



**ALTONA**  
**COLLEGE**

**Year 7 Family  
Resources  
2024**

## Welcome to Altona College.

As the beginning of your secondary school journey draws closer, we hope that you are as excited as we are to meet new people, build new relationships and explore a whole new world of learning challenges.

While some things might be familiar when you arrive, there is a lot to learn about secondary education. We cannot possibly cover it all, but we certainly hope that these resources help you prepare for your first day of classes in 2024.

Inside, you will find the following:

1. Family induction evening invitation (*Thursday 9<sup>th</sup> November 5:00pm-6:30pm*)
2. Campion booklist and ordering information
3. BYOD (Bring your own device) Learning with Technologies
4. Canteen Menu
5. Noone Uniform List
6. Student Dress Code and uniform ordering information
7. Mobile phone policy
8. Homework Policy
9. CSEF and State Schools Relief resources
10. Parking information

We look forward to discussing these resources and many other useful tips to ensure you are ready for year 7!

## 2024 Victorian Term Dates

*Please refer to Compass at the beginning of the school year for additional student free days.*

Term 1	Term 2	Term 3	Term 4
30 Jan	15 April	15 July	7 October
-	-	-	-
28 March	28 June	20 September	20 December

## College Bell Times (Years 7 - 12)

Session 1	Session 2	Recess	Home-room	Session 3	Lunch	Session 4	Students Dismissed
9.00	10.15	11.30	12.00	12.15	1.30	2.00	3.15

## Key Dates:

*Altona College is open **Monday 22<sup>nd</sup>, Tuesday 23<sup>rd</sup>, Wednesday 24<sup>th</sup> and Monday 29<sup>th</sup> January 2024** Please note: The college is **closed** Thursday 25<sup>th</sup> and Friday 26<sup>th</sup> January 2023*

## First Day of School

*Tuesday 30 January 2024 Please log in to the Compass Parent Portal to view our calendar for further dates.*

Dear parent/guardian,

## 2024 Parent Payment Arrangements – Year 7 & Year 7 Elevate

Altona College is looking forward to another great year of teaching and learning and would like to advise you of our voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

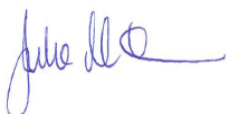
Within our school this support has allowed us to offer a wider range of subjects and special curriculum experiences; enhanced digital learning opportunities; sports equipment; musical instruments; improvements to school facilities i.e. extra shade sail, concrete entry path, canteen handrail, new lockers, soft fall mulch under play equipment and the installation of a CCTV security system.

**All voluntary payments can be made via your Compass account from Monday 13<sup>th</sup> November 2023.** Please find the contribution schedule below for Year 7.

For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Yours sincerely,

*Julie Krause*



*Kade Dillon*



**Principal****School Council President**

<b>Year 7</b>	<b>Amount</b>
<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	
<i>2024 Primary Diary / Reading log</i>	\$15.50
<i>2024 Year 7 Student ID Card</i>	\$10
<b><i>Year 7 &amp; Year 7 Elevate Classroom consumables, materials &amp; equipment</i></b> <b>English</b> – reproducible & copyright materials (\$11.50) <b>Mathematics</b> – curriculum resource pack (\$7) <b>Health &amp; Physical Education</b> – sports equipment (\$30) <b>Homeroom</b> – study skills, curriculum materials, School Wide Positive Behaviours Program (\$32) <b>Humanities</b> – curriculum supplies, humanities week (\$6) <b>LOTE</b> - curriculum resource packs & learning materials (\$12) <b>Performing Arts</b> – curriculum resources, musical equipment (\$24) <b>Science</b> - prac materials, chemicals, science equipment (\$65) <b>Food Technology</b> – ingredients including flour, butter, fruit, vegetables, meat, rice, pasta (\$52) <b>Visual Arts</b> - acrylic paints, glazes, clay, papers, 3D materials, coloured paper, crayons, canvas, glitter (\$26) <b>Digital Technology</b> – curriculum resource pack (\$9)	\$274.50
<b><i>Year 7 Online Subscriptions</i></b> <ul style="list-style-type: none"> <li><i>SmartLab (Mathematics &amp; English) – master key curriculum topics and focus areas (\$8)</i></li> </ul>	\$8
<b><i>Curriculum Activities – Whole School Engagement Days</i></b>	\$35
<b><i>Total – 2024 Curriculum Contributions</i></b>	<b>\$343</b>
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<b>School Sports Victoria membership &amp; Hobsons Bay Division Sports Association</b>	\$10
<b>Locker Hire &amp; Maintenance</b>	\$20
<b>First aid equipment</b> <i>Supports the cost of hygienic supplies to administer first aid</i>	\$10
<b>School Grounds Maintenance and Improvements</b> <i>Supports the cost of new and replacement equipment, materials and services that supports our growing school.</i>	\$50 per family

<i>Grounds Maintenance – This money makes an important contribution to the development of our playgrounds and identified projects to improve the facilities for your children. A considerable portion of this payment will ensure soft fall mulch under the playground equipment will be maintained at a safe level.</i>	
<p><b>Communication &amp; Subject Donation:</b></p> <p><i>This is a voluntary contribution Altona College is requesting in 2024 to assist financially in supporting the College with communication and subject costs e.g., Compass</i></p> <p><i>This will assist in continuing to provide quality communication programs and extra materials for subjects that can no longer be charged as essential items on a family statement.</i></p>	\$50 per family
<b>Tax deductible contributions</b>	
<p><b>Building fund.</b> <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i></p> <p><i>Shelter– Funds will help the school build and provide a shelter over the bike enclosure as well as shelter to protect students and their lockers from the outside weather.</i></p> <p><i>Your support of this program would be appreciated, and a tax-deductible receipt will be issued asap.</i></p>	\$50 per family
<b>Total Amount</b>	\$

### Educational items for students to own

You will receive a booklist of items that the school recommends you purchase from Campion Education for your child to individually own and use. Student booklist charges are completed separately at [www.campion.com.au](http://www.campion.com.au)

### Extra-Curricular Items and Activities

Altona College offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum. These are provided on a user-pays basis.

Detailed information will be provided throughout 2024.

Extra-Curricular Items and Activities	Amount
School magazine/ yearbook	TBA
School Photos - Package to be made available by photographer in 2024	TBA
<p><b>Other optional camps and excursions to be scheduled</b></p> <p><i>Optional camps, excursions &amp; activities will be scheduled throughout 2024. The cost of these will be advised throughout the year.</i></p>	TBA

## Financial Support for Families

Altona College understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund

If you hold a means-tested concession card or are a temporary foster parent that is valid on the first day of Term 1 2024 you may be eligible for CSEF. The allowance will be paid to the school to use towards **expenses relating to camps, excursions, or sporting activities for the benefit of your child**. The annual CSEF amount per secondary school student is \$225. An application form can be downloaded from [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef); you will need to bring your concession card to the office for verification.

- Flexible payment arrangements

For a confidential discussion about accessing this service please contact:

Debbie Dorgan – Business Manager

Ph.: 03 9250 8050 | Email: [debra.dorgan@education.vic.gov.au](mailto:debra.dorgan@education.vic.gov.au)

### Total

Category	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	\$ TBA

## Payment methods

Payment for Curriculum Contributions, Other Contributions and Extra-Curricular Items & activities can be made **via Compass**. If you are unsure of your login details, please contact the school. New families to the school will be provided with a Compass login and password. You will have the option in Compass to pay in full or via a payment plan schedule. Payment in full or a payment plan schedule are requested to be completed via Compass **before** Friday 26<sup>th</sup> January 2024.

## Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. A refund will only be issued on a pro-rata basis if your family relocates and your child transfers to another school. Please be mindful that annual subscriptions and affiliations are paid to an online provider and cannot be refunded once purchased. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

#### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

#### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

#### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

# Altona College



Year Seven  
2024



**ALL ORDERS TO BE COMPLETED ONLINE  
at**

**[www.campion.com.au](http://www.campion.com.au)  
using "DGWD" as your code**

**by  
Friday 15th December 2023**

**PREPACKAGED DELIVERY SERVICE**

#### ONLINE HOME DELIVERY ONLY

All orders, placed by December 15 2023 will be Home Delivered at the flat rate of \$12 and will be delivered by 25th January 2024.

Due to supply chain challenges, your delivery may arrive outside the original estimated delivery timeframe.

Orders can still be placed after the due date by visiting our website or Retail Service Centre. Full stock availability cannot always be guaranteed for orders placed after the due date.

During late January to early February our Retail Service Centres encounter high volumes and you may experience some queues and delays during this time. For the latest and up-to-date information on our store trading hours and full terms & conditions, please visit our website at [www.campion.com.au](http://www.campion.com.au)

**CAMPION**  
EDUCATION  
A.B.N. 33 074 318 602

**Your Retail Service Centre**  
UNIT 8, 12 MAKLAND DRIVE DERRIMUT VIC  
3026

**Contact Us**  
1300433982  
[help@campion.com.au](mailto:help@campion.com.au)



TICK THE BOX FOR THE ITEMS REQUIRED

TICK THE BOX FOR THE ITEMS REQUIRED

Description	Price	<input checked="" type="checkbox"/>	Location
<b>Year Seven</b>			
<b>CORE RESOURCES</b>			
NOTICE: YEAR 7 ELEVATE STUDENTS SHOULD NOT USE THIS BOOKLIST - PLEASE ACCESS THE YEAR 7 ELEVATE LIST.			
Oxford VIC Value Pack Yr7 2024 Print & Digital (Provisioned)	\$169.95	1	DIGITAL ITEM C11385
<b>The following 3 items are compulsory and are not included in the Stationery Pack below. Please purchase or supply your own from home.</b>			
1 x Padlock Combination Abus 40mm 4 Wheel 501	\$24.95	2	P52341
1 x USB Pocket Flash Drive 32GB - NO RETURNS	\$14.05	3	P52086
1 x Headphones Stereo Deluxe Lightweight with Volume Control	\$11.05	4	P51464
<b>Option A</b>			
Altona College Stationery Pack	\$53.00	5	P76011
This pack contains ALL of the compulsory items listed below at a reduced price			
<b>Retail Price: \$61.75</b>			
<b>Cost Saving: \$8.75</b>			
<b>Resource List Special Price: \$53.00</b>			
OR			
<b>Option B</b>			
Students not requiring ALL items in the Stationery Pack - order only those items required from the following list.			
Glue Stick 36gm	\$2.30	6	P55652
Eraser Plastic Duo-Plast Ink/Pencil 526-BT30	\$1.85	7	P55521
Highlighters Pkt 4 Micador ECO	\$3.50	8	P51157
4 x Pencil (HB) Copperplate	\$2.20	9	P56166
Pencils-Coloured 12's Colourush	\$4.50	10	P56252
Pencil Case 375x264mm 2 Zip Tartan Giant	\$4.70	11	P56216
2 x Pen Ballpoint Cap Type Med Pack of 5 (3Blue/1Black/1Red)	\$3.40	12	P56092
Pen Felt Tip Fineliner Black	\$2.85	13	P56130
Pocket Plastic A4 11 Hole Box 100	\$7.10	14	P56329
Post It Note Pop Up 76mm x 76mm Yellow	\$4.05	15	P51197
Page Markers 4 Colours 50 each 73mm x 22.2mm	\$5.70	16	P50831
Protractor 10 cm 180 4" Half Circle	\$0.45	17	P56353
Loose Leaf Refills Reinforced A4 7mm Pkt 200	\$7.50	18	P56389
Ruler 300mm Black 100% ECO Enviro Recycled	\$1.25	19	P58638
Scissors 152mm Blue/Black Handle	\$1.80	20	P50424
Sharpener Pencil Plastic Barrel Single Hole	\$0.75	21	P51259
System Cards 102mm x 152mm Pkt 100	\$7.85	22	P50706
<b>DESIGN TECHNOLOGY - FOOD</b>			
1 x Project Book A4 96 Page 8mm	\$2.00	23	P56341
1 x Display Book A4 20 Pocket Purple Refillable	\$2.15	24	P55448
1 x Decor Tellfresh 1.8 Litre Lunch Box Clear	\$10.20	25	P55788
<b>DIGITAL TECHNOLOGY</b>			
1 x Project Book A4 96 Page 8mm	\$2.00	26	P56341
1 x Display Book A4 20 Pocket Cool Frost Orange Refillable	\$2.15	27	P50373
<b>ENGLISH</b>			
1 x One and Only Ivan, The [Katherine Applegate]	\$16.99	28	P06033
1 x Binder A4 2D 25mm Zipper Black with Tech Case Marbig	\$12.45	29	P52032
1 x Binder Book A4 128 Page 8mm Premium with Margin Spirax	\$2.15	30	P55158
1 x Exercise Book A5 64 Page 8mm	\$2.10	31	P51080
1 x Loose Leaf Refills Reinforced A4 7mm Pkt 100	\$3.80	32	P56388
1 x Pen Ballpoint 4 Colour BIC	\$3.40	33	P50589

Description	Price	<input checked="" type="checkbox"/>	Location
<b>HEALTH &amp; PHYSICAL EDUCATION</b>			
1 x Binder Book A4 64 Page 8mm Premium with Margin Spirax	\$1.25	34	P52090
1 x Display Book A4 20 Pocket Cool Frost Green Refillable	\$2.15	35	P50372
<b>HUMANITIES</b>			
1 x Binder A4 2D 25mm Zipper Blue with Tech Case Marbig	\$12.45	36	P52061
1 x Loose Leaf Refills Reinforced A4 7mm Pkt 100	\$3.80	37	P56388
1 x Dividers Index A4 5 Tab PVC Multi Coloured	\$2.20	38	P55710
<b>MANDARIN</b>			
1 x Ni Hao 1 Introductory Level Workbook 3E [Fredlein]	\$32.50	39	P02109
1 x Binder Book A4 128 Page 8mm Premium with Margin Spirax	\$2.15	40	P55158
1 x Display Book A4 20 Pocket Maroon Refillable	\$2.15	41	P55444
<b>MATHEMATICS</b>			
1 x Calculator Casio Scientific FX-82AU Plus II 2E	\$41.95	42	P52000
1 x Binder A4 2D 25mm Zipper Red with Tech Case Marbig	\$12.45	43	P52100
2 x Binder Book A4 96 Page 8mm	\$3.30	44	P55152
2 x Exercise Book A5 64 Page 8mm	\$4.20	45	P51080
<b>PERFORMING ARTS</b>			
1 x Display Book A4 20 Pocket Grey Refillable	\$2.15	46	P55447
1 x Binder Book A4 128 Page 8mm Premium with Margin Spirax	\$2.15	47	P55158
<b>SCIENCE</b>			
1 x Binder Book A4 96 Page 8mm	\$1.65	48	P55152
1 x Binder A4 2D 25mm Zipper Lime with Tech Case Marbig	\$12.45	49	P52064
<b>VISUAL ARTS</b>			
1 x Visual Art Diary A4 60 Sheet 110gsm Jasart	\$8.30	50	P51410
1 x Pencils-Graphite Set 6 Sketch with sharp/eraser 2H-6B	\$12.45	51	P56276
1 x Marker Permanent Fine 1mm Black Sharpie	\$3.55	52	P50534
1 x Marker Artline #200 Black 0.4mm	\$3.80	53	P56081

**Add Your Order**

Value of Items Selected	.....
Plus Home Delivery Charge - inc. GST	\$12.00
Estimated Amount to Pay	.....

