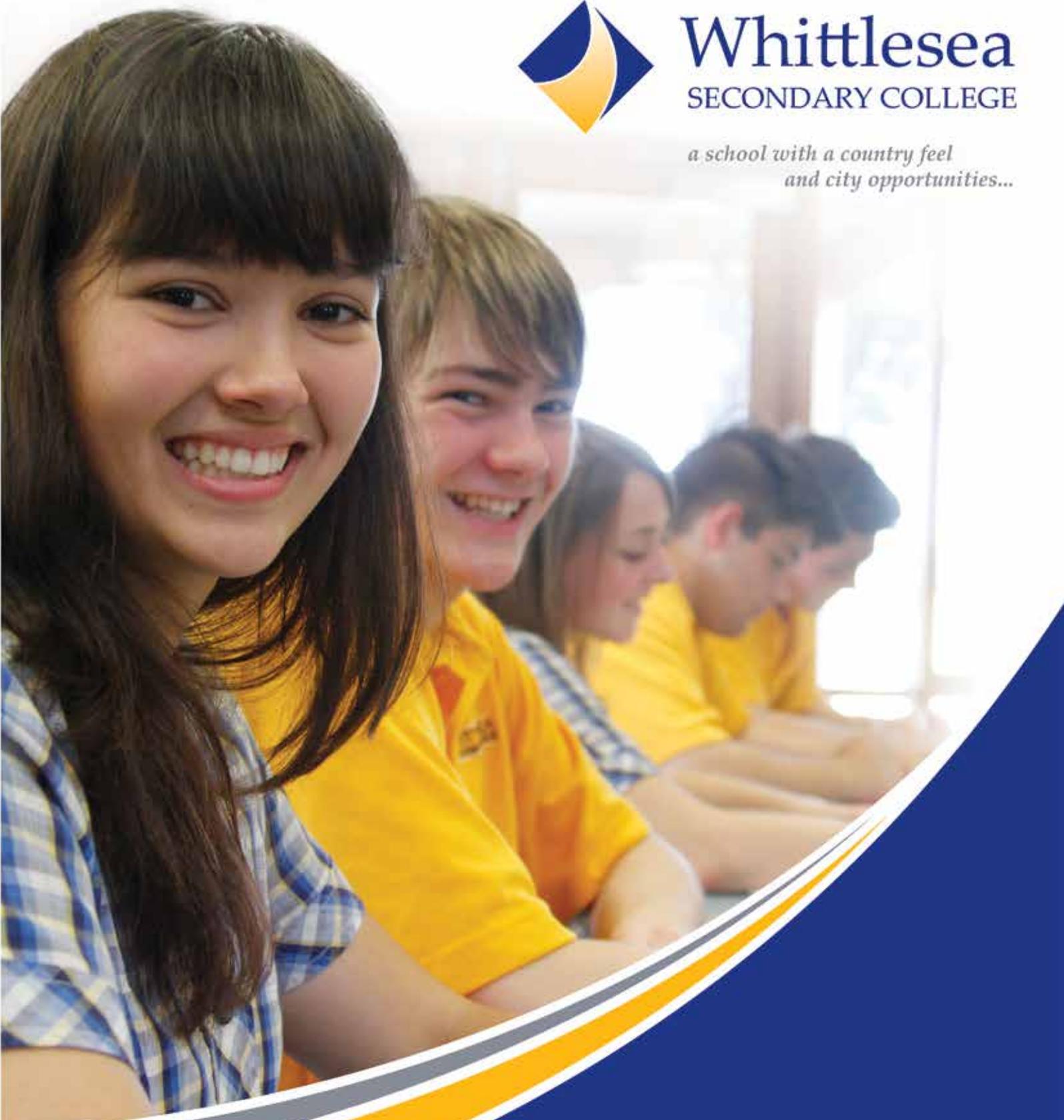




# Whittlesea

SECONDARY COLLEGE

*a school with a country feel  
and city opportunities...*



CHALLENGE  
INSPIRE  
SUCCEED



It is with great pleasure that I welcome you to  
Whittlesea Secondary College.

We are a vibrant learning community of close to 900 students and 100 staff on a spacious semi-rural campus. We pride ourselves on our professional, meaningful and engaging work with young people and our success in inspiring all to take on the challenges set before them. We have an experienced and dedicated staff who enjoy working with students in a dynamic learning environment. We have a passion for student achievement in all its forms and encourage each student to strive for excellence to reach their individual potential.

