

There are several important factors when it comes to purchasing a device for use in school, these include:

### • Weight

- It is important that the chosen device is lightweight enough to be carried to and from class, as well as to and from school. Larger laptops can cause issues here. We recommend a maximum screen size of 14”

### • Battery Life

- Your child may be expected to use this device for every lesson. Therefore at a minimum the device needs to have a battery capacity that can handle this load. We recommend a minimum of 6 hours of advertised battery life. The more the better.

- **Start-up Time**

- o The device needs to turn on or wake from sleep quickly, so lessons can commence at a good pace. Laptops or Tablets with an SSD or Solid State storage are much faster at starting up than a device with the older Hard Disk based storage.

## Device Management

As part of the enrolment process your child's mac, iPad or Chromebook will be enrolled in something called Mobile Device Management. This allows Lara Secondary to easily deploy applications to the device, as well as ensure the device is being used correctly on campus. When the device leaves the college, ICT can automatically remove this management payload and return the device back to a factory state.

## Isucceed

A \$30 fee will be applied at the start of every year per student device to support the program, the fee includes the cost of management licenses as well as internet connectivity.

## Frequently Asked Questions

**Q) Is this program optional, or does my child need to bring a new device to school?**

- A) It is expected that all students have a device at school and bring it to every class. You do not need to purchase a brand new device if a device you already have available meets the minimum requirements above.

**Q) My child has a laptop/tablet, but it does not meet the minimum requirements**

- A) Please contact the school and ask for a member of the ICT department to discuss options.

**Q) We already have a Windows Laptop/Tablet, can we bring this?**

- A) Please contact the school and ask for a member of the ICT department to discuss options.

**Q) My students laptop/iPad is broken, who do I go to for support?**

- A) The first port of call if there is an issue with your students laptop is the school ICT office. Our technicians can provide your student with advice on the severity of the damage and what the next step would be for repair. All hardware repairs are the responsibility of the student, ICT will only advise.

**Q) Will I be able to obtain a Loan Device from the Computer Technicians if I do not bring my personal computer to school?**

- A) No. Priority for Loan Devices will be given to those students who are having their device repaired and therefore need to have a computer to enhance their learning in class. The College does not stock a large supply of Loan Devices. We encourage all students to bring their device with them each and every day to ensure they are prepared for any ICT teaching tasks that the teacher may ask them to complete. Teachers will provide other alternatives in class for those students who fail to bring their device to school.



**Q) How do I arrange a loan device?**

- A) It is the responsibility of the student to bring a completed **IT Loan Device Proforma to the IT staff**. The proforma is available on the LSC website, from the school office or requested via email.

The student will then be provided with a loan device for the day. This must be returned to the IT office at the end of the school day.

**Q) Who will fix a broken device?**

- A) Device repairs will not be the responsibility of the school, it is expected that this is organized by the parents or students. Parents should check with the company of purchase the servicing agreements they offer with the device.

**Q) My students laptop has a virus, what do we do?**

- A) The LSC ICT team is happy to assist students with queries and basic support when laptops or tablets have issues. If the device cannot be recovered you may need to seek additional support from your devices place of purchase. All ICT support for devices is given as “Best effort”. Devices that cannot be diagnosed in a reasonable timeframe, as determined by ICT will be returned to the student.

**Q) I am having difficulties with the cost of repair**

- A) Contact the ICT Department at Lara Secondary College to discuss the possibility of continuing to use the Loan Device for an extended period of time. Under these circumstances parents will need to complete another **IT Loan Device Proforma** indicating the new **agreed end date**.

**Q) Do I need to purchase any Apps or Programs?**

- A) No, any required programs will be provided by the school. This includes Microsoft Office and Anti-Virus Software.

## Contacts for Support

Department	Contact	Number
ICT Department (For questions relating to device choice)	William Viney	(03) 5282 8988 (Ask for ICT)
Principal Contact (For any questions relating to the program)	Wayne Terrill	(03) 5282 8988 (Ask for Wayne Terrill)

## LARA SECONDARY COLLEGE CANTEEN MENU 2020

THIS MENU IS COLOUR CODED ACCORDING TO THE GOVERNMENT GUIDELINES

◆ Green = Everyday Food

■ Yellow = Occasional Food

● Red = Infrequent Food

### Recess

Toasted Sandwiches:

◆ Cheese	\$2.00
◆ Ham and Cheese	\$3.00
◆ Cheese and Tomato	\$3.00
◆ Chicken and Cheese	\$3.00
◆ BBQ Chicken and Bacon	\$3.00
◆ Dim Sims x3	\$3.00
■ Chicken Wedges	\$3.00
◆ Cheese & Bacon Roll with Cheese	\$3.00

### Drinks

■ Big M	Small	\$2.50
	Large	\$3.50
◆ Kyneton Mineral Water		\$3.50
◆ Up and Go		\$2.50
◆ Water (600ml)		\$1.00
■ Daily Juice (500ml)		\$3.50
◆ Iced Tea		\$3.50
◆ Just Juice		\$3.50
■ Dare Iced Coffee		\$4.00
◆ Smart Water		\$3.50

### Sundries

■ Muffins	\$2.00
◆ Fruit Salad	Small \$2.00
	Large \$4.00
■ Assorted Icy Poles from	\$1.50
■ Chips/Snacks from	\$1.50
◆ Yoghurt	\$2.00
◆ Jelly	\$2.00
● Cookies	\$3.00
● Slice	\$3.00

### Lunch

Rolls & Wraps:

◆ Cheese and Salad	\$5.00
◆ Meat and Salad	\$5.00
◆ Egg and Lettuce	\$5.00
◆ Assorted Sandwiches	\$3.50

Salad Boxes: n(Term 1 and 4) \$5.00

◆ Garden Salad
◆ Greek Salad
◆ Caesar Salad
◆ Pasta Salad

With Chicken, Tuna, Ham or Salami Add \$1.00

With Avacado Add \$0.50

Other Combinations are available for  
sandwiches, wraps and rolls.  
See canteen staff.

