



# Student and Parent Handbook 2021



**Chaffey Secondary College**  
**261- 289 Deakin Avenue**  
**Mildura VICTORIA 3500**  
**Tel. 03 5023 0538**  
**Fax. 03 5022 2917**  
[www.chaffeysc.vic.edu.au](http://www.chaffeysc.vic.edu.au)

**Office hours:**  
**8:15a.m. – 4:15p.m Monday to Thursday**  
**8:15a.m. – 3:40p.m. Friday**

## WELCOME TO CHAFFEY SECONDARY COLLEGE:

The purpose of Chaffey Secondary College is to grow all our young people academically, socially and emotionally, to be proud of themselves, the school, and the community in a safe and inclusive environment. Chaffey Secondary College is striving to build College pride and establish the College as the school of choice in the city of Mildura. Underpinning our improvement agenda are high expectations for all.

With a focus on excellence in teaching and learning, our college is focused on building authentic and respectful relationships and creating effective community partnerships. Chaffey Secondary College is committed to creating a caring and supportive learning environment where students develop as socially respectful and responsible global citizens.

Set amongst expansive green parklands, Chaffey Secondary College offers a rich contemporary learning experience. Students have access to quality indoor sporting facilities, Technology, Arts, Science and Music areas and more.

Chaffey Secondary College aims to provide students with a broad curriculum in Years 7 and 8 which builds a foundation for successful lifelong learning. The curriculum structure enables deep learning and strong relationships to be formed. A wide range of elective options gives students the opportunity to explore a more individual pathway in Years 9 and 10, preparing students for life and learning opportunities beyond Chaffey Secondary College. Additional programs are provided to meet the learning needs of students with a disability, students from diverse backgrounds and students requiring academic extension.

Graeme Forrester - Executive Principal

## TERM DATE 2021:

Term 1	28 January – 1 April
Term 2	19 April – 25 June
Term 3	12 July – 17 September
Term 4	4 October – 17 December

## BELL TIMES:

SESSION:	TIME:
<b>Session 1</b>	<b>9:00am – 10:15am</b>
<i>Changeover with music</i>	10:15am – 10:20am
<b>Session 2</b>	<b>10:20am – 11:35am</b>
Break 1 <i>12:00pm Locker bell and music</i>	11:35am – 12:05pm
<b>Session 3</b>	<b>12:05pm – 1:20pm</b>
Break 2 <i>1:45pm Locker bell and music</i>	1:20pm – 1:50pm
<b>Session 4</b>	<b>1:50pm – 3:05pm</b>

## PRINCIPAL CLASS OFFICERS AND KEY STAFF:

### Executive Principal:

Mr. Graeme Forrester

### Assistant Principals:

Mrs. Sally Parsons

Mr. Jeff Topp

### Business Manager:

Ms. Samantha Herring

### Sub-School Leaders:

**Year 7/8:** Mrs. Tara Hamilton

**Year 9/10:** Miss Stacey Armstrong

### Year Level Coordinators:

**Year 7:** Ms. Katrina Henderson and Ms. Rebecca Ogden

**Year 8:** Mr. Adam Parsons and Miss April Bradford

**Year 9:** Ms. Tracy Fernandez and Mr. Peter Levey

**Year 10:** Mrs. Tinaha Peak and Mr. Greg Skewes

## CONTACTING THE COLLEGE:

Our office is open as follows:

8:15a.m. – 4:15p.m Monday to Thursday

8:15a.m. – 3:40p.m. Friday

Tel. 03 5023 0538

Fax. 03 5022 2917

College email: [chaffey.sc@education.vic.gov.au](mailto:chaffey.sc@education.vic.gov.au)

College website: <http://www.chaffeysc.vic.edu.au>



Enquiries can be made via the college website under the *Contact Us* option and either email or by completing the *Contact Form*. For urgent matters, please contact the college by phone or email.

## VISION:

High Expectations for all with a focus on:

Excellence in Teaching and Learning

Building Authentic and Respectful Relationships

Creating Effective Community Partnerships

## PURPOSE:

*'The purpose of Chaffey Secondary College is to grow all of our young people academically, socially and emotionally, to be proud of themselves, the school, and the community in a safe and inclusive environment'*

## VALUES:

Our college values, respect, inclusion, pride and responsibility underpin all aspects of our school and interactions with one another in the classroom, in the yard and in the community.



## CHILD SAFE SCHOOL:

Chaffey Secondary College is committed to ensuring child safety. All students enrolled at Chaffey Secondary College have the right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety.

As a Child Safe School, the college:

- has zero tolerance for child abuse
- actively works to listen to and empower children
- has systems to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the organisation's policies and procedures
- is committed to promoting cultural safety for Aboriginal children
- is committed to promoting the cultural safety for children from culturally and/or linguistically diverse backgrounds
- provides a safe environment for children with a disability.

## NEWSLETTER:

Our newsletter is electronically distributed fortnightly throughout each term. The newsletter is uploaded onto our website <http://www.chaffey.vic.edu.au> and available via Compass.

## PARENT/CARER DETAILS AND EMERGENCY CONTACTS:

Parents/carers are asked to ensure the college is provided with all current contact numbers, including home number, mobile phone number and work numbers. If the school is unable to contact a parent/carer at work during school hours, an alternative contact person should be listed. It is important we are able to contact a parent/carer or a person listed as an emergency contact if a child is sick or injured.

If students are attending camps, this information will be requested on the consent forms, to ensure we have the contact details of both parents/carers and emergency contacts during the time the student will be on the actual camp.

### Updating Details:

If you move to a new house or change phone numbers, please update your details by either calling the college on 50230538, in person at the college or changing your details online via the Compass Parent Portal, email or college website. This includes updating your current residential and postal address. Changes to the child's living or care arrangements also need to be provided to the college.

### Emergency Contacts:

The college is not permitted to contact anyone about your child, other than those listed as a parents/carers or emergency. Similarly, we cannot provide any information to an individual not listed as a parent/carer or emergency contact.

Please make sure the people listed as emergency contacts know their names and contact details have been provided to the college, for your child. ***The emergency contacts should know they may be contacted during school hours to collect your child, in the event we are unable to contact a parent/carer.***

### Student Pick Ups:

If a relative, parent/carer's partner or family friend needs to collect your child from school during school hours, parents/carers must ensure this person/s are listed as contacts with the college. ***The school cannot release a child from school with anyone who is not an authorised contact.*** This is to ensure the safety of all children.

### Access Restrictions and Court Orders:

Parents/carers are also asked to provide copies of any current access restrictions and court orders to the college. These will be treated as confidential and kept on file.

### COMPASS PARENT PORTAL:

Parents/carers will be provided a parent login to access the Compass Parent Portal. Students will have their own login for Compass and the college network. Students are able to use their own login to access their timetables and learning tasks via Compass.



Compass can be accessed via any internet browser or via the Compass app.

The Compass app is free to download from both the App Store and Google Play.

Through the portal, parents/carers can access their child's timetable and attendance in all classes, see upcoming and recent assessments and access students' reports. Parents/carers are also able to see the details of positive and misbehaviour referrals by logging into Compass.

The Compass Newsfeed allows parents/carers to keep up to date about college events, including camps and excursions and when consent forms need to be returned. Parents/carers may email their child's teacher via Compass to discuss their learning or any concerns. Compass also allows parents/carers to book parent-teacher conferences online.

Parents/carers may have their Compass login reset, by contacting the college during office hours or via email: [chaffey.sc@education.vic.gov.au](mailto:chaffey.sc@education.vic.gov.au)

### CONTACTING TEACHERS VIA EMAIL:

Teachers can be emailed in two ways:

1. Directly using their Chaffey email. Students can log into their Chaffey email and send an email to their teacher/s.  
For all teachers, their Chaffey email is their first initial and surname, followed by @chaffeysc.com For example: [sparsons@chaffeysc.com](mailto:sparsons@chaffeysc.com)
2. You can also email directly from Compass.

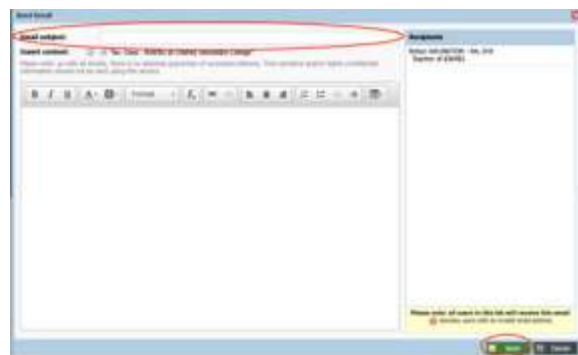
### Students:

- On the student's schedule, click on the subject to take you to the class dashboard.
- Beside the teacher's photo and below their name, you will see the option **Email Teacher**.





