



# Stawell Secondary College



# 2024

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## INFORMATION HANDBOOK FOR PROSPECTIVE STUDENTS & FAMILIES

PARTICIPATION • ASPIRATION • INCLUSION • RESILIENCE • RESPECT

# MESSAGE FROM THE PRINCIPAL

Welcome to Stawell Secondary College.

A school is much more than buildings and a timetable of classes and subjects. At Stawell Secondary College students have opportunities to engage in a wide range of activities: learn a musical instrument, create and exhibit art, compete in team or individual sports, or travel to China. We encourage students to build positive relationships with friends, new and old, and also with teachers. We are fortunate to have a strong network of schools in Stawell - we are all working hard to nurture the skills and talents of our community's young people.

We have a designated team of Year 7 Co-ordinators, based in our Year 7 Hub, who will work closely with your child to assist with their transition to secondary college. In addition to our Home Group teachers your child's wellbeing is supported by a school counsellor.

As students enter the middle secondary years, greater choice of subjects is offered. In Year 9 & 10 students study a number of core subjects that are essential learning for all future studies; however, they are also able to select additional subjects they wish to study, based on their interests and/or desired pathway. Our curriculum is designed so each student who transitions from Year 9 to Year 10 has been exposed to areas of study that may be relevant to their senior pathway, and to further study and/or employment.

In Year 11 and 12 students may select either a Victorian Certificate of Education (VCE) or a Victorian Certificate Vocational Major (VM) pathway. We assist students to select a pathway appropriate to their goals. All students are encouraged to select a program that best suits their aspirations and we encourage every student to work to the best of their ability. Education is a lifelong process and an important challenge is to study at the highest level possible.

This Handbook outlines the stages of a journey through secondary school, which culminates in your child continuing with their studies or entering the world of work – this seems a long way off, but the time will go very quickly. Cindy Bibby, our Registrar, will assist each student to map their individual pathway.

By working with you and your child, we hope to encourage your child to aspire to be great, do great things and make a difference to the lives of others.

A stylized, handwritten signature in black ink, consisting of a large 'M' and 'H' connected together.

Murray Hart  
Principal of Stawell Secondary College



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**[www.stawellsc.vic.edu.au](http://www.stawellsc.vic.edu.au)**

# OUR VISION



*At Stawell Secondary College there is one single outcome for all students - 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 organising 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: participation, aspiration, inclusion, resilience, respect.*

**We are a Child Safe School.**

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# DAILY STRUCTURE

## BELL TIMES

TIME OF DAY	TIME
Morning Bell	9.00am
Period 1	9.05am
Period 2	9.53am
Recess	10.41am
Warning Bell	11.06am
Home Group	11.11am
Period 3	11.23am
Period 4	12.11pm
Lunch	12.59pm
Warning Bell	1.44pm
Period 5	1.59pm
Period 6	2.37pm
Dismissal	3.25pm



# SAMPLE TIMETABLE

Each student receives a timetable, also available on the Portal

**Teachers:** JHE - J. Hemley, STR - S. Tregoning, JPO - J. Pollock, CWH - C. White, RAN - R. Anastasio, GRA - G. Radovic, SSL - S. Slavich, JPN - J. Poulton, FDC - F. Deb Chaudhuri, RTA - R. Tatana, ZBU - Z. Burnett, WIL - W. Illig