ITEM COUNT: Write the number of items selected. \_\_\_\_\_

# BYOD (Bring your own device)

## Learning with Technologies

Altona College would like to thank all families for their cooperation in the use of the BYOD (Bring Your Own Device) Portal for the purchase of their child's new device. We carefully considered all the available options to provide cost effective, yet practical devices for your child's academic use. This document outlines our minimum system requirements/hardware specifications.

To improve their learning experience, we have recently reconsidered our recommendations for functional minimum requirements for student devices.

Altona College strongly encourage families to choose a BYOD device according to the below listed specifications when purchasing a device, whether through Altona College order portal or Learning with Technologies.

### Device Specifications

Type of Device: Windows notebooks or MacBooks (Optional)

Operating System: Windows 10 or newer version, OSX 10 or newer version

RAM/Memory: 8GB or more, 8GB is our minimum requirement.

Hard Drive: 256 GB or above

WIFI Compatibility: Must have\* 5GHz 802.11n or later wireless 6

**Note: We do not support or encourage the use of Chromebooks and IdeaPad Lenovo laptops**

### Device purchase through school BYOD portal

To have the laptop ready for the school year please place the order by January 1<sup>st</sup>,2024. The order will arrive in mid-January regardless of its purchase date. You can find the BYOD portal details on Altona College Website. **To order please visit: <https://altonacollege.orderportal.com.au/>**

On delivery you will be able to complete the laptop setup using the set of instructions supplied.

### Device purchase through another supplier:

If you wish to use the device in step-up week or during the Christmas break, then please choose another supplier or you can independently buy from Learning with Technologies website.

The IT Department at Altona College will continue to provide ongoing support for the existing devices. If you have any questions regarding the BYOD program or need assistance with the BYOD order portal, please contact our college office on (03) 9250 8050



## Step 1

Go to the school order portal - <https://altonacollege.orderportal.com.au/>

The screenshot shows the Altona College Order Portal. At the top left is the logo 'LEARNING with technologies'. At the top right is a circular icon with a person and a laptop. The main heading is 'Altona College Order Portal'. Below it is a welcome message: 'Welcome to the Altona College Order Portal. On this portal you will find a range of education specific products at discounted prices, specifically chosen as the most suitable products for the use of students at Altona College. What sets them apart is their stronger design and build (providing additional protection) as well as extra on-site (at school) warranty and accidental repair options.' Below this is a note: 'All items purchased will be shipped directly to the school to be set-up by the school IT Department.' At the bottom, it says 'Please choose from the following 3 groups:' followed by three buttons: 'Year 4-6' (orange), 'Year 7-8' (green), and 'Year 10-12' (blue).

## Step 2

Select the appropriate year level for the student



# Altona Canteen

H & H

- Everyday Items Green
- Occasional food Orange
- Sometimes Food Red
- Gluten Free Blue

## BURGER

- Cheese Burger \$6.00
- Chicken Burger \$6.00
- Veggie Burger \$6.00
- Altona Burger \$6.00
- Souvlaki \$6.50
- Hot Dog \$4.50
- Hot Dog with Cheese \$5.00
- Tomato Sauce \$0.50
- Hot Dog Lot \$6.00
- Tender Wrap \$4.50
- 4n20 Meat Pie \$4.50
- Large Sausage Roll \$4.50

## MEALS

- Small \$5.00
- Large \$6.50
- Pasta - Bolognese, Creamy, Lasagna, Napoli
- Stir Fry - Teriyaki, Honey Soy, Butter Chicken, Fried Rice

## Gluten Free

- Party Pies \$2.00
- Sausage rolls \$2.00
- Sweet chilli chicken tender \$2.50
- chicken nuggets \$1.00

## COFFEE

- Soy, Almond Milk Available \$3.50
- Small \$4.50
- Large \$4.50
- Hot Chocolate \$4.50

## DRINKS

- Water \$2.50
- Pump - Lime, Berry, Plain \$5.00
- Kyneton 600 ml - Orange, Lemon, Lime, Apple Raspberry \$4.00
- Fuze Ice Tea - Lemon, Peach, Mango, Blackcurrent \$4.50
- Barista Milk 600ml - Chocolate, Mocha, Ice Coffee \$5.00
- Daily Juice - Apple, Orange \$4.50
- Nippy's Milk - Chocolate, Strawberry \$3.00
- Juice Boxes \$2.50
- Juice Bomb \$3.00

## Packs

- 2 Tender & Chips \$7.00
- 3 Nuggets & Chips \$6.00
- 6 Nuggets & Chips \$8.50
- Cheese Burger & Chips \$8.50
- Fish N Chips \$7.00



# Altona Canteen

H & H

## SALAD

- Assorted Focaccias - from Chicken, Ham & Veggie
- Salad on Request - Greek, Green, Caesar etc
- Assorted Rolls/Sandwiches from **Small** **large**
- Fruit Salad
- Jelly Cup
- Cookies
- Coconut Slice
- Muffins
- Mini Cupcakes/Cake Slice
- Savoury Packs
- - Kabana, Dip & Cheese
- - Veggie, Dip & Cheese

Nut-free

## Ice Cream

- Icy Poles
- Calippo
- Icy Twist
- Paddle Pop
- Frozen Juice Cup
- Twisted Frozen Yoghurts
- - Banana & Chocolate
- - Vanilla & Strawberry
- Cyclones

## SNACKS

- Mini Pie/Sausage Roll \$1.50
- Steamed Dim Sim \$1.50
- Wedges \$3.50
- Chips \$3.50
- Pastizzi \$1.50
- Sweet Chilli Tenders \$2.50
- Chicken Tenders \$2.50
- Potato Cake \$1.50
- Nachos \$6.00
- Chips N Gravy \$4.00
- Chicken Nugget \$0.70
- Chicken Sticks \$0.70
- 2 Minute Noodles \$3.50
- Pizza - Chicken, Hawaiian, Margarita \$3.00

## BREAKFAST

- Egg & Bacon Roll \$6.00
- Egg & Cheese Roll \$5.50
- Brekky Wrap \$5.00
- Hash Brown \$1.50
- Bacon & Egg Toasty \$5.00

- \$6.00
- \$5.00
- \$6.00
- \$9.00
- \$5.00
- \$6.00
- \$2.00
- \$1.50
- \$1.50
- \$3.50
- \$1.00
- \$6.00
- \$1.00
- \$3.00
- \$2.50
- \$3.00
- \$1.50
- \$2.50
- \$3.00



