



STAWELL SECONDARY COLLEGE



# 2019

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## INTERNATIONAL STUDENT HANDBOOK

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RESPECT • EXCELLENCE • COMMUNITY

# WELCOME

We're really pleased that you've decided to join the Stawell Secondary College Community. We provide an environment where you can socialise and relax, as well as a range of services to help you manage your study commitments.

This handbook provides essential information for all international students at Stawell Secondary College. It covers Australian lifestyle, homestay life, school policy and other relevant information.

Thank you very much for applying to Stawell Secondary College. This welcome pack will tell you more about our College.



A stylized, handwritten signature in black ink, consisting of a large 'C' and 'L' intertwined.

Carlos Lopez  
Principal of Stawell Secondary College  
August, 2019



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**Department of Education & Training CRICOS code: 00861K**

# 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.*

## CONTENTS

Being a Student.....	4	Sport/Music.....	13
Important Information.....	5	Facilities.....	14
International Student Prerequisites.....	6	Information About Local Area.....	15
Student Safety Card.....	6	General Information.....	16
Reporting Sexual/Physical Abuse.....	6	Computers & Tablets.....	19
Lets Get you Started.....	7	Transport Information.....	20
Policies that affect you.....	7	College Uniform.....	21
Staying Safe & Healthy.....	8	Canteen Prices.....	23
House Structure.....	11	What if? Questions.....	24
Caring for Studentsts.....	12	College Map.....	25

# BEING A STUDENT

As a new student, it's definitely an exciting time for you to start a brand new chapter in your life. We are here to help you get the most out of your student experience and help you settle in with minimal disruption. This guide will help you adjust to living in Stawell and Australia. Lots of important information has been compiled in this guide, including useful contacts and an entertainment guide. Please take some time to read through this information as we believe it will be very useful for you in the coming weeks.

## International Services - Our Commitment to You

The International Student Coordinator is located at Stawell Secondary College and provides assistance with orientation, timetables and answering your questions. The International Student Coordinator, in conjunction with the Homestay Officer, will assist with your welfare and needs.

## Orientation

A comprehensive orientation program is delivered to international students during the week prior to the beginning of the semester. Attendance is compulsory for all international students commencing their studies at Stawell Secondary College. The program covers aspects of living and studying in Australia.

## Cultural Information

When moving to Australia it is advised to research certain areas of our culture, ranging from our language, food, arts and culture. Detailed information can be found at

[www.movingtoaustralia.com.au/australian-culture](http://www.movingtoaustralia.com.au/australian-culture)

The Beginning a Life in Australia (BaLIA) booklet provides helpful settlement information and links to other websites and resources for newly arrived students. This booklet is available in a range of languages and can be found at [www.dss.gov.au/our-responsibilities/settlement-services/beginning-a-life-in-australia](http://www.dss.gov.au/our-responsibilities/settlement-services/beginning-a-life-in-australia)

## Working in Australia

If you are thinking of finding work while studying in Australia you need to be aware here are rules about what employees are entitled at work, such as what hours they work, how often they have to have a break and what pay rates they receive. More information can be found at

[www.fairwork.gov.au/employee-entitlements](http://www.fairwork.gov.au/employee-entitlements)

# IMPORTANT INFORMATION

**If you are studying in Australia on a student visa, there are some conditions you must observe in order to maintain your visa status.**

## **Attendance and Academic Progress**

As part of student visa requirements under the Department of Home Affairs regulations, you are expected to attend classes and to meet all course requirements including completing assignments on time.

You can also be reported for failing to make academic progress.

If you are absent through illness, you are required to provide Stawell Secondary College with a legitimate medical certificate to cover the absence. It is your responsibility to notify the College of your absence, which will then be recorded. It is also your responsibility to catch up on any work missed due to the absence. Students are also expected to maintain their attendance at no less than 80% of all classes enrolled in a semester. Attendance is monitored at every class. If you are not on time or if you leave class early, this will have an effect on your attendance.