You know your child's teachers

Welcoming  
home group  
meeting each  
morning

	Monday Week 1	Tuesday Week 1	Wednesday Week 1	Thursday Week 1	Friday Week 1	Monday Week 2	Tuesday Week 2	Wednesday Week 2	Thursday Week 2	Friday Week 2
Home Group	Lonsdale House Home Group 5 L511 & 12H- GRA, JHE Room 03	Lonsdale House Home Group 5 L511 & 12H- GRA, JHE Room 03	Lonsdale House Home Group 5 L511 & 12H- GRA, JHE Room 03	Lonsdale House Home Group 5 L511 & 12H- GRA, JHE Room 03	Lonsdale House Home Group 5 L511 & 12H- GRA, JHE Room 03	Lonsdale House Home Group 5 L511 & 12H- GRA, JHE Room 03	Lonsdale House Home Group 5 L511 & 12H- GRA, JHE Room 03	Lonsdale House Home Group 5 L511 & 12H- GRA, JHE Room 03	Lonsdale House Home Group 5 L511 & 12H- GRA, JHE Room 03	Lonsdale House Home Group 5 L511 & 12H- GRA, JHE Room 03
Period 1	English C ENC -STR Room 19	Chinese Group B CHB7A-SSL L2	Performing Arts C PAC RTA Room 34	Maths C MAC -JPO,JPN Room 05	Science C SCC -FDC Room 09	Woodwork C WDC -CWH Room 26	Humanities C HUC -RAN Room 19	Maths C MAC -JPO,JPN Room 05	Maths C MAC -JPO,JPN Room 05	Science C SCC -FDC Room 09
Period 2	Maths C MAC JPO,JPN Room 05	English C ENC -STR Room 19	Performing Arts C PAC -RTA Room 34	English C 7NC STR Room 19	English C ENC -STR Room 19	Digital C DIGC -WIL Room 13	Chinese Group B CHB7A-SSL L2	PE C PEC ZBU Room 19	Chinese Group B CHBA-SSL Room 13	Maths C MAC OJP Room 05
Period 3	Woodwork C WDC -CWH Room 26	Woodwork C WDC CWH Room 26	PE C PEC -ZBU GY1	Lonsdale House Home Group 5 L511 & 12H- GRA, JHE Room 03	Chinese Group B CHB7A-SSL Room 13	English C ENC -STR Room 19	Maths C MAC-JPO,JPN Room 05	Performing Arts C 7PAC -RTA Room 34	Science C SCC FDC Room 12	Chinese Group B CHB7A-SSL Room 13
Period 4	Woodwork C WDC CWH Room 26	Maths C MAC JPO,JPN Room 05	PE C PEC -ZBU GY1	7Performing Arts C 7AC -RTA Room 34	Humanities C HUC-RAN Room 19	Maths C MA-JPO,JPN Room 05	English C ENC-STR Room 19	Performing Arts C PAC7 RTA Room 34	Lonsdale House Home Group 5 L511&12H- GRA,JHE Room 03	Performing Arts C PAC -RTA Room 34
Period 5	Humanities C HUC -RAN Room 19	Science C SCC -FDC Room 09	Maths C MAC -JPO,JPN Room 05	Humanities C HUC -RAN Room 19	English C ENC STR Room 19	Science C SCC -FDC Room 12	PE C PEC ZBU GY2	7English C ENC -STR Room 19	Woodwork C WDC -CWH Room 26	Humanities C HUC -RAN Room 19
Period 6	Humanities C HUCRAN Room 19	Science C SCC -FDC Room 09	Science C SCC -FDC Room 09	Chinese Group B CHB7A-SSL L2	PE C PEC -ZBU Room 19	Humanities C HUC RAN Room 9	PE C PEC-ZBU GY2	English C ENC STR Room 19	Woodwork C WDC CWH Room 26	Humanities C HUC7.3-RAN Room 19



# HOW WE SUPPORT YOUR CHILD...

## House Structure

The College provides an extensive response to meet student's wellbeing and welfare needs. A fundamental support mechanism of the College is our 'House' structure with each student assigned to one of three Houses. This provides students with a stronger sense of identity and belonging.

A key aspect of the House structure is the allocation of a Home Group Teacher, with each student assigned to a Home Group. Teachers meet with their Home Group students each morning. The Home Group Teacher develops a close understanding of each student's developmental learning needs and becomes a consistent and familiar point of contact for parents.

**The College has a range of specialist supports available for students, consisting of:**

- Student Welfare Coordinators
- Program for Students with a Disability (PSD) Coordinator
- Integration Support Aides
- Careers Coordinator
- Counselor

Stawell Secondary College strives to improve opportunities and outcomes for all students. Central to this is the provision of a healthy, supportive and secure environment, and the development of strategies that reduce vulnerabilities, increase coping skills and assist students to become more resilient. Student Wellbeing is viewed as a shared responsibility between school, home and the community.







## Student Leadership

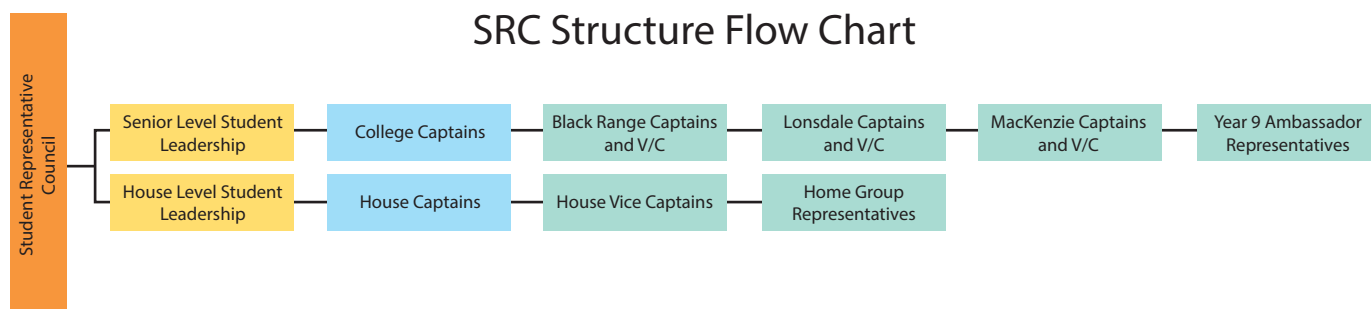
Stawell Secondary College offers an exciting and engaging student leadership program that develops individual leadership, confidence and self-esteem, and enhances student voice within the College and community. During their education at the College students have the opportunity to apply for leadership positions such as:

- College Captains
- College Vice-Captains
- House Captains
- House Vice-Captains
- Home Group Representatives
- Year 9 Ambassador
- Year 7 Ambassador

Student leadership is encompassed within the Student Representative Council (SRC), which has a two-tiered structure.

