



STAWELL SECONDARY COLLEGE



2020

INFORMATION HANDBOOK
FOR
PROSPECTIVE STUDENTS & FAMILIES

RESPECT • EXCELLENCE • COMMUNITY



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OUR VISION

Respect, Excellence, Community

At Stawell Secondary College there is one single outcome for all students and it is the same outcome for each student.

The best possible personal pathway.

Students whose personal pathway is directed to tertiary study can be confident, knowing that the VCE outcomes of this College are the best in the district. This College facilitates school based apprenticeships (blending paid employment and continuing study at school), full-time apprenticeships, often as an outcome of work experience, and pathways into tertiary study or employment. Students seeking a school based apprenticeship can be confident that the experience of College staff in organizing these will lead to a successful pathway.

While at this College, students will access a range of learning and quality experiences that will enrich their school years. A music teacher offers a range of instrumental music tuition, sports teams are coached by teachers who are sports people themselves, art is exhibited routinely, leadership and personal development opportunities are facilitated, including connection with the community through volunteering experiences. Learning and quality co-curricular experiences are possible for one reason: an outstanding staff prepared to do more for students. The staff of Stawell Secondary College is that group of people.

Our values are expressed in words: respect, excellence, community. I believe that each student will find these values in their experience of this College.

We are a Child Safe School.

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Each student is assigned to one of three houses for the duration of their time at Stawell Secondary College. Within each House there are Home Groups with a Home Group Teacher who provides support and pastoral care. This benefits students because there is a consistent contact person for parents and students who knows the student as an individual and has an overview of their academic learning and personal growth. Students are grouped with students from 7-12 within their Home Group to allow relationships to grow across other year levels; this provides support and mentoring in the younger years, with leadership opportunities in later years. The Home Group Teacher is one of your most valuable links to the College in conjunction with the Year Level Coordinator. Students are also able to access the Wellbeing Team, in times of need.

Phone 5358 1700 to contact Home Group Teachers or any member of the Wellbeing Team.



Mackenzie

Mackenzie is a house built on the values, Merit, Courage and Unity. Through our Home Group Teachers and House Captains, we ensure that our MacKenzie students approach all aspects of their lives with a positive attitude and always strive to be the best version of themselves. Our aim for MacKenzie students is to not only succeed within Stawell Secondary College, but be able to transfer these skills to become productive members of society.



Black Ranges

The three core values of every member of Black Range House are Leadership, Integrity and Persistence. We give our students opportunities to stretch their wings and unlock their potential as future leaders within our community and beyond. Students and teachers in Black Range focus on having a strong moral compass and follow through with the commitments we make. Black Range students never give up, whether it be in our fundraising efforts, our community service, academic achievement or sports, we keep on trying – and if we fall we get back up again and keep going!



Lonsdale

Lonsdale is a house built on the values, Teamwork and Zest. Through our Home Group Teachers and House Captains, we ensure that our Lonsdale students are in a positive mind set and always trying to be a better version of themselves than yesterday. Our aim for Lonsdale students is to embed our house values in the everyday school life and the wider community to make Stawell a great place to be.

STUDENT LEADERSHIP

We believe that participation in leadership activities develops personal confidence, responsibility and self-esteem, and offers enhanced job prospects. Many positions of leadership are available for students across all year levels. The Student Leadership Team works under the guidance of a designated staff member to organise activities for students to participate in secondary school life and to contribute students' opinions and ideas to the running of the school.

School Captains: Each year school captains and vice-captains are elected from the year twelve cohort. These students have ultimate responsibility for representing the student body within the school, as well as coordinating and running all school assemblies. Captains and vice-captains also represent the school at various community events. They are encouraged to develop their leadership skills through participation in public speaking and other training events.

House Captains: Each of the three Houses elect a male and female captain and vice-captain from amongst the year eleven and twelve cohorts each year. These students are role models for others within their House. They are responsible for liaising directly with House teachers regarding students concerns and interests within their House. Each House Leadership team is responsible for planning and implementing a project over the course of the year, which contributes positively to the school community and/or the broader community of Stawell.

Home Group Representative: Across the school each vertical (years 7-12) Home Group elects a representative to liaise with the House Captains and House teachers on behalf of the student body. These students are role models within their Home Groups.

School Ambassadors: Year 9 students have the opportunity to apply for the role of school ambassadors for the corresponding year. School ambassadors form part of the student leadership team and are provided with the opportunity to enhance their leadership skills.



VCE / VCAL Results

A tailored senior school pathway for every student.

2019

ACHIEVEMENTS (SO FAR.....)

- School Based Apprenticeships (SBAT) with paid employment two days per week blended with three days school each week are facilitated by Registrar Cindy Bibby.
- 2019 SBATs have been gained with local companies in the fields of building & construction, plumbing and organisations such as Eventide Homes Northern Grampians Shire, Toyota, just to name a few.
- This pathway benefits students in the transition from school to the workplace.
- Year 12 VCE/VCAL students were employed as full time apprenticeships in the areas of building and construction, horticulture, aged care, retail, civil construction, autoelectrical, and fitness.

UNIVERSITY & FURTHER STUDY

- The College's strong VCE results and relationship with local employers enhance pathways for students to University or employment.

2018

VCAL RESULTS

- 24 VET Certificates were offered to VCAL students
- 83% of VCAL students completed their VET

VCE RESULTS

- Each year our top students rank within the top 20% of the state.
- 98% of Year 12 students completed their VCE

2017

VCAL RESULTS

- 30 VET Certificates were offered to VCAL students
- 99% of VCAL students completed their VET

VCE RESULTS

- Each year our top students rank within the top 20% of the state.



Each student, as well as belonging to their class, also belongs to a year level group, a Home Group and a House.

The Home Group teacher, Year Level Manager, House Leader, Transition Co-ordinator and School Counsellor all work together to ensure each student finds their place in the College.

Significant emphasis is placed on transition into the Junior School, Years 7 & 8, from the cluster Primary Schools. The College's Registrar is the Transition Co-ordinator responsible for working with staff, parents and students to make sure these important changes occur as seamlessly and positively as possible.

Students form strong relationships with their Home Group teacher and Year Level Manager, whom become the main point of contact for families throughout this important first year.

