



ARARAT COLLEGE

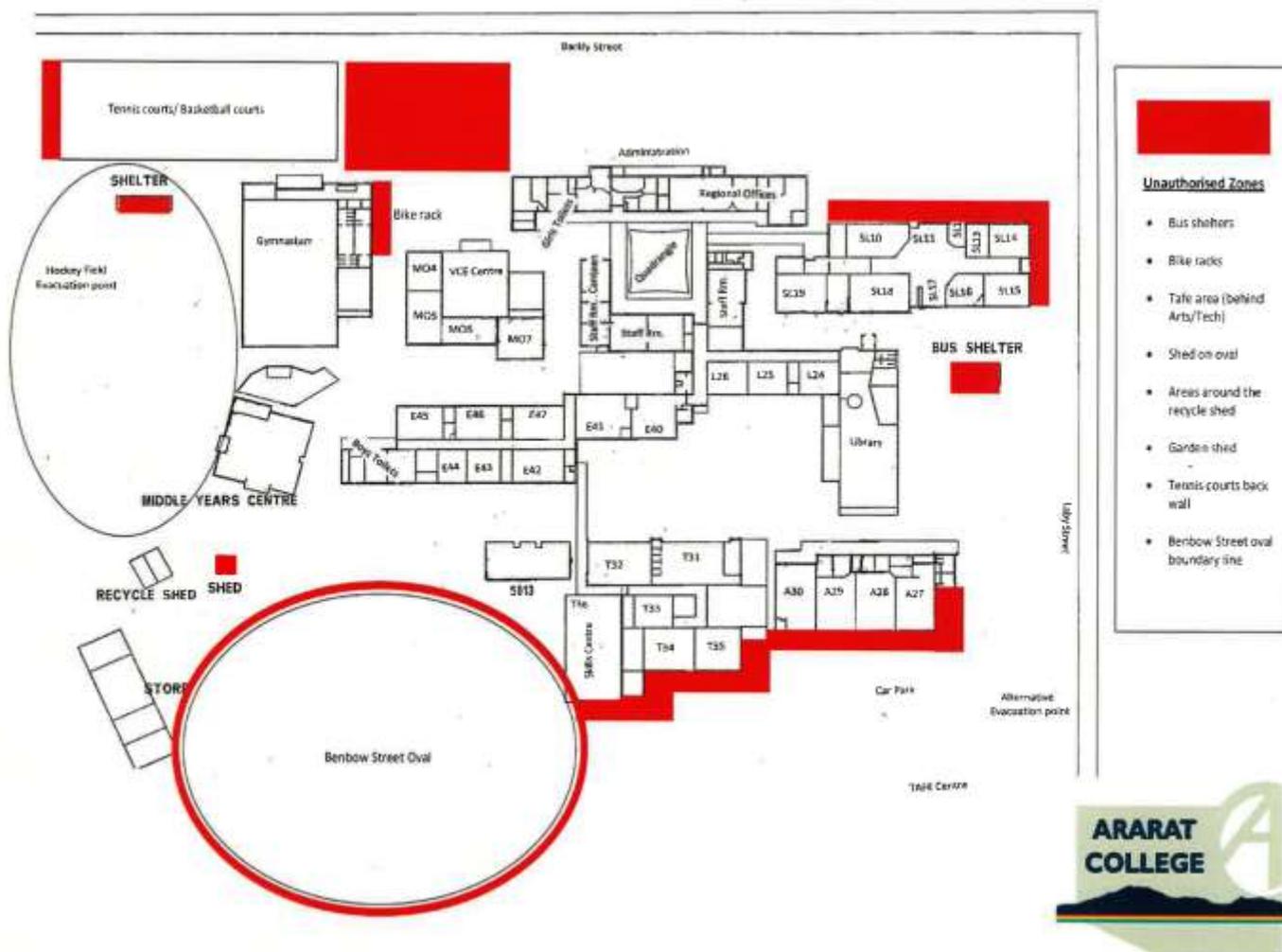
STUDENT  
INFORMATION  
HANDBOOK



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## COLLEGE PLAN



## 2015 TERM DATES

### Term 1

Thursday 29<sup>th</sup> January to Friday 27<sup>th</sup> March

### Term 2

Monday 13<sup>th</sup> April to Friday 26<sup>th</sup> June

### Term 3

Monday 13<sup>th</sup> July to Friday 18<sup>th</sup> September

### Term 4

Monday 5<sup>th</sup> October to Friday 18<sup>th</sup> December

## 2016 TERM DATES

### Term 1

Thursday 28<sup>th</sup> January to Thursday 24<sup>th</sup> March

### Term 2

Monday 11<sup>th</sup> April to Friday 24<sup>th</sup> June

### Term 3

Monday 11<sup>th</sup> July to Friday 16<sup>th</sup> September

### Term 4

Monday 3<sup>rd</sup> October to Thursday 20<sup>th</sup> December

## CLASS TIMETABLE

|                      |                           |
|----------------------|---------------------------|
| <b>WARNING BELL</b>  | <b>8.50am</b>             |
| <b>FORM ASSEMBLY</b> | <b>8.55 am to 9.05 am</b> |
| PERIOD 1             | 9.10 am to 10.00 am       |
| PERIOD 2             | 10.00 am to 10.50 am      |
| <b>RECESS</b>        | 10.50 am to 11.20 am      |
| <b>WARNING BELL</b>  | 11.15 am                  |
| PERIOD 3             | 11.20 am to 12.10 noon    |
| PERIOD 4             | 12.10 noon to 1.00 pm     |
| <b>LUNCH</b>         | 1.00 pm to 1.50 pm        |
| <b>WARNING BELL</b>  | 1.45 pm                   |
| PERIOD 5             | 1.50 pm to 2.40 pm        |
| PERIOD 6             | 2.40 pm to 3.30 pm        |
| <b>FINISH</b>        | 3.30 pm                   |

## WELCOME

Ararat College believes strongly in the development of partnerships between students, staff and parents in achieving quality outcomes for young people. The college has high expectations of its students and prides itself both on its academic and cultural offerings. We welcome community involvement in the college and trust that the many avenues available to assist in developing the college resources and outcomes are rewarding for all involved.

## OUR VALUES

### Ararat College Values

- We will treat each other with respect.
- Student wellbeing is a priority.
- Student achievement will be recognised.
- We will support the personal growth of all.
- We will be consultative in all decision making.
- We will take responsibility for our actions.
- We will communicate with honesty and integrity.
- We will provide a safe and caring environment.



Mr Geoff Sawyer  
Principal



Ms Janine Adams  
Assistant Principal

This is a friendly school where students have the opportunity to do well in many areas.

We want you to participate enthusiastically in all aspects of college life and strive to do your best at all times.

**OUR SCHOOL MOTTO - 'ENGAGE INSPIRE ENJOY'**

## COLLEGE PROFILE

The history of the college can be traced back to 1867, when a flour mill was built on this site in Barkly Street. The Ararat Grammar School opened in 1909 in Barkly Street and the first headmaster was Mr A.G. Butchers.