## **Updating Contact Details**

As an international student you have an obligation to notify the International Student Coordinator within 7 days of any changes of address while enrolled in your course. This is a Department of Home Affairs requirement and condition of your student visa.

## **ESOS Framework**

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding experience. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2018 and the National Code.

You can find a link to the ESOS Framework on:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

## **Overseas Student Health Care**

It is a requirement of your student visa that you have Overseas Student Health Cover from the date of your arrival and continuing for the duration of your studies until your visa expires.

The International Student Department will provide you with this upon arrival. For help launching a claim, contact the College's Business Manager.

## **Work Permission**

All student visa holders will receive automatic work rights which will allow students to work during their time in Australia. Remember that your primary focus in Australia is to study to gain a qualification and part-time work must not interfere with this.

## International Services Contacts

International Student Coordinator

Phone: +61 3 53581700

Mobile: (24 hours) +61 0475 958 258

Email: [bibby.cindy.a@edumail.vic.gov.au](mailto:bibby.cindy.a@edumail.vic.gov.au)

Business Manager

Phone: +61 3 53581700

Email: [mcaloon.marie.t@edumail.vic.gov.au](mailto:mcaloon.marie.t@edumail.vic.gov.au)

# INTERNATIONAL STUDENT PREREQUISITES

To be eligible for a place at Stawell Secondary College in Years 7 - 12, an international student must show documented evidence of good grades in academic subjects studied in the previous school(s). English competence must be at an appropriate level prior to enrolment.

Stawell Secondary College will not enrol an international student that hasn't met the prerequisites.

It should be noted that Stawell Secondary College will work with international students to ensure success but cannot guarantee that students will:

- successfully complete their studies;
- successfully complete their VCE/VCAL; and/or
- gain entry into a tertiary institution.

When should an International Student Apply?

- International students applying for Year 11 or 12 entry must start in Term 1.
- International students applying for Year 7-10 entry can start in Term 1 - Term 4.

## STUDENT SAFETY CARD

International Students are provided with an International Student Safety Card at the time of commencement in order to ensure that the student can contact responsible persons in the event of an emergency. This card include the homestay accommodation provider's (host) address, home telephone number, mobile number and e-mail address.

The card also provides the following details for students in case of an emergency:

- Emergency (Police, Fire, Ambulance)
- 24 hour Stawell Secondary College emergency contacts

## REPORTING OF SEXUAL /PHYSICAL ABUSE

International Students are to follow the below steps immediately if they feel they have experienced sexual or physical abuse:

- Inform their Homestay / Host family
- and or inform their international student coordinator - Cindy Bibby
- and or inform a Stawell Secondary College teacher or staff member
- and or report to Victoria Police by telephoning 000.

Any of the above steps is dependent on how comfortable you, the student, feels in discussing this matter with.



# LETS GET YOU STARTED

**This section is developed to provide you with important information and contacts so that you get off to the best start possible.**

## **How to log into the College's computer network**

Most student resources are available online through the College's computer network, so you will need to log into the network which can be done either on or off-campus. You will need to use an on-campus computer the first time you log in to set up. Just use the following steps to get started.

- Use your 'username/student ID' and 'password' to log into the computer.
- Your username/student ID will be issued to you on your first day at the College.
- Once you have added this information you should be logged on.

## **Student portal**

The student portal is an online resource and onestopshop for all your needs. It's your gateway to regular updates on what's happening on campus, important support resources and assessment results.

From the student portal you can access and navigate your way through to:

- Your student email account
- Learning support information
- Timetables
- Student Engagement Services
- College policies and procedures
- Academic results

To access the student portal simply log into any computer and it will open up automatically for you. You will then need to type in your student ID and password to log in.

If you require any IT assistance, please contact the IT Support Centre located at the College.