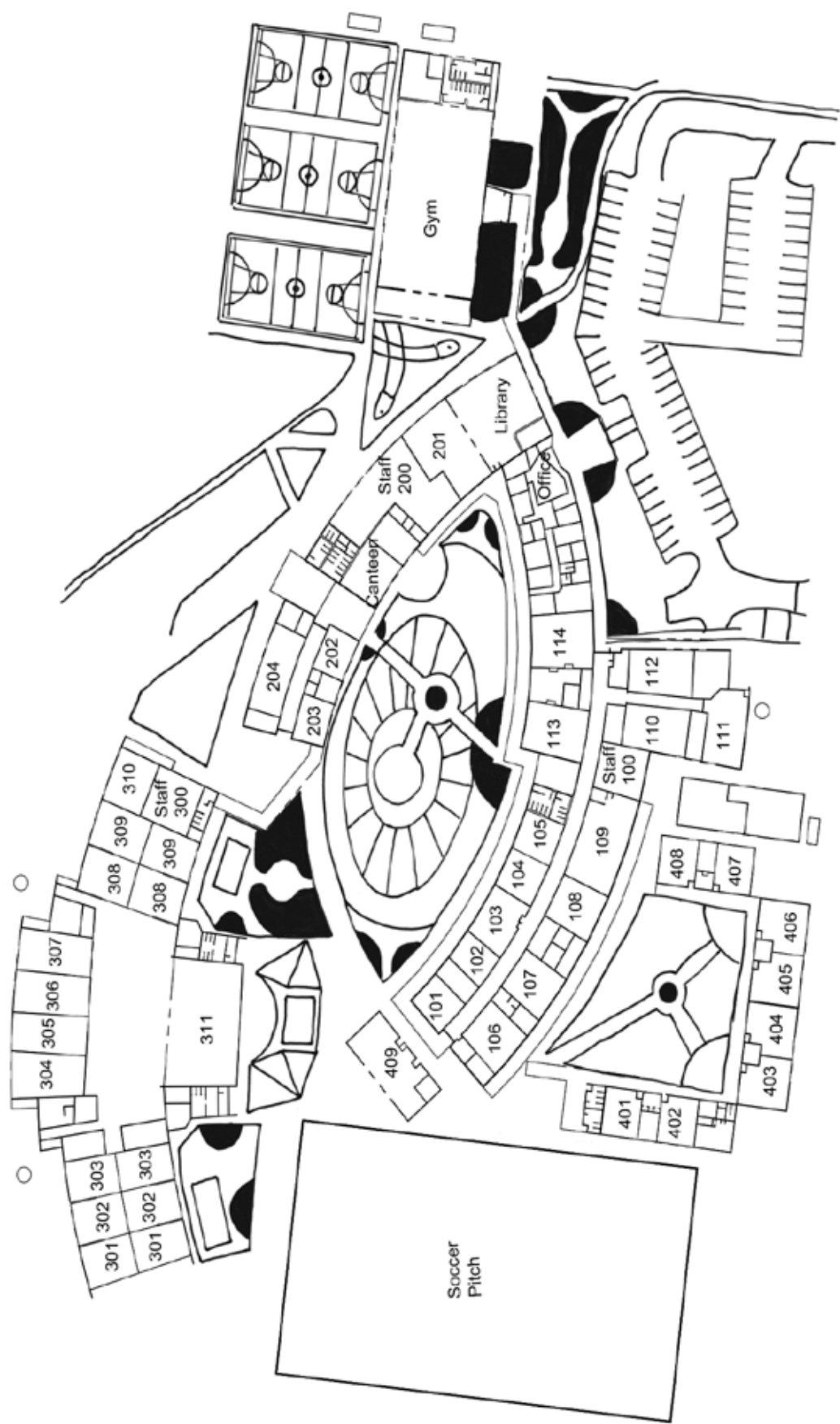
### Hot Food

■ Chicken Aioli Wraps	\$5.00
◆ Sweet Chilli Wrap	\$5.00
■ Pizza Muffin	\$3.00
■ Nachos	\$4.00
■ Chicken Burgers	\$5.00
■ Chicken Caesar Wraps	\$5.00
■ Sausage Roll	\$3.50
■ Hot Dog	\$3.50
■ Chicken Gravy Roll	\$5.00
■ Butter Chicken and Rice	Small \$4.00
(Term 2 & 3)	Large \$6.00
■ Roast Lamb, rocket & tzatziki sauce	\$6.00
◆ Soup of the day & a Roll	\$4.00
■ Gourmet Chicken Burger with lettuce, cheese, mayonnaise, tomato and avocado	\$6.00

**SEE CANTEEN AND BULLETIN FOR DAILY SPECIALS**

TO AVOID DISSAPOINTMENT ORDER BEFORE THE END OF RECESS

# College Map



Front Entrance & Carpark







Alkara Avenue Lara Victoria 3212

P.O. Box 387 Lara Victoria 3212

TELEPHONE: 03 5282 8988

FACSIMILE: 03 5282 8188

EMAIL: [lara.sc@edumail.vic.gov.au](mailto:lara.sc@edumail.vic.gov.au)

WEBSITE: [www.larasc.vic.edu.au](http://www.larasc.vic.edu.au)