



ALTONA COLLEGE

SECONDARY 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.

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 (Secondary)

Tara Dunstan

Student Wellbeing Leader

Julie Giles

Business Manager

Debra Dorgan

Finance Officer

Debbie Cassar

Administration Team

Sarra Chhabra & Michelle Richardson

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 would appreciate it if early collections could be scheduled avoiding break times and near dismissal, wherever possible.

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

BELL TIMES

- 8:45am - Yard supervision commences
- 9:00am - Bell rings
- 9:00am - 10:15am - Session 1
- 10:15am - 11:30am - Session 2
- 11:30am - 12:00pm - Recess Break
- 12:00pm - 12:15pm - Home Room
- 12:15pm - 1:30pm - Session 3

**** 1:30pm dismissal**

on Wednesday's for students in year 7- 12 **

- 1:30pm - 2:00pm- Lunch
- 2:00pm - 3:15pm - Session 4
- 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.

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 DATE 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.

BYOD LETTER

BREAKFAST CLUB

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

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.

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.

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 operates daily at recess and lunch time. Online ordering is highly recommended. Alternatively students with a bank card or cash can make purchases - please note *mobile phone payments are not accepted in alignment with the mobile phone policy.*

PLEASE NOTE: Online orders close at 9:00am. Lunch orders for the following day open at midday.

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

COMPASS

Compass is our main platform for all school communications. We encourage you to download the app and get familiar with its features. If you need assistance, a parent user guide is available upon request. Our administration team is also here to help you in person

SCHOOL-WIDE POSITIVE BEHAVIOUR SUPPORT

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:











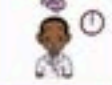

- Increased respectful and positive behaviour
- Increased time focused on instruction
- Improved social-emotional wellbeing
- Positive and respectful relationships among students and staff
- Increased adoption of evidence-based instructional practices
- A predictable learning environment with improved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



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 in this booklet. 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 Altona College Innovation, Integrity, Respect
- 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 in-visi-studs 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.

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 - SECONDARY

FORMAL UNIFORM - Unisex (Permitted all year)

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

Choice of:

- Grey shorts
- Grey trousers

Choice of:

- College short sleeve shirt – pinstripe
- College long-sleeve shirt – pinstripe
- Tie optional terms 1 & 4 – compulsory in terms 2-3, shirt is tucked in if wearing a tie.

Choice of:

- College knitted pullover – green
- College knitted vest – green

Years 11 & 12 only – choice of:

- a. College senior jumper – navy
- b. College senior vest – navy

College blazer – navy

SUMMER FORMAL UNIFORM - Unisex

(Permitted term 1 & 4 only) The 2 week transition period from winter to summer uniform will be permitted at the start of term 4

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

Choice of:

- College knitted pullover – green
- College knitted vest – green

Years 11 & 12 only – choice of:

- a. College senior jumper – green
 - b. College senior vest – green
- College blazer – navy

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

Choice of:

- Grey socks, worn above the ankle
- Optional: plain white base layer, sleeves not to be visible
- College winter skirt

Choice of:

- College short sleeve shirt – pinstripe
- College long sleeve shirt – pinstripe
- Tie compulsory terms 2&3 – shirt is tucked in if wearing a tie.

Choice of:

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

Years 11 & 12 only – choice of:

- a. College senior jumper – navy
- b. College senior vest – navy

College blazer – navy

SPORT UNIFORM

Permitted on days when HPE, Sport 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
- College long sleeve polo

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

ACCESSORIES

- College tie – compulsory terms 2 & 3
- 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

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

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:

- 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)

HOMework POLICY - CONTINUED

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.*

ALTONA COLLEGE SPECIAL PROVISIONS POLICY

(YEARS 7-11)

PURPOSE

Special Provision aims to provide students in defined circumstances with the opportunity to participate in and complete their secondary level studies. The Special Provision policy is to ensure that the most appropriate, fair and reasonable options are available for students to demonstrate their capabilities if their learning and assessment programs are affected by disability, illness, impairment or other circumstances. Special Provision should provide equivalent, alternative arrangements for students, but not confer an advantage to any student over other students. Special Provisions is the adaptation of conditions for school-based assessments, not the provision of modification of content, assessments or examinations.

Special Provisions may include:

- Alternative arrangements for classroom learning and school-based assessments
- Special examination arrangements
-

At Altona College we aim to ensure that we are giving our students the best opportunity to reach their potential, identification of students that may require special provision when undergoing assessments early is essential. Early identification also allows us to develop plans to support our students undergoing formal assessments throughout their time at Altona College.