# SERVICES YOU CAN ENJOY

## **Wireless internet access**

We offer free wireless internet in all classrooms, staff rooms, student common areas and external spaces. To access wireless internet:

# POLICIES THAT AFFECT YOU

**We have a range of policies and procedures in place that are designed to ensure our services operate smoothly and that we maintain a high level of student satisfaction.**

## **Policies**

All of our policies and procedures can be found on the College website:

<https://stawellsc.vic.edu.au/our-college/policies/>

You should take the time to read and familiarise yourself with our policies and procedures.

## **Privacy**

Stawell Secondary College is bound by and aims to comply with the Privacy and Data Protection Act 2014 (Vic), the Health Records Act 2001 (Vic) and the Privacy Act 1988 (Cth) (Privacy Laws). Stawell Secondary College has implemented practices and procedures to ensure compliance with those Privacy Laws.

We respect the rights of individuals (our employees, contractors, business partners and students) to security, privacy and service and we wish them to have confidence that the personal and health information they supply to the College will be stored and used appropriately.

## Leave of Absence

If you intend to be absent from class for an extended period and do not get permission first, your CoE may be cancelled without notice. Please speak to your International Student Coordinator about this.

## Code of Student Behaviour

You can access a copy of the Code of Student Behaviour from our College website. Students are expected to conduct themselves appropriately at all times. Stawell Secondary College does not tolerate bullying, cheating, plagiarism, disrespectful and rude behaviour or anything else which breaches this Code. Students found to be in breach of this Code will face student discipline. In some circumstances, international students may have their enrolment suspended or cancelled as a result of a breach.

## Appeals and Complaints Process

All students have the right to an internal and external appeals process for any decision made by Stawell Secondary College with regards to their education, including decisions to terminate a student's enrolment. You can access the International Complaints and Appeals Process on our website.

You can also obtain a Student Appeals Application Form from International Services. Please submit your appeal within 20 working days from the date of the decision you wish to appeal. Stawell Secondary College takes all feedback and student complaints very seriously.

# STAYING SAFE AND HEALTHY

## Mental Health

Your mental health is just as important as your physical health. Your mental health has a higher chance of affecting your studies if left unaddressed for too long. Feelings of despair and depression are common symptoms of culture shock and it is important to remember that these feelings are temporary. You'll find that getting social and engaging in regular exercise are great ways to cure your culture shock and keep your body happy and healthy. At Stawell Secondary College we offer free and confidential counselling services available to all students if you should need to discuss anything which may be affecting your studies privately. Information regarding this service can be found on the 'Caring for our Students' page of this handbook.

## General Practitioners

If you have a minor illness or ailment, you can visit a general practitioner (GP) for diagnosis, advice, referrals, and prescriptions. Don't forget to get a medical certificate from the doctor while you are there and provide a copy to the College office so your absence will not affect your attendance. Two medical clinics are located in Stawell:

### Stawell Medical Centre

26 Wimmera Street, Stawell Victoria 3380

Opening Hours:

Monday – Friday 8.00am to 5.30pm

Saturday and Sunday The clinic is closed on weekends. Patients who need urgent attention should present to:

Stawell Regional Health Urgent Care Centre.

Contact us:

Phone: 03 5358 1410

Fax: 03 5358 4196

Email: [smc.manager@srh.org.au](mailto:smc.manager@srh.org.au)

Patrick St Family Practice

Suite 1 / 8-22 Patrick Street Stawell, VIC 3380

Phone: (03) 5358 7555

Fax: (03) 5358 1669

Opening hours

Monday: 8:00am - 6:00pm Tuesday: 8:00am - 6:00pm Wednesday: 8:00am - 6:00pm Thursday: 8:00am - 9:00pm Friday: 8:00am - 6:00pm Saturday: Closed Sunday: Closed Public Holidays: Closed



## Hospitals

In an emergency, you should dial 000 for police, ambulance or fire brigade.