Here, learning is based on mutual respect, tolerance, understanding and fairness – the building blocks for a successful educational experience. We value our relationship with parents and acknowledge the importance of a strong and genuine school-home partnership.

As you explore our college you will see that our facilities and curriculum offerings are extensive. Please contact the General Office to organise a tour for your family.

*Terry Twomey, Principal*

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Since 2001, there have been major upgrades of many College facilities and grounds including new facilities in ICT, Science, Technology, VCE, Hairdressing, Performing Arts Centre and a Trade Training Centre.

Mr Terry Twomey, the current Principal, was appointed to the College in 2009.

Whittlesea Secondary College has always taken pride in delivering exciting, diverse and innovative curriculum and has established a strong identity and tradition in fulfilling lifelong learning. The College provides students with opportunities for success in a wide range of careers.

## Our College

Whittlesea Secondary College is renowned as a school with a country feel and city opportunities. It offers a diverse range of subjects and workplace courses.

The college is situated on a 30 acre site in the heart of the Whittlesea township, in close proximity to all the town has to offer. Its treed lawns, landscaped garden areas and comfortable leisure zones provide a vibrant and stimulating environment for study, sport and recreation. The College is serviced by an extensive bus network and draws students from all points of the compass.

We pride ourselves in the way we work with each student as a valuable individual, respecting the way they learn and helping them achieve their very best. The college motto "Challenge, Inspire, Succeed" is lived through the wide curriculum program on offer, and is evidenced by the wide pathways on which our students embark in their lives beyond school.



## Facilities

The College is proud of the high quality facilities on offer to students to support the development of the whole student

- Basketball stadium
- Hairdressing salon
- Trade Training Centre
- Building and Construction Centre
- Café
- Vegetable patch

- Community Garden
- 230-seat Performing Arts Centre
- Music centre with rehearsal rooms and digital recording hubs
- Access to two ovals, four outdoor basketball courts, town tennis courts
- Over 500 computers for student use, plus a dedicated Mac Lab for high-end digital media creations

## Our Vision

Whittlesea Secondary College aims to equip students for an ever-changing world.

Together we will challenge students to gain personal, social and academic skills that will inspire them to be successful members of our global community.

## Our Mission

Whittlesea Secondary College aims to provide many and varied opportunities for students to

- develop active and self-motivated learning skills to inspire lifelong learning
- develop strong personal and team building skills
- develop their individual talents and abilities to achieve their full potential
- become valued and responsible global citizens
- develop and encourage a curious and creative mind
- learn through an innovative and flexible curriculum program
- experience and learn in a natural, safe and caring environment

## College Organisation

### Administration

Members of the Administration have overall responsibility for the organisation of the College, and the creation, implementation and review of College policies.

**Principal:** Mr Terry Twomey

**Assistant Principal:** Mrs Tania Pearson

**Assistant Principal:** Mr Adam Bell

### School Managers

The College is divided into three sub-schools: Junior (Years 7 and 8), Middle (Years 9 and 10) and Senior (Years 11 and 12). Each sub-school is led by a School Manager who oversees the enrolment, well-being, discipline and career pathway of the students in their sub-school. They are instrumental in creating a unique identity for students moving through the various stages of secondary schooling, and lead the teaching staff in their sub-school to deliver this to students.

### Student Managers

Student Managers oversee the welfare and discipline of their students. Working closely with parents, students and their teachers, Student Managers work to ensure a safe and supportive learning environment for all students.

### Personal Development and Study Skills Program

A Personal Development program operates for Years 7-10. Its focus is to build positive relationships between students, and between students and teachers. In doing so, it connects students to their school and strengthens student transition and career opportunities. The Personal Development teacher is the main teacher for students in year 7, and is the first point of contact for parents. In the Senior years, a Study Skills program operates to support students in the final years of their schooling.



## Curriculum

While every student's pathway will be unique, the rigour of the curriculum program at all levels aims to build resilient and curious learners, capable of achieving their full potential in the certificate programs at the end of Year 12.



Staff work fortnightly in teams to ensure their curriculum is continually refined, renewed and tailored for maximum student learning. An active, low-cost extra-curricular program helps students make the connection from classroom learning to wider-world understanding.

