



ALTONA COLLEGE

---

**PRIMARY STUDENT**

HANDBOOK

**2026**

---

# WELCOME TO ALTONA COLLEGE

Inside, you will find the following:

|   |          |
|---|----------|
| • Principal's Welcome                     | 3        |
| • Primary Assistant Principal's Message   | 4        |
| • Key Dates                               | 5        |
| • Student free days                       | 5        |
| • 2026 School Photos                      | 5        |
| • Early or Late Drop Off or Collection    | 5        |
| • Student Drop Off and Collection         | 5        |
| • Information on Booklist                 | 5        |
| • Daily Timetable                         | 5        |
| • Bell Times                              | 5        |
| • Before and After School Care            | 6        |
| • Breakfast Club                          | 6        |
| • Volunteering                            | 6        |
| • Parking                                 | 6, 26-27 |
| • Canteen                                 | 6        |
| • Bikes and Scooters                      | 6        |
| • School Council                          | 6        |
| • School Policies Overview                | 6        |
| • Student Absences                        | 7        |
| • Hydration                               | 7        |
| • Sunsmart Policy                         | 7        |
| • Visitor                                 | 7        |
| • First Aid                               | 7        |
| • Child Safe Standards                    | 7        |
| • SWPBS                                   | 8        |
| • 2026 Family Contributions               | 9-12     |
| • Year 4-12 Laptop Information            | 13-14    |
| • Student Dress Code policy               | 15-17    |
| • Primary Uniform, including uniform list | 18-21    |
| • Mobile phone policy                     | 22-23    |
| • Homework Policy                         | 24-25    |



# WELCOME TO OUR COMMUNITY



Nathan Guthridge  
Principal

Welcome to Altona College!

We are a thriving community, providing an Awe-inspiring learning environment. Our vision for effective education is focused on a careful balance of student Achievement, Wellbeing and Engagement (AWE). This means that student achievement is measured and monitored in terms of the continuous acquisition of knowledge, skills and capabilities that will adequately prepare them to lead satisfying, productive lives. Student Wellbeing includes connection, personal health and the resilience required to bounce back from difficult experiences. Engagement means balancing both personal agency and integrity while actively participating in opportunities to enrich and extend the student learning experience. Anchored in this framework, our mission is to maximise learning growth for every child while also enhancing wellbeing and engagement for all.

Reflective of this pursuit, our values of Innovation, Integrity and Respect emphasize our commitment to the development of empowered individuals who are open minded, compassionate, and considerate of the diverse world they are being prepared to shape. As a community, we take care to teach, learn and adopt the following traits:

- **Innovation:** We are curious, creative and collaborative. We take calculated risks and invest time in learning from our mistakes. We seek to improve with every opportunity we encounter, and we are passionate about creating positive change in our world.
- **Integrity:** We take pride in ourselves and our community. We are accountable and trustworthy. Big or small, we take care to do the right thing, even when nobody is looking.
- **Respect:** We are compassionate, caring and considerate in our dealings with others. We are sensitive to the needs, cultures, opinions and understandings of others. We are aware of our surroundings and act accordingly.

As a team of educators, we are clear in our purpose, mission and values and can therefore work together across the diversity that comes with a Prep to 12 environment. I am incredibly proud to know that every child is supported to achieve continuous growth in literacy and numeracy, combined with ongoing development of their personal and social capability. To achieve this, our schoolwide learning architecture has been developed to ensure that all staff are supported to consistently use practices and strategies that are most likely to deliver improved outcomes for our students. In addition, we have developed system leading structures to ensure that a safe, orderly, inclusive, learning focused environment is maintained across the College and responsive routines and practices that are designed to rapidly identify the changing needs of our students and plan appropriate supports as needed.

We are deeply passionate about supporting the ongoing development of high performing teachers, who in turn support high performing classrooms to deliver exceptional outcomes for your children. I sincerely hope you are welcomed into our community with the warmth and encouragement you and your child need to be ready for the challenge and excitement that comes with the pursuit of meaningful growth.

Please ensure you connect with our wonderful team to have all your questions answered. I also welcome your feedback and look forward to working with you in the future.