If you need to go to the hospital for non-emergency or elective surgery, call your medical insurance provider and check that your policy will cover the cost. You may also need to check with your medical insurance provider that you are using the nearest agreed hospital. Call the hospital and confirm that they accept patients with our medical insurance cards. Please take some time to note your nearest hospital is listed below:

Stawell Regional Health  
27-29 Sloane Street, Stawell  
Victoria 3380  
PO Box 800, Stawell  
Victoria 3380  
Phone: 5358 8500

## After Hours Services

For general medical advice you can call Nurse-On-Call on 1300 60 60 24 (24 hours).

## Water Safety

Australia's stunning coastline has some of the best beaches in the world. It is important that you understand the risks and take precautions to avoid dangerous situations.

Tips:

- Read the safety signs before going into the water
- Always swim between the red and yellow flags
- Do not swim at closed beaches
- If you need help, stick your hand up, stay calm and call for help
- If you get caught in a rip (a very strong current), try to swim diagonally across it – don't try swimming against it
- Swim at beaches that are patrolled by lifeguards.
- Don't swim alone – swim with a friend

For more beach safety tips, visit <https://sls.com.au/>

## Scams

Scams are dishonest, fraudulent and illegal schemes to make money, especially those that involve tricking people. Unfortunately there are often scams targeting international students. We strongly advise that you approach transactions with caution during your stay in Australia. Visit the Consumer Affairs Victoria website on <https://www.consumer.vic.gov.au/> for further information.

## Road Safety

Statistics show that motor vehicle, pedestrian and cycling accidents are the highest cause of death in Australia for international visitors. Students should ensure that they are familiar with the rules regarding cycling and driving in Australia.

Cycling Tips:

- Always wear a bike helmet with the strap fastened securely
- Ride on the right hand side of the road
- Ride in single file
- Follow the road rules, including stop signs and traffic lights
- Ride at least one metre away from parked cars

Walking Tips:

- Stop, look, listen
- Use the footpath
- Use pedestrian crossings

Driving Tips:

- It is compulsory to wear your seat belt at all times
- Keep to the speed limits as indicated by the signs
- Never drive under the influence of drugs and alcohol
- It is illegal to be talking on your hand held mobile while driving

## Racism

Racism is most likely to occur at work or when students are seeking somewhere to live. If you are feeling scared, please contact the student support officer immediately. If you are in an unsafe environment please call 000 and the police to attend.

## Theft and personal security

While Australia is considered as a relatively safe country, you should always be cautious and protect your belongings and personal safety when you arrive in an unfamiliar environment. Crime such as pick-pocketing and mugging are quite rare, but may be more likely to occur late at night if travelling alone in certain areas of the city in unpopulated streets. You should always be vigilant about your personal security and possessions in public places, and take sensible precautions.

Tips:

- Don't leave belongings unattended
- Avoid displaying your valuables
- Travel with friends when you take public transport late at night
- Let someone know where you are going and the time you will return.

## Carrying Money

It is not advisable to carry large amounts of cash. Most transfers can be made via internet banking which will help you avoid carrying large amounts.

Tips:

- Only carry the amount necessary for your arrival
- Open a bank account upon arrival or prior to leaving your home country
- Avoid using Automatic Teller Machines (ATMs) in isolated or dark locations.
- Do not share your personal access number for your bank account

In the event of an emergency dial 000.





# HOUSE STRUCTURE

Each student is assigned to a house for their school years. This benefits students because there is a consistent contact person for parents and students who knows individuals and has overview at school of learning and personal growth.

The house leader team is your most valuable link to the College. Students are also able to access the Student Support Services team (SSS).

**Phone 5358 1700 to contact house leaders or any member of the student support services team.**

The House Leaders are supported by a team of home group teachers who meet with their home group each morning. The house teachers also meet once a week with the student house captains.



ZAC BURNETT

## Mackenzie

Zachas been the leader of Mackenzie for the past year. In his time in the role, Zac has focused on recognising student achievement both at school and in the wider community. He is also working to instil a sense of respect within the MacKenzie students. Simon will assist Home Group teachers in engaging Mackenzie students and create a supportive environment to help them face challenges that they meet in life.