- Click on this option and it will open a new **Send Email** window.
- In the **Email subject** line, write down what your email is about.
- Write your email in the main window and don't forget to click **Send**.



#### Parents:

Beside your child's name, click on **Send email to [student's name] teachers**. If you have more than one child attending the college, each child will be listed on the left of your screen.

Each of your child's teachers will be listed on the left with the subject code from their timetable.

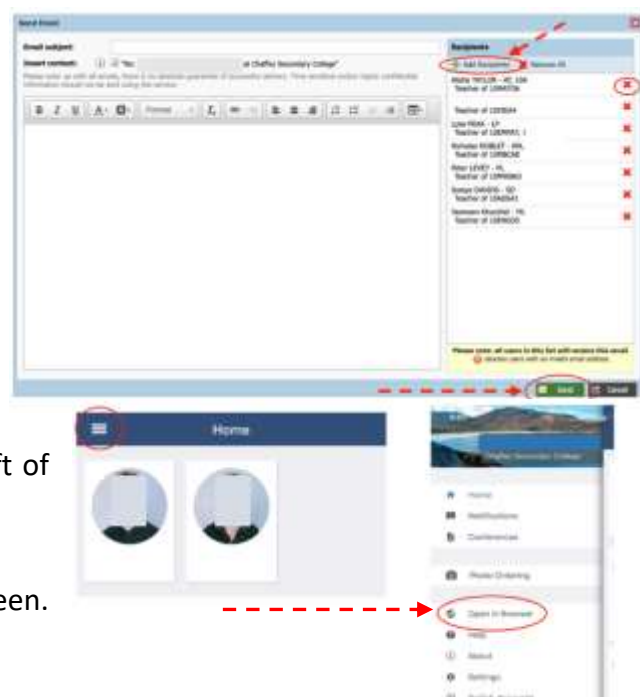


You may add or remove teachers from the email by selecting the **+ Add Recipients** option or click on the red **X** to remove the teacher/s from the email.

Make sure before sending, to add information to the email subject line to assist teachers in responding to your email in a timely manner.

If using the **Compass app**, tap on the lines top left of screen and select the **Open in Browser** option on the left of screen.

You child/children will then be shown on the left of screen. Follow the steps above to email teachers.



#### FACEBOOK AND INSTAGRAM:

News stories and information about school events are also published on the College's Facebook and Instagram pages throughout each week. This provides the college with another opportunity to share positive stories, special events, photos and information with families and the wider community.

Facebook: [www.facebook.com/ChaffeySecondaryCollege](https://www.facebook.com/ChaffeySecondaryCollege)  
Instagram: [@chaffeysecondarycollege](https://www.instagram.com/chaffeysecondarycollege)



Our social media is also another avenue to share reminders and information about upcoming events, in addition to our newsletters and Compass. "Like" and "Follow" to ensure you are able to see posts and regular updates. Our social media posts are also available to view on our website for those who do not have a Facebook or Instagram account.

The college Facebook and Instagram accounts are available for general enquiries/questions, although replies will not be instant. **These should not be used to contact the college about urgent matters.** This should be done through the college number or via email, and your enquiry will be responded to during office hours.

## **ASSEMBLY:**

### **WHOLE-SCHOOL ASSEMBLY:**

Families are invited to attend our whole-school assemblies. These are conducted 2-3 times per term and provide an opportunity to celebrate students' achievements and successes. Our whole-school assemblies provide an opportunity to showcase our students' performance and musical talents, with the inclusion of solo and group musical performances and dance.

In addition to performances, students and classes may deliver presentations to the whole school about recent college events, camps and excursions or upcoming activities. Our whole-school assemblies are also an opportunity to present college and community awards to our students and celebrate their achievements and contributions within and beyond Chaffey Secondary College.

Throughout the year, the college also commemorates significant events in our college and local community, including the investiture of college and house captains, Anzac Day and Remembrance Day. Our whole-school assemblies are student-lead by our college captains and vice captains.

Parents/carers will be invited to attend the assemblies via Compass, our newsletter and social media.

### **SUB-SCHOOL AND YEAR LEVEL ASSEMBLY:**

Sub-school and Year Level assemblies occur throughout each term, and serve as a brief check in with students and their Year Level Coordinators, Sub-school Leaders and teachers. Awards are presented, which link with our college values: Respect, Inclusion, Pride and Responsibility and attendance; together with providing information and reminders to students about upcoming events specific to their year level.

## **HIGH EXPECTATIONS AT CHAFFEY SECONDARY COLLEGE:**

At Chaffey Secondary College we have a zero-tolerance policy on bullying and physical violence. Our aim is to maintain a safe and supportive learning environment for all students. All students are expected to follow the whole school expectations.

### **Parents and Carers:**

- Encourage and support your child to achieve success at school
- Communicate with the college to address any concerns and to keep informed about your child's learning
- Ensure your child attends school every day
- Update information regarding students' absences and contact details if there are any changes
- Support the college Representation Policy

## **SCHOOL-WIDE POSITIVE BEHAVIOUR SUPPORT (SWPBS):**

The college demonstrates a zero tolerance for bullying and physical violence. Our aim is to provide and maintain a safe, supportive and inclusive environment for all.

Our college introduced School Wide Positive Behaviour Supports (SWPBS) in mid-2018. This journey has led to the creation of our purpose statement, vision and establishment of our core values of Respect, Inclusion, Pride and Responsibility. In 2021, this will be further expanded with the introduction of our school-wide acknowledgment system focusing on our whole-school expectations.



SWPBS is a framework that brings together school communities to develop a positive, safe and supportive learning culture. SWPBS aims to improve social, emotional, behavioural and academic outcomes for young people. SWPBS is a broad range of systemic and individualised strategies for achieving important social and learning outcomes in schools while preventing problem behaviour.

The development of our values has underpinned the implementation of our college *Whole School Behaviour Expectations Matrix*. The matrix sets out the expected behaviours and clearly defines what is expected of students. The development of our matrix has led to an increase in respectful and positive behaviour and a more focused classroom on teaching and learning. Our matrix is displayed in all areas of the college and is referred to in conversations about behaviour between students, teachers and peers.

SWPBS also focuses on the development of respectful relationships in all levels of the college community - between students; students and teachers; and between students and community members.

At Chaffey Secondary College, SWPBS is also about acknowledging the positive behaviours we see at the college. Students are recognised for making a positive contribution to the college through positive referrals, positive postcards and positive phone calls.

Chaffey Secondary College applies a restorative approach to resolve conflict and work with students to repair relationships and/or address the impact of individuals' actions on others.







# Whole School Expectations Matrix

**R** **P** **R**  
**RESPECT** **PRIDE** **RESPONSIBILITY**

ALL SETTINGS (AND IN THE COMMUNITY)	WE	<ul style="list-style-type: none"><li>Follow staff instructions</li><li>Use the language of respect</li><li>Use 'please' and 'thank you'</li><li>Keep hands and feet to ourselves</li><li>Respect personal space</li></ul>	<ul style="list-style-type: none"><li>Treat each other with kindness</li><li>Value everyone's contribution</li><li>Accept and value other people's differences</li></ul>	<ul style="list-style-type: none"><li>Wear full college uniform</li><li>Always do our best to improve</li><li>Celebrate successes and achievements</li><li>Speak positively about our college</li></ul>	<ul style="list-style-type: none"><li>Are honest</li><li>Learn from our mistakes and accept consequences</li><li>Arrive to school and class on time</li><li>Leave electronic devices in our lockers between 9:00 - 3:05</li><li>Act safely and follow safety instructions</li><li>Stay in supervised areas</li></ul>
	WE	<ul style="list-style-type: none"><li>Work quietly and listen to the speaker</li><li>Remove our hats</li><li>Leave our bags in our lockers except for PE/Dance classes</li></ul>	<ul style="list-style-type: none"><li>Include others in groups and activities</li><li>Are reliable team members</li></ul>	<ul style="list-style-type: none"><li>Take care of class displays</li><li>Attempt and complete the set work</li><li>Keep our work organised</li><li>Keep room tidy in general</li></ul>	<ul style="list-style-type: none"><li>Bring all equipment to class</li><li>Stay in class unless permitted to leave</li><li>Sit on chairs properly and stay seated unless instructed by a teacher</li><li>Use learning equipment properly</li></ul>
	WE	<ul style="list-style-type: none"><li>Look after technology equipment using minimum force/effort</li><li>Use our allocated device</li></ul>	<ul style="list-style-type: none"><li>Are kind to others in online communications</li></ul>	<ul style="list-style-type: none"><li>Engage in a positive way</li></ul>	<ul style="list-style-type: none"><li>Stay on task</li><li>Use recommended websites</li><li>Keep our passwords secure</li><li>Follow the law</li><li>Log out when we are finished</li><li>Follow Chaffey Acceptable Use Policy</li></ul>
	WE	<ul style="list-style-type: none"><li>Take care with college property</li></ul>		<ul style="list-style-type: none"><li>Leave the area clean and tidy</li></ul>	<ul style="list-style-type: none"><li>Use the hygiene bins provided</li><li>Use toilets for intended purpose</li><li>Use toilets in break times to be prepared for class</li></ul>
	WE	<ul style="list-style-type: none"><li>Walk quietly and allow classes to work undisturbed</li><li>Remove our hats when inside</li></ul>	<ul style="list-style-type: none"><li>Promote peace and harmony</li></ul>	<ul style="list-style-type: none"><li>Leave the area clean and tidy</li></ul>	<ul style="list-style-type: none"><li>Use light switches and doors appropriately</li><li>Walk in the canteen area</li></ul>
CANTEEN, CORRIDORS & DECKS					

# Chaffey Acknowledgement System

*Constraints*

*How*

*Where, When, by Who*

*What (criteria)*

**Free and Frequent**  
*Maintenance  
Up to 50 Points*

**Intermediate**  
*Proficiency or improvement  
against an agreed goal  
Up to 100 Points*

**Strong and Long Term**  
*Mastery or  
sustained improvement  
Over 150 Points*

Student performs expected behaviour to an agreed level. (e.g. walking on the decking quietly).