In Year 7, the early focus is on students getting to know each other and the staff, the routine of secondary school, finding their way around, having fun, learning to manage the homework expectations and generally feeling comfortable and safe in their new environment.

The College's curriculum is developed to be dynamic, comprehensive, innovative, challenging, flexible and relevant. Students in Year 7 have the opportunity to be exposed to all the areas of study that are available as they move into the later year levels.

In Year 9, students are offered expanded subject choice and are offered the support and guidance required to make subject selections that will start to guide them in to their final years of secondary study. Students choose between a variety of Art and Technology subjects.



Murray Hart
Assistant Principal Years 7-9



As students transition into our Senior School, greater opportunities are presented to develop leadership skills. Leadership is fostered through a range of activities both in and out of the classroom. Students develop a sense of community within the school, but also extend this connection further out into the local community through various programs. Students are now offered increased flexibility in their learning choices from Year 10 onwards.

At Year 10, apart from compulsory core subjects of English, Mathematics, Science, Humanities and Health and Physical Education, students choose their subjects based on VCE or VCAL studies they wish to complete in Years 11 and 12.

Year 10 students also have the option of studying a VCE subject. There are advantages for students who consider this option. By selecting a VCE Unit 1 / 2 in Year 10 they will be able to complete a VCE Unit 3 / 4 in Year 11. This will provide them with an extra sequence of subjects in their VCE Year 12 studies and additional points towards their ATAR score for entry into tertiary courses. All students at the College are encouraged to complete Year 12, whether this is via the VCE or VCAL pathway.

The College offers a diverse range of VCE subjects and VET Certificates catering for a wide range of aptitudes, interests and career aspirations. The VCE, VCAL and Careers Co-ordinators provide students with advice and resources to assist with their subject choices. Students are encouraged to pursue courses of study they are both good at and enjoy, enabling them to achieve their best.

The Presentation Ball is offered to Year 11 students whilst Year 12 students participate in a retreat at the beginning of the school year to ensure they are ready for their final year of secondary study.

VCAL students are offered a variety of opportunities ranging from community projects to a one day a week work placement with a local employer to gain 'hands on experience' in their chosen field. VCE and VCAL Orientation Programs are conducted late in Term 4 for Year 10 and 11 students where they are introduced to the course that lies ahead in the following year. Students complete Year 12 with a Graduation Dinner.



Aaron Dalziel
Assistant Principal Years 10-12

CAREERS/PATHWAYS

Our aim is to provide you with all the latest information that will help you make decisions about your future career and your life beyond school.

Cindy Bibby, Registrar, can assist you with the following vocational options:

- Tertiary (e.g., university) and vocational (e.g., TAFE) courses and institutions
- Apprenticeships and traineeships
- Career Counselling and pathway planning
- Focus articles on occupations, and
- Upcoming career events
- Managed Individual Pathways program - one-on-one support to meet the specific needs of individual students, their career plans and their pathways.
- Transition to and beyond SSC
- Professional and individualised employment assistance - job search, self-marketing, applications and interviews
- Addressing barriers to entering the workforce
- Access to onsite nationally recognised courses and certificates referrals to external training and educational providers
- Advice on apprenticeships and traineeships; Information on school based apprenticeships and traineeships Application assistance and support (VTAC, TAFE, Centrelink, ATO, employment')

The Registrar also coordinates the one on one subject selection interviews for students and parents from Year 10-12.

The College offers a one week Year 10 work experience program and a one day a week Structured Work Placement, on the job training, for all Year 11 and Year 12 VCAL students.

Future Pathway announcements are communicated to students via the College Portal and consist of vacancies and opportunities for full time work, apprenticeships, traineeships, part time and casual employment and courses.

The College provides its students and their parents/caregivers with a 'School Careers Website'. You can find it at stawellsc.vic.edu.au, then click on students and then careers.

It's a "One Stop Shop" for your child's needs with their Career Planning, information, VCE, Post School Options and much more.



SCHOOL CAMPS

YEAR 7 CAMP

Cave Hill Creek is a spectacular lake and bush venue, surrounded by the mountains of the Mt Cole State Forest. The lake is one of the best places in Australia to spot a platypus in the wild. It is also home to echidnas, kangaroos, wallabies, exceptional birdlife and the occasional koala. Activities include: abseiling; canoeing; mountain biking; archery; low ropes; bouldering; hike the Beeripmo Walk Cave Hill's program focuses on developing an appreciation for the outdoors through challenging and fun activities. Their programs include cultural and indigenous awareness, the environment and sustainability.

Where: Cave Hill Creek 110 The Glut Road, Raglan, VIC 3373
Cost: Estimated at \$325.00. Covers all costs except lunch on the first day
When: Term 2: 22nd –24th April 2020.

YEAR 8 CAMP Bush Experience – Swan Hill

A Bush Experience Camp to the Swan Hill region is currently in the planning phases and will focus on teamwork and peer leadership whilst allowing students to experience several adventure activities available in their local environments. Unfortunately more details are not available at this time.

YEAR 9 CAMP Adventure Experience - Marysville

Located in the scenic town of Marysville. Camp Marysville has strong ties to nearby communities and a long-running relationship with local indigenous leaders who provide invaluable insight into the land and its first people. The Camp takes place over 5 days, fully catered and includes several adventure activities such as: ropes courses, cycling, hiking and a full day snow experience and an overnight camp-out. More information on this camp will be distributed early in 2020.

YEAR 10 CAMP Urban Experience – Melbourne

An Urban Experience Camp to Melbourne CBD is currently in the planning phases and will focus on independence and pathway/ career planning for future years. It is planned that this experience would also allow students to be exposed to various cultural events within the Melbourne Region. Unfortunately more details are not available at this time.

YEAR 11 CAMP

The Year 11 Camp is structured so that students are given the opportunity to prepare for and develop skills necessary to successfully complete their secondary school studies. All students will take part in a range of team building activities to develop positive relationships within the cohort, with individual preparation sessions for VCE and VCAL students alike. Students will also participate in several study skills sessions to enable them to develop the skills for the independent learning required for later years study. More information on this camp will be distributed early in 2020.

