



ALTONA COLLEGE

NEW PRIMARY STUDENT

HANDBOOK

2025

WELCOME TO ALTONA COLLEGE

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WELCOME TO OUR COMMUNITY



Nathan Guthridge
Principal

Welcome to Altona College! We are a thriving and expanding community of learners. We have high expectations for all of our students. We strive to create an inclusive, safe and supportive learning environment where student voices are heard and thinking skills are developed. Our goal is to see every student reach their potential within our student-focused community. Our dynamic learning environments are designed to inspire creativity, curiosity, collaboration, and innovation.

The College aims to help students excel in their academic pursuits by focusing on literacy, numeracy, humanities, and science. Our goal is to ensure that each child grows academically, regardless of their background or current level of knowledge. We genuinely hope that every family feels the warmth and support of our community as an example of our daily efforts at the College. By the time children join our school, they have already developed critical communication, learning, and thinking skills, established relationships, and formed a strong sense of self, which is largely the result of their families and communities hard work. These values and information are also the foundation for learning in school. Our school values of Innovation, Integrity, and Respect are the basis of our decision-making and how we guide our young learners. We aim to see our community members approach the world with the ability to think creatively and solve problems, know what is right and do it, and treat others with kindness and empathy.

We offer our students the opportunity to access the full range of the Victorian Curriculum from Prep to Year 8. Once this foundation has been established, students are encouraged to embark on a personalised learning journey that caters to their individual interests and future aspirations.

We also place great emphasis on creating safe, inclusive and productive learning environments by delivering programs such as Rights, Resilience and Respectful Relationships, and School-Wide Positive Behaviour Supports, along with many other evidence based initiatives.

Having completed a significant Capital Works program over recent years, we present state-of-the-art facilities, combined with expert staff to ensure a high-quality education for all of our local families. But we aren't finished yet! Our team have carefully master-planned ongoing improvements to grounds, facilities and curriculum, all of which will see the continued improvement of the College and the learning outcomes of all graduates. Our Annual Planning is responsive to our ongoing improvement and carefully identifies and prioritises key Literacy, Numeracy and Wellbeing strategies to ensure our school remains at the forefront of best practice.

Our school takes pride in providing a unique environment for our students where each staff member knows them well and can tailor their teaching approach to their individual strengths. We are committed to ensuring that every student is gaining new skills and knowledge and building a strong foundation of understanding. Celebrating success is an important part of our community, and we do so through our learning centre and college assemblies. We are incredibly proud of our students and all that they have accomplished.

ASSISTANT PRINCIPAL'S WELCOME



Felicity Maxwell
Primary Assistant Principal

Prep students at Altona College experience a comprehensive learning program that focuses on developing essential early literacy and numeracy skills, and each child's social and emotional wellbeing. Each day our learners experience a two hour literacy block where teachers use a variety of teaching strategies to ensure students develop a love for reading and writing, and great literature. Teaching staff will focus on phonics, word knowledge, text structure and organisation, and teach students that sentences are important for expressing ideas. There are some hints and tips for helping at home in this booklet.

The Maths Online Interview completed during our initial assessment program provides the diagnostic growth point data required for a successful student learning plan. We believe that all students are capable of excellent learning growth, regardless of their entry level, that's what matters. Students will learn and practise number names and counting sequences, develop their one-to-one correspondence and begin to skip count by simple multiples. They'll begin to order numbers, create and continue simple patterns and identify simple measurement attributes.

Student learning programs have integrated inquiry units throughout the school year. In Prep, students investigate themselves to identify who they are and where they live. They also make discoveries about the weather and seasonal changes, and investigate the features and basic needs of mini-beasts.

Our preps experience specialist programs in: LOTE (Mandarin), Visual Arts, Music and Physical Education weekly. Students access the Edible garden classes. Each fortnight, and experiences in the kitchen are scheduled when appropriate.

We look forward to working in partnership with you.