A strong mainstream curriculum is enhanced by the following programs in order to engage and excite all learners.

### LEAP (Learning Enhancement & Acceleration Program)

The College offers a Learning Enhancement and Acceleration Program beginning in Year 7, with the opportunity to continue throughout a student's secondary schooling into the Senior years. The LEAP program is designed for students who are excelling in their English and Mathematics in primary school. This program is initially extended in the areas of English, Mathematics and Science to ensure the provision of a challenging, complex and stimulating learning opportunity within a structured learning environment.

The LEAP program seeks to encourage students to enjoy the learning process while allowing them to explore and achieve to their potential. All students wishing to access this educationally enriched program at Year 7 level are invited to attend the scholarship examination day held in May at the College (see the College website for details).

### Practical programs

For students with lower levels of literacy and/or numeracy, a Practical program operates in the Middle School in key subjects. See the Middle School Curriculum section, below.

### Support for learning

Sometimes, students require extra support to engage with the curriculum. There are many supports available at the College to ensure all students achieve their full potential:

- Individual work with a classroom teacher outside class time
- Maths Homework Help after school and during the school day
- English Homework Help after school
- Numeracy support during Mathematics classes
- VCE Tutorial Nights
- Classroom aides for students with PSD funding

### Scholarships

In recognition of student excellence, the College offers a variety of scholarships. These are both a reward for effort and an incentive to keep developing skills. Students entering the College at year 7 have the opportunity to sit for the following scholarships:

- Junior Academic scholarship
- Year 7 Mathematics scholarship
- Year 7 English scholarship
- Year 7 Music scholarship

Application forms are available from the College website from late March each year.

In addition, a competitive scholarship program, sponsored by local businesses, operates for students moving into Year 9 through to Year 12. These scholarships recognise success in many forms and aim to encourage high-performing students to continue developing their talents. Applicants for academic scholarships sit an external aptitude test, while applicants for other scholarships sit an interview and present a portfolio demonstrating their interest and success in their chosen field. The following scholarships operate across the middle and senior years:

- Years 9 to 12 Academic Scholarships
- VCE Art Scholarship
- VCE Science Scholarship
- Senior Technology Scholarship
- Senior Sport Scholarship
- Year 10 Sport Scholarship
- Year 9 Music Scholarship

Applications are available from the General Office in early May each year. Exams (where required) and interviews take place in term three each year.

## Junior School: Year 7 & 8

The first two years of secondary schooling are about 'Establishing the Foundation'. The Junior School program enables students to progress through the College, to experience success and the mastery of skills and knowledge, and the development of a positive attitude to learning.

The Junior School program is broad and comprehensive, giving students the opportunity to try new, challenging and diverse subjects. It is in these early years that students are inspired about the new world of learning open to them as students of the College, and the exciting challenges which lay before them.

The College has dedicated and committed teachers who will support the students through their junior years of secondary schooling. From the moment they enter the College they form a strong bond with their Personal Development teacher.



All students in the Junior School study a common curriculum:

- English, Mathematics, Science, Humanities (History, Geography, Economics and Indonesian),
- Design, Creativity and Technology (Integrated Studies, Robotics, Food Technology, Basic Systems, Wood Technology),
- The Arts (Visual Art, Textiles, Classroom Music, Art, Visual Communication),
- Health and Physical Education.

### Performing Arts Group

Year 7 and 8 students have the opportunity to elect to be part of the Performing Arts group. This comprehensive course focuses on the areas of Drama, Music, Dance and Voice, which are integrated into the curriculum. The students in this group are given the opportunity to learn a concert band instrument and form the Year 7 and Year 8 Concert Bands. They perform to audiences at specific times during the year.



## Middle School: Years 9 & 10

The focus of the program for Middle School students is 'Developing Pathways'. In these years students develop greater independence and explore how their learning can be applied to the world around them. They begin to carve out a career path.

Middle School students learn in work and community settings as well as the classroom. Students also begin to develop personal preferences in learning areas, and a combination of compulsory core subjects and a range of elective subjects are offered to enable students to specialise and tailor their learning.

A comprehensive transition program operates as students move from the Middle School to the Senior School, ensuring that students select a challenging yet achievable pathway through Senior School and into the wider world of tertiary education or the workplace.