**NOONE**  
BEST IN CLASS SINCE 1947

OFFICIAL UNIFORM SUPPLIER TO

**ALTONA COLLEGE**

SENIOR YEARS YEAR 7 - 12

PRICE LIST VALID TO 30TH JUNE 2024



<b>Uniform</b> (choices for everyday)	<b>Blazer</b> - with logo (Optional)	Sizes 80 - 100	\$179.95
		Sizes 105 - 120	\$195.95
	<b>Pullover</b> – Green with Logo	Sizes 60 - 85	\$83.50
		Size 90 - 110	\$93.50
	<b>Vest</b> – Green with logo	Sizes 60 - 85	\$78.50
		Sizes 95 - 110	\$83.50
	<b>VCE/VCAL Pullover</b> –Navy with logo	Sizes 80 - 85	\$83.50
		Sizes 95 - 115	\$93.50
	<b>VCE/VCAL Vest</b> –Navy with logo	Sizes 80 - 95	\$78.50
		Sizes 100 - 115	\$83.50
	<b>Summer Dress</b> – Adult Sizes	Sizes 6A - 16A	\$58.95
		Sizes 18A - 26A	\$67.95
	<b>Slacks100L (Charcoal)</b>	All Sizes	\$66.00
	<b>Shirt Short Sleeve</b> with logo Tailored Cut and Straight Cut	All Sizes	\$38.50
	<b>Shirt Long Sleeve</b> – with logo Tailored Cut and Straight Cut	All Sizes	\$39.95
<b>Trousers</b> – Charcoal	From	\$59.95	
<b>Shorts</b> – Charcoal	From	\$52.50	
<b>Winter Skirt</b>	Years 5 -12	\$77.50	
<b>Sport Uniform Choices</b> (only for sport days)	<b>Rugby Top</b>		\$97.50
	<b>Short Sleeve Polo</b>		\$38.50
	<b>Long Sleeve Polo</b>		\$40.95
	<b>Track pant</b> - Navy with logo		\$49.95
	<b>Sport Shorts</b> - with logo	Regular	\$36.50
		Long	\$38.50
	<b>Softshell Jacket</b>	Children Sizes	\$69.95
		Adult Sizes	\$77.50
<b>Sport socks</b> – white pack	From	\$16.95	
<b>Accessories (for everyday wear)</b>	<b>Senior School Bag</b>		\$82.95
	<b>College Beanie</b> with logo		\$28.95
	<b>Scarf</b> - with logo		\$19.50
	<b>Bucket hat</b> with logo		\$17.50
	<b>Socks</b> – Navy/ White		\$16.95
	<b>Tights</b> – Navy	From	\$19.00
	<b>Hair Accessories</b>	From	\$4.50
	<b>Tie</b> - Green/navy with logo		\$24.50
	<b>Head Scarf</b> – Navy or White		\$22.00
	<b>STUDENT NAME LABELS</b> Pre-ordered Garment name labels (Sew or Iron on)	Per 50 Units	\$25.00
<p><b>Trading Hours</b></p> <p>Monday to Friday: 9am till 5.00pm Sat: 9am till 1pm 54 Old Geelong Road, Hoppers Crossing Ph: 9749 0543 Email: hoppersc@noone.com.au</p> <p>Name Labels Available Lay-by, Visa , Mastercard , and Eftpos all welcome</p> <p>All prices are subject to change without notice</p>			

# STUDENT DRESS CODE

## PURPOSE

The purpose of the Student Dress Code is to outline Altona College's requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes.

This dress code has been developed by Altona College's School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Student Dress Code aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Altona College's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school and its students within the wider community
- enhance student safety by allowing efficient identification of students and/or members of the public, both in and out of the College grounds
- Provide students with a range of choices that are cost effective for families

## SCOPE

Students are expected to comply with this Student Dress Code while traveling to and from school, during school hours and when attending school activities.

## UNIFORM & APPEARANCE

Altona College's approved school uniform items are attached as an appendix to this policy. No variations on the approved items will be permitted without written consent from a member of the College Leadership Team.

## GENERAL APPEARANCE

While at school, travelling to or from school or participating in school activities, Altona College students must comply with the following:

- Uniforms must be clean and in good repair
- Uniforms must be clearly marked with the owner's name
- Shirts should be tucked in at all times while wearing a tie
- Ties need to be worn by Years 7-12 students in terms 2 and 3, neatly tied and covering a fastened top button
- Base layers added for warmth should be plain white, completely covered and not include any hood or bulky layers tucked in.

## JEWELLERY AND COSMETICS

Students should dress according to the following expectations:

- Watches are permitted, smart watches may need to be removed during assessments
- A plain, black leather belt is permitted where garments have belt loops
- One plain, lightweight neck chain with a single charm is permitted

- A maximum of one plain stud and one plain sleeper per ear will be permitted, but may need to be covered or removed for sport and practical activities
- All other piercings must be removed or replaced with clear invisistuds which may need to be covered or removed for sport and practical activities
- All medical alert jewellery is permitted in addition to the above, but may need to be removed for sport or practical activities where OHS requirements
- Hair accessories other than plain hair pins, plain hair ties or a navy or white ribbon are not permitted.
- All headwear, except those worn for religious purposes must be removed when indoors.

## **HAIR**

In Years Prep-6, all hair longer than shoulder length must be tied back at all times, to help prevent the spread of nits and lice, and for student safety.

In Years 7-12, all hair longer than shoulder length must be tied back during practical activities in Science or Technology subjects, including Woodwork and Food Technology, or any other circumstance where hair must be tied back for student safety, or on request from a teacher.

## **SUN AND UV PROTECTION**

In order to support sun protection behaviours that minimise the risk of health problems from sun overexposure:

- School uniform hats must be worn outside in terms 1 and 4 by all students. Additional dates in term 2 & 3 will require hats and will be reviewed and published annually according to the Altona College SunSmart Policy.
- Sunglasses are permitted when outdoors.

## **PURCHASE OF UNIFORMS**

Uniform items can be purchased from NOONE either online or in store. Further details are provided on the College Website to assist families in completing uniform orders as required.

## **SUPPORT FOR FAMILIES EXPERIENCING DIFFICULTY**

Please contact the Principal or College Business Manager to discuss support that we may be able to provide to families experiencing difficulty meeting uniform costs, including information about eligibility for uniform support through State Schools' Relief. Further information about State Schools' Relief is also available on their website: <https://stateschoolsrelief.org.au/>.

## **IMPLEMENTATION**

- Altona College will ensure that this Student Dress Code is communicated to all families and students through our website. We will assist students who may be experiencing difficulties complying with this policy where possible.
- Students wearing non-compliant uniform items have the option to change into a school loaned item where available, prior to 9am. If students are found to be out of uniform, staff will ask the student to correct the breach immediately.
- Any student who refuses, or is unable to comply with the College uniform policy will be granted an opportunity to seek assistance to achieve compliance.



- Serious or sustained breaches of the College uniform policy will be dealt with in accordance with the Student Wellbeing and Engagement Policy.

## **EXEMPTIONS TO STUDENT DRESS CODE**

We recognise that there may be situations where the application of this dress code may affect students unequally. Students and their parents or carers may apply either in writing to the Principal for an exemption to this Student Dress Code if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the dress code and can provide instruction from a medical specialist to support the claim
- the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code

When the Principal receives a request for an exemption, they will:

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carers
- liaise with the uniform supplier to explore modification to compliant uniform garments where possible
- encourage the student and/or their parents/carers to support their application with evidence.

The Principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers. The Principal will then offer a written response to explain the outcome of the request for exemption.

## **CONCERNS ABOUT THE STUDENT DRESS CODE**

Altona College welcomes feedback from the school community in relation to this Student Dress Code. If you have a concern or complaint about the Student Dress Code, further information about raising a concern or complaint is available in our school's Parent Complaint Policy, available on the college website [www.altonacollege.vic.edu.au](http://www.altonacollege.vic.edu.au)

## **FURTHER INFORMATION & RESOURCES**

Further information and related policies are available on the college website at [www.altonacollege.vic.edu.au](http://www.altonacollege.vic.edu.au)

## **REVIEW CYCLE**

This policy was last updated in February 2023 and is scheduled for review in November 2025.