GENERAL INFORMATION

103a Grieve Parade, Altona VIC 3018

03 9250 8050

altona.co@education.vic.gov.au

www.altonacollege.vic.edu.au



ALTONA COLLEGE KEY PERSONNEL

Principal – Nathan Guthridge

Senior Assistant Principal – Mathew Kelly
(Primary & Secondary)

Assistant Principal (Primary) – Felicity Maxwell

Assistant Principal (Secondary) – Tara Dunstan

Learning Specialist – Rachel Ibbetson

Mental Health & Wellbeing Leading Teacher-

Casey Sperling

Student Wellbeing – Julie Giles

Business Manager – Debra Dorgan

Finance Officer – Debbie Cassar

Administration Team –

Sarra Chhabra & Michelle Richardson

KEY DATES

TERM DATES

Term 1 29th January - 4th April

Term 2 22nd April - 4th July

Term 3 22nd July - 19th September

Term 4 6th October - 18th December

Last Day of Terms 1, 2 & 3 - 2:30pm Dismissal

Term 4 - 1:30pm Dismissal

STUDENT FREE DAYS

Term 1

Tuesday 28th January - Curriculum Day

Monday 10th March - Labour Day Public Holiday

Term 2

Monday 21 April - Easter Monday Public Holiday

Friday 25 April - ANZAC Day Public Holiday

Monday 9 June - Kings Birthday Public Holiday

Friday 20 June - Student Free Day

Term 3

Monday 21 July - Curriculum Day

Term 4

Monday 3 November - Student Free Day

Tuesday 4 November - Melbourne Cup Public Holiday

Friday 19 December - Curriculum Day

PARENT TEACHER INTERVIEWS

Wednesday 19th February 2025 - 1:30pm Dismissal

Wednesday 6th August 2025

SCHOOL PHOTOS

Monday 24th March 2025. Please send your child to school in their **formal** uniform on this day - refer to uniform guide page 11

EARLY OR LATE DROP OFF & COLLECTIONS

On occasion parents may need to drop off a student later or collect them early for an appointment.

All entries and exits are via the administration office. The administration staff will advise the classroom teacher via our communication system and the child will be sent to the office to meet you.

All students collected early or dropped off late must be signed in by an adult via Compass in the office. We ask that early collections are to avoid break times and those close to dismissal times, wherever possible.

STUDENT DROP OFF AND COLLECTION

All primary students enter and leave our college from the gate on Grieve Parade.

A children's crossing is situated adjacent to the entry for families and a second supervised crossing is available on Civic Parade.

BOOKLIST

You may place your order through the following link www.campion.com.au or you can utilise the provided list as a guide for your own purchase. The school booklist is provided on page XOXOXO

TIMETABLE

The school playground is supervised from 8:45am each day by staff. Students requiring supervision prior to 8:45am are needing to book with the out of school hours care.

The bell rings at 9:00am, at this time students should line up and be ready to greet their teacher and enter the classroom. Classroom teachers will begin to develop daily routines from the first day of school. Our staff know that our students feel safe when there are set and expected routines in place.

BELL TIMES

- 8:45am - Yard supervision commences
- 9:00am - Bell rings
- 9:00 - 10:00am - Session 1
- 10:00 - 11:00am - Session 2
- 11:00 - 11:05pm - Supervised Snack Eating
- 11:05 - 11:30am - Recess Break
- 11:30 - 12:30m - Session 3
- 12:30 - 1:30pm - Session 4
- 1:30 - 1:45pm - Supervised Lunch Eating
- 1:45 - 2:15pm - Lunch Play
- 2:15 - 3:15pm - Session 5
- 3:15pm - Students dismissed



Course Contributions

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

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 & science equipment; musical instruments; improvements to school facilities i.e., extra shade sails, updates to classroom furniture, new synthetic turf areas, soft fall mulch under play equipment, extra CCTV security & new signage throughout the school to enhance visual communication.

All voluntary payments can be made via your compass account from Monday 11th November 2024 and finalised by Friday 31st January 2025. Please find the contribution schedule attached on page 20

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 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 primary school student is \$125 and \$250 for secondary students.

An application form can be downloaded from www.education.vic.gov.au/csef; you will need to bring your concession card to the office for verification and to submit.

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

Payment Methods

Payment for Curriculum Contributions, Other Contributions and Extra-Curricular Items & activities can be made **via Compass**. If you need assistance with your login details please contact the school, new families will be provided with a new family login and password. You will have the option in Compass to pay in full or via a payment plan schedule. These payments are required to be completed Friday 31st January 2025

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.

Year 4 - Year 12

LAPTOP INFORMATION

Altona College students in Year 4 to Year 12 utilise laptops in the classroom. For ease, we encourage families to purchase their chosen device through the LWT Education portal.

<https://altonacollege.orderportal.com.au/LandingPage?pid=37>

If you would like to purchase our own elsewhere, please choose devices that meet the following specifications:

- **Type:** Windows notebooks or MacBooks (optional)
- **Operating System:** Windows 10 or newer, OSX 10 or newer
- **RAM:** Minimum 8GB
- **Hard Drive:** 256GB or more
- **WIFI Compatibility:** Must support 5GHz 802.11n or later (wireless 6)

Chromebooks and IdeaPad Lenovo laptops *are not* supported.