1. The first tier, Senior Leadership consists of the College Captains and Vice-Captains, House Captains and Vice-Captains, and four Year 9 Ambassador representatives.
2. The second tier, House Leadership consists of House Captains, House Vice Captains and two Home Group representatives from each Home Group; One senior school representative (10-12) and one junior school representative.

SRC Structure Flow Chart



## student leadership roles

### • School Captains & School Vice-Captains

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 & House Vice-Captains

Each of the three Houses elects a male and female Captain and Vice-Captain from amongst the Year 11 and 12 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. They encourage all students to participate in House competitions

and organise novelty events and entertainment during sports carnivals. 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.

### • Peer Support Leaders

Peer Support Leaders are selected from our senior cohort of students to work closely with our new Year 7s during term one. Weekly sessions based around our five College Values enable Year 7s to feel welcomed into the school and builds a bridge between the senior and junior schools. Furthermore, it provides an opportunity for senior students to hone communication and organisational skills, develop conflict resolution strategies and further develop their own understanding and capacity to practise our core values.



## Student Leadership

### Home Group Representatives

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

### Year 7 & 9 Ambassadors

The Year 7 & 9 Ambassador role gives students the opportunity to develop their confidence, communication and leadership skills. Through participation in this program students enhance their personal skills in role-modelling, respectful relationships, loyalty, reliability, commitment, resilience, cooperation and work-ethic.

The Assistant Principals and House Leaders work closely with all members of the SRC. Each tier of the SRC meets regularly to discuss and action student voice. The SRC, in addition to promoting student voice, is also responsible for providing students with the opportunity to be involved in activities outside the classroom in both the school and broader community including:

- fundraising casual dress days
- lunchtime challenges
- staff/student challenges
- school presentation and promotion evening
- house challenges
- primary school literacy and numeracy program
- public events such as Anzac Day and Remembrance Day
- primary school sporting events
- visiting and supporting aged care at Eventide homes





# ACHIEVEMENTS/RESULTS.....



## 2023

### School Based Apprenticeships

- School Based Apprenticeships (SBAT) with paid employment two days per week blended with three days school each week are facilitated by Registrar Cindy Bibby.
- 2023 SBATs have been gained with local companies in the fields of building & construction, horticulture, engineering, civil construction, agriculture, aged care, baking with organisations such as Northern Grampians Shire, Action Steel, Eventide Homes just to name a few.
- This pathway benefits students in the transition from school to the workplace.
- Year 12 VCE/VM students were employed as full time apprenticeships in the areas of engineering, carpentry, nursing, farming and automotive.

### UNIVERSITY & FURTHER STUDY

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

### Monash University & The University of Melbourne Kwong Lee Dow Young Scholars Program

Many of our Year 10 students are accepted each year into these programs. Students need to have a strong academic record to be eligible for these high achieving programs





# ACHIEVEMENTS/RESULTS.....

## 2023

### CHES Higher Education Studies

CHES is a bridge between schools and universities. In 2023, we had one student study a La Trobe University first year subject whilst in Year 12.

### VM RESULTS

- 26 VET Certificates were offered to VM students

## 2023

### VCE RESULTS

- 2022 Stawell Secondary College Dux, with an ATAR score of 87.6
- 94% of Year 12 students completed their VCE





# JUNIOR SCHOOL YEARS 7-9



Transitioning to secondary education is a big step for any student, and the approach a school takes in this process plays a huge role in a student's success. Incoming students to our College are exposed to a detailed development program that aims to provide them with the tools to make an effective transition, academically and socially, to Stawell Secondary College.

A lot of work by students, staff and the whole school community, has gone into the creation of the College values (Inclusions, Participations, Respect, Resilience and ASpiration) and how they are integrated within the College from Year 7 through to Year 12. New students are introduced to these, and how we try and represent each of them daily when the opportunity arises.

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 7 Coordinator, Leading Teacher Junior School Coordinator, transition coordinator and school counsellor all work together to ensure each student finds their place in the College.

A significant emphasis is placed on transition into the junior school (Years 7 & 8) from the cluster primary schools.

The College's Leading Teacher Junior School Coordinator is responsible for working with staff, parents and students to make sure these important changes occur as seamlessly and as positively as possible.

Students form strong relationships with their home group teacher, and the Year 7 Coordinators who become the main point of contact for families throughout this important first year.

In Year 7, the 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 dynamic, comprehensive, innovative, challenging, flexible and relevant. Students in Year 7 are exposed to all of the areas of study below before they move into the later years.