Appendix 1: Altona College Uniform and Appearance Guidelines

<b>Formal Uniform A: Unisex</b> Permitted all year	
<b>Years Prep - 6</b>	<b>Years 7 - 12</b>
<ol style="list-style-type: none"> <li>1. Black leather lace up shoes or runners</li> <li>2. Navy socks, worn above the ankle</li> <li>3. Optional: plain white base layer, sleeves not to be visible</li> <li>4. Choice of:               <ol style="list-style-type: none"> <li>a. Navy shorts</li> <li>b. Navy trousers</li> <li>c. Navy active (ponti) pants</li> </ol> </li> <li>5. Choice of:               <ol style="list-style-type: none"> <li>a. College short sleeve shirt – pinstripe</li> <li>b. College long sleeve shirt - pinstripe</li> </ol> </li> <li>6. Choice of:               <ol style="list-style-type: none"> <li>a. College knitted pullover – green</li> <li>b. College knitted vest – green</li> </ol> </li> <li>7. College soft shell jacket - navy</li> </ol>	<ol style="list-style-type: none"> <li>1. Black leather lace up school shoes</li> <li>2. Grey socks, worn above the ankle</li> <li>3. Optional: Plain white base layer, sleeves not to be visible</li> <li>4. Choice of:               <ol style="list-style-type: none"> <li>a. Grey shorts</li> <li>b. Grey trousers</li> </ol> </li> <li>5. Choice of:               <ol style="list-style-type: none"> <li>a. College short sleeve shirt – pinstripe</li> <li>b. College long sleeve shirt – pinstripe</li> <li>c. Tie optional terms 1 &amp; 4 – compulsory in terms 2-3, shirt must be tucked in if wearing a tie.</li> </ol> </li> <li>6. Choice of:               <ol style="list-style-type: none"> <li>a. College knitted pullover – green</li> <li>b. College knitted vest – green</li> <li>c. Years 11 &amp; 12 only – choice of:                   <ol style="list-style-type: none"> <li>a. College senior jumper – navy</li> <li>b. College senior vest – navy</li> </ol> </li> </ol> </li> <li>7. College blazer – navy</li> </ol>
<b>Formal Uniform B: Unisex</b> Permitted term 1 & 4 only (2-week transition period from winter to summer uniform will be permitted at the start of term 4)	
<b>Years Prep - 6</b>	<b>Years 7 - 12</b>
<ol style="list-style-type: none"> <li>1. Black leather lace up shoes or runners</li> <li>2. White socks, above the ankle</li> <li>3. Optional: Plain white base layer, sleeves not to be visible</li> <li>4. College summer dress (short or long sleeve options available on request)</li> <li>5. Optional choice of:               <ol style="list-style-type: none"> <li>a. Navy lightweight slacks worn under dress (not available through uniform supplier)</li> </ol> </li> <li>1. Choice of               <ol style="list-style-type: none"> <li>a. College knitted pullover – green</li> <li>b. College knitted vest – green</li> </ol> </li> <li>2. College soft shell jacket – navy</li> </ol>	<ol style="list-style-type: none"> <li>1. Black leather lace up school shoes</li> <li>2. Grey socks, worn above the ankle</li> <li>3. Optional: Plain white base layer, sleeves not to be visible</li> <li>4. College summer dress (long sleeve options available on request)</li> <li>5. Choice of:               <ol style="list-style-type: none"> <li>d. College knitted pullover – green</li> <li>e. College knitted vest – green</li> <li>f. Years 11 &amp; 12 only – choice of:                   <ol style="list-style-type: none"> <li>c. College senior jumper – navy</li> <li>d. College senior vest – navy</li> </ol> </li> </ol> </li> <li>7. College blazer – navy</li> </ol>

<b>Formal Uniform C: Unisex</b>	
Permitted term 2 & 3 only (2 week transition period from winter to summer uniform will be permitted at the start of term 2)	
1. Black leather lace up shoes or runners 2. Choice of: <ul style="list-style-type: none"> <li>a. White socks, above the ankle</li> <li>b. Navy tights (no active wear)</li> </ul> 3. Optional: Plain white base layer, sleeves not to be visible 4. College winter skirt (pinafore require P-4, optional thereafter) 5. Optional choice of: <ul style="list-style-type: none"> <li>a. College short sleeve shirt – pinstripe</li> <li>b. College long sleeve shirt - pinstripe</li> </ul> 6. Choice of: <ul style="list-style-type: none"> <li>a. College knitted pullover – green</li> <li>b. College knitted vest – green</li> </ul> College soft shell jacket – navy	1. Black leather lace up school shoes 2. Grey socks, worn above the ankle 3. Optional: Plain white base layer, sleeves not to be visible 4. College Winter Skirt 5. Choice of: <ul style="list-style-type: none"> <li>d. College short sleeve shirt – pinstripe</li> <li>e. College long sleeve shirt – pinstripe</li> <li>f. Tie compulsory in terms 2-3, shirt must be tucked in.</li> </ul> 6. Choice of: <ul style="list-style-type: none"> <li>g. College knitted pullover – green</li> <li>h. College knitted vest – green</li> <li>i. Years 11 &amp; 12 only – choice of:               <ul style="list-style-type: none"> <li>e. College senior jumper – navy</li> <li>f. College senior vest – navy</li> </ul> </li> </ul> 7. College blazer – navy
<b>Sport Uniform</b>	
Permitted on days when HPE or Sport is timetabled, or by invitation from staff only	
1. Lace up athletic runners (any colour or brand – must have non marking sole and arch support) 2. Plain white socks, above the ankle 3. Optional: Plain white base layer, sleeves not to be visible 4. Choice of: <ul style="list-style-type: none"> <li>a. College short sleeve polo – primary</li> <li>b. College long sleeve polo – primary</li> </ul> 5. Choice of: <ul style="list-style-type: none"> <li>a. Fleece track pants – navy</li> <li>b. Shorts – navy</li> <li>c. Skort – navy</li> </ul> 6. College soft shell jacket (same as formal) 7. Optional: College rugby jumper	1. Lace up athletic runners (any colour or brand – must have non marking sole and arch support) 2. Plain white socks, above the ankle 3. Optional: Plain white base layer, sleeves not to be visible 4. Choice of: <ul style="list-style-type: none"> <li>a. College short sleeve polo – primary</li> <li>b. College long sleeve polo – primary</li> </ul> 5. Choice of: <ul style="list-style-type: none"> <li>a. Fleece track pants – navy</li> <li>b. Shorts – navy</li> </ul> 6. College soft shell jacket (same as formal) 7. Optional: College rugby jumper
<b>Accessories</b>	
Please note that where a College Uniform accessory is available, alternatives are not permitted	
1. College bucket hat – compulsory terms 1 & 4 2. College beanie – optional, terms 2 & 3 only 3. College scarf – optional 4. College school bag – small or large size – navy 5. Optional: Hijab/Head Scarf – plain navy or white 6. Optional: Hair tie/ribbon – plain navy or white	1. College Tie – compulsory terms 2&3 2. College bucket hat – compulsory terms 1 & 4 3. College beanie – optional, terms 2 & 3 only 4. College scarf – optional 5. College school bag – small or large size – navy 6. Optional: Hijab/Head Scarf – plain navy or white 7. Optional: Hair tie/ribbon – plain navy or white

## **APPENDIX 2: APPLICATION FOR STUDENT DRESS CODE EXEMPTION**

The Altona College dress code has been developed by Altona College's School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Student Dress Code aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Altona College's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities.
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school and its students within the wider community.
- enhance student safety by allowing efficient identification of students and/or members of the public, both in and out of the College grounds

The School Council has developed a dress code that we believe provides a range of choices for students and is cost effective for families.