The Ararat Higher Elementary School was established in 1912. On Wednesday 25<sup>th</sup> June 1913 the school was proclaimed a District High School and Mr Butchers was the headmaster.

Ararat Technical School had its beginning in 1947 when the Education Department authorised a third form (Year 9) course at the Ararat High School to include technical subjects. In 1969 the first principal, Mr J. Pitt was appointed the head of the technical trained staff who taught at the school.

The new Technical School in Elizabeth Street was first occupied at the beginning of 1972 with Mr N.R. Baker as principal.

In 1991, the Ararat Secondary College was established with the amalgamation of Ararat High School and Ararat Technical School.

In August 1997, Ararat College consolidated onto one site with the establishment of a TAFE section and both middle and senior campuses combining on the Barkly Street site. In 2008 the School simplified its name to Ararat College.

### OUR EDUCATIONAL PHILOSOPHY

Ararat College aims to develop individuals who are confident in the process of learning and who are open to change. The college strives to promote a climate conducive to personal growth and self-directed learning. Our college aims to prepare our students for teenage living, employment, tertiary studies and family and community life.

### OUR LOCATION

Ararat College, located in the Central Highlands Region of Victoria approximately 100 km from Ballarat, is a Year 7-12 College of 350 students servicing a large rural community.

### OUR CURRICULUM

We cater for the diversity of students by providing a broad VELs (Victorian Essential Learning Standards) based curriculum for Years 7 to 10. We emphasise the development of numeracy, literacy and computer skills.

For many years, the wide range of co-curricular activities has been the strength of Ararat College. Our students are offered a breadth of opportunities through;

- Academic and vocational programs.
- Sport - House level, Wimmera, Western Victoria, State level.
- Music - Instrumental music tuition, stage and rock bands.
- Public speaking and debating.
- College musical production - held annually since 1984
- Leadership – Student Representative Council, house captaincy, college production.
- Camps and extended excursion programs from Years 7 to 12
- Outdoor education programs to develop initiative and self reliance.
- Work experience program in Year 10
- Welfare program through pastoral care role of our chaplain.

The friendly and supportive learning environment is a valued feature of our college. Our teachers endeavour to make learning purposeful, challenging and relevant through individual and group work. There is a quiet working atmosphere in our college where teachers seek to promote respect, openness and sensitivity of others in a caring positive environment that nurtures our students in forming appropriate values.