YEAR 12 CAMP

Each year at the commencement of Term 1, a compulsory three-day Year 12 Camp is held in Halls Gap. The Year 12 Camp is structured so that students are given the opportunity to prepare for and develop skills necessary to successfully complete their final year of secondary school studies. All students will take part in a range of team building activities to further develop positive relationships within the cohort, with individual preparation sessions for VCE and VCAL students alike. Alongside this program, a motivational speaker will also speak to the students to inspire them for their final year of schooling.

INTERNATIONAL STUDY TOURS

At Stawell Secondary College, we offer a unique opportunity for students to immerse themselves in Chinese culture and language. Starting from our first China trip in 2011, approximately 60 students have taken part in visits to China. Below are our recent tour details.

2016

Stawell Secondary College was one of only ten Victorian Schools selected to participate in the Victorian Young Leaders to China program, with three of our Year 9 students taking part.

2017

This year, nine students visited China to learn, explore and experience the language and cultural aspects for a total of 17 days. We stayed at the Shanghai I & C Foreign Language School for 10 days, where we enriched our language skills and cultural awareness. Stawell Secondary College students developed deep friendships with their Chinese buddies and enjoyed the Shanghai sightseeing opportunities, especially Disneyland! The Xi'an and Beijing tours were also exciting and full of memorable events. It was another successful trip that not only broadened our student's views, but also challenged students to step out of their comfortable zone and embrace a different culture.

2018

Unlike previous years, two study tour opportunities were available to students from Stawell Secondary College in 2018. The first group experienced a ten day "Summer Camp" in Beijing, which not only exposed our students to the culture and sights of China, but also allowed them to meet and interact with students from other countries from all over the world. Also, our school was accepted to have a second group participate in the Victorian Young Leaders to China Program. Our ten Year 9 student participants, combined with students from another eight Victorian Secondary Schools to experience the amazing learning opportunities presented by this program and represented Stawell Secondary College as cultural ambassadors and potentially future Chinese language leaders.

2019

Like 2018, Stawell Secondary College organised two trips to China; one was a sister school China Trip and the other with the Victorian Young Leaders to China Program. Seventeen students participated in the Sister School China Tour for two weeks. The highlight was again the visit to Yancheng Middle School to spend time with Chinese students and their families. Additionally, seven students were selected for the Victorian Young Leaders to China Program and through this program, students fully experienced the Chinese way of life, enhanced their language skills, developed their leadership capacity and broadened their views towards becoming global citizens.





Student Support Services Team



Registrar

The Registrar role encompasses Careers Coordination, student pathways and subject selections, work experience coordinator, and the transition of Grade 6 students to Year 7. All student enrolments, School Based Traineeships and Apprenticeships are facilitated by the Registrar.

CINDY BIBBY



Wellbeing Coordinator

Jac is a qualified Social Worker (BA, BSW), with a Diploma in Community Services (Alcohol & Other Drugs). She has 20 years' experience working in variety of fields including alcohol and other drugs, youth and adult justice, mental health, outreach, aged care and disability. She has been employed in the SSC Wellbeing role since early 2017. Jac offers one to one sessions for students, to assist them to achieve their individual goals and to facilitate overall wellbeing. This may involve general support and advice, brief intervention counselling and referral to local support services. Students may seek information and support in relation to a variety of concerns, including mental health, peer relationships, substance misuse, anger management, family problems, financial issues, and learning difficulties, amongst others. Parents are also welcome to contact Jac to discuss any wellbeing concerns they may have in relation to their children.

JACINTA SMITH

SPORT

Sport plays an important role in the College curriculum and many students gain significant satisfaction and success in this area. The sport curriculum covers a variety of sports ranging from the traditional House sports of swimming, athletics and cross country through to sports such as football, netball, tennis, cricket, basketball and claybird shooting among others. All students have the opportunity to pursue their sporting aspirations to their highest level. Students who perform well in House Sports gain the opportunity to represent the College at the Black Ranges events which include schools from around this zone. In turn, students have the opportunity to qualify to progress to the Greater Western Region events, followed by the Victorian Secondary Schools State Championships. Many sport activities require our students to travel outside Stawell. This may result in a travelling cost and students will be notified prior to the sporting event of the costs. For all your sporting enquiries, please do not hesitate to contact the Sport's Coordinator at the College



MUSIC

The College operates an excellent Instrumental Music program. All students are given the opportunity to participate in this program through learning an instrument during school hours and extending their skills by involvement in the school band outside school hours.

Our school band rehearses on Wednesday afternoons from 3:30pm to 5pm

If you want to start learning an instrument you can collect a green Instrumental Music Enrolment form from the main office at any time. Lessons start at the start of the semester for people who have already returned the forms and payments. Otherwise lessons will start the week after the form and payment are received.

If you would like to know more about being involved in the school music program you are strongly advised to contact Mrs Amanda Hemley directly or attend any of the information evenings held through the year. On these nights there are usually student demonstrations and a range of instruments available for you to try.

Instruments available for students to learn in 2020 may include:

Flute	Clarinet	Saxophone
Trumpet	Trombone	French Horn
Euphonium	Tuba	Percussion
Bass Guitar	Oboe	Bassoon
Double Bass	Guitar	

In 2020, the individual costs for the Music program will be:

Instrument Hire	\$80 per semester
Instrumental Lesson	\$80 per semester

Instrument hire is not an option for guitars as these instruments can be bought for less than the cost of one year's hire.

Contact the Music Coordinator, Amanda Hemley, for further information.



SCHOOL CANTEEN

The school canteen is located between the hall and the gymnasium in the student lounge. A variety of healthy hot and cold foods are available for both lunch and recess. A canteen price list is enclosed at the end of this booklet.

SCHOOL LIBRARY

The library is open from 8.15am – 4.30pm

The library / resource centre can be used to:

- Borrow and read books from an up to date collection of fiction and non-fiction titles.
- Access local and daily Newspapers, Magazines and Career Information.
- Source information for school assignments from encyclopaedias, texts, journals, databases and audio visual resources.
- Use desktop computers to complete school work during lunchtime and before and after school.
- Access the internet to find information for school topics and send or receive emails.
- Use the photocopier and printer.
- Borrow laptops, cameras, video cameras, DVDs, Games and data projectors.

How does the book borrowing system operate?