### **Exemptions to student dress code**

We recognise that there may be situations where the application of this dress code may affect students unequally.

Students and their parents or carers may apply in writing to the Principal for an exemption to this Student Dress Code if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the dress code and can provide instruction from a medical specialist to support the claim.
- the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code.

When the Principal receives a request for an exemption, they will:

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carers
- liaise with the uniform supplier to explore modification to compliant uniform garments where possible
- encourage the student and/or their parents/carers to support their application with evidence.

The Principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers. The Principal will then offer a written response to explain the outcome of the request for exemption.

**APPLICATION FOR STUDENT DRESS CODE EXEMPTION**

STUDENT DETAILS		
<b>Student name</b>		
<b>Date of birth</b>	Click or tap to enter a date.	<b>Year level:</b>
<b>Home Address</b>		
		<b>Post Code:</b>
<b>Resides with:</b>	<input type="checkbox"/> Both Parents - <input type="checkbox"/> Mother - <input type="checkbox"/> Father - <input type="checkbox"/> Other:	
<b>Gender</b>	<input type="checkbox"/> Male / <input type="checkbox"/> Female	<b>Age in Years:</b>

EXEMPTION REQUEST
<b>Please outline which specific elements of the student dress code require an exemption.</b>

REASON FOR EXEMPTION
<b>Please select which of the following criteria this exemption applies to:</b>
<input type="checkbox"/> an aspect of the code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
<input type="checkbox"/> the student has a particular disability or health condition that requires a departure from the dress code and can provide instruction from a medical specialist to support the claim.
<input type="checkbox"/> the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code

**DETAILS OF REASON FOR EXEMPTION**

**Please detail how the selected criteria applies to the student:**


**OPTIONS FOR MODIFICATION** (Completed or supported by specialist where possible)

**Please outline any options or recommendations for modification of dress code that can or have been explored:**


**OTHER ALTERNATIVES EXPLORED** (Completed or supported by specialist where possible)

**Please outline any options or recommendations that could be explored or implemented to avoid the need for exemption** (where school has provided alternatives, please outline how they have been unsuccessful)


**SUPPORTING EVIDENCE**

**Please identify which of the following evidence has been provided to support this request for modification or exemption**

--

- A) Letter from an authorised/qualified expert or religious leader outlining religious, cultural or ethnic grounds for exemption.
- B) Letter from treating specialist outlining diagnosis, treatment support strategies, suggested adjustments, and duration for exemption, recommended review date.
- C) Confirmation from College business manager that after consultation, all appropriate options for financial assistance and support have been exhausted.

**NOTES:**

1. Please note that supporting evidence from category A or B must include contact details. Where contact cannot be made, the evidence will not be considered valid.
2. General certificates from a GP or generic health resource will not be considered appropriate supporting evidence for exemption.
3. General medical letters, statements or observations which are not supported by a personalised assessment, diagnosis and treatment plan may not be considered appropriate evidence

**SPECIALIST SUPPORT OF APPLICATION FOR EXEMPTION**

**Please provide this template to the appropriate specialist to review and add any recommendations required:**

**Specialist name:**

**Specialisation:**

**Professional address:**

**Phone:**

**Email:**

- I have reviewed the needs of the student named in this application and am willing to support modification or exemption to the student dress code of Altona College for this individual circumstance
- I have considered and recommended (where appropriate) options for modification to uniform garments that the Principal could consider in consultation with a uniform supplier to avoid the need for exemption
- I have discussed consent with the student and family named in this application and will agree to discuss my recommendations for modification and/or exemption with Principal staff at the College

**Specialist Signed:**

**Date:** Click or tap to enter a date.

**Parent/Carer Signed:**

**Date:** Click or tap to enter a date.

**PRINCIPAL REVIEW (to be completed by Principal team and filed)**

Exemption granted in full

Exemption partially granted

Exemption declined

**Duration of exemption:**

Conditions of exemption:
Comments/Notes:

Response to applicant provided in writing on [Click or tap to enter a date.](#)

<b>Principal Signed:</b>	<b>Date:</b> <a href="#">Click or tap to enter a date.</a>
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## MOBILE PHONES – STUDENT USE

### PURPOSE

To explain to our school community the Department's and Altona College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

### SCOPE

This policy applies to:

1. All students at Altona College and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

### DEFINITIONS

**A mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

### POLICY

Altona College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

#### At Altona College:

- *Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours*
- *Exceptions to this policy may be applied if certain conditions are met (see below for further information)*
- *When emergencies occur, parents or carers should reach their child by calling the school's office.*

### PERSONAL MOBILE PHONE USE

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Altona College during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

### SECURE STORAGE

Mobile devices owned by students at Altona College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. From Term 1, 2020, all students who bring a mobile phone to school must have it switched off and stored securely during school hours. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Altona College does not have accident insurance for accidental property damage or

theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the Department’s [Personal Goods policy](#).

Where students bring a mobile phone to school, Altona College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Altona College students are required to store their phones either in their lockers or handed into the school administration office.

## ENFORCEMENT

Students who use their personal mobile phones inappropriately at Altona College may be issued with consequences consistent with our school’s existing student engagement policies [Student Wellbeing and Engagement](#) and/or [Bullying Prevention](#) policies.

At Altona College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone:

- *in any way that disrupts the learning of others*
- *to send inappropriate, harassing or threatening messages or phone calls*
- *to engage in inappropriate social media use including cyber bullying*
- *to capture video or images of people, including students, teachers and members of the school community without their permission*
- *to capture video or images in the school toilets, changing rooms, swimming pools and gyms*
- *during exams and assessments*

## EXCEPTIONS

**Exceptions to the policy:**

- *may be applied during school hours if certain conditions are met, specifically,*
  - *Health and wellbeing-related exceptions; and*
  - *Exceptions related to managing risk when students are offsite.*
- *can be granted by the principal, or by the teacher for that class, in accordance with the Department’s [Mobile Phones Policy](#).*

The three categories of exceptions allowed under the Department’s [Mobile Phones Policy](#) are:

### 1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan

### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
--------------------	---------------

Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

### 3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

## CAMPS, EXCURSIONS AND EXTRACURRICULAR ACTIVITIES

Altona College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

## EXCLUSIONS

### This policy does not apply to

- *Out-of-School-Hours Care (OSHC)*
- *Out-of-school-hours events*
- *Travelling to and from school*
- *Students undertaking workplace learning activities, e.g. work experience*
- *Students who are undertaking VET*

## RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement,*
- *Code of Conduct,*
- *Bullying Prevention*

## REVIEW PERIOD

This policy was last updated in September 2020 and is scheduled for review in September 2023.

# HOMework POLICY

## PURPOSE

The purpose of this policy is to outline to students, parents/carers and school staff Altona College's expectations for homework and at-home learning.

## SCOPE

This policy applies to students in all year levels and staff responsible for setting homework.

## POLICY

Altona College acknowledges that homework should be tailored and adapted to suit the personal and developmental needs of students.

Teachers at Altona College are encouraged to exercise their discretion in assigning tasks that are appropriate for their students and most likely to be meaningful. This may comprise of reading, practice exercises or extension assignments.

## PREP TO YEAR 4

In the early years, the objective of homework should be to practise and consolidate the concepts that have been introduced during class time. It is also intended to introduce the concepts of self-discipline and responsibility and prepare them for the upper grades.

Assigned homework tasks will build on concepts explored in the classroom and encourage students to use their initiative by gathering additional information or materials.

Homework will mainly consist of daily reading to, with, or by parents/carer or older siblings and **is recorded in the student diary.**

Students are generally not expected to complete more than 30 minutes of homework per day and no homework tasks will be assigned over the weekends or during the holidays.