WENDY PHILLIPS

## Black Ranges

As leader of Black Ranges the focus in 2019 will be to support Home Group Teachers in fostering relationships with the students and supporting them in achieving success in all facets of schooling. Our aim will be to develop leadership skills with the House Captains so they can foster the positive culture that has been created within the House.



HEIDI LANG

## Lonsdale

Heidi is building a culture of Respect in the school and outside community with the students and staff of Lonsdale. She is continually promoting the Lonsdale House values of teamwork, leadership and zest for students to experience in their everyday schooling. Heidi enjoys working with a large group of student who have a diverse range of interests and continually works with individual students to achieve their optimal excellence.





# CARING FOR STUDENTS

Student Support Services Team

## School Nurse

The school nurse is to increase health awareness amongst the school community and to provide a supportive and safe environment for the students to be in.

Student's, staff and their parents are encouraged to have a proactive approach to all aspects of positive health within the community.



CINDY BIBBY

## 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.



JACINTA SMITH

## Wellbeing Coordinator

Jac is a qualified Social Worker (BA, BSW), with a Diploma in Community Services (Alcohol & Other Drugs). She has 18 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.

## 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, table tennis, lawn bowls, claybird shooting and golf 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 2019 may include:**

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

### **In 2018, 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.



# INFORMATION ABOUT LOCAL AREA

Stawell is the closest large town to the Grampians National Park and the park's tourist village of Halls Gap, making it an ideal base to explore the natural attractions in the area.

Information detailing the following items can be found at:

<https://www.travelvictoria.com.au/stawell/>

- Attractions
- Events & Festivals
- Facts and Features
- Fast food & takeaway chains
- Maps & location
- Photos
- Public Transport
- Restaurants & cafes
- Shopping & markets
- Services
- Sport & Recreation
- Supermarkets
- Tours & Adventures
- Videos
- Weather & Climate

## Legal Services

There are two legal services in Stawell:

Derbyshire legal

Phone: (03) 5358 1899

Fax: (03) 5358 1093

178 Main Street, Stawell VIC 3380

Email: [derbyslegal@outlook.com](mailto:derbyslegal@outlook.com)

Carmel M. Prowse

Phone: 03 5358 5311

Fax: 03 5358 5320

176 Main Street Stawell, VIC 3380

Mailing Address:

Carmel M. Prowse

PO BOX 598

Stawell, Vic. 3380

# 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
<i>Principal</i>	Kevin O'Neil
<i>Assistant Principal (7-9)</i>	Murray Hart
<i>Assistant Principal (10-12)</i>	Aaron Dalziel
<i>Student Wellbeing</i>	Wendy Phillips
<i>House Leader- Mackenzie</i>	Zac Burnett
<i>House Leader- Black Ranges</i>	Wendy Phillips
<i>House Leader- Lonsdale</i>	Heidi Lang
<i>Business Manager</i>	Marie McAloon
<i>Counsellor</i>	Jacinta Smith
<i>School Nurse</i>	Laura McDougall
<i>Office Staff</i>	Bev Kindred Jo Blake Cathy McDermott
<i>Registrar / ISC</i>	Cindy Bibby

## Term Dates 2019

BOOK COLLECTION DAY: Tuesday 29th January 2019

SEMESTER 1			SEMESTER 2		
	<i>Commences</i>	<i>Finishes</i>		<i>Commences</i>	<i>Finishes</i>
<b>TERM 1</b>	29th January	5th April	<b>TERM 3</b>	15th July	20th September
<b>TERM 2</b>	23rd April	28th June	<b>TERM 4</b>	7th October	20th December

# GENERAL INFORMATION

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## **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. If families would like a hard copy mailed home please contact the College and you will be added to the "Mail Home Register".