# SENIOR SCHOOL YEARS 10-12

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 VCE-VM 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 VCE-VM 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, VCE-VM 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 camp to ensure they are ready for their final year of secondary study.

VCE-VM 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 VCE-VM 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.



Murray Hart  
Principal







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 an optional one day a week or school holiday program of Structured Work Placement, on the job training, for all Year 11 and Year 12 VCE-VM 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](http://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.







# CHINESE PROGRAM

## Why Learn Chinese?

The future is bright for young Australians with Chinese language skills and an understanding of Chinese culture. The size of the Chinese economy and other markets accessible through Chinese intermediaries will lead to Chinese becoming a key trade language. Knowledge of Chinese can open doors to a wide range of employment opportunities in the areas of banking, finance, business, education, hospitality, retail, tourism and much more. Chinese is the language spoken by more than one fifth of the world's population. With more than 50 million people from a Chinese background living outside China, there are large Chinese-speaking communities in many countries throughout the world.

## Chinese Curriculum

Our college offers a strong program of Chinese language learning from Year 7 to Year 12. We maintain a focus on improving the four skills (listening, reading, speaking and writing) as our learning goals and help students enhance communication skills in the target language, and develop their students' intercultural understanding.

## Extra-Curricular Activities

**China Study Tour:** Our college offers a unique opportunity for students to immerse themselves in Chinese culture and language. Commencing in 2010, we have successfully organised seven China Study Tours. The students who have participated enjoyed the wonderful experience and enriched their intercultural understanding.

**Online Exchange Program:** With the restriction of the current pandemic, we have created numerous online exchange opportunities for our students to engage with students in China. In 2023, our students from Years 8 – 10 participated in a sister school pen-pal program, which provided them with a platform to communicate with Chinese students.

**Virtual Victorian Young Leaders to China Program, 2023:** Ten Year 9 Chinese Language students were successfully selected to participate in the VYLC Program to further extend their language knowledge and skills as well as develop their leadership skills.

**Incursions, Excursions and Chinese Camps:** Chinese Language students are provided with a wide range of activities to enhance their cultural understanding and language learning.

## 2022 Year 8 Chinatown Excursion





# CHINESE PROGRAM

## individual student achievements

### VCE Results

In the past three years, student VCE results in Chinese Language, Culture and Society were above the state mean. In 2021, Melissa Sanders achieved a raw study score of 49 in VCE Chinese Language, Culture and Society. Melissa was the top student in Victoria in this VCE subject.

Melissa received the Premiers Award in 2022 for outstanding achievement in Chinese language study.



### Education Perfect Languages World Championships

In 2023, Stawell Secondary College Chinese language participants finished **second** in the 101-250 students' category out of 213 schools and **fourteenth overall in Chinese language out of 1,107 schools globally**. There were a total of **32 awards** achieved by our students in this competition, including **2 Emerald Awards, 1 Gold Award, 3 Silver Awards, 4 Bronze Awards and 22 Credit Awards**.

### Chinese Bridge Competition

2020: Melissa Sanders achieved the first prize in this competition at state-wide level, first prize Australia wide, was the top student in the Oceania division and then first prize world-wide.

2021: Marcos Allen achieved the first prize in this competition at state-wide level, then third prize at the national level.

2022: Abbey Johnson achieved the first prize in this competition at state-wide level, then placed fifth at the national level.



### Chinese University Scholarships

From 2017 to 2021, Tash Reading, Elisha Baulch, Milani Batsua and Melissa Sanders all achieved scholarship offers to undertake either language courses or university degrees in China.

There are increasingly more opportunities for students from our college who learn Chinese language. With a growing number of cultural events, excursions and overseas activities becoming available, our students are not only learning Chinese language, but also developing the language and cultural skills which will better prepare them for a



# HOW WE SUPPORT YOUR CHILD...



Our approach to building a positive, safe and inclusive community is complemented by our mental health & wellbeing team. Our goal through our approach is to enable young people to build self-esteem and improve social and emotional competencies, to develop their sense of self, agency and resiliency. Through this approach most of our students will benefit from the whole school wellbeing program. At times some young people may need extra support or intervention strategies. The mental wellbeing and health team liaise with families, year level coordinators, leading teachers, staff and other external agencies as necessary. They are available to talk to students about any issues relating to their wellbeing including emotional, behavioural and family issues, stress, social skills, grief and physical and mental health concerns.

Our mental wellbeing and health team consists of a mental health practitioner, counsellor and school nurse. The team is able to receive referrals through three primary methods, these include wellbeing referral through Xuno from a Year Level Coordinator or Leading Teacher, direct from students and direct from families.



## SCHOOL NURSE **Lisa Blight**

My name is Lisa Blight. I am the school nurse.

My role includes participating in health education classes, health promotion activities and providing students with individual health consultations where required.