ELIGIBILITY FOR SPECIAL PROVISION

Students may be eligible for Special Provision if, at any time, they are adversely affected in a significant way by:

- an acute or chronic illness (physical or psychological)
- factors relating to personal circumstance – for example; family illness, death of relative, care responsibilities
- an impairment or disability, including learning disorders.

Students who have been granted EAL status on the basis of unfamiliarity with the English language are not eligible for Special Provision on this basis alone, unless they qualify for EAL status because of a hearing impairment.

These circumstances do not include matters or situations of the student's own choosing, such as involvement in social or sporting activities or school events. Prolonged absence from school or study is not in itself grounds for Special Provision.

Assessing Special Provision for students is an internal college process, years 7–11. Year 12 VCE Special Provision is assessed by the VCAA.

A student must apply for special provisions yearly during their time at Altona College. In order to support special provision requests in the VCE years, we require evidence based documentation from a medical based practitioner (e.g. General Practitioner, Psychologist, Paediatrician) when a student is in years 7 and 10, or when new to the College. Students in years 8, 9 and 11 will require school-based evidence outlining the types of special provisions in place for the student. This will either be:

Section A: Special Provisions Arrangements Application – Medical Statement (years 7 and 10, or new to the College) (Appendix 1)

Section B: Special Provision Arrangements Application – School based Evidence (years 8, 9 and 11) (Appendix 2)

DETERMINING ELIGIBILITY FOR SPECIAL PROVISION

The school will determine a student's eligibility for special provision based on examples from the VCAA evidence based checklist (Appendix 3). Any student requesting Special Provision, their yearly application will be reviewed by the Student Engagement Team (SET), along with the student's Year Level Coordinator. Decisions will be evidence based and made using a range of appropriate sources including professional testing and reports, educational assessments and teacher observations, as per the application submitted from the sections identified above.

CONDUCTING SPECIAL PROVISIONS

When there are requests reviewed requiring a separate room, there will be a requirement to have a Classroom Teacher and Education Support Staff member in attendance to monitor students at these times.

ALTONA COLLEGE SPECIAL PROVISIONS POLICY

(YEARS 7-11)

When a student and their family wish to apply for Special Provision, or when a teacher identifies a student requiring Special Provision, contact must be made with the student's Year Level Coordinator. A Special Application form will be provided to the student or parent/carer from the Year Level Coordinator. There will be two key weeks in the school year these applications need to be submitted. Only one application is required per year either in:

- Term 1 Week 5, or
- Term 3 Week 5

It is advised that students in Year 7 wishing to apply for Special Provision prior to NAPLAN are required to submit applications by Term 1 Week 3. The application and policy is provided to prospective Year 7 students in their Orientation packs the year prior to attending Altona College.

Special Provision applications are to be returned to the Year Level Coordinator during these weeks. A referral for Special Provision will be made by the Year Level Coordinator via Compass for SET for review. These applications will be reviewed during SET in weeks 6-7.

Students in Years 7 & 10 or new to the College are required to produce evidence based documentation from a medical based practitioner in Section A: Special Provisions Arrangements Application - Medical Statement (years 7 and 10, or new to the College) (Appendix 1).

Students in Years 8, 9 and 11 will require school-based evidence outlining the types of special provisions in place for the student in Section B: Special Provision Arrangements Application - School based Evidence (years 8 and 9) (Appendix 2).

Once reviewed, students and families will receive communication via Compass of the outcome of their application from SET.

Communication to Teachers of student Special Provisions will be communicated via Learning Area Coordinators and Education Support Staff Coordinator in the first Area Learning Team Meetings of Term 2 and Term 4 to enact the Special Provision requests made.

Please see the back of the info pack for APPENDIX 1 and APPENDIX 2

CURRICULUM CONTRIBUTIONS - YEAR 7 TO YEAR 12

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 7 & 8 subjects includes:</p> <ul style="list-style-type: none"> • Subject consumables, classroom materials and activities 	<p>\$330 (equivalent to \$11 per week over 30 weeks)</p>
<p>A holistic contribution towards the running expenses of all Year 9 - 12 core subjects and electives includes:</p> <ul style="list-style-type: none"> • Subject consumables, classroom materials and activities 	<p>\$350 (equivalent to \$12 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 & Hobsons Bay Divison Sport Association</p>	<p>\$10</p>
<p>Locker Hire & Maintenance</p>	<p>\$20</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.



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