Orders should be placed by ASAP for delivery in mid-January. Instructions for setup will be provided upon delivery.

The IT Department will offer ongoing support, and families can contact the college office for any inquiries about the BYOD program or portal assistance.



BEFORE AND AFTER SCHOOL CARE

Before and After School Care is available onsite and runs Monday to Friday. The current provider is 'Team Kids' Visit

<https://www.extend.com.au/school/altona-college/>

Students attending the program are provided with snacks and a range of activities following drop off in the morning or collection in the afternoon from the portable building located near medford street. Access to this gate is provided once registered with the service.

- Before School Care: 6:45am – 8:45am
- After School Care: 3:15 – 6:00pm

A holiday program currently operates during vacation periods and curriculum days

BREAKFAST CLUB

Our daily Breakfast Club operates from the food technology centre from 8:30am. The free program is funded through generous donations from BendigoBank and Food Bank.

Our Education Support staff oversee the program and ensure all students are greeted warmly on arrival. It's part of the daily routine for all students.

VOLUNTEERING

Parent volunteers are encouraged to participate in the classroom helpers program so they can support in classrooms in the teaching of literacy and numeracy. Session Details: Friday 14th February 2025, 9:00am – 10:45am.

Volunteers are also welcome on occasions for excursions or local walking activities. Please note: all volunteers are required to provide the administration office with a copy of their Working with Children Check (WWC).



PARKING.

Parking is NOT permitted in the Altona Early Years Hub carpark (next door) or the staff carpark, as these spaces are required for staff and users of the facilities.

CANTEEN

The Canteen is open at recess and lunchtime.

Please ensure your student has packed items for **brain food** and for **recess**, as online orders are for **lunch** only.

Online ordering is preferred, but orders can also be made with cash in an envelope. Have your child place their order in the lunch basket at the start of the day; classroom monitors will take it to the canteen.

Please note: Online orders close at 9:00am, and lunch orders for the next day open at midday.

Orders are collected by classroom monitors and distributed in class. A counter service is also available at both recess and lunchtime.

Canteen Website:

<https://app.quickcliq.com.au/sign-up.aspx>

BIKES AND SCOOTERS

Students are NOT permitted to ride bikes, scooters etc in the school grounds. They must walk into the school in a respectful manner at all times. There is a bike cage near the entry for safe storage during the day

SCHOOL COUNCIL

School councils are groups who make decisions that set the direction of the school.

They:

- help create and check the school's budget
- contribute to the school strategic plan
- make decisions on policies like investments, payments by parents, dress code.

Councils usually have between six and 15 members and include:

- The principal, who is the executive officer
- Parents who are chosen through an election
- A school or Department staff member
- A student, if the school has year 7 students and above.

Some councils also have community members who are chosen by the council. These members have special knowledge or experience in the local community. The Volunteers Policy is located on the college website.

SCHOOL POLICIES

Our school policies are available on the College Website at www.altonacollege.vic.edu.au

STUDENT ABSENCES

Students are expected to be at school every day. If, your child is sick, please inform the school via the COMPASS App. If this is not possible, please call the office to report the absence as early as possible on 03 9250 8050.

This will prevent you from receiving a phone call or text message from our office to clarify your child's whereabouts. If your child has a medical appointment and will be absent for part of a day, please sign them in after the appointment via the COMPASS kiosk in the administration office or sign them out early.

HYDRATION

Students need to bring their water bottle for use (and refilling) at school.

A SUNSMART START

Parents have a critical role to play in helping children develop good sun protection habits. It's important to teach children to make being SunSmart part of their routine and encourage them to take responsibility for themselves whenever possible.

On hot days, put sunscreen in the cooler section of your child's lunchbox, so it's cold and refreshing when applying. Please Note: Hats are compulsory in term 1 and 4 when outdoors.

VISITORS

Visitors to school grounds are limited to those delivering or supporting essential school services and operations (e.g. student health and wellbeing services, specialist curriculum programs, maintenance workers). The visitor's policy is located on the college website.

FIRST AID

Routine first aid is available via the Administration Office. If your child attends first aid you will be notified via COMPASS. We do have some students who attend first aid regularly for some support, our admin staff provide some basic support in these situations.

The Department of Education and Training Infectious Disease policy and related policies are adopted when providing first aid.

CHILD SAFE STANDARDS

Altona College has zero tolerance for child abuse and is committed to safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making.