I have qualifications in nursing and midwifery, and child, family and community nursing.

I live in Stawell and love to go camping, fishing and walking. I am also an SES Member.

I am at the school every Tuesday and Wednesday. Students can drop into my office at any time during these days to see me. If parents have any queries or concerns about their child, I can be contacted on the school number.

## MENTAL HEALTH PRACTITIONER **iestyon Oppie**

### **Mental Health Practitioner Referral Process**

A referral is required for counselling and small group work.

If the referral is appropriate, a consent form must be signed (either by the parent/carer or the student, if they are deemed a mature minor).

A decision is made by the Mental Health Practitioner in conjunction with the Wellbeing Team as to whether the student is at-risk and/or experiencing mild to moderate mental health concerns that would benefit from:

- time-limited counselling or other early intervention services to assist with student engagement at school
- small group work at school
- being linked with an external service or a different support provided by the school

# HOW WE SUPPORT YOUR CHILD...



## SCHOOL COUNSELLOR/ SOCIAL WORKER **Kevin Griffiths**

Kevin has qualifications in social science/youth work, mental health and alcohol & other drugs. He has almost 30 years experience working with young people in a variety of settings, which includes supporting students in schools over the past 15 years. He commenced working at our college in August 2021.

Kevin offers one to one sessions for students, assisting them to achieve 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 Kevin 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, 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 PROGRAM



The College operates an excellent Music program. All students are given the opportunity to participate in this program either by taking up the challenge to learn an instrument during school hours or through involvement in school bands outside of school hours. Our school band rehearses on Wednesday afternoons from 3:30 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 beginning of the semester for students who have already returned the forms and payments. Otherwise lessons will start the week after the form and payment are received. There is usually a cut-off date for enrolments of the fourth week of a semester, but yr 7s are given a little longer to enrol following their music orientation at the start of term.

## **Instruments available for students to learn in 2024 may include:**

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

## **In 2024, the individual costs for the Music program are:**

Instrument Hire - \$80 per semester

Instrumental Lesson - \$80 per semester

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





# FACILITIES

## 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.

Our library staff 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 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
- assign student to a House and Home Group and introduce to Year Level Coordinator
- create a student timetable
- 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.





# 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@education.vic.gov.au

**WEBSITE:** stawellsc.vic.edu.a

POSITION	NAME
<i>Acting Principal</i>	Murray Hart
<i>Assistant Principal - Acting</i>	Casey Gray
<i>Business Manager</i>	Marie McAloon
<i>Counsellor</i>	Kevin Griffiths
<i>Office Staff</i>	Madeliene Kelly Georgia Boag Cathy McDermott
<i>Registrar</i>	Cindy Bibby

## Term Dates 2024

### BOOK COLLECTION DAY:

Book Collection Day, Monday 29 January 2024: For the collection of book orders Champion Books will be in the school Assembly Hall from 12 pm until 4 pm. The school office will be open on this date for payment of Curriculum Contribution & CSEF applications, from 8.30am - 4.00pm.

**All Book Lists should be completed by Sunday 17th December 2023 to ensure your students will have all their items for the first day of school in 2024.**

SEMESTER 1			SEMESTER 2		
	<i>Commences</i>	<i>Finishes</i>		<i>Commences</i>	<i>Finishes</i>
<b>TERM 1</b>	31th January	28th March	<b>TERM 3</b>	15th July	20th September
<b>TERM 2</b>	15th April	28th June	<b>TERM 4</b>	7th October	20th December

# GENERAL INFORMATION



## Student Absence

Parents/carers 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/carers 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/carers 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

## 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.





# PARENTAL/COMMUNITY INVOLVEMENT

## 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 Friday 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. reporting 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.

# 2024 FEES



## 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 Extra-Curricular Items and Activities such as camps and sport events.

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.

<b>Account name:</b>	<b>Stawell Secondary College</b>
<b>Bank:</b>	<b>Commonwealth Bank of Australia</b>
<b>BSB:</b>	<b>063 528</b>
<b>Account number:</b>	<b>10009073</b>
<b>Detail:</b>	<b>Student's name/s</b>



# 2024 FEES

## EDUCATIONAL ITEMS FOR STUDENTS TO OWN

Our Book List, which displays a list of items that the school recommends you purchase from Champion Books for your child to individually own and use.

Ordering with Champion Books is only available online. Families may choose to purchase some or all the items elsewhere, but we encourage you to use the Book List as a guide to what you are invited to purchase.

The log in details are [www.champion.com.au](http://www.champion.com.au) using "PGPB" as your code. You will also be able to access the Book List using the school website: [www.stawellsc.vic.edu.au](http://www.stawellsc.vic.edu.au)

If you require assistance in lodging your book list with Champion, please phone our school office on 5358 1700 to make an appointment for our office staff to assist you to enter your order or to answer any of your questions.