Warmest regards,  
Nathan Guthridge  
Principal

## ASSISTANT PRINCIPAL'S WELCOME



Felicity Maxwell  
Primary Assistant Principal

---

### GENERAL INFORMATION

103a Grieve Parade, Altona VIC 3018

03 9250 8050

[altona.co@education.vic.gov.au](mailto:altona.co@education.vic.gov.au)

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

---

### ALTONA COLLEGE KEY PERSONNEL

**Principal** - Nathan Guthridge

**Assistant Principal (Primary)** - Felicity Maxwell

**Director of Achievement (Primary)** - Rachel Ibbetson

**Director of Wellbeing and Engagement (Primary)**  
- Casey Sperling

**Business Manager** - Debra Dorgan

**Finance Officer** - Debbie Cassar

**Student Health Services** - Sarra Chhabra

**Assistant Principal (Secondary)** - Mathew Kelly and  
Tara Dunstan

**Director of Student Wellbeing (Secondary)**- Julie  
Giles

**Director of Achievement (Secondary)** - Xavier Barker

**Director of Engagement (Secondary)** - Hamish  
McGee

# KEY DATES

## TERM DATES

**Term 1** 28<sup>th</sup> January – 2<sup>nd</sup> April

**Term 2** 20<sup>th</sup> April – 26<sup>th</sup> June

**Term 3** 13<sup>th</sup> July – 18<sup>th</sup> September

**Term 4** 5<sup>th</sup> October – 18<sup>th</sup> December

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

*Term 4 – 1:30pm Dismissal*

## STUDENT FREE DAYS

### Term 1

Tuesday 27<sup>th</sup> January 2026 – Curriculum Day

Monday 9<sup>th</sup> March 2026 – Labour Day Public Holiday

Tuesday 10<sup>th</sup> March 2026 – Curriculum day

Thursday 2<sup>nd</sup> April 2026 – End of Term 2:30pm dismissal

### Term 2

Saturday 25<sup>th</sup> April 2026 – ANZAC Day Public Holiday

Friday 5<sup>th</sup> June 2026 – Assessment and report writing day – student free day

Monday 8<sup>th</sup> June 2026 – King's Birthday public holiday

Friday 26<sup>th</sup> June 2026 – End of term 2:30pm dismissal

### Term 3

Friday 18<sup>th</sup> September 2026 – End of Term 2:30pm dismissal

### Term 4

Monday 2<sup>nd</sup> November 2026 – Curriculum day

Tuesday 3<sup>rd</sup> November 2026 – Melbourne Cup Public Holiday

Friday 18<sup>th</sup> December 2026 – End of Term 1:30pm dismissal

## SCHOOL PHOTOS

Monday **23<sup>th</sup> March 2026**. Please send your child to school in their **formal** uniform on this day – refer to uniform guide page xxx

## 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 Gate 1 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](http://www.campion.com.au) or you can utilise the provided list as a guide for your own purchase.

## 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 – 10:00 am – Session 1
- 10:00 – 11:00 am – Session 2
- 11:00 – 11:30 pm – Recess
- 11:30 – 11:35 am – Transition back to class
- 11:32 – 12:32 am – Session 3
- 12:32 – 1:32 pm – Session 4
- 1:32 – 1:42 pm – Supervised Lunch Eating
- 1:42 – 2:12 pm – Lunch Play
- 2:12 – 2:15 pm – Transition back to class
- 2:15 – 3:15 pm – Session 5
- 3:15 pm – Students dismissed



## 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.teamkids.com.au/venues/altona-college-oshc/>

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 20<sup>th</sup> February 2026, 9:00am - 10:30am.

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 (WWCC).



## 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. See page 26- 27 for more details

## 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](http://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                     |
|-------------------|------------------------------------|--|---------------------------------|
| <b>INNOVATION</b> | I have a growth mindset            | I find solutions                           | My impact is positive           |
| <b>INTEGRITY</b>  | I model school expectations        | I share responsibility                     | My interactions are sustainable |
| <b>RESPECT</b>    | I know my self-worth and potential | I am empathetic, compassionate & inclusive | I consider my place and purpose |

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



# Family 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 17<sup>th</sup> November 2025 and finalised by Friday 30<sup>th</sup> January 2026**. Please find the contribution schedule attached on page 21

## 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 (CSEF) 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 2026 annual CSEF amount per student is **\$400**

An application form can be downloaded from [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef); you will need to bring your concession card to the office for verification 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](mailto: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 30<sup>th</sup> January 2026.