# COLLEGE FACILITIES

## SCIENCE AND LANGUAGE CENTRE

Completed early in 2011 the Science and Language Centre provides a fantastic teaching and learning environment. The Centre comprises two 21<sup>st</sup> century, state of the art Science rooms, two language teaching rooms, an ICT rich virtual classroom/blended learning room complete with video conference facilities, spacious, open areas adjacent to classrooms and multiple storage areas. The centre has already proven to be enormously popular with our students who have been enjoying the modern, new and high-tech facilities and using them to greatly enhance their learning opportunities.

## PERFORMING ARTS CENTRE

This building is a multifunction facility that comprises well designed teaching spaces. Generally, during the day, it will comprise a music space with store rooms, two practice rooms and performance area And a state of the art food technology centre. All three spaces can combine to make one large auditorium with a kitchen facility, toilets and seating for 300 people.

## TRADE TRAINING CENTRE

The VET Hospitality/Commercial Cooking Trade Training Centre is a state of the art, purpose built facility containing a commercial kitchen, restaurant and bar area. It has the capacity for video conferencing, on-screen demonstrations, ipad ordering, sound augmentation, coffee making and environment control. The facility will address an identified skill-shortage area by allowing young people from across the region to gain nationally recognised qualifications in the hospitality area. The facility will also be a great asset to the wider community as it provides a medium-sized venue that can be used for a wide range of purposes.

## TECHNOLOGY CENTRE

This area has been specifically designed to provide a very modern teaching space. Four rooms provide facilities and equipment for students to gain practical experience in wood, metal, plastic, automotive and electronics technology.

Central to all these is a drafting/design room where students will have space to work on their netbook computers to use up-to-date software to develop their models.

## GYMNASIUM

This large facility provides an undercover space to combat Ararat's unpredictable weather. Up to three classes can be accommodated for sport and physical education at any one time. Equipment and space is provided for a variety of sports, which include:

- Basketball (1 court)
- Netball (1 court)
- Volleyball (3 courts)
- Badminton (4 courts)
- Dance, Martial Arts, Aerobics, and Table Tennis.

The facility also includes extensive storage, a staff office and large change rooms.

## **LIBRARY**

Our library is used extensively by all classes and is a wonderful, large space. Designated activity spaces include DVD viewing room, computers with internet access, quiet reading and also the housing of our written material.

Our library is an attractive and pleasant environment for students to learn and study.

## **MIDDLE YEARS CENTRE**

All students in years 7 and 8 spend part of their class time working in this open space. Curriculum has been designed to allow for collaborative learning.

## **SENIOR SCHOOL CENTRE**

This complex has VCE and VCAL rooms, a media studies complex, a VCE study area, a careers office and a staffroom. Our IT network is available over the entire College, via both wireless and cable, providing access to high powered machines and modern professional software and the internet to all. The College is committed to providing access to notebook computers that can be used anywhere in the College. Students and staff have continual access to information technology to help them with their studies. Students in years 7 -12 have access to their own Laptops and Computers.

The VCE study centre has large lockers, and tables and chairs for students to work collaboratively.

## **TECHNOLOGY SKILLS CENTRE**

The Technology Skills Centre is a large space that enables the construction and storage of larger models. The wide range of new tools and machinery ensure that our students have access to the best equipment possible. The skills centre also contains the classroom used by our VCAL students and our VET Building and Construction students.

## **COLLEGE CANTEEN**

The College canteen provides both students and staff with a varied menu of delicious foods, prepared by our canteen staff and parent volunteers. The canteen follows the College 'Healthy Canteen Policy', thus providing an enjoyable, nutritious and attractively presented selection of foods and drinks at reasonable prices. The canteen also provides a catering service for organizations outside the school.

Volunteers are required to assist from 10:00 am to 2:00 pm on a roster basis on the day of their preference, approximately every four weeks. Duties for volunteers may include:

- Serving students at recess and lunch time
- Making lunches for students and staff

This is a good way to become involved in the College community, to observe students in the College environment and get to know staff on an informal basis.

Any parent who is able to help in the canteen please phone the College on 5352 4177.