Students who meet all expectations for all sessions for the week, or the month for Sub-School Assembly Awards *and/or*  
Students who show improvement in 1 expectation area of weakness which has been identified by students and staff working together *and/or*  
Students who demonstrate the college values in extracurricular activities *and/or*  
Students who extend themselves: seeking/ completing extra work, outstanding results, demonstrating leadership, going out of their way to help others.

Students who meet all expectations for all sessions for the term *and/or*  
Students who show sustained improvement in 1 or more expectation area of weakness which has been identified by students and staff working together *and/or*  
Students who make a significant contribution to the positive culture of the school.

All settings (e.g. in class, in the yard, in the community), any time, by any staff member.  
Students convert Compass points to RIPR dollars for choosing rewards (refer to RIPR rewards).

In timetable classes, sporting teams, extra curricular activities i.e. any school activity whereby supervising staff are in regular contact with the student.  
Nominations by any staff member.  
Students convert Compass points to RIPR dollars for choosing rewards (refer to RIPR rewards).

In timetable classes, sporting teams, extra curricular activities i.e. any school activity whereby supervising staff are in regular contact with the student.  
Nominations by any staff member.  
Students convert Compass points to RIPR dollars for choosing rewards (refer to RIPR rewards).

**Immediately**  
Frequently when trying to build a new behaviour  
Intermittently to maintain established behaviours  
May be verbal feedback, referring to the value and the rule on the matrix. (e.g. "Great to see you are being responsible and using the recommended website.")  
**At 50 Points = RIPR Bronze Award**

End of each week or the last day you have the session for that week, staff will nominate students who meet the criteria and record on Compass by adding a positive referral chronicle entry *and*  
Provide verbal feedback acknowledging the student's effort *and*  
Monthly RIPR Awards  
Attendance awards (100% school attendance)  
**At 100 Points = RIPR Silver Award**

End of each term, students identified for term reward and recognition at full school assembly *and*  
Provide verbal feedback acknowledging the student's effort  
**At 150 Points = RIPR Gold Award**

Staff to aim for 6 positives to every 1 corrective.

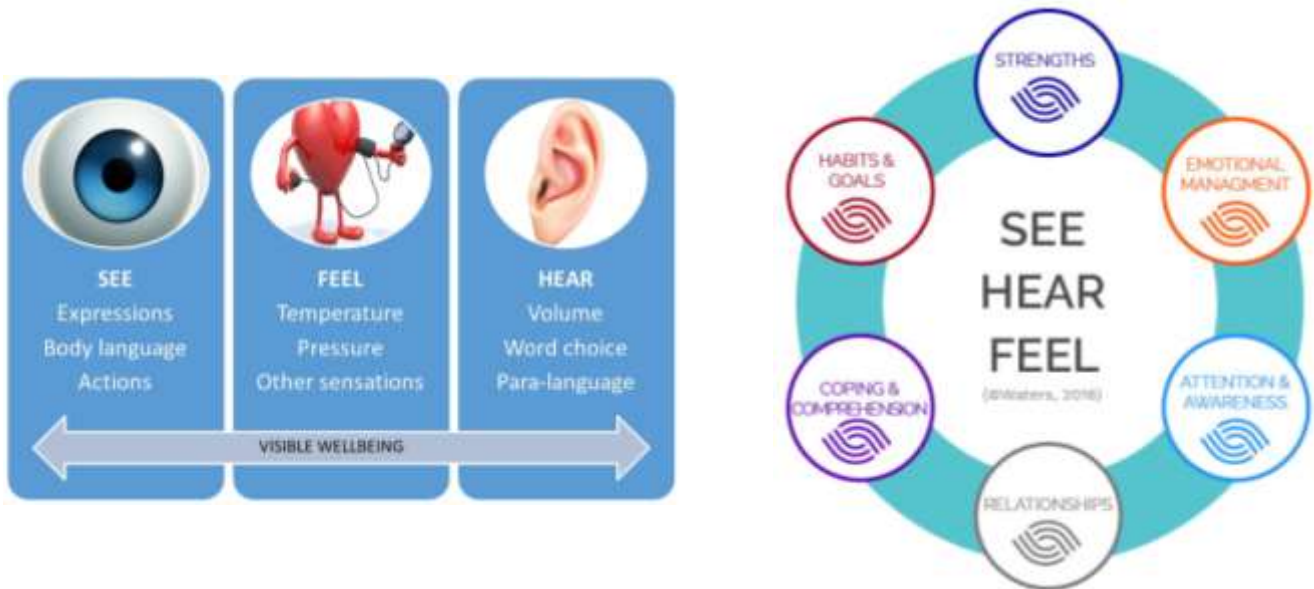
Maximum of 1 positive referral per student per subject per week.  
Staff nominate students who have met the criteria outside of classroom settings.  
Nominations should be informed by data on Compass i.e. student has consistently received positives and met all college expectations.  
RIPR award criteria:  
80% school attendance, no minor or major behaviour referrals.

Nominations should be informed by data on Compass i.e. student has consistently been nominated for weekly/monthly award.  
Student has a school attendance rate at or above 95% *and*  
No minor or major behaviours *and*  
Record of good work ethic and no overdue tasks



## VISIBLE WELLBEING:

The purpose of Visible Wellbeing is to make our wellbeing visible in any moment or at any time. To do this we use the practice see, feel and hear and the framework for Visible Wellbeing is S.E.A.R.C.H. This provides a consistent vocabulary across the college when talking about ill-being and wellbeing.



Visible Wellbeing also focuses on character strengths, and ways to apply these to improve our wellbeing. Throughout the year, students will participate in Visible Wellbeing lessons, focusing on key aspects of the S.E.A.R.C.H. framework, see, hear, feel and character strengths to build students' awareness and capacity to apply strategies to maintain their wellbeing.



## COLLEGE MAP:



## STUDENT LEADERSHIP AND ACTIVITIES:

Chaffey Secondary College provides a quality student leadership program where students have the opportunity to represent their peers and the school as members of the Student Representative Council (SRC) or as College Captains or House Captains. Two students also represent their peers on school council.

Students are supported to develop and extend their leadership skills through school and community-based projects and experiences.

Our college captains and vice captains play a key role throughout the year, representing Chaffey Secondary College at community events and leading our whole-school assemblies. House Captains are elected to lead and manage their sports teams on sports days, including swimming and athletics sports.

To ensure students contribute to the governance of the college, each year level selects representatives to work with the Student Representative Council.

The SRC also forms working parties to conduct activities like casual dress days, fundraisers, lunchtime entertainment, socials, involvement in a range of forums and opportunities to increase student voice in College decisions.

Two student representatives are also selected to be part of Chaffey Secondary College's college council.

## LEARNING AT CHAFFEY SECONDARY COLLEGE:

The Year 7 and 8 learning program includes core subjects - English, Maths, Humanities, Science, Languages and Health and Physical Education; and Arts, Technology subjects.

Year 7 and 8 students participate in a rotation of Arts and Technology subjects during Semester 1 and 2 in Year 7, and Semester 1 in Year 8. Arts subjects include Visual Arts, Drama and Music. Technology subjects include Wood, Textiles, S.T.E.M. (Science, Engineering, Arts and Mathematics) and Food.

The Year 7 and 8 Arts and Technology rotation provides students with a general curriculum to expose them to a range of aspects of the subject areas.

Students will learn one language over Year 7 and 8, with a choice between Japanese, Indonesian and Italian. In Year 9 and 10, students may continue their chosen language, or select a new subject.