### YEAR 9

The compulsory units studied are:

- English, The Humanities, Mathematics and Science – all year
- Physical Education – one semester

Five semester-length elective units are chosen from The Arts and Design, Creativity and Technology learning areas. Students take at least one elective unit from each of these areas. While the course offering may change from year to year, typical elective choices for Year 9 students are as follows:

- Analysing & Producing Wood Products
- Art
- Computer Graphics
- Cooking for Life
- Cyber Space Creations
- Design Solutions
- Designing & Creating Jewellery
- Drama
- Drawing
- Electromechanical Technology
- Engineering & Welding Technology
- Fabric Creations
- Introductory Personal Computer Skills
- Stop Press –Journalism
- VET Music Industry training

### Special Opportunities for Year 9 & 10 Students

#### LEAP

##### *(Learning Enhancement & Acceleration Program)*

The LEAP program is designed to provide challenging curriculum for students who have demonstrated aptitude and achievement in the subjects of Mathematics, English or Science. Student selection is based upon academic progress in class, exam results, test results and teacher recommendation.

#### PRACTICAL LITERACY & NUMERACY

The Practical Literacy and Numeracy Program seeks to take a realistic and applied approach to

the development of literacy and numeracy within the school curriculum. It consists of one class in Mathematics, English, Science and Australian Studies. This program caters for students with low literacy and/or numeracy levels with all classes capped at 18 participants to ensure greater individual attention and support.

#### SCHOOL FOR STUDENT LEADERSHIP

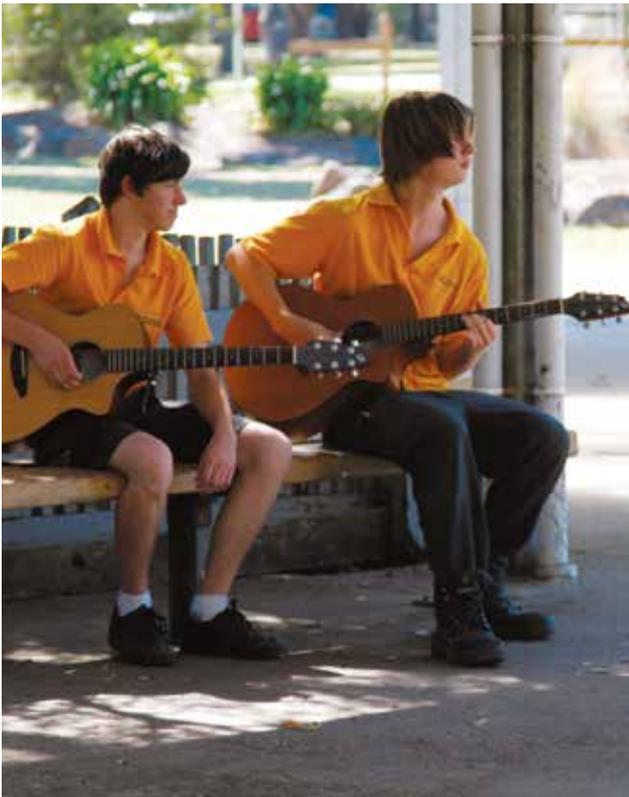
Whittlesea Secondary College has been a regular participant in the Year 9 School for Student Leadership program. This is a Victorian Department of Education

## YEAR 10

The compulsory units studied are:

- English and Mathematics – all year
- Physical Education and Science – one semester

Six semester length electives are chosen from The Arts, Design, Creativity and Technology and The Humanities learning areas. Students take at least one elective unit from each of these areas. Students may also be able to study one appropriate VCE subject or VCE VET program in Year 10.



While the course offering may change from year to year, typical elective choices for Year 10 students are as follows:

- 20th Century History
- Advanced Computer Skills
- Advanced Welding Techniques
- Art
- Café Culture
- Car Maintenance
- Ceramics & 3D Art
- Consumer Culture
- Designing & Creating Wood Products
- Drama
- Engineering Skills
- Food for Friends
- Geography
- Literature
- Media Studies
- Photography & Mixed Media
- Publication & Typography Design
- Science – Get the Edge
- Small Business
- The Law & You
- VET Music Industry training
- Visual Communication & Design

and Early Childhood program offering a unique residential experience in one of three campuses in iconic locations around Victoria. Students live full-time at the campus for the duration of one term, to develop leadership skills, participate in various outdoor team building activities and expeditions and work as a team to develop a Community Learning Project. The School for Student Leadership accepts student leadership teams from schools selected from metropolitan and country regions each term. This enables students from different backgrounds to share the experience and opportunities provided through the program. teams

from schools selected from metropolitan and country regions each term. This enables students from different backgrounds to share the experience and opportunities provided through the program.