## 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.

## FAMILY CONTRIBUTIONS - PREP TO YEAR 6

| Year Prep - 6<br>Curriculum Contributions - 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"> <li>• Classroom consumables, materials &amp; equipment</li> <li>• Online subscriptions</li> <li>• Printing and photocopying of worksheets and learning materials</li> <li>• Whole School Engagement Days</li> </ul>  | <p><b>\$270</b></p> <p>(equivalent to \$9 per week over 30 weeks)</p> |
| Other Contributions - for non-curriculum items and activities  | Amount  |
| <p><b>First aid equipment</b><br/>Supports the cost of hygienic supplies to administer first aid</p>   | <b>\$10</b>   |
| <p><b>School Sports Victoria membership</b></p>  | <b>\$3.50</b>   |
| <p><b>School Grounds Maintenance and Improvements</b><br/>Supports the cost of new and replacement equipment, materials and services that supports our growing school.</p> <p><b>Grounds Maintenance</b><br/>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> | <b>\$50 per family</b>  |
| <p><b>Communication &amp; Subject Donation:</b></p> <p>This is a voluntary contribution Altona College is requesting in 2026 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>   | <b>\$50 per family</b>  |
| Tax Deductible Contributions   |   |
| <p><b>Building fund</b><br/>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>   | <b>\$50 per family</b>  |
| <p><b>Library Donation</b><br/>A tax-deductible contribution to support the school's library collection of programs and resources. Your support of this program would be appreciated, and a tax-deductible receipt will be issued asap.</p>  | <b>\$50 per family</b>  |
| <p><b>Total Amount to pay</b></p>  | \$  |

## FAMILY 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](http://www.campion.com.au)

### Extra-Curricular Items and Activities

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

Detailed information will be provided throughout 2026.

| Extra-Curricular Items and Activities  | Amount |
|--|--------|
| School magazine/ yearbook  | TBA    |
| School Photos - Package to be made available by photographer in 2026   | TBA    |
| <p><b>Other optional camps and excursions:</b><br/>Excursions, incursions &amp; extra activities will be scheduled throughout 2026.</p> <ul style="list-style-type: none"> <li>• Year 3 Camp will be held at Urban Camp in Melbourne.</li> <li>• Year 5-6 Camp will be held at Portsea Camp in Portsea.</li> </ul> | 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.

# Year 4 - Year 12 LAPTOP INFORMATION

Dear Parents/Carer/Guardians,

We write to thank you for your support in ensuring that all students have access to suitable learning technologies in the new year. While our program does allow families to obtain devices through other means, we strongly encourage families to consider the use of our BYOD (Bring Your Own Device) Portal hosted by Learning with Technologies. We have carefully considered all available options, along with common complaints about performance, durability and value for money to provide cost effective, yet practical devices for your child's academic use. When purchasing through our portal, you can be sure that the selected device will be equipped with correct hardware, software, licensing and updates for effective integration with our network. Families who choose not to use the portal should carefully consider network and device requirements to avoid upgrade or update costs later.

## **LWT Portal Purchases – visit: <https://altonacollege.orderportal.com.au/>**

If purchased through LWT, devices will be delivered to your residential address in mid-January, regardless of the purchase date, and will come with a set of instructions. The provided instructions are designed to assist you with the initial setup of the device. If used correctly, these instructions will support both home use and seamless integration with our school network. In many cases, students and/or families with IT knowledge may choose to modify settings to open user access, however this may pose security or performance risks on our network and may lead to a breach of our user agreement. Our settings should not limit regular device use at home, and our IT team welcome conversation should you have technical questions about the system.

The BYOD portal is currently open, and you are welcome to submit a purchase order for the upcoming year. To ensure your device is ready for the first week of school, we recommend placing your order as soon as possible.