Altona College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Every person involved in Altona College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

These policies are intended to empower and protect our children, who are vital and active participants in the school, by involving them when making decisions, especially about matters that directly affect them. We will listen to their views and respect what they have to say. We will promote diversity and tolerance, and people from all walks of life and cultural backgrounds are welcome.

In particular we will:

- promote the cultural safety, participation and empowerment of our indigenous children
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure that children with a disability are safe and can participate equally in all aspects of school life

The Child Safe Policies are located on the college website.



SCHOOL-WIDE POSITIVE BEHAVIOUR SUPPORT (SWPBS)

SWPBS is a framework that brings together school communities to develop positive, safe, supportive learning cultures.

It assists schools to improve social, emotional, behavioural and academic outcomes for children and young people.

Effective implementation of SWPBS ensures teachers and students have more time to focus on relationships and classroom instruction. Students and staff benefit from:




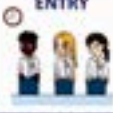








- Increased respectful and positive behaviour
- Increased time focused on instruction
- Improved social-emotional wellbeing
- Positive and respectful relationships among students and staff
- Increased adoption of evidence-based instructional practices
- A predictable learning environment with improved perceptions of safety and increased attendance


The SWPBS framework supports students from Foundation through to Year 12. It enables Altona College to identify and successfully implement evidence-based whole-school practices to enhance learning outcomes for children and young people.

The cornerstone of Altona College's SWPBS implementation is the values of Innovation, Integrity and Respect. Our collective understanding of the expected behaviours relating to each of these values for self, others and environment, is taught explicitly in pastoral programs.

School-Wide Positive Behaviour Supports

VALUE	SELF	OTHERS	ENVIRONMENT
INNOVATION	I have a growth mindset	I find solutions	My impact is positive
INTEGRITY	I model school expectations	I share responsibility	My interactions are sustainable
RESPECT	I know my self-worth and potential	I am empathetic, compassionate & inclusive	I consider my place and purpose

LINE UP  <ul style="list-style-type: none"> • I am on time • I am calm • I wait for a teacher before entering 	We enter the class when everyone is ready to learn.	CONFERENCE  <ul style="list-style-type: none"> • I am prepared to conference • I listen and share • I am on task 	We are responsible while others are meeting.	PERSONAL BREAKS  <ul style="list-style-type: none"> • I am where I should be • I am trustworthy • I return quickly when I can 	We use our personal breaks correctly
ENTRY  <ul style="list-style-type: none"> • I enter quietly • I have the correct materials • I prepare my space 	We start the lesson when everyone is ready to learn.	INDEPENDENT LEARNING  <ul style="list-style-type: none"> • I understand the learning intention • I know how I can be successful • I am productive 	We focus on our own work and allow others to do the same	REVIEW & REFLECT  <ul style="list-style-type: none"> • I review my work • I ask questions • I know what comes next 	We take time to reflect
DIRECT INSTRUCTION  <ul style="list-style-type: none"> • I understand the learning intention • I actively listen • I manage my technology 	We ensure everyone can focus.	TEST CONDITIONS  <ul style="list-style-type: none"> • I have the materials I need • I work in silence • I try my best 	We are silent until the end	EXIT  <ul style="list-style-type: none"> • I pack up my space • I help others do the same • I wait for dismissal 	We end the lesson together
GROUP WORK  <ul style="list-style-type: none"> • I know my role • I value others • I value myself 	We help each other stay on task.	BRAIN BREAKS  <ul style="list-style-type: none"> • I listen to instructions • I value others • I refocus quickly 	We take short breaks to refresh and refocus	OFFSITE  <ul style="list-style-type: none"> • I represent Altona College values at all times 	We are part of our community



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

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- 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.

STUDENT DRESS CODE

Continued

SUN & 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.

PURCHASING & SUPPORT FOR FAMILIES

Uniform items can be purchased from NOONE either online or in store. 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 via <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:
 - o consider the grounds for the exemption request
 - o explain the process to the student and/or their parents/carers
 - o liaise with the uniform supplier to explore modification to compliant uniform garments where possible
 - o 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

Altona College Uniform - Primary

FORMAL UNIFORM - Unisex (Permitted all year)

- Black leather lace-up shoes or runners
- Navy socks, worn above the ankle
- Optional: plain white base layer, sleeves not to be visible

Choice of:

- Navy shorts
- Navy trousers
- Navy active (ponti) pants

Choice of:

- College short sleeve shirt – pinstripe
- College long-sleeve shirt – pinstripe

Choice of:

- College knitted pullover – green
- College knitted vest – green
- College soft shell jacket – navy

SUMMER FORMAL UNIFORM - Unisex

(Permitted term 1 & 4 only)

- Black leather lace-up shoes or runners
- White socks, above the ankle
- Optional: Plain white base layer, sleeves not to be visible
- College summer dress (short or long sleeve options available)

Optional choice of:

- Navy lightweight slacks worn under dress (not available through uniform supplier)

Choice of:

- College knitted pullover – green
- College knitted vest – green
- College soft shell jacket – navy

ACCESSORIES

- College bucket hat – compulsory terms 1 & 4
- College beanie – optional, terms 2 & 3 only
- College scarf – optional
- College school bag – small or large size – navy
- Optional: Hijab/Head Scarf – plain navy or white
- Optional: Hair tie/ribbon – plain navy or white

WINTER FORMAL UNIFORM A - UNISEX (TERM 2 & 3 ONLY)

The 2 week transition period from winter to summer uniform will be permitted at the start of term 2

- Black full leather lace up shoes or runners

Choice of:

- White socks, worn above the ankle
- Navy tights
- Optional: plain white base layer, sleeves not to be visible
- College winter skirt – (pinafore required P-4, optional thereafter)

Choice of:

- College short sleeve shirt – pinstripe
- College long sleeve shirt – pinstripe

Choice of:

- College knitted pullover – green
- College knitted vest – green
- College soft shell jacket – navy

SPORT UNIFORM

Permitted on days when HPE, Sport or Garden program is timetabled, or by invitation from staff only.

- Lace up athletic runners (any colour or brand – must have non marking sole and arch support)
- Plain white socks, above the ankle
- Optional: Plain white base layer, sleeves not to be visible

Choice of:

- College short sleeve polo – primary
- College long sleeve polo – primary

Choice of:

- Fleece track pants – navy
- Shorts – navy
- Skort – navy
- College soft shell jacket (same as formal)
- Optional: College rugby jumper

Please note that where a College Uniform accessory is available, alternatives are not permitted

2025 Uniform Fittings

As the official school uniform supplier, Noone will be offering new student uniform fitting appointments for Altona College at the Hoppers Crossing retail store.

Noone highly recommend that you make an appointment to ensure they can provide you with a personalised and efficient fitting service. Please do not leave your uniform purchase until just before school commences in 2025 as you will experience lengthy queues.

Follow these instructions to book a uniform fitting appointment:

- Head to: <https://www.noone.com.au/school/altona-college/stores>
- Click the 'BOOK AN APPOINTMENT' button
- To select a date, please click on a date circle on the calendar
- Choose a time and complete booking information. Name required is student name. Only one appointment per student.
- Click 'BOOK APPOINTMENT' button
- You will be notified of your booking request, and you will receive email confirmation before the time of the appointment (please also check your 'junk' mail)

Trading Hours

Monday to Friday: 9:00am - 5.00pm

Saturday 9am - 1pm

54 Old Geelong Road

Hoppers Crossing VIC 3029

Phone: 03 9749 0543

Email: hoppersc@noone.com.au

Name Labels Available Lay-by, Visa, Mastercard, and Eftpos all welcome

All prices are subject to change without notice.



MOBILE PHONE POLICY – 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 a mobile phone and any device that may connect to or have a similar functionality to a mobile phone such as a smart watch.

On school grounds includes any offsite location that is used during an approved school event (camps, excursions, sports, formal, etc).

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. 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 Altona College Innovation, Integrity, Respect Page 2 of 4 encouraged to obtain appropriate insurance for valuable items. Refer the college's Personal Property 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 their year level co-ordinator, or college 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 on school grounds, unless an exception has been granted, and particularly use of a mobile phone:

- in any way that disrupts the learning of others
- to send, share or repost inappropriate, harassing or threatening messages or phone calls either privately or publicly
- 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

MOBILE PHONE POLICY – CONTINUED

EXCEPTIONS

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - o Health and wellbeing-related exceptions; and
 - o 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.

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

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. HEALTH AND WELLBEING-RELATED EXCEPTIONS

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation
Students who are Young Carers	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

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

HOMEWORK POLICY

PURPOSE

To outline to our school community the Department's and Altona College's policy requirements relating to homework

SCOPE

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

RATIONALE

At Altona College all homework set by teachers will be:

- Altona College has developed this Homework Policy to support student learning and wellbeing by:
- Providing opportunities for students to review, revise and reinforce newly acquired skills
- Providing opportunities for students to apply new knowledge
- Providing opportunities for students to prepare for future lessons
- Encouraging students to enrich or extend knowledge individually, collectively and imaginatively
- Fostering good lifelong learning and study habits
- Supporting learning partnerships with parents/carers.