### CAMPS

Students in Year 9 & 10 have the opportunity to attend a camp each year, alternating from a ski camp at Mount Bogong, to interstate trips to Tasmania or Central Australia.

## Senior School

When students enter the Senior School at Year 11, they have selected a certificate program (VCAL or VCE) and have a sense of career direction. By the time they reach year 12, they are 'Ready to Perform' in their final year of secondary schooling. The Senior School supports students every step of the way.



There are a number of ways students can choose to complete their VCE Certificate based around vocational and tertiary educational pathways.

### *VCE (Victorian Certificate of Education)*

The VCE is designed to:

- be a flexible course of study
- give a balanced education
- be studied over two or three years

The Victorian Curriculum and Assessment Authority requires that a student must satisfactorily complete at least 16 semester length units of study (which may include VET Units) to be awarded the VCE Certificate.

These must include:

- 3 Units of English
- 3 other sequences of Units 3 and 4

In order to gain their VCE Certificate students select a program that includes:

- 12 VCE/VET semester-length units (six Unit 1 and 2 study sequences) at Year 11 and
- 10 VCE/VET semester-length units (five Unit 3 and 4 study sequences) at Year 11 and or 12

Performance in related subjects in previous years may provide a guide as to which units could be studied at this level.

### *VET (Vocational Education and Training)*

VET programs enable students to learn from experience, training institutions and the workplace to gain a qualification recognised by industry. These courses are delivered either at the College in partnership with a TAFE or a Registered Training Organisation, and in the workplace.

Students must satisfactorily complete core and elective competencies to be awarded a VET certificate. The completion of VET programs may contribute towards VCE students' ATAR score or VCAL certificate.



## VCE and VET Subjects available at Whittlesea Secondary College

### VCE SUBJECTS

Art  
 Biology  
 Business Management  
 Chemistry  
 Drama  
 English  
 Food and Technology  
 Health and Human Development  
 History  
 Legal Studies  
 Literature  
 Mathematics - Foundation  
 Mathematics - Further (Year 12)  
 Mathematics - General (Year 11)  
 Mathematics - Methods (CAS)  
 Media  
 Music  
 Physical Education  
 Physics  
 Product Design Technology - Wood  
 Psychology  
 Studio Arts - Photography  
 Systems Engineering  
 Visual Communication and Design

### VCE VET PROGRAMS

Automotive  
 Building and Construction  
 Community Services  
 Engineering  
 Hairdressing  
 Hospitality (Operations)  
 Interactive Digital Media (Multi Media)  
 Music Industry  
 Sport and Recreation



### VCAL (*Victorian Certificate of Applied Learning*)

VCAL is an alternative option for Year 11 and 12 students intent on completing secondary school and transitioning to TAFE, an apprenticeship or work.

VCAL is delivered at Foundation, Intermediate and Senior Levels. Students study Literacy, Numeracy, Personal Development Skills, Work Related Skills and VCE subjects or VCE VET programs.



## Career Development

Career Development is seen as a vital part of the whole school curriculum. The College has developed programs in line with the Victorian Careers Curriculum Framework to assist students from Years 7-12.

### Student Pathways and Career Guidance

The Student Pathways Manager, a qualified Career Practitioner, is available to discuss career options and plan subject choices with students and their parents. The Student Pathways Manager also organises and approves work experience, work placement and School-Based Apprenticeships for students. These provide a valuable opportunity to develop work-related skills.

A fully resourced Student Pathways Office is available to the school community. Students are encouraged to use this facility during recess and lunchtime or by appointment with the Student Pathways Manager.

### School Based Apprenticeships and Traineeships

School Based Apprenticeships and Traineeships particularly suit students in Years 10 & 11, and can be easily incorporated into their VCE VET program. They enable students to commence a nationally accredited apprenticeship or traineeship at the same time as their VCE VET studies. Students work in a paid environment and time may be taken off a full-time apprenticeship or traineeship gained after completing VCE, VCAL or their VCE VET Certificate.