## **Benefits of purchasing through the Altona College portal:**

By purchasing a device through the Altona College order portal, you will gain access to the following:

1. Preloading of the Windows Professional (education) operating system and a suite of additional programs, scripts and settings for seamless access to our network and curriculum.
2. Access to device insurance and warranty with onsite repair.
3. Free use of our digital resource borrowing system. This enables your child to borrow a device free of charge, should their device need repair or maintenance.

NOTE: Altona College does not provide insurance or take any responsibility for loss, damage or theft of any device. We strongly encourage device insurance, or a home and contents package that covers the device out of the home.

## **Sourcing an alternative device:**

Before selecting a device from another source/supplier, we kindly ask you to review our device specifications and consider some of the common issues outlined below. Sourcing of outdated or under resourced devices can be a source of both frustration and financial hardship. While we will endeavour to assist where possible, we may not always be able to support certain devices or updates.

## **BYO Device Specifications**

Type of Device: Windows notebooks or MacBooks (Optional)

Operating System: Windows 11 Professional or Education

RAM/Memory: Minimum of 8GB or more

Hard Drive: 256 or above

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

Warranty Upgrade: We recommend opting for a 3-year educational warranty when purchasing a device.

## **Warranty information:**

- 3 Year Onsite Standard Education Warranty
- 3 Year on Battery
- covers impact damage, liquid spills
- if unit is deemed uneconomical to repair due to damage, the unit will be replaced, and damage coverage ends. No repair costs.

Important Note: We do not support the use of Chromebooks or any device with Window HOME edition (this is a common over the counter version of Windows that lower the retail price- please consider this when comparing prices)

# Year 4 - Year 12 LAPTOP INFORMATION

## **Common Issues:**

Below is a list of common issues that arise through the sourcing of alternative devices. Please use this to guide your decision making:

1. Same device name – reduced component quality or performance
2. Incorrect software version (windows home)
3. Lite or trial software versions
4. Web based software with ongoing subscription fees (common with Microsoft office and similar)
5. Declining battery life and hardware performance (older used devices – particularly devices that require constant power source to maintain battery life)
6. Lost or damaged components (faulty chargers, damaged or worn-out sockets – USB, HDMI)
7. Installation of games, web extensions or VPN – this is the most identified reason for poor device performance at school, please consider what your children will be allowed to use the device for and ensure the device you provide can meet this expectation.

## **Additional Costs (not applicable to devices purchased through the school portal)**

- Operating System Upgrade: \$100 (valid only for the duration of enrolment at Altona College)
- Private repair: Parents will be responsible for obtaining quotes and attending to private repair of unsupported devices, Altona College can provide guidance but may not be able to service all devices.
- Access to loan devices (subject to availability): \$35 per week or part thereof.

## **Rent to own**

Subject to availability, and in cases where the initial purchase of a device is not possible, Altona College can negotiate a rent to own arrangement which allows families to enter a 12- or 24-month rental arrangement, resulting in ownership of a used device after the completion of all required instalments. We have a limited selection of options available to offer, or we can pre-order a device tailored to your needs. Should you wish to explore this option, please contact the office for further information.

The IT Department at Altona College will continue to provide ongoing support for existing devices. If you have any questions regarding the BYOD program or need assistance with the BYOD order portal, please contact our college office on (03) 92508050

Kind Regards  
ALTONA COLLEGE

# 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 process.

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

The Student Dress Code aims to:

- Promote a sense of identity and pride, cohesion and good order in the school
- allow all students to feel equal
- prevent bullying and competition on the basis of clothing
- ensure students' appearance reflects the expectations of their school community
- enhance the profile and identity of the school and its students within the wider community
- strengthen the spirit of community within the school
- enhance individual student safety and group safety
- ensure all students are dressed safely and appropriate for school activities
- prepare students for expectations of workplaces
- encourage students to present themselves appropriate for particular roles

## 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. When representing the school, students are expected to comply with this Student Dress Code and may be provided with representative clothing for the occasion.

## UNIFORM & APPEARANCE

Altona College has a gender neutral approach to uniform, though expectations are outlined regarding what combination of items are permitted for certain activities.

## 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 should be clearly marked with the owner's name
- additional layers of clothing may be worn underneath the uniform, provided these undergarments are completely hidden (long sleeve undergarments can only be worn under uniform items that completely cover them).