## YEAR 5 TO YEAR 6

In the upper year levels, the objective of homework is to build on the concepts of self-discipline, responsibility and initiative to prepare students for secondary school. **Students are required record all homework tasks in their college diary.**

Assigned homework tasks will include daily independent reading **and may include extension assignments, tasks dedicated to reinforcing new mathematical concepts introduced in class, and/or incomplete class work.**

Students are generally not expected to spend more than 45 minutes per day on homework and no homework tasks will be assigned over the weekends or during the holidays.

## YEAR 7 TO YEAR 12

Commencing secondary school, students are encouraged to begin focusing on distributing time proportionally to the variety of subjects they study. In addition, students are encouraged to progress towards greater autonomy in the organisation, completion and submission of homework tasks.

In Years 7-12, an effective homework routine should include:

1. **Catch up:** Students should complete any tasks left outstanding from the days classes. Teachers will generally allocate sufficient time to complete the majority of work at school, however students are expected to complete outstanding work prior to the next lesson, unless otherwise advised. Students who maximise the use of class time will typically find there is very little catch up required each day.
2. **Preparation:** Assuming daily tasks have been completed, teachers will set preparation tasks to maximise the efficiency of face to face time. Being adequately prepared for lessons is essential to promote engagement and maximise student learning growth at school. Good preparation might include:
  - a. Reading ahead to identify key vocabulary and definitions
  - b. Watching video content to explore a new topic
  - c. Undertaking research
  - d. Attempting some practice tasks to identify challenges and enable precise questioning in the next lesson
  - e. Discuss the last lesson with a friend to share ideas and build a common foundation for the upcoming lessons
3. **Revision:** For the most diligent and dedicated students, there is no such thing as too much practice! Where a study schedule allows for it, students should consider allocating some time to practising a skill they have previously learned. This becomes increasingly important when preparing for senior exams that can assess content from any unit across the full year of study. Examples of effective revision include:
  - a. Attempting practice questions or past exam papers
  - b. Re-visiting past assessments and actioning feedback
  - c. Reading past chapters again to refresh content knowledge
  - d. Completing a practical project that uses prior learning in a new context

## TIME MANAGEMENT: 7-12

In undertaking the above, students should ensure they undertake multiple study sessions across the week always being mindful of the Compass Learning Tasks platform which will highlight essential tasks that are due for completion. On average, students should expect the following time commitment (or equivalent) for **preparation and revision**, noting that **additional time will be required for catch up** depending on the students use of class time:

*Years 7 - 8: 40 - 60 minutes, 3 days per week*

*Years 9 - 10: 60 - 90 minutes: 3-4 days per week*

*Years 11 - 12 - 60 - 120 minutes, 5-6 days per week*

NOTE: Students are encouraged to break study sessions into 2-3 smaller blocks separated by short breaks for snacks, hydration or exercise. Many students have successfully implemented short study blocks as follows:

- Before school and lunchtime study groups
- Afterschool before parent pickup
- Before and after sports or hobbies
- On weekends before attending to sporting or social commitments (Saturday mornings can be a great time to do some study with the reward of an outing immediately after).

## SHARED EXPECTATIONS AND RESPONSIBILITIES

Homework is a shared responsibility between the school, teachers, students and their parents/carers. In order to get the most out of homework tasks, it is important that everyone understands their obligations and responsibilities.

### Altona College will support students by:

- *fostering lifelong learning and connecting families with the learning of their children, as part of a comprehensive and balanced curriculum within Victorian schools*
- *ensuring the school's homework policy is relevant to the needs of students*
- *advising parents/carers of homework expectations at the beginning of the school year and providing them with a copy of the homework policy*
- *encouraging parents/carers of early primary school aged children to read to and with their children for enjoyment*
- *ensuring that upper primary students use homework diaries to provide a regular communication between parents and the school.*

### Teachers at Altona College will:

- *equip students with the skills to solve problems*
- *encourage real-life problem solving, logical thinking, creativity and imagination*
- *set varied, challenging and meaningful tasks related to class work to suit the students' learning needs*
- *give students enough time to complete homework, considering home obligations and extracurricular activities*
- *assess homework and provide timely and practical feedback and support*
- *help students develop organisational and time-management skills*
- *ensure parents/carers are aware of the school's homework policy*
- *develop strategies within the school to support parents and carers becoming active partners in homework*
- *offer a wide range of opportunities for families to engage in their children.*

### It is expected that students will take responsibility for their own learning by:

- *being aware of the school's homework policy*
- *discussing with their parents/carers homework expectations*
- *accepting responsibility for the completion of homework tasks within set time frames*
- *following up on comments made by teachers*
- *seeking assistance when difficulties arise*
- *organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time employment.*

### It is expected that parents/carers will support their children by:

- *developing a positive and productive approach to homework*
- *ensuring there is a balance between the time spent on homework and recreational activities*
- *reading to them, talking with them and involving them in learning opportunities during everyday household routines and physical activity*
- *talking to teachers about any concerns they have about the homework*
- *attending the school events, productions or displays their child is involved in*
- *ensuring upper primary students keep a homework diary*

- *discussing homework with their child in their first language, if English is not the main language spoken at home, and linking it to previous experiences*
- *linking homework and other learning activities to the families' culture, history and language, linking with relevant services, clubs, associations and community*
- *ensuring there is a quiet study area for students to complete their homework tasks.*

### **SUPPORT FOR STUDENTS, PARENTS AND CARERS**

Teachers at Altona College understand that students have different learning styles and interests, and may approach learning activities and homework differently. If you are concerned that your child may not understand the homework tasks that have been set for him or her, or is spending a long period of time completing their homework, we encourage you to speak to their classroom, homegroup teacher or Year Level Coordinator.

### **FURTHER INFORMATION AND RESOURCES**

- School Policy and Advisory Guide:
  - [Homework Guidelines](#)
  - [Homework Expectations](#)

### **REVIEW CYCLE**

This policy was last updated in September 2020 and is scheduled for review on September 2023

**CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) APPLICATION FORM**

School Name

School REF ID

**Parent/carer details**

Surname \_\_\_\_\_

First name \_\_\_\_\_

Address \_\_\_\_\_

Town/suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact number \_\_\_\_\_

Centrelink pensioner concession **OR** Health care card number (CRN)

-  -  -  **OR**

Foster parent under a temporary care order\* **OR**  Veterans affairs pensioner (Gold Card)\*\*

\*Foster Parents must provide a copy of the temporary care order letter from the Department of Families, Fairness and Housing (DFFH).

\*\*Applicants must provide a copy of the Veteran Affairs Gold card

Is this an application for special consideration (no CRN needed)? Yes  No

**Student details**

Student's surname	Student's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Australian Government Department of Families, Fairness and Housing (DFFH) to provide the results of that enquiry to DET.

I understand that:

- DFFH will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET personal information including my name, address, payment and concession card type and status.
- this consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to DET so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DET.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to the DFFH and /or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You are able to request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## CSEF ELIGIBILITY

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

### Criteria 1 – General eligibility

To be eligible for the fund, a parent or carer of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one
  - on the first day of Term two
- a) be a holder of one or more of the eligible financially-means tested cards **OR** be a temporary foster parent, and;
- b) submit an application to the school by the due date.

For the list of eligible financially-means tested cards refer to the CSEF Policy:  
<https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/policy>

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with the above.

### Criteria 2 - Be of school age and attend school in Victoria

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. CSEF is not payable to students attending pre-school, kindergarten, home schooled, or TAFE.