## Stationery & Book Packs for 2019

We have once again arranged for Ballarat Books to prepare textbook and stationery packs as ordered by families for 2019, and to bring these to school for collection on Wednesday 30 January 2019. 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 2019 Booklist that is included with this letter. The Booklist must then be returned to the School or submitted online.**

**Payment may be made to Ballarat Books either online or on Wednesday 30 January 2019 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:**



### Supplementary digital resources



**assessON** is an online assessment tool that assesses and tracks students' readiness FOR learning, their progress AS they learn and their levels OF achievement (includes two versions: assessON Maths Quest and assessON Science Quest).



**Knowledge Quest** is an immersive and motivating online skills game to improve students' grammar, spelling, punctuation, vocabulary and reading comprehension.



**myWorld Atlas** is Jacaranda's unique digital atlas that enables students to explore the world and test their geographical skills.



**myWorld History Atlas** is Jacaranda's unique digital atlas that enables students to discover not only what happened in history, but where and when.





## 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, 2019, 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 Acer Aspire Spin 5 13.3" Touch Laptop.

In 2019 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 Acer Travelmate B118 - 11.6" Touch, Active Stylus - Pentium - 4GB - 256GB SSD.

In 2019 the cost to Yr 7 parents will be \$330 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

Public transportation in Stawell is fairly affordable and convenient. The most common forms of transportation are buses and trains to and from Stawell. In order to ride on public transport, you will need a prepaid train ticket or pay the bus driver with money as you board the bus.

## 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.

Visit the Public Transport Victoria website at <https://www.ptv.vic.gov.au/> or call 1800 800 007 for more information about timetables, ticketing information, journey planners, maps and phone numbers to call if you require information in a foreign language.

## Public Transport Apps

There are several public transport apps to help you navigate your journey:

- The PTV App has a built-in Journey Planner. Just type in where you are and where you are going to and the App will plan your journey for you.
- metroNotify® sends live updates and push notifications about train service delays to your device directly from Metro Train's control room.
- tramTRACKER® lets you know in real-time how far away your tram is from the station.

## Facebook

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



Like

**STAWELL SECONDARY COLLEGE**

**Stawell Secondary College**  
Education

Excellence  
Respect  
Community

Create Call to Action



# 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)



## **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.**

## **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



# CANTEEN PRICES

Orders can be made before school or at recess.

## HOT FOOD

Hot Chicken Roll	\$5.40
Spicy Chicken Wrap	\$5.40
Croissant With Ham and Cheese	\$4.50
Hamburger	\$5.40
Chicken Schnitzel Burger	\$5.40
Hot Dog	\$4.50
Steamed Dim Sims	\$1.30
Pie (Tomato Sauce 20 c extra)	\$4.60
Pastie (Tomato Sauce 20 c extra)	\$4.60
Pizza Pie	\$4.80
Potato Pie	\$4.80
Large Sausage Roll	\$4.50
Pizza	\$4.50
Spaghetti Bolognaise	Lge \$5.20 Sml \$4.20
Toasted Ham and Cheese Sandwich	\$4.50
Egg & Bacon Muffin	\$4.50
Nachos	\$5.00
Fried Rice	Sml \$4.20 Lge \$5.20
Hash Browns	\$1.30
Fantastic Noodles	\$3.80
Foccacia	\$5.40

## 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	\$3.50
Nippys 500ml	\$4.00

## 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	\$4.50

## 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](mailto:stawell.sc@edumail.vic.gov.au)
- Via SMS text message to 0408 588 318
- 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.