## 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
- all piercings should be adorned with clear or plain studs or sleepers whenever possible
- 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 may need to be removed at staff discretion depending on the nature and context of activities undertaken
- all headwear, except those worn for religious purposes should be removed when indoors, particularly when participating in formal or ceremonial occasions
- cosmetics should be reduced to a minimum, and of natural colour and tone. Bright coloured hair colour, eyeshadow, lipstick and other cosmetics may need to be removed at staff discretion, regardless of cost incurred
- Nails, eyelashes and other cosmetic applications should be reduced to a minimum and may need to be covered or removed if they interfere with safety, productivity or engagement in normal school activities (for example, students may be asked to cover nails with gloves to participate in sport, refusal to participate as a result may result in a request to remove nails)

# STUDENT DRESS CODE continued

## HAIR

- In Prep-6, students with shoulder length or longer hair are required to tie back their hair to help restrict the spread of lice and for student safety
- In years 7-12, shoulder length or longer hair can be worn out, with the expectation that students always have a hair tie accessible and can tie it back at a teachers request (in the interest of safety or engagement in planned activities)
- Students are permitted to maintain facial hair provided it is maintained to a clipped length and does not interfere with safe participation in normal school activities

## SUN & UV PROTECTION

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

- A range of long sleeve and long garments are available for all seasons of the year.
- A 'no hat no play' policy for students in years Prep to 6 is details in our Sun Protection Policy
- Hats are encouraged for all secondary students, though our Sun Protection Policy allows discretion for secondary students to choose a flexible range of sun protection measures.

## PURCHASING & SUPPORT FOR FAMILIES

Uniform items can be purchased from NOONE either online or in store. Further details are provided on the College Website to assist families in completing uniform orders as required. The School Council has consulted with the school community and worked to ensure the student uniform is affordable, including the following considerations:

- Complying with the introduction of 'non-branded' pants, shorts and socks
- Allowing most 'warmth' layers to be worn in formal and sport uniforms (see appendix for clarity)
- Reviewing other suppliers to ensure pricing is competitive
- Considering the quality and durability of items to reduce the risk of premature replacement of purchased items

However, if you are facing difficulty meeting uniform costs the [Help with school costs and fees](#) page provides advice on support offered by the Victorian Government. If your child is starting prep or year 7 and is eligible to receive support via the [Camps, Sports and Excursions Fund](#), you may be eligible to access the Affordable School Uniform program through [State Schools' Relief](#).

In addition, the College will consider alternative means of support and encourage families to contact the office for further advice. A member of the College Wellbeing team or Leadership will be able to discuss available options upon request.

## 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

- If students are found to be out of uniform, staff will ask the student to correct the breach immediately
- Students wearing non-compliant uniform items will be provided with an option to change into a school loaned item if available
- Any student who refuses, or is unable to comply with the College uniform policy will be granted an opportunity to contact home to discuss options to achieve compliance or make appropriate preparations to avoid recurrent breaches
- Students and families are encouraged to contact staff to discuss barriers to compliance at the earliest convenience. Staff may also contact families to discuss ways we can support compliance.
- Serious or sustained breaches of the College uniform policy will be dealt with in accordance with the Student Wellbeing and Engagement Policy

# STUDENT DRESS CODE continued

## EXEMPTIONS TO STUDENT DRESS CODE

We acknowledge that the enforcement of this Student Dress Code may impact students differently. Students and their parents or carers may use the attached form to apply for an exemption to this Student Dress Code if:

- An aspect of the code:
  - prevents students from being able to attend school or participate in school activities on the same terms as other students because of the personal characteristics referred to in human rights and anti-discrimination requirements
  - offends a religious belief held by the student or parents/carers
  - prevents students from complying with a requirement of their religious, ethnic or cultural background
- the student has a particular disability or health condition that requires a departure from the dress code
- the student or the parents/carers can demonstrate financial hardship that prevents them from complying with the dress code

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

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carers
- guarantee that issues of a personal nature revealed to substantiate the request will be strictly confidential
- 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, including providing advice about support with meeting uniform costs. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents/carers.