- You are able to borrow up to four (4) books at a time.
- If you have an overdue book then you cannot borrow another book until the overdue book is returned.
- You can re-borrow a book if you have been unable to finish it in the allocated time.
- You can reserve books not currently on the shelves.
- The library catalogue is accessible from all student computers.
- You can request titles for purchase you would like to read.

Ms Clode and Ms Rahley are our library staff and are only too willing to assist you.

The Library has a photocopier that is available to students to use for their education at the school. All students will be provided with a login to enable them to complete printing and photocopying.

ENROLMENT APPLICATION PROCESS

To enrol your child, please contact the College Registrar, Cindy Bibby.

From the initial contact the following enrolment process will take place:

- Enrolment pack issued to family containing Year Level Handbook and Information Booklet for Prospective Students.

Enrolment form to be completed and returned to the Registrar with a copy of the child's birth & immunisation certificate.

Once completed enrolment form is received, the Registrar will:

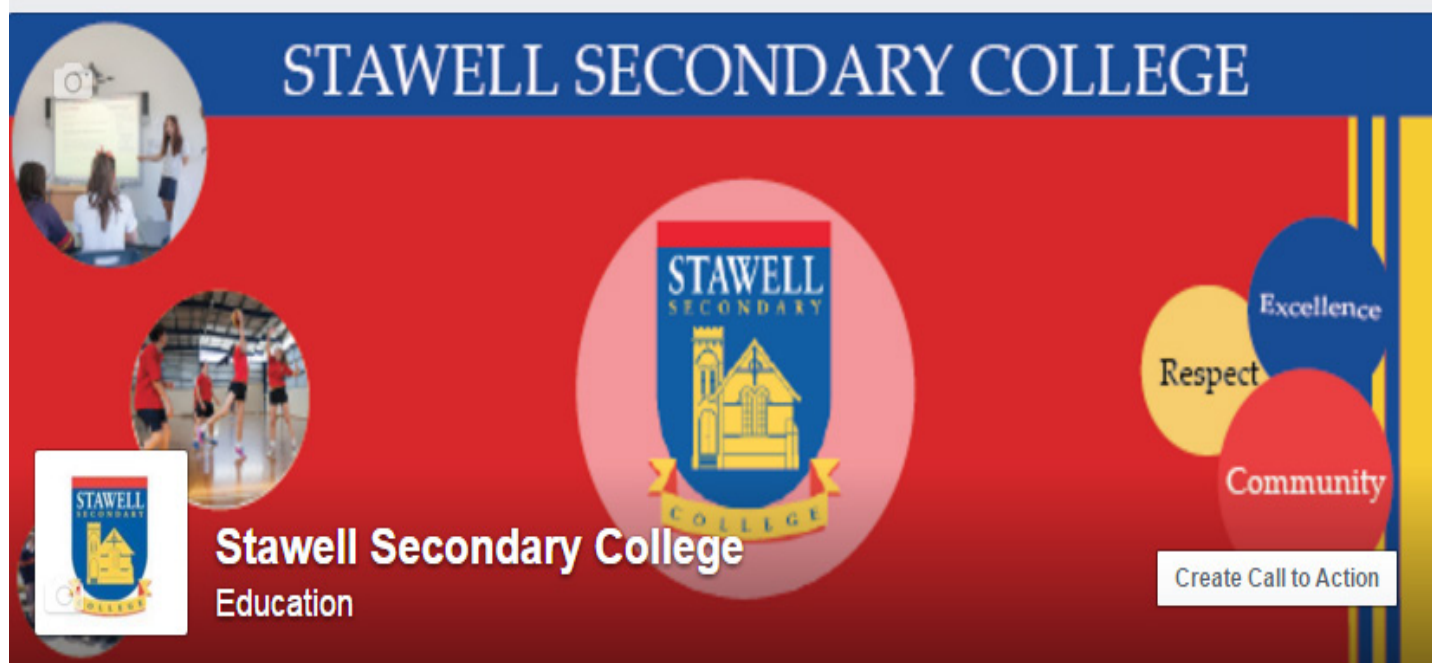
- issue an enrolment pack and confirmation letter to new Year 7 families and for other year level enrolments;
- meet with the family to select year level subjects
- inform families of fees
- assign student to a House and Home Group and introduce to staff members
- create a student timetable
- issue a tablet/netbook lease agreement
- if applicable assist in completing bus travel forms
- take family on a guided tour of the College
- organise a student 'buddy' for the new enrolling child

Facebook

The College's facebook page endeavours to digitise information to parents and is updated regularly with reminders and photos of school activities.



Like



GENERAL INFORMATION

Administration

General Office hours are 8.15am to 4.30pm Monday to Friday.
(Except Public and school holidays)

Contact Details

POSTAL ADDRESS:

79 – 97 Patrick
PO Box 202
Stawell 3380

TELEPHONE: (03) 5358 1700

FAX: (03) 5358 3096

EMAIL: stawell.sc@edumail.vic.gov.au

WEBSITE: stawellsc.vic.edu.au

POSITION	NAME
Principal	Carlos Lopez
Assistant Principal (7-9)	Murray Hart
Assistant Principal (10-12)	Aaron Dalziel
Student Wellbeing	Wendy Phillips
House Leader- Mackenzie	TBA
House Leader- Black Ranges	TBA
House Leader- Lonsdale	TBA
Business Manager	Marie McAloon
Counsellor	Jacinta Smith
Office Staff	Bev Kindred Jo Blake Cathy McDermott
Registrar	Cindy Bibby

Term Dates 2020

BOOK COLLECTION DAY: Tuesday 28 January 2020 from 12 pm until 4 pm

SEMESTER 1			SEMESTER 2		
	Commences	Finishes		Commences	Finishes
TERM 1	29th January	27th March	TERM 3	13th July	18th September
TERM 2	14th April	26th June	TERM 4	5th October	18th December

GENERAL INFORMATION

Student Absence

Parents are asked to contact the school on 5358 1700 by 9.30 am if their child is going to be absent from school.

If the absence is planned, a letter from the parents must be sent to school, prior to the absence, detailing the dates and reason for the absence.

Kiosk

Whenever a student arrives at school late or wishes to leave school early, including lunchtime, they must log in and/or out using the Kiosk which is situated on the front office desk.