### Work Placement Program

The Work Placement Program can increase vocational opportunities for students while enrolled in VET or VCAL programs.

### Work Experience

Work Experience can be arranged with those students wishing to gain experience in an employment setting.

### Enhancement Studies

Enhancement Studies is university study that is available to academically capable students while they are still attending secondary school.

### Year 12 Transition

A transition program runs for Year 12 students in the first week of the new year. The program aims to prepare students for the challenge of managing their time, potential school workload, stress levels, social life and employment in this important, final year of secondary schooling. Students are supported to achieve their very best.

## Extra Curricula Activities

In addition to the formal curriculum, the College offers an extensive range of programs that enrich student learning and allow students to participate in activities outside the classroom.

Some of these are:

Jazz, Rock and Concert Bands; Musical and Drama Productions; Concerts; Debutante Ball; Art, Visual Communication and Photography Displays; Art, English and Technology entries in the Whittlesea Show; Australian Mathematics Competition; Statewide Youth Forum; City of Whittlesea Youth Activities; School-based and Interschool Athletics, Swimming and Cross Country; Fund Raising for State Schools Relief and 40 Hour Famine; Community Projects working with the elderly and disabled groups; links with Landcare; Environment and Sustainability projects; Japanese Cultural visit; Science Talent Search Competition; Debating group; Driver and Traffic Education Program; Careers Program; Whittlesea Lions Youth of the Year; Green Environmental Team; Interstate Science Forum.

### The Performing Arts

- Learn a concert band instrument
- Develop skills in the Concert, Jazz and Rock Bands
- Experience performing in our annual Musicals/ Production.
- Write, arrange and record music using computer technology
- Introduction to dance, vocal training and stage craft skills in the Year 7 and 8 Performing Arts group
- Middle School drama electives
- Complete VET Music Industry Certificates 2 and 3



### Camps Program

The intention of the program is to use a range of natural and urban environments and specific locations to extend and challenge the students as an integral part of courses at various levels.

The types of camps typically offered:

Year 7: Orientation Camp

Year 8: Optional camp

Years 9 & 10: Ski camp, Interstate camp

Years 11 & 12: VCAL Camp, Year 12 Orientation Camp

All Year levels: International tour every second year

### The Sport Program

Intra-school sport includes our House Athletics sports. This carnival is a compulsory event and also doubles as trials for our inter school athletics team. The college also runs trials for Cross Country and Swimming, and regular lunchtime activities for various sports and games.

Inter-school sport is organised through affiliation with School Sport Victoria (SSV) as part of the Whittlesea Division in the Northern Metropolitan Region (NMR). Competition is available in Athletics, Swimming, Cricket, Basketball, Netball, AFL Football, Tennis, Soccer, Table Tennis, Golf, Cross-Country, Baseball/Softball, Hockey, Badminton and Volleyball and provides the opportunity for students to progress to Zone and State levels. All of these sports are open to both boys and girls in single sex teams.

## Student Leadership

The College values and actively encourages students to develop their leadership skills. There are many opportunities for leadership in all areas of college life. Leadership training is provided by the College and external organisations.

### College Captains and Vice Captains

The positions of College Captains and Vice Captains are prestigious. Opportunity is given to four Year 12 students to lead the student body, conduct assemblies and represent the College at official functions. The students nominate, are selected by staff and meet regularly with the Principal to discuss College life and events.

### Student Representative Council

Student representatives from all year levels form the Student Representative Council (SRC) that provides a vital link between students, the College Council and the staff. One selected student and a deputy represent the student body on the College Council.

The SRC provides a major forum for expression of student opinion on matters of importance to themselves and the College such as the canteen, school environment and lunchtime activities. It is also responsible for organising school fund-raising events for the students.

Members of the SRC can complete personal development leadership courses.



### Music Captains

Music Captains are elected from students in the Concert and Jazz Bands. These students assist the band conductor with the organisation and running of band rehearsals and concerts, compere concerts and mentor the younger students in the bands.

### Bus Captains

Bus travel to the College is a privilege that we ask all students to respect. To ensure safe and harmonious bus travel for all, two senior students are elected captains of their bus.

### Library Assistants

Students can assist staff in the operation of the library and learn valuable skills that can benefit them in the future.