All Book Lists should be completed by **Sunday 17 December 2023** to ensure your students will have all of their items for the first day of school in 2024.

You may select to have your Book Pack delivered to your home in January 2024 or you will be able to collect the pack from the school on **Monday 29 January 2024** from 12 – 4 pm in the school's Assembly Hall.

All students in Years 7 and 8 will study all subjects on the Book List.

If your student is in Years 9 - 12 please find enclosed a list of your student's subjects to assist in your Book List selection.

# 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 \$250 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](http://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 2024. 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 2024 Year 7 uniform pack

In 2024 every Year 7 government school student who is a recipient of CSEF in 2023 automatically qualifies to receive a uniform pack that is provided through State Schools' Relief.

If your child was a CSEF recipient in 2023 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 2024 package contains the following:

- Voucher for \$85.00 to be used at Mensland on uniform items. Sports uniforms cannot be purchased.
- Black Leather Shoes (Lace ups, T-bar)

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 delivered to the school for distribution to families.

It is recommended that all eligible families should apply for the Year 7 uniform package no later than Friday 24 November, 2023. If you have any questions on this matter please do not hesitate to contact the Business Manager at Stawell Secondary College.

**Parent/carer must bring their child to the College reception for the correct sizing of shoes.**



# STUDENT LAPTOPS IN 2024



## Years 7-12

### What are your options?

To ensure the best possible access to information, communication technology and to meet the expectation that every student will have access to a laptop, Stawell Secondary College has made the following three options available to parents. Please note that if you indicate you would like to purchase or bring your own device, but change your mind, you can still access the library laptop option at any time.

#### OPTION 1: PURCHASE A DEVICE

- Parents may purchase a laptop from our preferred supplier 'Learning With Technologies' using the online portal <http://stawellsc.orderportal.com.au>
- The portal offers parents multiple methods of payment including BPay, credit card & PayPal.
- The 3 laptops offered meet all the requirements that students will need for school use including options for insurance, warranty and accessories.
- Laptops purchased in December 2023 will have delivery guaranteed for mid-January 2024.
- Laptops purchased through this site are sent directly to the school, enabling efficient distribution to students via Xuno. Students are then able to download their own free software from the education links provided using the students own Edupass details that will be provided by the school.
- Laptops purchased in this manner have the advantage of onsite repairs at Stawell Secondary College for all warranty and insurance issues.

#### OPTION 2: BORROW AND RETURN A LAPTOP FROM THE LIBRARY EACH DAY

- Upon signing a Borrowing agreement, a student receives the same computer each day which they collect from the library before school and return to the library after school between 3:30 and 3:45 pm. This may not be a new computer.
- Installation of all appropriate software included. No other software or music allowed.
- Access to school IT support staff for routine maintenance and problem solving.
- Warranty is arranged by the school.

#### OPTION 3: BRING YOUR OWN LAPTOP (BYOD)

Students bring their own laptop to school.

Laptops must be:

- Minimum Screen Size of 13.3"
- 8GB RAM
- 256GB SSD Hard drive
- 802.11 a/b/g/n wireless LAN
- Core i3 Gen 10 Processor / AMD Ryzen 3 Processor
- Operating System of Windows Professional 10 64Bit
- 7 Hour Battery
- Be less than 4 years old

In addition to the above please note that:

- IT staff can offer support but cannot help with hardware or virus issues.
- Repairs and warranty issues will need to be arranged and completed by the family.
- Laptops are required to be insured by the family.
- Once a BYOD device no longer fills the required specifications it will no longer be able to be used.
- **Please note: Apple devices CANNOT be used as these are not supported by our network technology.**





# 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 eligible 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 [schoolbus.educationapps.vic.gov.au](https://schoolbus.educationapps.vic.gov.au) or call 1800 338 663.

Further bus information can be obtained from the Bus Coordinator.

### Conveyance Allowance

In 2024 the criteria determining eligibility for the conveyance allowance is.

- Attend a school/campus located in rural or regional area.
- Attend the closest appropriate school/campus
- For students attending government schools, this will be the closest school/campus appropriate to the age and gender of the student (eg primary, secondary).
- 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).
- 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.
- 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 24 February 2024. 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.

# 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
- Short Sleeved Polo Shirt (with school logo - pictured)
- 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 shoes
- Plain head scarf (school colours)

#### **Students identifying as male wear:**

- Navy shorts or navy trousers
- Short Sleeved Polo Shirt (with school logo - pictured)
- 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 shoes
- Plain head scarf (school colours)



### Winter Uniform (Terms 2 & 3)

#### **Students identifying as female wear:**

- SSC tartan skirt or navy trousers
- Short Sleeved Polo Shirt (with school logo - pictured on previous page)
- 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 shoes
- College beanie, plain head scarf (school colours)

#### **Students identifying as male wear:**

- Navy blue shorts or navy blue trousers
- Short Sleeved Polo Shirt (with school logo - pictured on previous page)
- 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 shoes
- College beanie, plain head scarf (school colours)





# COLLEGE UNIFORM

## sports uniform

Stawell Secondary College Red Sports and Physical Education Polo Shirt, shorts, track pants and Sports Shoes



## shoes

Black shoes that do not display any logos or colours



# CANTEEN PRICES



Orders can be made before school or at recess.