## 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 Complaint Policy, available on our College website.

## COMMUNICATION

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

- available publicly on our school's website
- reminders in our school newsletter
- discussed in student forums
- included in staff induction materials
- discussed at staff briefings/meetings as required
- included in transition and enrolment packs
- discussed at parent information nights/sessions
- hard copy available from school administration upon request.

Views on our student dress code have been invited from the whole school community including:

- parent/carers
- teachers and other school staff
- students

The school community consultation invited feedback about uniform cost and affordability. This feedback has been recorded, carefully considered and incorporated into the student dress code policy where appropriate.

# Altona College Uniform - Primary

The items outlined below provide a list of compliant uniform options. Items outlined in either sport or formal uniform cannot be mixed and matched and should be worn as a complete outfit. Warmth layers outlined below each style have been chosen as flexible options for both outfits to minimise cost to families, maximise student comfort and maintain an overall consistency in student appearance throughout the College.

## Guidance notes:

- From the commencement of 2025, all shorts, pants and socks must be free from branding of any kind.
- Families are encouraged to support our designated uniform supplier or at least consult their range for guidance on colour, style and fit of uniform items.
- While the purchase from alternative suppliers is permitted, Altona College will maintain strict expectations around the cut, colour and general style of all uniform items and encourage families and students to make alternative purchases with the intent of our uniform policy in mind.
- Staff at the College reserve the right to make decisions about the compliance of items that are deemed to contradict the intent of our uniform policy.

## COMPULSORY UNIFORM ITEMS

### Formal uniform:

1. Entirely black leather lace-up shoes
2. Navy or white socks worn above the ankle – no visible branding of any kind
3. Choice of:
  - a. Navy shorts
  - b. Navy trousers
  - c. Navy ponti pants
  - d. College winter skirt
4. College embroidered pinstripe shirt – short or long sleeve
5. *Optional plain white base layer, sleeves must be covered by the college uniform garment*
6. *Optional summer dress (terms 1 & 4)*
7. *Optional college embroidered knitted vest or pullover*

### Sports uniform:

1. Athletic style runners or cross trainers (must have non marking sole and arch support)
2. Plain white socks – no visible branding of any kind
3. Choice of:
  - a. Navy athletic shorts of mid to long length – no visible branding of any kind
  - b. Navy skort
  - c. Navy fleece track pants with elastic cuff
4. College embroidered polo shirt (short or long sleeve)
5. *Optional plain white base layer, provided sleeves are covered by the college uniform garment*

### **Warmth layering options: Formal or Sport uniform**

1. College embroidered puffer vest
2. College embroidered rugby jumper
3. College embroidered soft-shell jacket

## ACCESSORIES

- College bucket hat (compulsory)
- College beanie (optional terms 2-3)
- College scarf

- College school bag (small or large options)
- Plain navy or white headwear may be worn as part of cultural/religious beliefs

# 2026 Uniform Fittings

## UNIFORM FITTINGS FOR NEW STUDENTS 2026

As official school uniform supplier, Noone is holding new student uniform fitting appointments for Altona College at the Hoppers Crossing store.

We operate an online booking calendar for all uniform fitting appointments, and parents and carers can access this calendar now via the Noone website. One booking time required for each student.

We highly recommend that you make an appointment so we can provide you with a personalised fitting service. Full uniform will be available for immediate purchase, or you are welcome to use our lay-by service and collect your order prior to the start of Term 1, 2026.

If you already know the sizes you require and don't need fitting assistance, you can visit the Hoppers Crossing store during opening hours, or you can go ahead and order your new uniform via the school online shop on our website. You can use Click and Collect from the store, or post to home. Be aware that online orders can take up to 48 hours to complete and you will be contacted when the order is ready.

**Please do not leave your uniform purchase until just before school commences in 2026. You may experience long wait times and delays in purchasing your uniform.**

Please use this link to locate the booking calendar: <https://www.noone.com.au/school/altona-college/stores>

1. Choose a date and time that suits you and complete the booking information. Name required is student name. Only one appointment per student.
2. Click the 'BOOK APPOINTMENT' button to complete.
3. 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).