This device has a number of functions:

- Keeps an accurate record of the date, time and the reason for the student's arrival or departure,
- Takes a photo of the student,
- On all arrivals the kiosk prints a pass which must be presented to the classroom teacher,
- Every time a student logs in or out an SMS is immediately sent to the parent to inform them of their student's activity.

Before a student signs out of the school they must have either written permission from a parent/guardian to give to the office staff or the parent/guardian must ring the school office.

This Kiosk is also used for all visitors to the school to sign in and out. This maintains an accurate record, including a photo, of who is on the school premises at all times.

SMS Text Messages

Messages will be sent to parents for many reasons including reminding parents of upcoming events and notifying parents of important information, including student absence.

Messages are sent to parents daily if students are absent from class and parents have not contacted the school regarding the absence.

It is important that parent's mobile phone numbers are kept up to date at the school office

Homework

Parents should be aware that ALL students need to undertake homework regularly. Students should record homework requirements in their diary and ensure they complete work by the set date.

If students learn to use their homework effectively, they can enjoy greater success at school and prepare themselves adequately for senior year study.

Lockers

Each student is allocated their own locker and a Combination lock is provided as part of the Essential Services Fee. Used properly the property in your locker can be safely stored but only if you develop the habit of always locking your locker.

Should you forget your combination then contact the school office.

Reporting

Each student enrolled at Stawell Secondary College will receive reports to inform parents and guardians of their child's progress in each subject. Each semester students will receive two reports. The first being a basic report on students learning behaviours that will inform parents/guardians about their child's progress so far in a subject. This report will be given at the end of terms 1 and 3. The second type of report will be a larger, more indepth report on students academic results as well as their learning behaviours in each subject. Every subject will report on learning behaviours (both general and subject specific), SAC results received throughout the semester, and written feedback in regards to what the student can do to improve their results in the subject. Students reports will also contain a comment from their home group teacher in regards to how students can best achieve their learning goals. Electronic versions of all reports will be uploaded to the Parent Portal where you can download them the instant we produce them, as well as hard copies sent home, and also to alternate families.



Communication

Stawell Secondary College communicates with parents in a number of ways. Parents are always welcome to contact their student's teachers or the Principal. To speak to any staff member please ring the school office and leave your details for the relevant staff member to contact you as soon as they are available. Parents are encouraged to use the Parent Portal to contact teachers.

School Newsletter

"Connections" is published every second week on Wednesday and distributed to the youngest student in the family to inform parents of College activities, important dates and functions.

Parent Portal

Parents are able to log onto the portal, using a unique user name and password supplied by the school. When logged in parents will be able to access a large amount of information relevant to their child eg. their child's timetable, attendance, teachers. Parents will also arrange their parent teacher interviews using this portal. Information and clear instructions will be sent home at the appropriate time. As staff continue to develop the use of this program parents will be able to also access their child's homework and upcoming school events. Parents will be informed as features are added. New enrolments will be provided with the log in details shortly after commencing at our school. Parents are now able to approve all camps and excursion through the Portal.

School Council

Parent and community participation in the school is vital for the success of the school and its students. In February each year nominations are called for from the parent body. We ask parents to consider nominating to be a member of the School Council.

Council meets once a month and takes an active role in the financial management of the school, the development of school policies and the ongoing management of school resources.

2020 FEES

Student Costs

The school asks parents to pay an annual school contribution, known as the ESSENTIAL MATERIALS FEE, which is used to pay for combination lock for student lockers, the purchase of class sets, class materials in subjects that require a high volume of, or expensive, class materials such as, Food Technology, Technology subjects, photocopying costs, and a school lock. The contribution also covers new students to the school, including Year 7, receiving their first school broad brim hat, which must be worn during recess and lunchtime in Terms 1 and 4. A details list of the costings are distributed with the 2019 Book List and is also available, by request, at any time. The Essential Materials Fee also covers a two week swimming program for all Year 7 – 9 students. The school relies on this payment in order to provide all students with a better education and environment.

School Council have set the 2019 contributions as listed:

2020 Essential Materials Fee

Year 7.....	\$305 plus \$35 Swimming Program	TOTAL \$340
Year 8.....	\$305 plus \$35 Swimming Program	TOTAL \$340
Year 9.....	\$305 plus \$35 Swimming Program	TOTAL \$340
Year 10.....	\$310.....	TOTAL \$315
Year 11.....	\$180.....	TOTAL \$185
Year 12.....	\$180.....	TOTAL \$185

The Essential Materials Fee is due and payable on Book Day at the commencement of each school year. In 2020 this will be Tuesday 28 January 2020 from 12 pm **until 4.00 pm.**

Students are also required to pay for excursions and sport excursions through the year as well as school camps. The school is well aware that students may incur a large cost to families during their secondary school education. For this reason a number of payment options are available to ease the burden on families.

If you have any concerns or questions, please contact the Business Manager; Marie McAloon.

Payment Options

There are a number of options available to parents to finance all costs associated with your student's education at Stawell Secondary College:

1. Payment in full. This payment can be by cash, cheque or EFTPOS for all debit and credit cards.
2. Parents can arrange regular direct deductions by contacting their bank or employer or using internet banking facilities. Parents choose the amount and the preferred regularity eg weekly, fortnightly or monthly. Parents may suspend or cancel these payments at any time. This process can commence any time after the enrolment form is submitted.

Families choosing this method of payment are not required to send individual payments for excursions, sport activities or camps.

To deposit directly to the school please use the following details and quote your family name or your student's name as a reference.

3. BPAY facilities are available. Your relevant information will be available from the School Office or on your monthly Statement.

Account Name:	STAWELL SECONDARY COLLEGE
Bank:	COMMONWEALTH BANK OF AUSTRALIA
BSB:	063-528
Account Number:	10009073
Details:	Student's Name

Stationery & Book Packs for 2020

We have once again arranged for Ballarat Books to prepare textbook and stationery packs as ordered by families for 2020, and to bring these to school for collection on Tuesday 28 January 2020 from 12 pm until 4.00 pm. Ballarat Books have been supplying text books to our students for several years and have been efficient and cooperative in meeting the needs of the school and our families. We are recommending that students and parents choose Ballarat Books to supply their stationery, but families may choose to purchase some of the required items elsewhere.