### Administration Couriers

Students in Years 7 and 8 are expected to contribute to the operation of the College by participating in out-of-class administrative duties and so gain knowledge of the College's functions and a sense of civic responsibility.

## General Information

### School Day

Session 1	9:00 to 10:15am
Session 2	10:15 to 11:30am
Recess	11:30am to 12:00pm
Session 3	12:00 to 1:15pm
Lunch	1:15 to 2:00pm
Session 4	2:00 to 3:15pm
Buses leave from	3:25pm

### Uniform

Students attend school in full school uniform at all times. This enables all students to be treated on a basis of equality, helps foster a sense of identification with the College and a feeling of belonging amongst the students and enables the staff to quickly identify anyone not part of the student body.

Students are expected to wear full College uniform while travelling to and from school.

All items of uniform can only be purchased from the College's Uniform shop that is open each Monday and Friday of the school term. Hours of operation can be obtained through the general office.

Second-hand items of uniform can also be purchased at the uniform shop.

### General Office

The General Office is open on Monday to Thursday from 8:15am to 4:30pm and from 8:15am to 4:00pm on Friday. Messages can always be left after hours for attention the following day. The General Office accepts a range of payment methods for student activities.

Parents are encouraged to contact the College over matters of concern including notification of student absence and any required appointments with staff.

### Text Books and Stationery

Textbooks and stationery orders may be placed through the school supplier.

The Chaplaincy Committee organises a second hand text book sale as a service to the College community.

### Curriculum and Material Charges

The College Council sets the Curriculum and Materials Charges.

Families who experience financial difficulty can discuss payment options with the College Business Manager.



### First Aid

The College provides first aid for injured students.

To assist in the care of your child, please inform the College of any medical condition and ensure that the College has your current contact information and any health insurance and ambulance subscription information.

### Library

The Library is open from 8:30 - 4:30 during school term and offers computer and print resources, training in research skills and spaces for classes and private study.

Services in the following areas are offered:

- Bibliotech
- Research services
- Audio visual services
- Photocopy and lamination services
- Networked computers with internet access
- Access to Echo-online and newspapers online

### Canteen

The College Canteen is equipped to provide students with a balanced food intake important for general health. It has a manager and is supported by parents who volunteer their time. The canteen is open before school, recess and lunchtime.

### Buses

The school bus service is available free to all students who reside more than 4.8km from the school, provided they are attending their closest school. Details on specific routes, schedules and any required bus fares are available on request from the College.

### Debutante Ball

The College Chaplaincy Committee organises a Debutante Ball for our senior students and engages the services of a professional dance instructor.

## Caring for Our Students

All members of the College community have the right to work in a safe and respectful learning environment, free from intimidation, bullying and harassment, where positive relationships are fostered and encouraged.

The College is concerned with the total wellbeing and care of each student. When behaviours that do not support our positive school culture occur, the College works towards restoring relationships and appropriate consequences are negotiated using the Principles of Restorative Practices.

### Student Engagement and Well-Being

The College is structured in a way that enables students to have ready access to support and enables the school to effectively follow up matters of welfare and discipline.

The basis of the student management program is the Personal Development Group. The Personal Development teacher coordinates all reporting on academic matters to parents and works with the Student Manager, the Student Well-Being Manager, the School Managers, the Student Pathways Manager and the Administration on matters of welfare and discipline. Many Personal Development teachers also teach their group in the junior years.

### Student Well-Being Manager

The Student Wellbeing Manager is available to all students, parents and teachers for support and advice in behavioural, social and learning problems. This person liaises with staff from all areas of the College, Counselors from the Department of Education and outside agencies where necessary to assist student wellbeing.

The Student Wellbeing Manager will act as an advocate to assist students and parents in discipline and welfare matters and provide assistance in the supply of uniform, books and other equipment.

The College has a Health Educator who assists with individual health counseling, health promotion and health education classes.



### Extra Supports for Students

The College community has the services of:

- our health educator two days a week
- four youth workers
- a psychologist who can be contacted to conduct student educational assessments
- social workers from Kildonan Child and Family Services who conduct group work and individual counselling on a casual basis
- other agencies, including Plenty Valley Community Health, Berry Street, Anglicare, Youth Projects and the City of Whittlesea, are involved with individual case work and group work within the school.