Our experienced staff fit for growing room. However, if for any reason the student grows significantly over the summer holiday period, we will happily exchange any uniform item that hasn't been worn and has the tags attached. Methods of payment available are cash, eftpos, visa and mastercard. Our staff are happy to help if you need assistance so please don't hesitate to contact us. We look forward to welcoming you into our store

### 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: [hoppers@noone.com.au](mailto:hoppers@noone.com.au)

All prices are subject to change without notice.

# Altona College Years P - 6

Pricelist Valid Until 30th of June 2026

| Uniform   |             |
|---|-------------|
| <b>Pullover</b> - Green With Logo   | \$89.95     |
| <b>Vest</b> - Green With Logo   | \$82.95     |
| <b>Jacket Softshell</b> - Navy With Logo  | \$77.50     |
| <b>Rugby Top</b> - Navy   | \$97.50     |
| <b>Dress Summer</b> - Green/White   | \$58.95     |
| <b>Shirt Short Sleeve</b> - Tailored Cut/Straight Cut With logo                 | \$38.95     |
| <b>Shirt Long Sleeve</b> - Tailored Cut/Straight Cut With Logo                  | \$39.95     |
| <b>Trousers</b> - Navy  | \$44.95     |
| <b>Slacks</b> - Navy  | \$68.00     |
| <b>Pants Leisure</b> - Navy   | \$32.95     |
| <b>Shorts Full Elastic</b> - Navy   | \$27.50     |
| <b>Tunic Winter</b> - Navy/Green/White (Prep - 4)                               | \$66.95     |
| <b>Skirt Winter</b> - Navy/Green/White (Year 5-12)                              | \$77.50     |
| Sport Uniform   |             |
| <b>Rugby Top</b> - Navy   | \$97.50     |
| <b>Polo Short Sleeve</b> - With Logo  | \$38.95     |
| <b>Polo Long Sleeve</b> - With Logo   | \$40.95     |
| <b>Trackpants</b> - NavySport Choices   | \$32.95     |
| <b>Shorts</b> - Navy Sport Choices  | \$29.95     |
| <b>Skort</b> - Navy   | \$28.50     |
| <b>Socks</b> - 3 Pack White Sport   | \$17.95     |
| Accessories   |             |
| <b>Bag</b> - Junior   | \$59.95     |
| <b>Vest Fleece Zip</b> - Navy With Logo <b>NEW COMING 2026</b>                  | \$39.95     |
| <b>Artsmock</b> - Navy  | \$24.95     |
| <b>Beanie</b> - Navy With Logo  | \$27.50     |
| <b>Scarf</b> - Navy With Logo   | \$19.95     |
| <b>Hat Bucket</b> - With Logo   | \$19.95     |
| <b>Socks</b> - 3 Pack Navy/White  | \$17.95     |
| <b>Tights</b> - Navy  | From 19.95  |
| <b>Hair Accessories</b>   | From \$4.95 |
| <b>Head Scarf</b> - Navy/White  | \$22.95     |
| <b>Name Labels</b> - PreOrdered Garment Name Labels (Sew Or Iron On) Pack Of 50 | \$25.00     |

\*Prices Subject To Change Without Notice\*

## Trading Hours

Monday- Friday: 9am - 5pm, Saturday 9am-1pm

Shop address: 54 Old Geelong Road, Hoppers Crossing, 3029

Email: [Hoppersc@tr.group](mailto:Hoppersc@tr.group)