To ensure that your child has the best start to the year possible, it is essential that they commence school with all items listed on the Book Lists for their chosen subjects. This includes the **COMPULSORY** Digital Bundle for students from Years 7 to 10, and all years require a calculator.

We are excited to announce that from 2019 our students in Years 7 to 10 will be accessing **all of their textbooks** from their laptops through an online platform provided by Jacaranda. Jacaranda digital textbooks are high quality materials designed for the Victorian Curriculum and are supported by specific video resources to enhance your child's understanding of their work.

Your child will access 14 interactive digital resources (called the Jacaranda Digital Bundle) that will enrich their learning by providing them with the opportunity to complete assigned tasks at their skill level through the LearnON platform. Students' progress can be tracked and the instant feedback produced will inform students and teachers about what students need to do to improve.

The complete Jacaranda Digital Bundle costs just \$125 per year and is available only through our bookseller, Ballarat Books. Parents will need to tick this item on the Stawell Secondary College 2020 Booklist that is included with this letter. The Booklist must then be returned to the School by Friday 22 November 2019 or submitted online. Payment may be made to Ballarat Books either online or on Tuesday 28 January 2020 from 12 pm until 4 pm at Book Collection Day at school. Please contact Marie McAloon, Business Manager, if you have any concerns.

Each Digital Bundle contains the following texts books, appropriate to your child's year level: Maths Quest, Science Quest, Geography Alive, History Alive, Economics & Business Alive, Civics & Citizenship Alive, English, Health & Physical Education, Artwise, myWorld Atlas, myWorld History Atlas plus supplementary support materials.

Apart from being an outstanding educational resource for your child, you will not have to worry about your child losing books or carrying heavy books home, and you won't have to buy expensive books when publishers change editions.

As an example, THE YEAR 7 DIGITAL BUNDLE contains the following textbooks, and supplementary support materials:



FINANCIAL ASSISTANCE FOR FAMILIES

Camps, Sports & Excursions Fund (CSEF)

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund will ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities.

CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid concession card or are a temporary foster parent you may be eligible to for CSEF. Cards must be valid with Centrelink. Students can be aged from 6 – 18 years old. If a student is the holder of a Youth Allowance type card in their own name which is valid, the parent is eligible to apply for the CSEF. The allowance will be paid to the school to use towards a child's expenses relating to camps, excursion or sporting activities.

The annual amount per student will be \$225 for every secondary school student of eligible families. Payments will be made into the applicant's school account.

How to apply: Contact the school office to obtain a CSEF application form or download from www.education.vic.gov.au/csef. A copy of your Centrelink Concession Card will be taken when you return the completed form to school.

Application will need to be completed by the end of February 2020. Parents will be notified via the school newsletter, Connections, as soon as they are known.

If you have any questions please contact Marie McAloon, Business Manager.

Camps, Sports & Excursions Fund 2020 Year 7 Uniform Pack

In 2020 every Year 7 government school student who is a recipient of CSEF in 2019 automatically qualifies to receive a uniform pack that is provided through State Schools' Relief.

If your child was a CSEF recipient in 2019 you can apply for a CSEF Year 7 Uniform Pack by contacting Stawell Secondary College and completing the order form.

Stawell Secondary College will make an application on your behalf using the completed order form.

Please do not contact State Schools' Relief directly as staff cannot accept applications from parents. If you have any questions, or want to apply for assistance, please speak to Stawell Secondary College.

The uniform pack includes basic uniform items needed to start secondary school.

The 2020 package contains the following:

- 1 x Summer Dress OR Trousers OR Shorts

PLUS

- 1 x Shirt* OR Black Leather Shoes (Lace ups, T-bar or Skate)

*Shirt can be either a short sleeve shirt, a long sleeve shirt or a short sleeve polo.

Once eligible families have placed their order through Stawell Secondary College a voucher for Stawell Mensland will be generated and forwarded to families who will then use this voucher to pick up their uniform. Shoes will be sent to families directly.

It is recommended that all eligible families should apply for the Year 7 uniform package no later than Friday 10 December, 2019. If you have any questions on this matter please do not hesitate to contact the Business Manager at Stawell Secondary College.



Years 10-12

To ensure the best possible access to information and communication technology, Stawell Secondary College introduced a 1:1 laptop program to all Year Ten students in 2010. The overwhelming success of this program has meant all students enrolling in Year Ten next year, 2020, will again be able to lease a laptop from the school to use both at home and at school. As an added benefit for students and parents, the laptop will be able to be purchased from the school at a nominal fee at the end of the 3 year lease, so the student can make use of the device for further studies or employment. Students in Year 10 will be able to lease a Lenovo Thinkpad L390 Touch Laptop. In 2020 the cost to Yr 10 parents will be \$450 per year for 3 years.

Also included in the lease cost will be:

- Installation of all school software including costly software packages such as Office (Word, Excel, Power Point etc), Studio MX (Dreamweaver, Flash, Fireworks etc), Video editing software and other subject specific software.
- Access to school IT support staff for routine maintenance and problem solving
- A sturdy clamshell for protection of the device and distribution of weight.
- 3-Year warranty on the device.
- 3 Year insurance of accidental breakage with a \$0 excess. Please note: this insurance does not cover theft and is limited to a maximum of three claims over the 3 year period.

Year 7

Following the continuing success of the Laptop Lease program for students in Year 10-12 Stawell Secondary College the decision was made to introduce a 1:1 laptop program for students in Years 7 – 9 in 2018. Students in Year 7 will be able to lease an HP - PROBOOK 430 G5 - 13.3" TOUCH, CORE I5-8250U 8GB, 256GB SSD.

In 2020 the cost to Yr 7 parents will be \$400 per year for 3 years.

Also included in the lease cost will be:

- Installation of all school software including costly software packages such as Office (Word, Excel, Power Point etc), Studio MX (Dreamweaver, Flash, Fireworks etc), Video editing software and other subject specific software.
- Access to school IT support staff for routine maintenance and problem solving
- A sturdy hard clamshell case for protection of the device and distribution of weight.
- 3-Year warranty on the device. 3 Year insurance of accidental breakage with a \$0 excess.

Please note: this insurance does not cover theft and is limited to a maximum of three claims over the 3 year period.

Should parents choose not to lease a laptop or a tablet a bank of netbooks/laptops will be available for students to use. Students will borrow the devices from the school library as required for each subject.