In Year 9 and 10, students have an increased number of elective options, in addition to their core curriculum. The electives provide students with more specific subject choices in Arts and Technology, together with options in Languages and Humanities. Students' Health and Physical Education options also provide scope for student to focus on a particular aspect of Physical





Education, for example Mountain Bikes or Boot Camp.

Year 9 and 10 Arts subjects include a range of Visual Arts subjects such as Printmaking, Photography and Media; Drama, Dance and Music Production or Music Performance.

Year 9 and 10 Technology subjects include Wood, Metal, Metal Art, Textiles, Electronics, a range of Food subjects, Computer Science and Energy Breakthrough. More specific information about Year 9 and 10 core and elective subjects can be found in the Course Selection book.

All students' timetables consist of 20 x 75-minute sessions per week.



Students have 4 classes per day, each week.

In Year 7 – 10 each student's weekly timetable is divided as follows:

English	4 x 75-minute sessions per week
Mathematics	4 x 75-minute sessions per week
Science, Humanities, Languages	
Health and Physical Education,	
Arts and Technology subjects	2 x 75-minute sessions for each subject per week

#### **YEAR 7**

English  
Maths  
Science  
Humanities  
Health and  
Physical Education  
Languages  
Arts  
Technology

#### **YEAR 8**

English  
Maths  
Science  
Humanities  
Health and  
Physical Education  
Languages  
Arts  
Technology

#### **YEAR 9**

English  
Maths  
Science  
Humanities  
Health and  
Physical Education  
+  
Students choose from a  
range of semester long  
electives exploring  
future pathway options.

#### **YEAR 10**

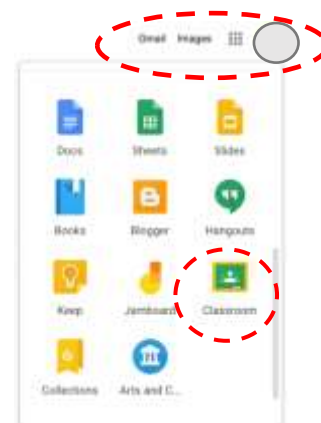
English  
Maths  
Science  
Humanities  
Health and  
Physical Education  
+  
Students choose from a  
range of semester long  
electives, VET or VCE  
electives exploring  
future education and  
employment pathways.  
This includes electives in  
their core subjects.



**GOOGLE CLASSROOM:**

To access Google Classroom, students log into their Google account using the same Chaffey login they use to access computers at school.

Once logged into student's Google account, Google Classroom can be accessed by clicking on the image of the array at the top of the screen and clicking Google Classroom icon.



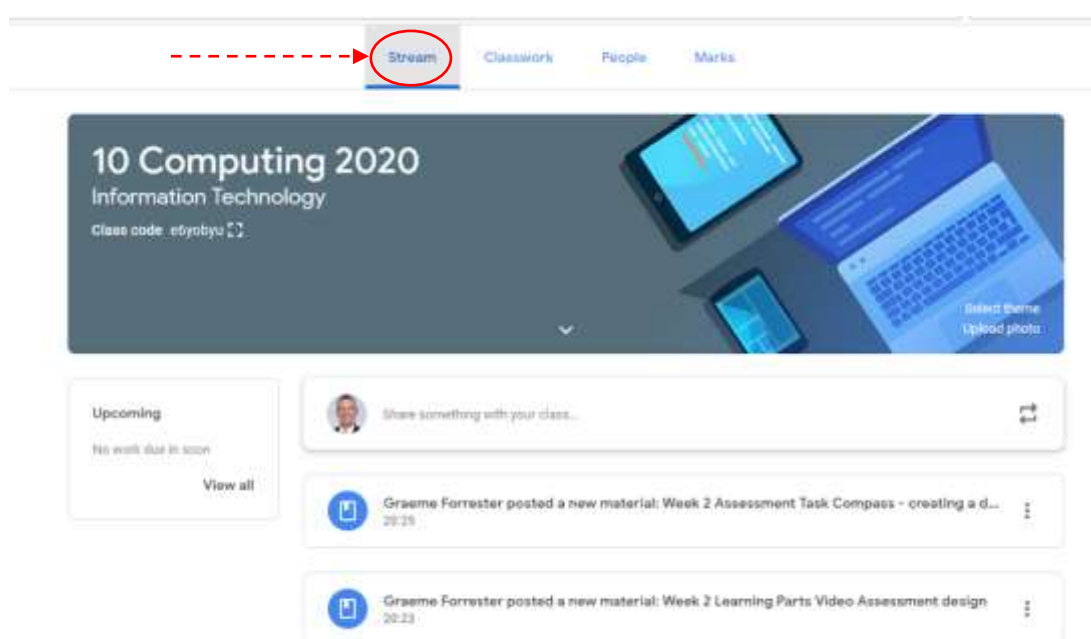
In Google Classroom, teachers may include additional information, such as reading material, links or videos. Using Google Classroom, students may also have the option to respond to questions or complete a quiz.

Once students have logged onto Google Classroom, each of their classes will appear as a “card”. This will allow students to choose the class they’d like to access, for example:



After students have chosen one of their Google Classrooms they will see the home page for their class.

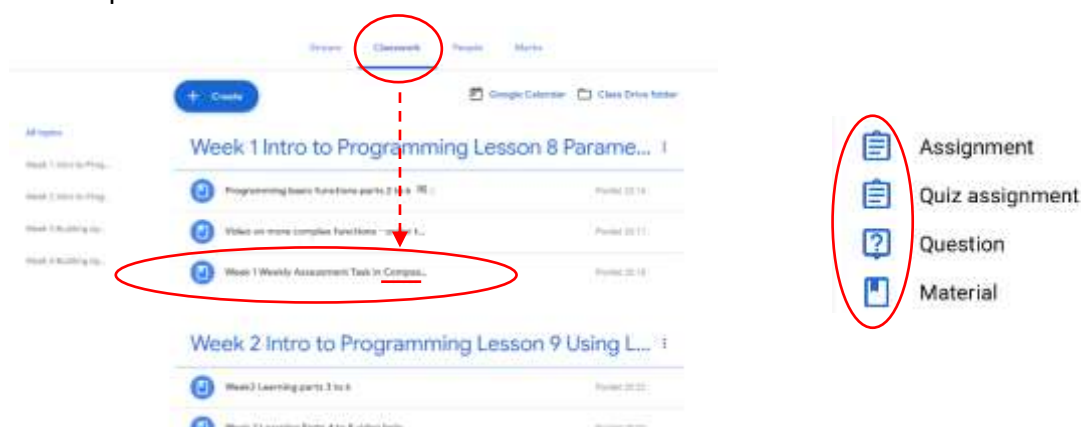
The **Stream** is where students can view and access announcements, assignments, discussion topics and comments. Teachers may also provide the options for students to add post and leave comments.



Students' comments on the **Stream** are visible to all members of the class. This is how students may collaborate with other students, share relevant ideas about the topic or respond to a discussion question.

Comments on the **Stream** are saved and visible to the teacher, even if the student deletes their comments. Students are reminded that their comments need to be relevant and respectful.

Students can access tasks for each week under the **Classwork** tab at the top of the screen. Students may complete each task online or in their books depending on the task and their teacher's instructions. The task title and description will appear for each task. The due date on Google Classroom will be the same as indicated on Compass.



Under **Classwork**, the teacher may post additional material such as a video, links, documents or PDFs. These will be indicated with the **Material** icon. **Classwork** may include as **Assignment** or **Quiz assignment** or a **Question** as shown by the icons below. Each will show the due date, which will be the same date shown in Compass.

All files students upload to their Google Classroom are stored on their Google Drive. Students may upload a Google Doc, Google Sheet or Google Slides depending on what the teacher requires for the task.

### ASSESSMENT AND REPORTING:

Students will be required to complete a range of Assessment Tasks and Learning Tasks in each subject throughout the year. Parents/carers may access details about tasks, the students' results and teacher feedback via the Compass Parent Portal.

The college will provide reports each term, with students' Victorian Curriculum results reported at mid-year (end of Semester 1) and end of year (end of Semester 2). Assessment Task results are available throughout the year, once students' tasks are submitted and assessed by their teacher.

Parent-teacher conferences are held in Term 1 and 3. This presents an opportunity to meet the teacher and discuss the students' progress, achievements and any areas of concern.

### S.E.A.L. (SELECT-ENTRY ACCELERATED LEARNING):

In 2020 Chaffey Secondary will become one of only 40 SEAL schools across the state. Our college is the only school in the Sunraysia region able to offer the program. SEAL is *Select Entry Accelerated Learning* which aims to provide a pathway for students who seek academic challenge and acceleration through the first 3 years of schooling. Chaffey Secondary College is a member of TAAS *The Academy of Accredited Schools*. SEAL students remain together for all subjects in Year 7 and 8, and for all core subjects in Year 9 and 10.