Phone: 03 9749 0543

Online orders: <https://www.noone.com.au/school/altona-college/shop>

# 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 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.

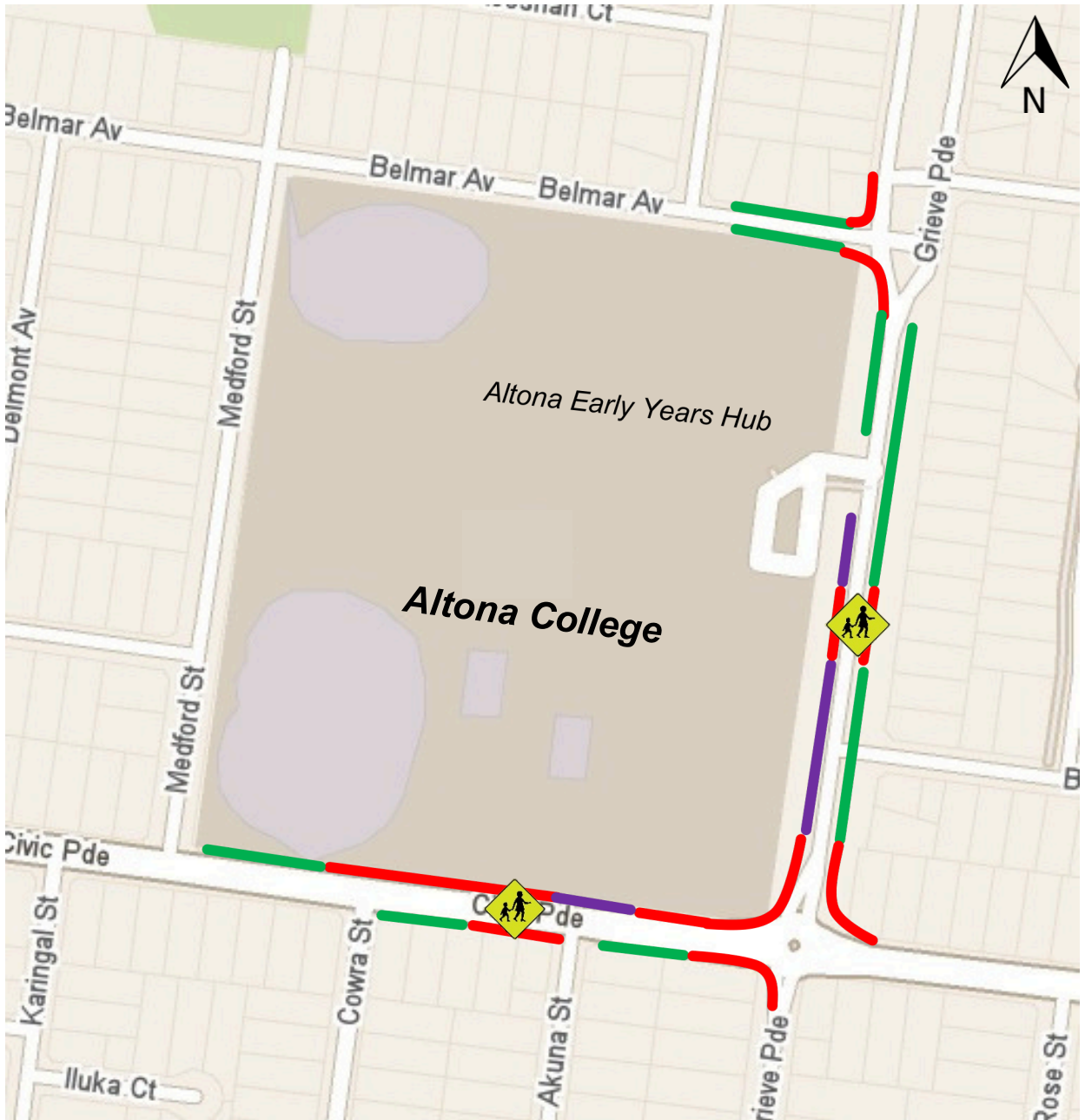
### COMMUNICATION





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



# Where to Park - Factsheet



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



### AROUND SCHOOL CROSSING

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

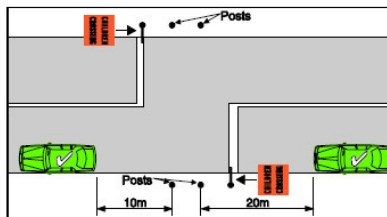
#### 171 Stopping on or near a children's crossing

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

Penalty: 3 penalty units.

#### Example 1

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



### HANDY TIPS FOR SAFE PARKING

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

### OBEY THE SIGNS

#### Parking unsafely puts children at risk

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

#### No Stopping

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



#### No Parking Signs

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

#### Speedlimit

Do not exceed 40km/h in school zones.



### Other Common Parking Offences

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



INNOVATION  
INTEGRITY  
RESPECT