DEFINITIONS

Homework is tasks assigned to students by teachers that are meant to be carried out during non-school hours.

POLICY

At Altona College all homework set by teachers will be:

- Purposeful
- Curriculum-aligned
- Appropriate to students' skill level and age
- Designed to help students develop as independent learners
- Monitored by the teacher
- Where appropriate, provide opportunities for parents/carers to partner in their child's learning.

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 selfdiscipline 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

HOMWORK POLICY- CONTINUED

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:

- Reading ahead to identify key vocabulary and definitions
- Watching video content to explore a new topic
- Undertaking research
- Attempting some practice tasks to identify challenges and enable precise questioning in the next lesson
- 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:

- Attempting practice questions or past exam papers
- Re-visiting past assessments and actioning feedback
- Reading past chapters again to refresh content knowledge
- 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)

SUPPORT FOR STUDENTS AND PARENTS/CARERS

Altona College understands that students have different learning strengths, preferences and interests and may approach learning activities and homework differently. If parents/carers are concerned their child may not understand the homework tasks that have been set or is spending a long period of time completing their homework, we encourage parents/carers to speak to their child's teacher.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Reminders in our school newsletter
- Discussed at parent information nights/sessions
- Discussed at student forums
- Hard copy available from school administration upon request

Course Contributions

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

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 & science equipment; musical instruments; improvements to school facilities i.e., extra shade sails, updates to classroom furniture, new synthetic turf areas, soft fall mulch under play equipment, extra CCTV security & new signage throughout the school to enhance visual communication.

All voluntary payments can be made via your compass account from Monday 11th November 2024 and finalised by Friday 31st January 2025. Please find the contribution schedule attached on page 20

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 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 primary school student is \$125 and \$250 for secondary students.

An application form can be downloaded from www.education.vic.gov.au/csef; you will need to bring your concession card to the office for verification and to submit.

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

Payment Methods

Payment for Curriculum Contributions, Other Contributions and Extra-Curricular Items & activities can be made **via Compass**. If you need assistance with your login details please contact the school, new families will be provided with a new family login and password. You will have the option in Compass to pay in full or via a payment plan schedule. These payments are required to be completed Friday 31st January 2025

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

CURRICULUM CONTRIBUTIONS - PREP TO YEAR 6

Items and activities that students use, or participate in, to access the Curriculum	Amount
<p>A holistic contribution towards the running expenses of all Year Prep- 6 subjects includes:</p> <ul style="list-style-type: none"> • Classroom consumables, materials & equipment • Online subscriptions • Printing and photocopying of worksheets and learning materials • Whole School Engagement Days 	<p>\$270</p> <p>(equivalent to \$9 per week over 30 weeks)</p>
Other Contributions - for non-curriculum items and activities	Amount
<p>First aid equipment Supports the cost of hygienic supplies to administer first aid</p>	<p>\$10</p>
<p>School Sports Victoria membership</p>	<p>\$3.50</p>
<p>School Grounds Maintenance and Improvements Supports the cost of new and replacement equipment, materials and services that supports our growing school.</p> <p>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.</p>	<p>\$50 per family</p>
<p>Communication & Subject Donation:</p> <p>This is a voluntary contribution Altona College is requesting in 2025 to assist financially in supporting the College with communication and subject costs e.g., Compass .</p> <p>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.</p>	<p>\$50 per family</p>
Tax Deductible Contributions	
<p>Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. Your support of this program would be appreciated, and a tax-deductible receipt will be issued asap.</p>	<p>\$50 per family</p>
<p>Total Amount to pay</p>	<p>\$</p>

CURRICULUM CONTRIBUTIONS - PREP TO YEAR 6 - CONTINUED

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

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 2025.

Extra-Curricular Items and Activities	Amount
School magazine/ yearbook	TBA
School Photos - Package to be made available by photographer in 2025	TBA
<p>Other optional camps and excursions: Excursions, incursions & extra activities will be scheduled throughout 2025.</p> <ul style="list-style-type: none"> • Year 3 Camp will be held at Urban Camp in Melbourne. • Year 4-6 Camp will be held at Billabong Ranch in Echuca. 	TBA

PARENT PAYMENTS POLICY



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.



INNOVATION
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