## HOT FOOD

Hot Chicken Roll	\$6.00
Spicy Chicken Wrap	\$6.00
Croissant With Ham and Cheese	\$5.00
Hamburger	\$6.00
Chicken Schnitzel Burger	\$6.00
Hot Dog	\$5.00
Steamed Dim Sims	\$1.60
Pie (Tomato Sauce 20 c extra)	\$5.40
Pastie (Tomato Sauce 20 c extra)	\$5.40
Pizza Pie	\$5.60
Potato Pie	\$5.60
Large Sausage Roll	\$5.00

Spaghetti Bolognese	Lge \$6.00 Sml \$5.00
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Toasted Ham and Cheese Sandwich	\$5.00
Egg & Bacon Muffin	\$5.00
Nachos	\$5.80

Hash Browns	\$1.60
Fantastic Noodles	\$4.00
Focaccia	\$6.00

## COLD DRINKS

All Cans	\$3.10
600ml Bottles	\$4.30
Pop Top	\$2.40
Water	\$2.50
Gatorade	\$4.60

## JUICES

Fresha Orange Juice	\$4.00
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## MILKS

Nippys 375ml	\$3.80
Nippys 500ml	\$4.30

## HOT DRINKS

Tea, Coffee & Milo	\$2.00
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## SANDWICHES

### White or Wholemeal

Chicken and Salad	\$4.80
Chicken, Avocado and Mayo	\$4.80
Chicken, Lettuce and Mayo	\$4.80
Salad	\$4.60
Cheese and Salad	\$4.60
Ham and Salad	\$4.80
Ham, Cheese and Tomato	\$4.40
Ham and Cheese	\$4.40
Ham and Pickles	\$4.40
Cheese	\$4.00
Cheese and Tomato	\$4.20
Egg and Lettuce	\$4.60

### Rolls – Extra 20c

### Any Combination Available

## CAKES AND SLICES

Boston Bun	\$4.00
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Slices	Lge \$4.00 Sml \$2.00
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Jelly	\$2.60
Chocolate Mousse	\$4.00
Frozen Yoghurt	\$3.20
Home Made Muffins	\$1.30
Fruit Platter	\$6.00

## ICECREAMS

Icy Pole	\$1.50
Milo Scoop	\$3.80
Frosty Fruit	\$2.60
Maxibon	\$4.80



# WHAT IF? QUESTIONS

## You are absent from school?

**Parents/carers 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 0416 907 203
- Enter absences via parent portal
- Reply to text to absence notification via SMS