TRANSPORT INFORMATION

Bus Travel

Stawell Public Transport Victoria Country Bus Program

The Stawell Secondary College Country Bus Service/Public Transport Victoria (PTV) is a free service for Stawell Secondary College students who reside in the Great Western, Rose's Gap, Hall's Gap, Pomonal, Navarre, Landsborough, Marnoo East and Marnoo West areas.

The service transports students between home in the Rural areas to the Stawell Secondary College.

Parents wishing to access the Stawell PTV Country Bus Service are to apply online at "schoolbusapplication.ptv.vic.gov.au", or call 1800 800 007.

Further bus information can be obtained from the Bus Coordinator, Jo Blake.

Conveyance Allowance

In 2019 the criteria determining eligibility for the conveyance allowance is.

1. Attend a school/campus located in rural or regional area.
2. Attend the closest appropriate school/campus
3. For students attending government schools, this will be the closest school/campus appropriate to the age and gender of the student (eg primary, secondary).
4. Reside 4.8km or more from the school/campus (as calculated by shortest practicable route in distance from the student's home to the school/campus attended).
5. Be of school age (between 5 and 18 years-old at the time of application), and reside in Victoria Be enrolled in a school three or more days per week.
6. If a student is required to travel by private car more than 4.8 km from home to the nearest bus stop parents are also eligible to claim the Conveyance Allowance.

Parents are required to complete a Conveyance Allowance application form which is available from the school office. This form must be submitted by 21 February 2020. The payment is calculated according to the distance travelled. Parents receive the Allowance twice yearly, at the end of Term 2 and the end of Term 4. Please contact the Business Manager for the application form.

For further information contact Marie McAloon at Stawell Secondary College.

COLLEGE UNIFORM

STUDENTS ARE EXPECTED TO WEAR THE COLLEGE UNIFORM AT ALL TIMES.

All uniform items are available from Fosters Mensland store in Stawell. School Shoes are available from Perry's Footwear, Main Street, Stawell.

Summer Uniform (Terms 1 & 4)

Students identifying as female wear:

- SSC Summer Dress, approved navy slacks or approved navy shorts
- White Long or Short Sleeved Polo Shirt (with or without school logo)
- SSC Red Jumper with school logo, SSC Navy Blue Polar Fleece with school logo, SSC Rugby Top with school logo
- Black or white socks with black leather shoes or dark brown/black boots
- Plain head scarf (school colours)

Students identifying as male wear:

- Approved grey shorts or approved grey trousers
- White Long or Short Sleeved Polo Shirt (with or without school logo)
- SSC Red Jumper with school logo, SSC navy blue polar fleece with school logo, SSC rugby top with school logo.
- Black or white socks with black leather shoes or dark brown/black boots
- Plain head scarf (school colours)



Winter Uniform (Terms 2 & 3)

Students identifying as female wear:

- SSC tartan skirt or approved navy trousers
- White long or short sleeved polo shirt (with or without school logo)
- SSC red jumper with school logo, SSC navy blue polar fleece with school logo, SSC rugby top with school logo and SSC navy winter jacket with school logo
- Black or white socks with black leather shoes or dark brown/black boots
- Plain navy scarf, plain navy approved beanie or plain head scarf (school colours)

Students identifying as male wear:

- Approved grey shorts or approved grey trousers
- White long or short sleeved polo shirt (with or without school logo)
- SSC red jumper with school logo, SSC navy blue polar fleece with school logo, SSC rugby top with school logo, SSC navy winter jacket with school logo
- Black or white socks with black leather shoes or dark brown/black boots
- Plain navy scarf, plain navy approved beanie or plain head scarf (school colours)



Terms 1 and 4 - Boys and Girls

Navy Broad-Brimmed Hat (Provided to all new students).
Replacement hats are purchased from the school canteen.

Sports Uniform

- SSC Red Sports and Physical Education Polo Shirt, shorts, track pants and Sports Shoes



Shoes

Approved Black Leather shoes to be worn at all times

NOTE: Track shoes, Sport Shoes or Sneakers are not College Uniform even if black.



CANTEEN PRICES

Orders can be made before school or at recess.

HOT FOOD

Hot Chicken Roll	\$5.50
Spicy Chicken Wrap	\$5.50
Croissant With Ham and Cheese	\$4.60
Hamburger	\$5.50
Chicken Schnitzel Burger	\$5.50
Hot Dog	\$4.60
Steamed Dim Sims	\$1.40
Pie (Tomato Sauce 20 c extra)	\$4.80
Pastie (Tomato Sauce 20 c extra)	\$4.80
Pizza Pie	\$5.00
Potato Pie	\$5.00
Large Sausage Roll	\$4.60
Pizza	\$4.60
Spaghetti Bolognaise	Lge \$5.40 Sml \$4.40

Toasted Ham and Cheese Sandwich	\$4.60
Egg & Bacon Muffin	\$4.60
Nachos	\$5.00
Fried Rice	Sml \$4.40 Lge \$5.40
Hash Browns	\$1.40
Fantastic Noodles	\$3.80
Foccacia	\$5.50

COLD DRINKS

All Cans	\$3.00
600ml Bottles	\$4.20
Pop Top	\$2.20
Water	\$2.40
Gatorade	\$4.50

JUICES

Fresha Orange Juice	\$3.50
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MILKS

Nippys 375ml	\$3.70
Nippys 500ml	\$4.20

HOT DRINKS

Tea, Coffee & Milo	\$2.00
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SANDWICHES

White or Wholemeal

Chicken and Salad	\$4.50
Chicken, Avocado and Mayo	\$4.50
Chicken, Lettuce and Mayo	\$4.30
Salad	\$4.30
Cheese and Salad	\$4.30
Ham and Salad	\$4.30
Ham, Cheese and Tomato	\$4.10
Ham and Cheese	\$3.90
Ham and Pickles	\$3.80
Cheese	\$3.70
Cheese and Tomato	\$3.90
Tuna and Lettuce	\$4.30
Egg and Lettuce	\$4.30
Vegemite and Cheese	\$3.90