The program caters for students who have above-average academic ability with a high-level of commitment to their school work. Students who are suited to this program have great intellectual curiosity and a passion

for learning both in and outside of the classroom. Students are able to work independently and as part of a team; and are excited to take on a challenge.

The accelerated learning program allows students to progress through their secondary education faster, by providing challenging learning experiences that are more tailored to the needs of talented learners. Enrichment is provided by broadening content, understanding, experience and skills to a level appropriate to the students' stages of development. Extension leads to in-depth study and the integration and application of knowledge at a deeper level.



### **The Curriculum:**

The SEAL program provides students with the opportunity to work with like-minded peers and provides them with a broader and more flexible learning program in their senior years.

Research has shown that students participating in this program achieve higher ATAR scores with many students attributing their success at VCE to the skills they have learnt while in the SEAL program.

Students in the program will participate in an accelerated curriculum in the areas of English, Mathematics, Humanities and Science allowing them to potentially complete four years of learning within three years. Students will also complete studies in the areas of the Arts, Technology, Physical Education and Language. Students in Year 10 will then be offered opportunities to begin a VCE program alongside other Year 10 subjects.

The SEAL program is designed to provide challenging curriculum to students who are achieving results above the expected level across a range of subject areas.

The qualities required for a student to participate in this program successfully include students who:

- Challenge themselves both academically and personally.
- Are able to work independently
- Are self-motivated and organised.
- Embrace leadership opportunities.
- Have broad general knowledge.
- Are active members of their communities.



### **STUDENT BOOKS AND STATIONERY:**

All students will receive a stationery list for their year level. This lists the books and equipment students will need for each of their subjects. It is the responsibility of each family to ensure their child has all the books, stationery and equipment for each of their subjects. This includes a pencil case with pens, pencils, ruler, glue

stick etc. and binder books for each subject. Mathematics also requires students to bring their own scientific calculator and Math-O-Mat to class.

Each student is responsible for bringing their equipment to every class.

Parents/carers will need to replace books and stationery during the year, to ensure their child is organised and prepared for classes. Books fill up and pens run out, so it is important for parents/carer to provide these during the year as required.

### **STUDENT DIARIES:**

In 2021, all Year 7 – 9 students will be provided with a college diary. Students are expected to take their diary to each class, record their homework, assessment tasks and reflection on their learning. Each teacher will sign the students' diaries each session and parents will be able to sign their child's diary on a weekly basis. Students are expected to take their diary to and from school each day, to keep organised and assist them in meeting homework, assessment task and learning task deadlines.

Year 10 students and Year 7 – 9 students requiring a replacement diary are able to purchase a new one for \$5.00.

### **ONLINE ACCESS:**

#### **MATHS PATHWAY:**

Students use the Maths Pathway program as part of our college Mathematics program. Students will have their own login and may also access this at home to complete modules.

#### **STILE:**

Science teachers will provide each student with a class code for Stile on Compass. Within Stile students will have activities to access during classroom time. Students will also be able to access Stile at home, using their Chaffey email to log in.

#### **GOOGLE CLASSROOM:**

All students will have access to each of their subjects' Google Classrooms at school and home. To log into Google Classroom, students need to use their Chaffey Google account and log in using their Chaffey username and password.

#### **LIBRARY eBooks:**

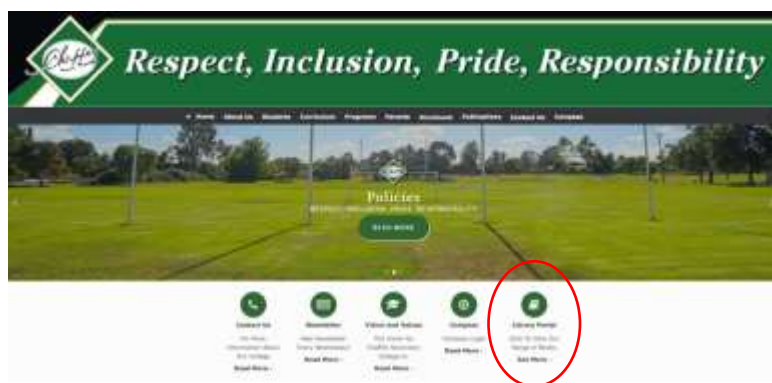
Students may borrow eBooks from the Chaffey Secondary Library. Students will need to use their Chaffey username and password to log into the library remotely. Students may access the library via Compass or our website: <http://www.chaffeysc.vic.edu.au> Our online library provides all students with an opportunity to read widely each day and select their own text, in addition to borrowing books from the college library.

### **BORROWING eBooks:**

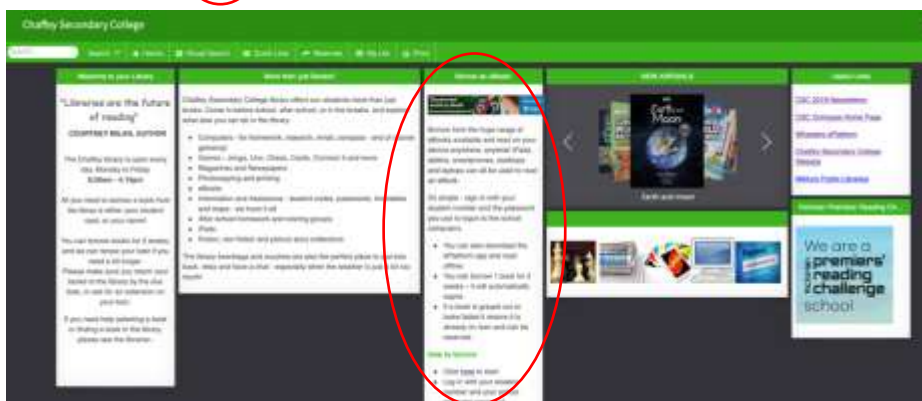
To borrow eBooks staff and students may access the library catalogue via the new college website: <http://www.chaffeysc.vic.edu.au> or Compass.



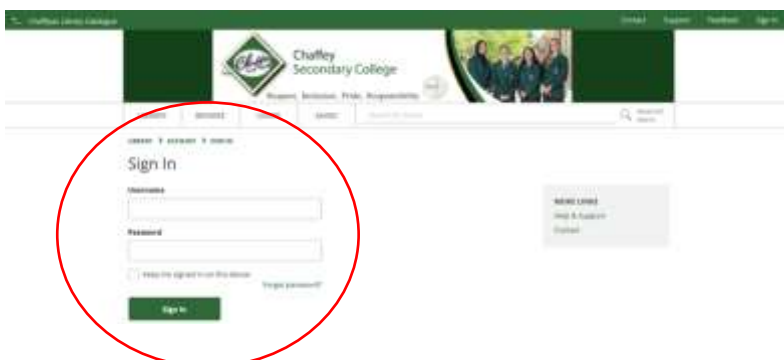
Click on the **Library Portal** icon on our website's home page or select the options via Compass under **School Favourites**.



Click on the **Borrow an eBook** option and select the **click here** option.



Log in by entering your Chaffey username and password and click **Login**. This is the same login students use to access Compass and Google Classroom.

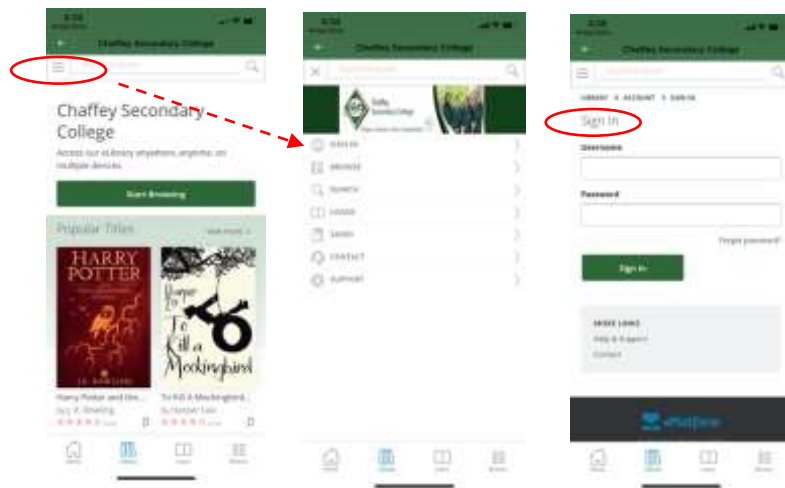


Click on **Borrow** or type the title or author into **Search for books** at the top of screen.

Browse the selection of eBooks and click on one you wish to **Borrow**. Once borrowed, click **Read** and after you have read/re-read the eBook you will need to select **Return**. The eBook will remain in your **Loans** section of the website to be accessed each time you log in, until you **Return** the eBook.