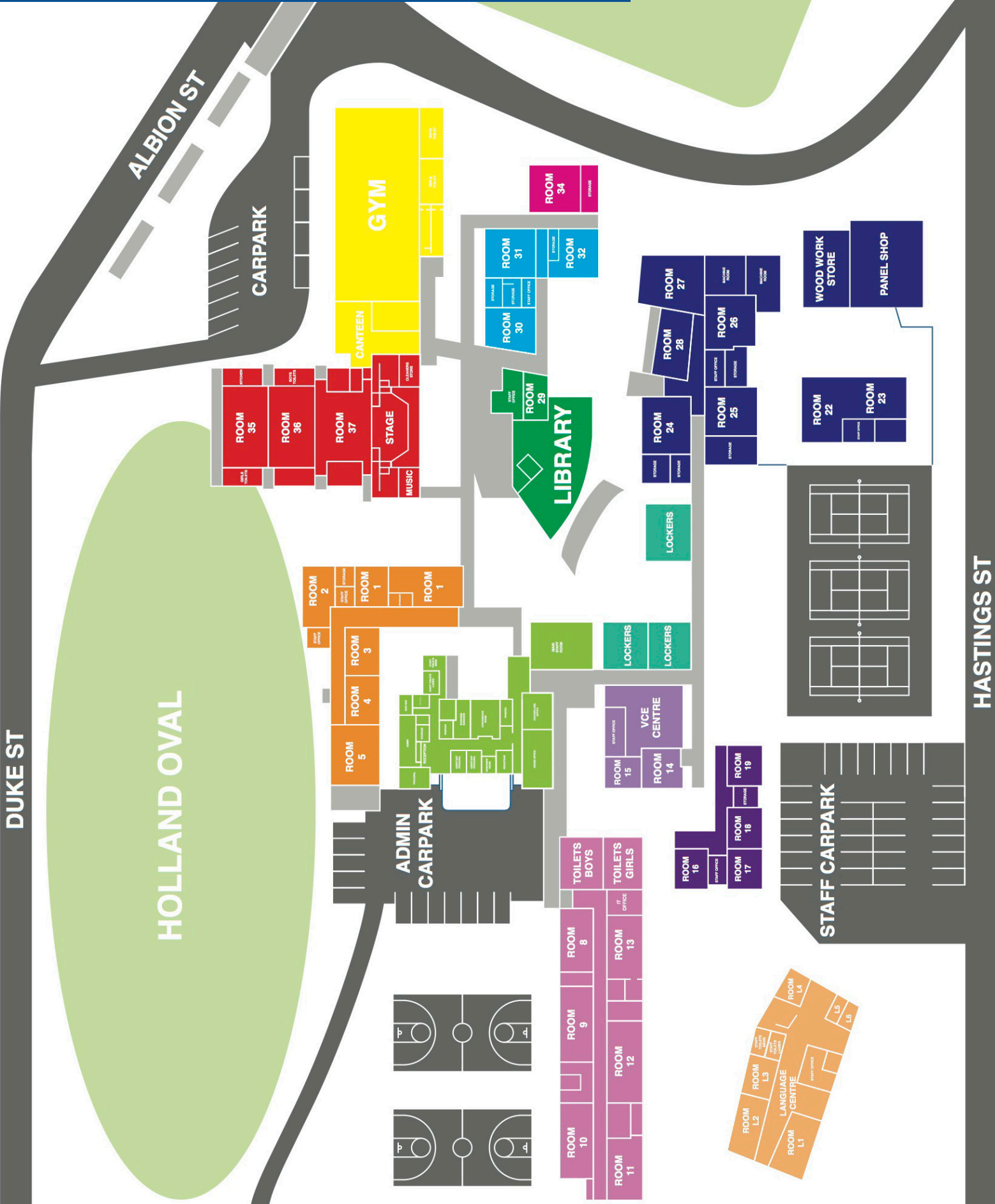
## 4. You are late?

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



PATRICK ST

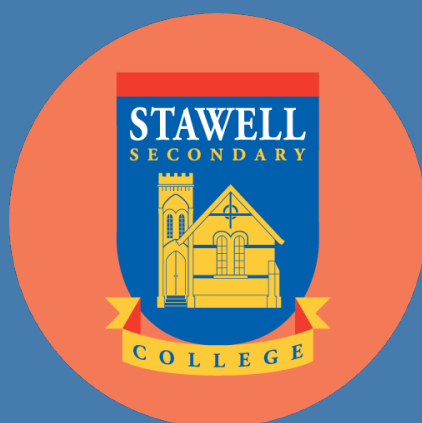
## NOTES

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## NOTES

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Department of Education & Training  
CRICOS Provider Code 00861K