Rolls – Extra 20c

Any Combination Available

CAKES AND SLICES

Boston Bun	\$3.00
Slices	Lge \$3.50 Sml \$2.10

Jelly	\$2.20
Chocolate Mousse	\$3.60
Frozen Yoghurt	\$3.00
Home Made Muffins	\$1.00
Fruit Platter	\$5.00

FRESH FRUIT

Apples (red or green)	\$1.40
Orange	\$1.40

ICECREAMS

Icy Pole	\$1.30
Milo Scoop	\$3.00
Frosty Fruit	\$2.20
Cruncha	\$1.30
Billabong	\$1.60

What If? Questions

1. You are absent from school?

Parents are asked to contact the school office by 9.30am to inform the school of your child's absence by using one of the following simple options:

- A phone call to the office on 5358 1700
- Bring a written note explaining your absence and hand it in to the front office.
- An Email to stawell.sc@edumail.vic.gov.au
- Via SMS text message to 0416 907 203
- Enter absences via parent portal
- Reply to text to absence notification via SMS

2. You need to leave school at any time?

Bring a note from your Parent/Guardian or ask Parent/Guardian to contact the school to give permission for child to leave school. You **MUST** sign out of the school on the Kiosk located at the front office. You should ensure that you catch up on any work missed. Please ask your teachers if you need their assistance.

3. You are sick at school?

Go to the front office and ask for first aid assistance. The office staff will assist you and if necessary contact your parents so they can collect you.

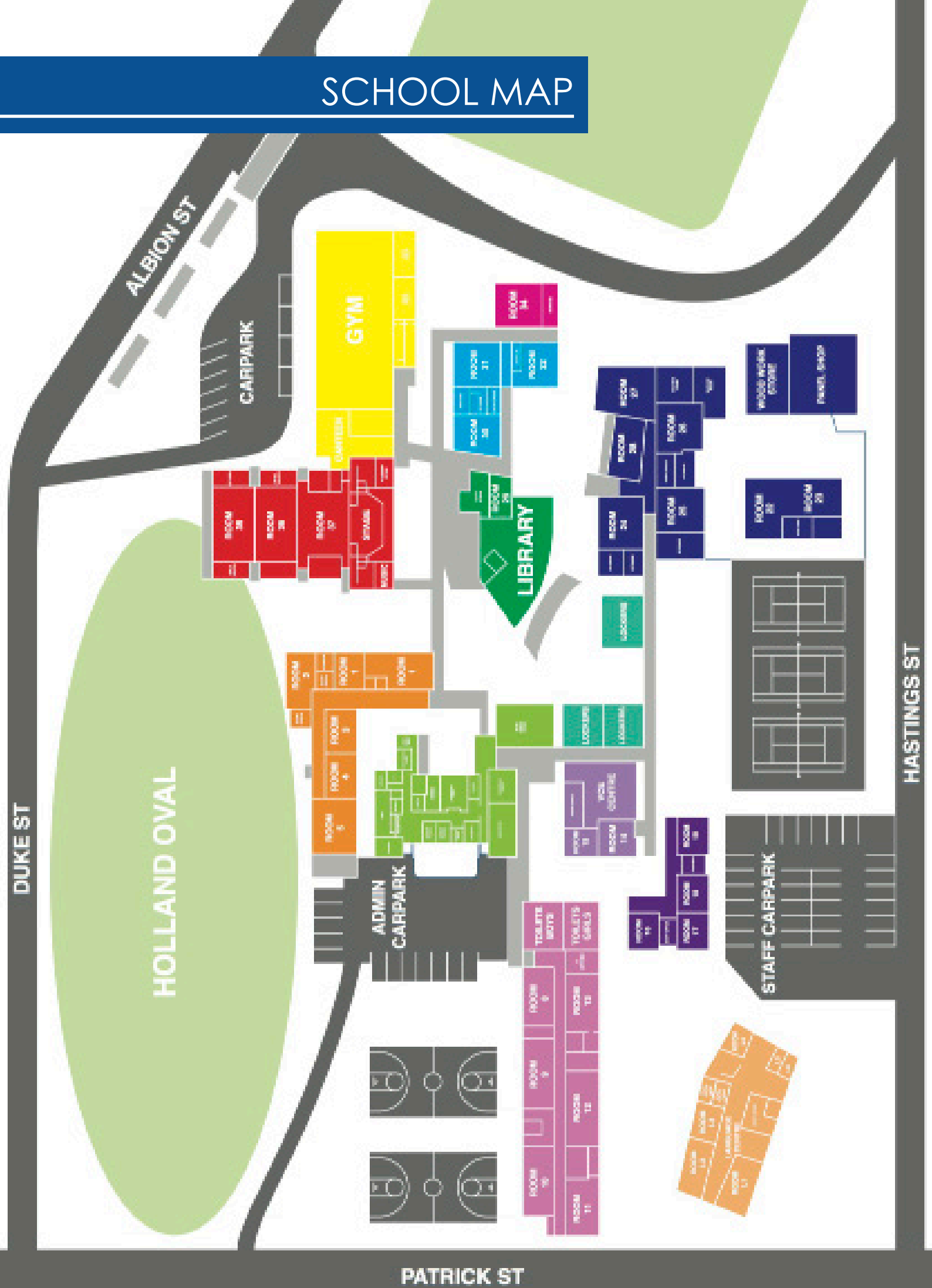
4. You are late?

Parent/guardian are asked to contact the school to inform the school that your child will be late and please ensure your child signs in on the Kiosk located at the front office.

5. You experience difficulties ensuring your full attendance?

Parents are asked to please contact the dedicated staff who can offer you support

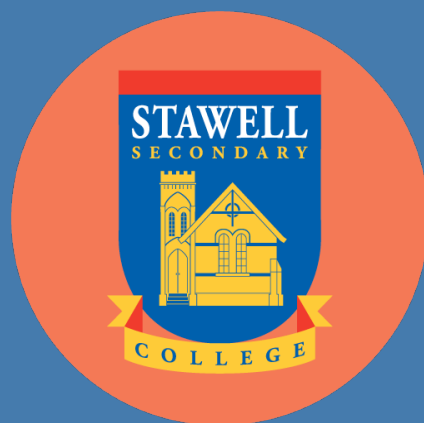
SCHOOL MAP



NOTES

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Correct at time of printing November 2019



Department of Education & Training
CRICOS Provider Code 00861K