Alternatively, you may also download the **ePlatform by Wheelers** app from the App Store or Google Play to access the Chaffey Secondary College library. You will need to search for the Chaffey Secondary College library and once selected, sign in by tapping on 3 lines on the top left of your screen and entering your Chaffey username and password. Books can be borrowed, read and returned in the same way as on the website.



## MUSICAL FUTURES:

Chaffey Secondary College is one of only 12 Musical Futures schools in Australia, and one of approximately 50 world-wide.

The Musical Futures approach is one of whole class music-making that is practical, relevant and engaging to the student. The program focuses on students acquiring foundational skills in music including playing instruments (including voice), musicianship and aural and visual musical literacies. The approach extends to include song writing and improvisation.

Chaffey Secondary College is a Champion School for Musical Futures Australia and is actively promoting this innovative approach to delivering music education in the region. The program brings real-world music learning processes into schools, engaging and inspiring all and promoting inclusion and diversity.



## INSTRUMENTAL MUSIC:

In addition to our Musical Futures program, Chaffey Secondary College provides students with the opportunity for tuition through our Instrumental Music Program. This is optional and provides students with the chance to learn an instrument or voice with the Instrumental Music Teachers, once a week. The college shares Instrumental Music Teachers with Mildura Senior College.

To participate in instrumental music lessons, students are withdrawn from a different class each week to work with their Instrumental Music Teacher. Students can apply their learning in the Music classes and/or participate in performance opportunities throughout the year at the college and within the community. To participate in the Instrumental Music program, students must return their preference form indicating their choices. Participation in the program is at parent/guardian's expense, with a cost of \$20 per year to learn an instrument. Further details are provided on the form.

Students have the opportunity to join the Chaffey Secondary College Stage Band if they are learning, or can play an instrument. Rehearsals for Stage Band are weekly, and the band have the opportunity to perform at our whole-school assemblies and at community events. The Stage Band also perform at The Beat in addition to Chaffey's Pride.



### CHAFFEY'S PRIDE:

All students participating in our Musical Futures and Instrumental Music programs, have the opportunity to perform as part of Chaffey's Pride. Chaffey's Pride is the college's annual performance night, held at Mildura Arts Centre, which showcases the talents of all students in music, dance and drama. Families are encouraged to attend, with a range of whole-class, individual, group choir performances on stage throughout the evening.

### HANDS ON LEARNING:

Hands on Learning (HoL) is an innovative education program that caters for the different ways young people learn, helping students build confidence, engage and achieve at school. Students thrive by developing the creativity, self-discipline and interpersonal skills vital for the modern workforce. HoL students work alongside staff to develop industry skills and use tools not available in a classroom setting.



#### Benefits for students:

Students build self-esteem, friendships, a sense of belonging and become more content at school. An aim is to increase motivation, focus and confidence when they return to class – building the platform for engagement in their learning.

HoL students develop critical skills to succeed in work and life:

- Collaboration
- Problem solving
- Communication

#### How Hands on Learning works:

Students attend HoL one day per week, with the program fostering teamwork and leadership. Students, their teacher and mentor share meals and work together on meaningful projects that benefit the school and local community. HoL students can flourish. HoL is open to girls and boys from different year levels, with different

talents, needs and interests. Like any workplace, everyone is expected to be safe, part of a team and do the best they can.

### **CHAFFEY FARM:**

Chaffey Secondary College has a farm which includes grape vines, a fruit tree orchard, vegetable boxes, chickens/ducks and the future installation of beehives for honey.

Students access the Chaffey Farm through the general Science curriculum in Year 7 – 9. In Year 10 students may also choose Agricultural Science as a subject, allowing them to explore the science of farming in greater depth. Our Chaffey Farm produce is also used in Food classes, with students learning to harvest and prepare seasonable produce.

### **WELLBEING:**

Our Wellbeing team runs a number of programs and initiatives throughout the year to benefit our students and college community. These programs range from mental health awareness, conflict resolution, emotional regulation programs to health promotion and immunisations.

Alongside these programs, our team provides high quality one-on-one support, small group work and individualised plans to support our students to develop their social and emotional capabilities.

The Wellbeing team provides short-term counselling for school-based issues and will work with students and their families to externally refer to the relevant supports for more complex issues and/or requiring long term or specific supports.

To access Wellbeing supports, students may make an appointment with one of the Wellbeing team. Alternatively, students may talk to any staff member, who will organise a Wellbeing referral for follow up by the team. Parents/carers are encouraged to communicate any wellbeing concerns with their child's Year Level Coordinator or Sub-School Leader to enable the Wellbeing team to link in the most appropriate supports.

#### **Wellbeing Team:**

##### **Social Worker/Wellbeing Coordinator**

Ms. Lucy Cooper

Lucy provides counselling and may also refer students and families to additional sources of support from the Department of Education and Training's Student Support Services or other agencies in the community.

##### **Youth Workers**

Mrs. Kirsty Cameron and Ms. Amanda Harvey

Kirsty and Amanda's roles involves building a rapport with a student and pinpointing an external service most suitable to refer them too for support.

##### **School Nurse**

Ms. Roz Devilee

Roz can provide confidential advice regarding student health to students and their families. She may also

refer students to medical agencies or alternative sources for support. Roz is at the college Monday and Tuesdays.

### **PROGRAM FOR STUDENTS WITH DISABILITIES:**

Our Program for Students with Disabilities (PSD) provides support for students with disabilities. Our highly skilled and dedicated team of Education Support staff have diverse skills and experience in education and working with students who have a disability. PSD staff provide small group and/or one to one support to students with special needs.

Students with additional needs may also be supported by the PSD team to participate in extracurricular activities by providing support to both students and families. PSD staff are allocated to classes where they support the students over the year.

The PSD team are focussed on providing opportunities for students to develop life skills and improve their literacy and numeracy in collaboration with students' classroom teachers. This student-focused support also provides opportunities for students to learn and develop their social skills and access a range of learning opportunities across the curriculum.

### **ENGLISH AS AN ADDITIONAL LANGUAGE (EAL):**

Chaffey welcomes students from all over the world, and we are proud to have 23 different languages spoken by students in their homes. We aim to meet the educational needs of students from culturally and linguistically diverse backgrounds who are learning English as a second or additional language.

To support these students, our EAL program provides opportunities for students to work in smaller groups, specifically focusing on their English language skills. Chaffey has a Multicultural Educational Aide to assist EAL students in their classes and with their transition into the college. The school also works closely with the Mildura English Language Centre (MELC) to support new arrivals' transition into a secondary setting.



A number of events are held throughout the college year to celebrate our diversity.

### **KOORIE EDUCATION TEAM:**

Chaffey Secondary College has a successful program for indigenous students. In 2020, the college was recognised as a finalist in the Victorian Education Excellence Awards in the team award category, for the Outstanding Koorie Education Award. In 2016, the college won the local NAIDOC Partnership/Organisation Award for the Chaffey Secondary College Koorie Education Team.

Our team focuses on strategies to help improve the attendance, engagement and learning of all indigenous students. Our specific goals are:

- To be proactive in addressing Koorie student of connectedness to school as well as learning
- To use attendance, engagement and student learning data to inform practice and develop strategies
- To encourage student leadership through a range of experiences at and away from the school
- To strengthen relationships with Koorie families



- To acknowledge student improvement in engagement and attendance
- To strengthen our networks with agencies and experts in our community who work with the Koorie community

### **STARS FOUNDATION:**

The mission of Stars Foundation is to support and enable Aboriginal and Torres Strait Islander girls and young women to make active choices towards realising their full potential in all aspects of their development and wellbeing.

The purpose is to improve education and health outcomes for Aboriginal and Torres Strait Islander young women.

The program focuses on four key areas of personal development through the *Stars Plan*:

- Healthy Lifestyles
- Wellbeing
- Education, Training and Employment
- Community, Culture and Leadership

Each Stars student works closely with her mentor to develop a holistic plan to help her move toward making active choices about her own future. Stars employs a strengths-based approach with the girls, which is designed to build on their individual abilities, interests and strengths.



### **CLONTARF FOUNDATION:**

The Clontarf Foundation focuses on the improvement of the education, discipline, self-esteem, life skills and employment prospects of young Aboriginal men and by doing so equip them to participate more meaningfully in society. Clontarf's core business is defined by 6 pillars that work as their guiding principles in order to meet our targeted outcomes:

- Leadership
- Partner/Community
- Wellbeing
- Football/Sport
- Education
- Employment

It is Clontarf's belief that by exposing participants to various experiences and by supporting students through aspects of their life, individuals will be better positioned to prosper.



### **KUMATORI EXCHANGE PROGRAM:**

Chaffey Secondary College participates in a cultural exchange program with the City of Kumatori, Japan. The program includes visiting delegations from and to Kumatori, Japan. The cultural exchange is linked to the Mildura Rural City Council's program and includes visits to the Kumatori Town Office as part of a sister-city

relationship that has existed for 33 years. In 2021, this program will be subject to the relevant national and international travel restrictions.