### Special Consideration

A special consideration category exists for

- Families on a bridging visa, temporary protection visa, in community detention or are asylum seeker families
- Students in temporary out of home care arrangements, including statutory kinship care

For more information, see <https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/guidance/eligibility>

### Eligibility Date

For concession card holders CSEF eligibility will be subject to the parent/carer concession card being validated successfully with Centrelink on the first day of either term one (30 January 2023) or term two (24 April 2023).

## PAYMENT AMOUNTS

### CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$125 per year.
- Secondary school student rate: \$225 per year.

The CSEF is paid directly to your child's school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

**For ungraded students**, the rate payable is determined by the student's date of birth. For more information, see: [www.education.vic.gov.au/about/programs/Pages/csef.aspx](http://www.education.vic.gov.au/about/programs/Pages/csef.aspx)

**Year 7 government school students** who are CSEF recipients are also eligible for a uniform voucher. Secondary schools are required to make applications on behalf of parents/carers so please register your interest at the school.

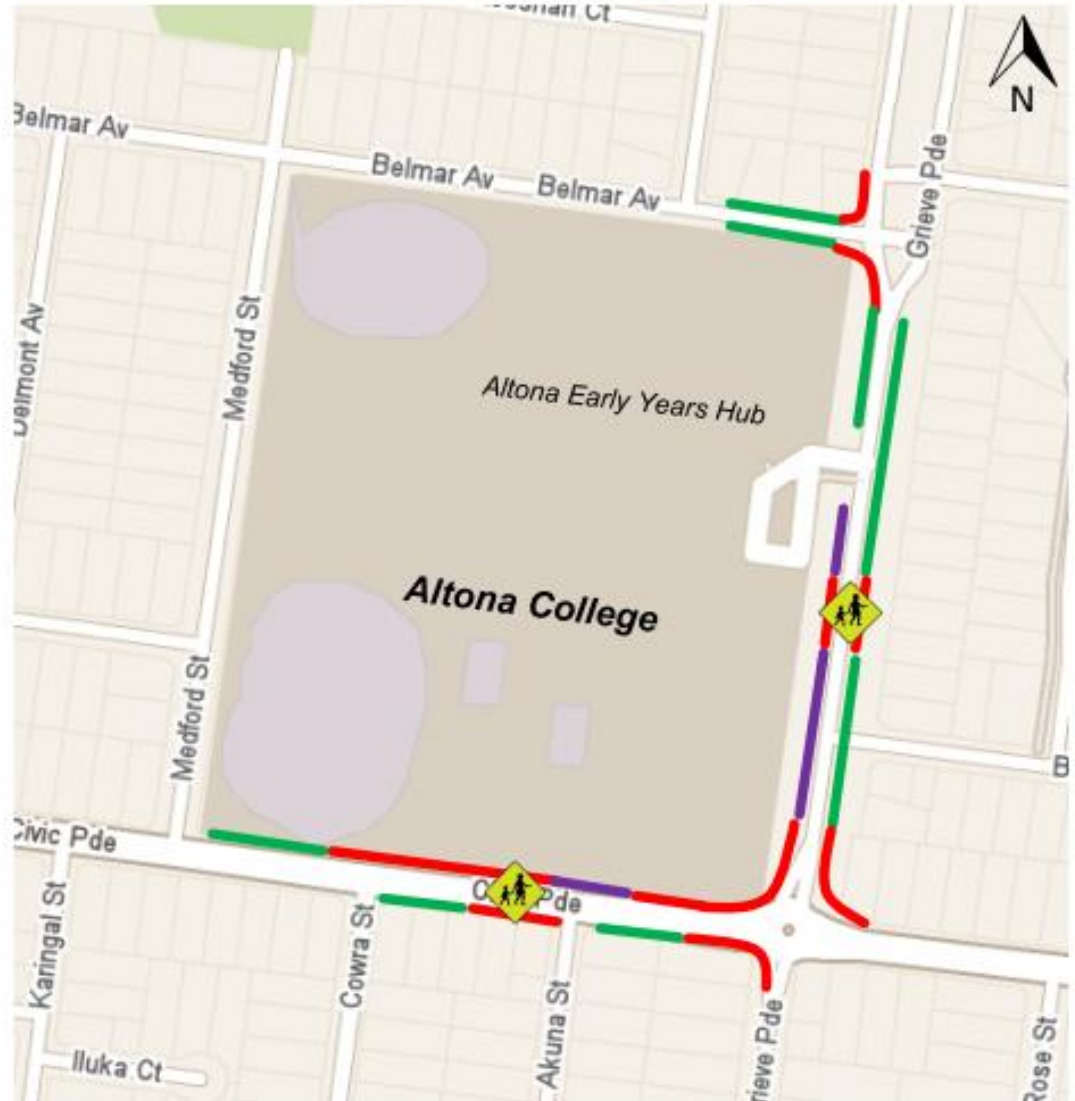
## HOW TO COMPLETE THE APPLICATION FORM

### NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN





1. Complete the PARENT/CARER DETAILS section.  
Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.  
If you are claiming as a temporary Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.  
If you are seeking special consideration, mark this in the form and provide a copy of the relevant documentation.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2023 closes on the 23 June 2023.

## PARKING RULES

# Where to Park - Factsheet



### LEGEND

	UNRESTRICTED PARKING
	PICK UP/DROP OFF ZONE (10 MINUTE PARKING)
	NO STOPPING ZONE (STATUTORY ALL DAY, DURING SCHOOL TIMES, BUS ZONE etc.)
	CHILDREN'S CROSSING/ ZEBRA CROSSING

### AROUND SCHOOL CROSSING

Victorian Road Safety Road Rules 2017 outlines the requirements of Stopping near a children's crossing as shown below:

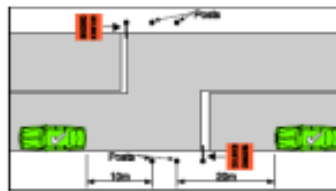
#### 171 Stopping on or near a children's crossing

- (1) A driver must not stop on a children's crossing, or on the road within 20 metres before the crossing and 10 metres after the crossing unless the driver stops at a place on a length of road, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under these Rules.

Penalty: 3 penalty units.

#### Example 1

Measurement of distance—children's crossing with red and white posts



### HANDY TIPS FOR SAFE PARKING

- Park a few streets away and walk to and from school. Use this time to teach your child about road safety and be a good role model.
- Never Park illegally in a driveway, or on/near a school crossing
- Always observe the parking signs around the school
- Never double park or wait on the road at a pick-up / drop off point. It blocks the vision for other drivers, forces children onto the road, obstructs the flow of traffic and may force other drivers to make inappropriate driving choices.
- Please remember to be patient, courteous and respectful when driving around schools

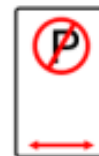
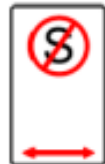
### OBEDY THE SIGNS

#### Parking unsafely puts children at risk

There are parking restrictions surrounding schools. The areas are regularly patrolled by Hobsons Bay City Council Local Law Officers, purposely for the safety of children and the community. Council conducts enforcement actions by the way of infringement notices to seek compliance and educate on unsafe parking matters, which can put a person in danger.

#### No Stopping

You must not stop at the kerb or any reason where No Stopping signs are located or within 10 metres of an intersection.



#### No Parking Signs

You may stop for up to 2 minutes but must not leave your vehicle

#### Speed limit

Do not exceed 40km/h in school zones.



#### Other Common Parking Offences

- Parking on a nature strip
- Unreasonably obstructing flow of traffic
- Double parking
- Stop too close to a school crossing.
- Park within 3 metres of a continuous dividing line or dividing strip.