## 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.**

## 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.**

## You are late?

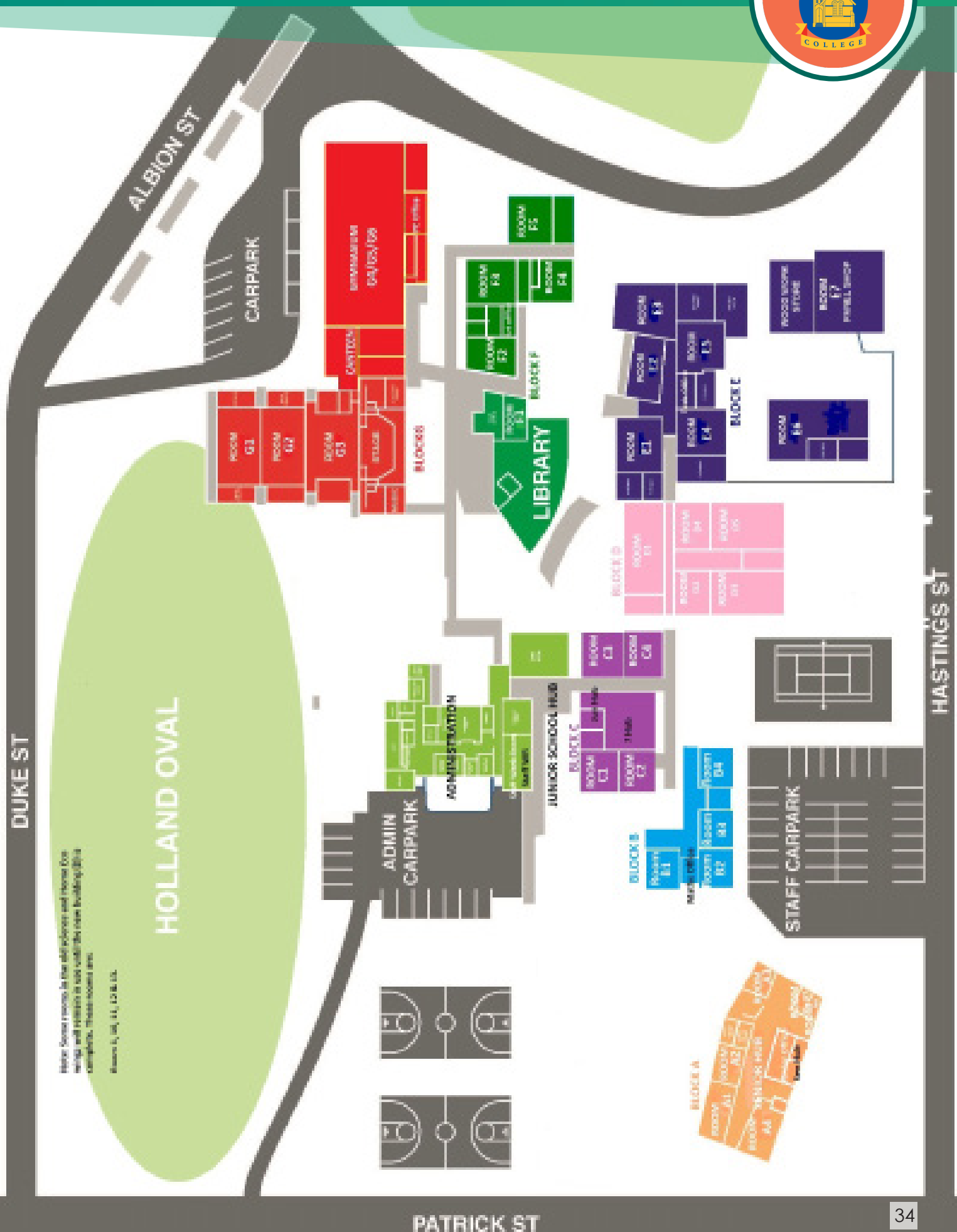
**Parent/guardian are asked to contact the school to inform the school that your child will be late and please ensure your child signs in on the Kiosk located at the front office.**

## You experience difficulties ensuring your full attendance?

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



# COLLEGE MAP





# CURRICULUM OVERVIEW 2024

Year 7	Year 10	VCE
CORE	CORE	English
English	Foundation English VCE Units 1 & 2	General Mathematics
Mathematics	Mathematics	Specialist Mathematics
Science	Science**	Mathematical Methods
Chinese	Health & Physical Education**	Further Mathematics
Health & Physical Education		Biology
Humanities	ELECTIVES:	Product Design & Technology
Digital Technology	10 General Maths (Sem 2)	Visual Communication Design
Materials – Wood	10 Mathematical Methods(Sem 2)	History
Food Technology		Systems Engineering
Art	Materials Wood	Art Making & Exhibiting
	20th Century History	Music Performance & Music Investigation
Year 8	Food Technology - Living Independently	Business Management
CORE	Chinese (Sem 1 & 2)	Chemistry
English	Systems Mechanical Engineering	Physics
Mathematics	Drama	Psychology
Science	History (Sem1)	Health and Human Development
Chinese	Commerce (Sem 1)	Physical Education
Health & Physical Education	Media	Outdoor & Environmental Studies
Humanities	Digital Technology	Chinese – Language, Culture & Society
Metalwork	Commerce Extension (Sem 2)	Legal Studies
Art	Visual Communication Design	Global Politics
Performing Arts	Physical Sciences	Food Studies
Systems	Visual Arts (Sem 1)	
	Health	VCE-VOCATIONAL MAJOR
Year 9	Sport Education (Sem 2)	
CORE	Crime & Punishment	VET CERTIFICATES
English	Sports Science (Sem 2)	Certificate III in Screen Media
Mathematics	Music	Certificate I in Enabling Technologies
Science		Certificate II Salon Assistant
Health & Physical Education	Life Sciences	Certificate II Automotive Studies
Humanities	Food Technology Eat Well, Live Well (Sem 1)	Certificate II in Workplace Skills
	Art..Your Way! (Sem 2)	Certificate III Health Services Assistance
ELECTIVES:	Three Dimensional Design	Certificate III in Cookery
Materials Wood	** Not compulsory in Year 10 Semester 2	Certificate II in Music Industry
Systems		Certificate III Sport & Recreation
Media		Certificate II Building & Construction
Food Technology		Certificate II in Agriculture
Information Technology		Certificate III in Community Services
Materials Metal		Certificate III in Early Childhood Education & Care
Chinese (Sem 1 & 2)		Certificate II in Electrotechnology
Visual Arts		Certificate II in Furniture Making Pathways
Drama		Certificate II in Engineering
Music		Certificate II Plumbing
Visual Communication Design		Certificate II in Dance

- Instrumental Music is offered at each Year Level

Participation • Aspiration • Inclusion • Resilience • Respect



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