The Kumatori exchange requires a commitment to the two-year program. In the first year, Chaffey students host a Kumatori student in their home for approximately one week and participate in a program of activities organised and conducted by the College.

In the second year of the exchange, Chaffey students and staff visit Kumatori in Japan for approximately two weeks. The students are provided with a return host stay with their Japanese student's family and a program of activities organised by the Kumatori Town Officials.



### CAMPS:

Each year the college offers a variety of camps across all year levels. In Year 7 and 8, students are offered a year-level camps.

In Year 9 and 10, students have the opportunity to participate in a greater range of camps, from curriculum-based to leadership and camps exploring future pathways. Students have the option to choose from a variety of camps throughout Year 9 and 10.

For example a coastal camp to Geelong with students having the opportunity to learn to sail and/or surf; snow camp in the Victorian Alps, learning to ski or snowboard; urban camp in Melbourne exploring tertiary education options and future pathways in a city context. The Advance Leadership class and Energy Breakthrough classes participate in camps as part of the curriculum. The Energy Breakthrough culminates in students' participation in the Energy Breakthrough 24-hour human-powered vehicle race, in Maryborough



### SPORT AT CHAFFEY SECONDARY COLLEGE:

The sports program runs throughout the school year, with approximately 15 sports offered. Interested students will be asked to sign up, try out and train as a team in their chosen sport in the lead up to the inter-school competition. This is promoted via the college's Compass Newsfeed.

Students are encouraged to try a range of sports. For many students, the secondary school sports program is the first time they have had the opportunity to try or play particular sports.

All students are encouraged to develop their skills and talents to the highest order, improving both as individuals and within a team framework. Our sports program also provides opportunities for students to form friendships, develop sportsmanship, improve self-esteem and self-discipline. Students develop their teamwork skills and physical fitness through sport, which also builds their connectedness to their peers and our school.

Sports offered include the following:

<b>Summer</b>	<b>Autumn</b>	<b>Winter</b>	<b>Spring</b>
Softball/Baseball	Cross Country	Badminton	Athletics
Swimming	Soccer	Football (AFL)	Basketball
Tennis	Touch Football	Netball	Cricket
Volleyball			Hockey
			Table Tennis

Students also compete in swimming, cross country and athletics sports during the year. Students compete for their house team and are encouraged to dress in house colours on the day.

House captains lead their teams in the organisation of competitors and encourage participation by their team in all events. Students will be allocated a house team on enrolment, and siblings will be allocated the same house team. House teams and colours are as follows:



<b>CADELL</b>	<b>FOSTER</b>	<b>HUME</b>	<b>MURRAY</b>
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## TOUCH FOOTBALL:

Chaffey Secondary College is renowned for its Touch football program. Teams compete in both Victorian and South Australian competition, with the college often successful state champions in both states.

Students may be involved in the program from Years 7-10. Our former students may continue their involvement in the program while studying Year 11-12 at Mildura Senior College. A real strength of the program is for students to develop strong, positive peer connections across all year levels. For many students new to the college, it is their first opportunity to learn and play Touch football and offers all young people the opportunity to build positive relationships with their fellow students.



The Touch football program involves a trip in March/April to take part in the Victorian state titles for boys' and girls' teams. From this tournament, students who may be talent identified, may be invited to trial for

School Sport Victoria State teams. In the months leading up to a tournament, students train before school at the college.

In August, students have the opportunity to participate in mixed Touch teams, and travel to Adelaide to compete in the South Australian All Schools Mixed Championships. The college has won twenty-eight state titles across Victoria and South Australia since 2004. Since 2004, thirty-eight Chaffey Secondary College students have represented Victoria or South Australia at national tournaments.

### FIRST AID AND MEDICATION:

If students are feeling unwell or are injured at school, they must go to First Aid, which is situated at Student Reception. Level 2 trained staff will assess and contact home as required. Students should not make contact with home when they are unwell. This is the responsibility of the First Aid staff who will assess each case and contact parents/guardians directly if necessary.

All medication must be stored securely in First Aid. For the safety of others students are not permitted to keep medication in their locker, school bag or with them. The exception to this is asthma medication, which should be indicated on the students' Asthma Plan.

Parents/carers must complete a *Medication Authority Form* for any medication students require during school hours. This includes prescription medications and over-the-counter medication, e.g. Panadol, Nurofen and antihistamines etc. Medication needs to be provided to the college in its original packaging, clearly labelled with the student's name and dosage required.

### CANTEEN:

Our college has a fully established canteen with a cafeteria style eating area. The canteen is open before school and at break times, offering a range of lunch and snack options.

Students are encouraged to order lunch at the start of the day to assist the canteen staff in providing an efficient service. To order their lunch, students write their name on a paper bag with their name and home group and pay for it when they hand it into the canteen. Students must indicate on the lunch order which break they wish to collect it at, *Break 1* or *Break 2*.



The canteen also offers a free breakfast before school each day to students.

Soft drink, including high energy drinks, lollies, chewing gum and high fat content fast-foods are not allowed at the college.



## LIBRARY:

Our library is open before school from 8:50a.m. and after school until 4:15p.m., and is accessible to all students. In addition, the library is also open during break 1 and 2, allowing students to use computers, the study, read or play board games with other students. Students may browse and/or borrow books and use the library to complete research for their class tasks.

Students will also be able to borrow books using their Student ID card. Student ID cards will be available following school photos in Term 1.



## HOMEWORK:

Students may need to complete Assessment Tasks and class work out of hours. In the lead up to testing or exams, students will be expected to revise and prepare.

Our Homework Club runs Monday – Thursday from 3:15 – 4:15p.m. in the library. Students may take their work into the library to complete independently or access the computers to complete tasks online, research or publish their work. A teacher is also available during these hours to assist students with their homework.



Homework Club will be promoted around the college and on our website and social media at the beginning of Term 1, to advise which subject areas will be supported during each afternoon from Monday to Thursday for the year. Students may access Homework Club on any or all of the four nights.

## PHOTOCOPYING/PRINTING:

Students may access the photocopier in the library at a small charge. Students are issued a printing credit. Once the printing credit has been used, further credit can be purchased from the Student Reception.

## GYM AND SPORTS EQUIPMENT:

The college gym is open during break 1 and 2 and offers students a place to play sport or minor games during their break time. Students may also borrow sports equipment during break times, which includes soccer balls, basketballs etc. All borrowed items must be returned at the end of the break. The training room is not accessible during break times.



During practical Physical Education (P.E.) classes students are required to change into their sports uniform. Students may change in the gym change rooms. Please ensure all clothing and footwear items are clearly labelled.

Students are encouraged to bring and use roll-on deodorant/anti-perspirant. Aerosol deodorant/anti-perspirants are not permitted at school. Students are also encouraged to bring a spare pair of socks for P.E.



## FITNESS OVAL, FARM OVAL AND MUSIC OVAL:

Students may access the outdoor fitness equipment during break times on our Fitness oval at the front of the school. The fitness equipment is also used for some Physical Education classes. The Fitness oval also has an undercover shade area, students may use.

Ball games such as soccer, football and touch are not permitted to be played on the Fitness oval at the front of the school. This is because of safety and to prevent any balls going out onto Deakin Avenue.

Students may play ball games on the Farm oval and Music oval during break times. These areas are also used during Physical Education classes.



Students may bring their own equipment or borrow sports equipment from the gym at the beginning of break 1 or 2.

## ATTENDANCE:

Please contact the college as soon as possible on **5023 0538** if your child is absent, or alternatively, provide a written note explaining their absence. Parents/carers will receive a text message if their child is absent from class. This is a prompt for parents/carers to contact the college to explain their child's absence from school.

***It's not OK to be away!***

If the college has not received an explanation for a student's absence and the student has not returned to school, the following steps will be applied to establish why the student is absent and support their return to school:

1. Text message
2. Phone call
3. Home visit
4. Referral to external services

Frequent absences impact on a student's learning and their opportunities to be connected with their peers and their teachers.

It's important for every student to attend school every day. Students who attend school every day are able to develop strong, positive and productive relationships with their peers and their teachers. Attending

school every day, enables students to participate in every class and gives them the greatest opportunity to learn and be successful learners.

Parents/carers may also log into the Compass Parental Portal and view their child's attendance in all subjects, which will also indicate whether they arrived on time to each session.

The *Victorian Education Act 1958* requires all students of school age (6 to 17 years) in Victoria to attend school full-time, unless they are formally exempt. Chaffey Secondary College adheres to the Department of Education and Training policy, which is that all students enrolled in government schools must attend on a full-time basis unless absent with the authority of the school. Parents/carers are responsible for ensuring students attend school every day. The College will seek to reduce barriers to attendance within the means of its control, and will provide an effective teaching and an engaging learning program.