### College Chaplain

The College Chaplain works within our school community on a full time basis, assisting with educational, social, psychological and spiritual matters. The Chaplain offers pastoral support to our College community, counsels, works with small groups, assists young people and their families in crisis and provides support for staff and extra-curricular activities.

### Our Expectations for Student Behaviour

Students are expected to be polite, sensible, respectful and fair towards each other, staff and other members of the College community. Poor behaviour is viewed as an opportunity to learn through a problem solving approach and students develop future options for their behaviour.

### Restorative Practice

Students are held accountable and responsible for their actions while their dignity is recognised and maintained. Through the use of affective questioning, students develop an awareness about the effects of their behaviour on others. They are given the opportunity to restore any harm caused and are included in the negotiation of appropriate consequences. Students develop empathy for others as a result of this approach.

### Bullying

Whittlesea Secondary College is committed to providing a safe and caring environment that promotes learning, personal growth and positive self-esteem where individual differences are respected. The College uses the 'Shared Responsibility' method, a proven, positive approach to beat bullying that aligns with the Department of Education & Training's 'Safe Schools are Effective Schools' resource. It enables students to feel safe, to be safe and aims to change the behaviour of those who bully.

### Mediation

Mediation is an effective means of resolving student conflict. With the help of a facilitator, the students involved share their feelings and concerns with each other and work together to find ways to resolve the issues.



## Keeping the College Community Informed

The College values effective and regular communication with parents.

The College website is continually updated with important information about administrative arrangements and upcoming events. This is the first port-of-call for many parents when routine questions require quick answers.

### Student Planner

All students are provided with a College Planner at the start of each year. The Student Planner provides information and assists students to organise their learning, record homework and develop good study habits. Parents are encouraged to regularly check their child's planner.

### Reports

- All reports, interim and semester, are available digitally via a secure parent portal.
- Interim Reports are issued at the end of terms one and three and consist of a progress report on each student's application to their studies, behaviour and attitude.
- Semester Reports are issued at the end of terms two and four and consist of a detailed report on each subject indicating the student's standard of achievement, commitment to learning and their personal and social development.
- Parent/Student/Teacher Interviews will be held at the end of terms one and three.

Parents are encouraged to contact Personal Development or subject teachers, Student Managers and School Managers by appointment at any time during the school year for a progress report.

### Publications

A vital form of communication with parents is the fortnightly Newsletter (e-news). It contains news of events, developments and achievements in the College and is obtainable by email or via the College website ([www.whittleseasc.vic.edu.au](http://www.whittleseasc.vic.edu.au)).

An annual College Magazine, highlighting important events and student contributions, is given to every student at the end of the school year.

### Information Handbooks

- Handbooks and Course Outlines for Junior, Middle and Senior Schools are available for download on the college website.
- A student Orientation Day Handbook is issued to incoming Year 7 students prior to Orientation Day.

### Parent Involvement

There are many ways in which the College seeks to involve parents and provide them with the opportunity to share their skills with the College community. Parents are invited to assist around the school and with school activities.

Currently parents are involved in the following ways:

- the College Council
- the PAWS group
- music and drama productions
- canteen assistance
- the Chaplaincy Committee
- accompanying excursions
- participating in working bees
- helping with gardening and maintenance
- assisting with the organisation of whole school activities
- athletic and swimming sports
- catering
- Open Day

If any parents would like to register their help or expertise please contact the General Office.

### Parents Association Whittlesea Secondary (PAWS)

PAWS is a friendly and welcoming group of parents who meet monthly to share ideas on issues relevant to the education of their children.

Aims and Objectives of PAWS:

- To contribute to the wellbeing of the school community
- To encourage the participation of all parents in the life the school and the education of their children
- To provide opportunities for all parents of students of the school to discuss issues concerned with the welfare and the general education policy of the school and to assist in the development of a shared parent view
- To contribute to proposals on school policy and other educational issues to the school Council
- To provide opportunities for parents to get to know each other and to be informed about their child's school
- To provide information for parents to extend their understanding of school issues
- To work in cooperation with the School Council and the Principal
- To have the option to raise funds for the benefit of the school
- To assist in promoting the school

Your input as a parent is valued. PAWS meet on the third Tuesday of the month at Whittlesea Secondary College in the Conference Room at 7.00pm. Come along; everyone is welcome.

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