### COMPUTERS AND IPADS:

Chaffey Secondary College has several dedicated areas for computer use across the school, including computer rooms, banks of computers in the library and a computer room in the Technology area for student design. The college also has sets of iPads which are available for use in all classrooms.

Students should not share their computer passwords with others, including their friends. Students should not use other people's passwords to access the computer network.



Students are not required to bring their own device to school.

The college takes no responsibility for the loss, damage or theft of personal items, including electronic devices.

### MOBILE PHONES AND ELECTRONIC DEVICES:

Students are not permitted to have mobile phones and electronic devices on their person between 9a.m. and 3:05p.m. These must be locked in their locker for the day or handed in at Student Reception to be collected at the end of the day.

Students are not permitted to record or video sound, images or footage of students or staff at school.

The college takes no responsibility for the loss, damage or theft of personal items, including mobile phones and electronic devices.

The *Mobile Phone and Electronic Device Policy* can be viewed on our website. Although our policy has been in place at Chaffey Secondary College since 2017, mobile phones will be banned by Ministerial Order in all Victorian government schools from the first day of Term 1, 2020.

Students who use electronic devices/mobile phones in class time will have the device confiscated. The student must take their device to Student Reception to hand in, with the following consequences:

1. 1<sup>st</sup> offence – student collects at the end of the day.  
Referral written and record kept of confiscation.
2. 2<sup>nd</sup> offence – parent collects at the end of the day.  
Referral written and record kept of confiscation.
3. 3<sup>rd</sup> offence - parent collect.  
Referral written. Student is required to hand in phone at student reception each morning from this time on, or to be left at home.

At each step electronic devices/mobile phones will be placed in an envelope and secured at Student Reception for collection. Teachers can, in no way, be held responsible for the devices while in transit to the safe box.

The policy also applies to students during local school excursions and extra-curricular activities, unless expressly permitted by the supervising teacher, in consultation with the principal.

#### **STUDENT COMMUNICATION BETWEEN HOME AND SCHOOL:**

Student communication to and from home during school hours must be via Student Reception or a staff member. This includes contacting home if a student is unwell or injured. Students must attend First Aid if sick or injured, and a staff member will contact home or their emergency contacts.

If parents/carers are collecting their child early or for an appointment, please send a note or call ahead so the student can be collected from their class and be ready to leave.

#### **LOCKERS:**

Students are provided with a locker and must supply their own padlock. If using a combination lock, students must not give their combination to any other student. It is recommended students provide a spare key to their Year Level Coordinator, which can be collected if students misplace or forget their locker key.

Students should organise themselves and get their books and items for each class before school or at break time. Lockers are not to be visited during class time.

Students are not permitted to use or access any other student's locker. Students should not store their belongings in other people's lockers.

#### **BIKES AND SCOOTERS:**

The bike rack and scooter lock-up is located toward the front of the school. This area is locked at approximately 9:30am and unlocked at 3:05pm.

Students should lock their bike/scooter securely with their own bike lock. Bikes and scooters are left at school at the owner's risk.

## SCHOOL BOUNDARIES:

Students are not permitted to leave the school grounds during school time. Gates are locked after 9am and re-opened at 3:05pm. All late arrivals and all visitors are required to enter via the front office and sign in. This is to ensure the safety of all students and staff onsite.

Students are not permitted to visit the nearby shops during school hours. Our canteen provides a range of options at both break times.

Students leaving the school for appointments may do so if they have a signed note from their parent/guardian. This should be presented to the office and the student will be required to sign out through the Compass Kiosk in reception.

## HATS AND SUNGLASSES:

Students are encouraged to be Sunsmart and wear hats outside to protect themselves from the sun. Students may also choose to wear sunglasses when outside. Hats and sunglasses are not permitted to be worn inside.

## UNIFORM POLICY:

Students are required to wear their Chaffey Secondary College uniform at all times, including black shoes. This includes arriving at school each morning and leaving school at the end of the day.

Students may only wear authorised Chaffey Secondary College uniform items that bear the college logo and worn in accordance with the policy. Non-logoed items will be considered a breach of the uniform policy. No other variations to the uniform policy will be acceptable. **Hoodies are not to be worn under or over the uniform.**

Our new college uniform was introduced in 2019. The older style will still be accepted until the end of 2020. The college uniform is only available from Totally Workwear, Lime Avenue Mildura. A uniform price list is available from the front office at Chaffey Secondary College. For all new enrolments this is included in their Orientation or Enrolment Pack.

Students are expected to wear the complete school uniform at school and at school events and excursions, unless otherwise instructed. Parents/guardians are expected to supply and maintain college uniform items for their child and encourage them to wear it in a neat and tidy way and in accordance with the uniform policy.

The only items students are allowed to wear that fall outside the approved uniform are:

- sunglasses to protect eyes (outside only, unless medically specified)
- hats that provide sun protection (outside only)
- religious or cultural attire where a variation or exemption has been applied for through the Chaffey Secondary College Council

Students who are out of uniform must:

- **Bring a note of explanation** from a parent/carer indicating when they will be back in complete uniform. The note should contain a reason, date and an expected date of return to full school uniform.
- Get a uniform pass before school or during the session 1 of the day from an Assistant Principal or the Executive Principal
- Wear alternative clothing that is 'as close as possible' to college uniform.
- Students who are out of uniform (even with a note) may not comply with Health & Safety rules and therefore may be excluded from certain practical tasks.
- **Please note, even when a student has a note for being out of correct uniform the school will attempt to provide uniform for the student to borrow and wear for the day.**

A student out of uniform without a note will have an 'out of uniform' incident recorded. An SMS and/or email will be sent home reminding the student and parent/guardian of the uniform policy. This will also outline the responsibilities of both parent and student and a request for cooperation in meeting the uniform expectations.

#### **Uniform Support for families:**

For families experiencing financial hardship or difficult circumstances, the college can access a uniform voucher from State Schools Relief. The uniform voucher can be redeemed at Totally Workwear to provide a full college uniform for the student. Please contact your child's Year Level Coordinator, Sub-school Leader, Wellbeing, Assistant Principal or Principal if you need assistance in getting your child a uniform. All requests for support with school uniform will be treated with sensitivity and confidentiality.

#### **COLLEGE COUNCIL:**

Our college council is responsible for the governance of our school. The college council works together to make decisions that set the direction of the school by helping to create and check the school's budget; contribute to the school strategic plan; and make decisions on policies such as investments, uniform, payments by parents.

College council consists of the Executive Principal, staff representatives, student representatives and nominated parents (chosen by election if required). College council may also include community co-opted members. Parents/carers are encouraged to become involved in college council.

Nominations will be called for in Term 1 each year, with individuals able to self-nominate or be nominated by another person. College council meets twice per term. For further information about the role of college council go to:

<https://www.education.vic.gov.au/parents/going-to-school/Pages/get-involved-at-school.aspx>

#### **PARENT/GUARDIAN RECORDING AUTHORISATION STUDENT IMAGES, PRIVACY AND COPYRIGHT:**

The *Photographing, Filming and Recording of Students* policy, available on the college website, sets out how the college may use students' images within and outside the college. Photographs and video are used for a variety of purposes within and beyond the college. These include student identity cards, newsletter, college magazine, our electronic sign and displays around the school. Photographs and video may also be used on social media (Facebook and Instagram).



During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including to celebrate students achievement and participation; showcase and promote the college's learning and extra-curricular programs; document students' learning and participation in college events; communicate with parents/carers and the broader college community in newsletters, the college's social media, the college's electronic sign, the college website and promotional material created by the college.

#### **PARENT PAYMENTS:**

Parents/carers will receive an invoice for *Parent Payments*. This will include course fees for materials for specific subjects, for example Wood, Food, Textiles etc. The course fees also include entry fees for the Year 7 swimming program and the workbook provided for students' language classes. The *Parent Payments* will include an essential charge for Math Pathways, as this is the basis of our college Mathematics program across Year 7 – 10.

Throughout the year, students may attend camps and excursions at an additional cost. These will be communicated in advance and will need to be paid prior to the student attending the camp or excursion. Families eligible for the *CSEF Camps, Sports and Excursion Funding* will be able to direct these funds toward their child's camp or excursion.

All fees and charges are payable to Chaffey Secondary College, and may be paid in person at the front by cash, cheque or EFTPOS. Payments may also be made online via BPAY, with your family biller code provided on your statement. The Chaffey Secondary College *Parent Payment Policy* is provided to families annually. A copy is also available from the college website.

Families experiencing financial difficulty may contact our Business Manager, Samantha Herring to organise a payment plan.

#### **LOST PROPERTY:**

Please ensure all uniform items and belongings are clearly labelled. A lost property basket is located near Student Reception, which students are encouraged to check if they have lost something. Unclaimed items will be donated to charity at the end of term.