## WHAT SUBJECTS DO I TAKE?

### Year 7

English  
Mathematics  
Science  
Art  
Drama  
Visual Communication  
Music  
French  
Physical Education  
Humanities  
Technology  
Health

### Year 8

English  
Mathematics  
Science  
Art  
French  
Visual Communication  
Music  
Drama  
Humanities  
Physical Education  
Technology

### Year 9

English  
Mathematics  
Science  
Humanities  
Physical Education  
Arts Electives  
French  
Technology Electives

### Year 10

English  
English Literature  
Mathematics  
LOTE (French)  
Art  
Music  
Drama  
Media Studies  
Visual Communication  
Chemistry/Physics  
Biology/Psychology  
Forensic Science  
Geography/History  
Business Management  
Accounting  
Automotive  
Engineering  
Electrical & Electronics  
Food  
Textiles  
Wood  
Information Technology  
Metal  
Sport  
Advance  
Outdoor Education  
Health  
Legal Studies

### VET YEARS 10 - 12

A number of VET subjects are offered in conjunction with the local VET cluster. The number of VET subjects that will run each year depends on demand. They may include:

Engineering  
Electronics  
Automotive  
Equine Studies  
Retail Operations  
Building and Construction  
Agriculture  
Community Services  
Hospitality  
Music Skills

### VCAL YEARS 11-12

Literacy  
Personal Development  
Work Placement  
Numeracy  
VET Units of Study  
VCE Units of Study

**VCAL  
YEARS 11-12**

Students are offered these subjects to select from.

Most classes require a sustainable enrolment level to proceed.

**Year 11**

**English**

English  
English Literature  
Foundation English

**Mathematics**

General Mathematics  
Maths Methods  
Foundation Mathematics

**Science**

Biology  
Chemistry  
Physics  
Psychology

**Arts**

Art  
Visual Communication  
Drama  
Media Studies  
Studio Art

**LOTE**

French

**Health and P.E.**

Physical Education  
Human Development  
Outdoor Education

**Humanities**

Accounting  
Legal Studies  
History

**Technology**

Information Technology

**Design & Development**

Metal  
Wood  
Food  
Engineering

**Systems**

Automotive  
Engineering

**Year 12**

**English**

English  
English Literature

**Mathematics**

Further Mathematics  
Maths Methods  
Specialist Mathematics

**Science**

Biology  
Chemistry  
Physics  
Psychology

**Arts**

Art  
Visual Communication  
Drama  
Media Studies  
Studio Art

**LOTE**

French

**Health and P.E.**

Physical Education  
Human Development  
Outdoor Education

**Humanities**

Accounting  
Legal Studies  
History

**Technology**

Information Technology

**Design & Development**

Metal  
Wood  
Food  
Engineering

**Systems**

Automotive  
Engineering

# COLLEGE PROGRAMS

## PUBLIC PERFORMANCES

Our college provides students with the opportunity to display their talents through public performances.

### THEATRICAL PRODUCTIONS

The students have the opportunity to participate in the college production. This has been held annually since 1984.

### MUSIC

All students have the opportunity to learn a musical instrument. Students perform at College events and community occasions. We also establish part-time bands for special occasions such as the college production. **Music tuition is incredibly inexpensive at Ararat College.**

## S.R.C.

### STUDENT REPRESENTATIVE COUNCIL

The college places a great deal of emphasis on our student leadership. Our Student Representative Council (SRC) meets regularly and has considerable input into student issues. It also runs many activities and raises funds for both Ararat College's needs and outside charities.

## CAMPING PROGRAM

### BE KEEN TO PARTICIPATE!

Our College believes that camping and outdoor education are important educational experiences. Our camping program consists of:

|            |  |
|------------|--|
| Year 7     | Orientation camp to Halls Gap  |
| Year 7/8   | Tour to Queensland in term 4 held biannually                         |
| Year 7/8   | Camp to Anglesea held biannually                                     |
| Year 9     | An activity camp at Anglesea   |
| Year 10    | Trip to Melbourne  |
| Year 10    | Driver Education at Charlton   |
| Year 10-12 | Outdoor Education - a range of camps and outdoor camping experiences |
| Year 11    | Motivational Camp to Cape Bridgewater                                |

## LUNCHTIME ACTIVITIES

The college runs a diverse program of lunchtime activities. In the past, the following have been offered.

- Sports training, athletics, swimming etc
- Library Activities such as board games, Chess, videos and reading
- Basketball
- Lunchtime walk
- Computers
- 40 Hour famine and other fund-raisers
- Band rehearsals
- Gym activities
- College production rehearsals
- Magazine - graphics, printing, journalism
- S.R.C. Initiatives - leadership, meetings, activities.

## **MUSIC PROGRAM**

Ararat College offers a strong music program with over 100 students participating. Instruments offered include Brass, Woodwind, Guitar, Bass guitar, Drums and Piano/Keyboard.

Participation in the bands can result in a massive improvement in ability throughout a student's total education.

### **TUITION**

Tuition costs \$80 per year and covers insurance of instruments, purchase of all music for lessons and bands, repairs of instruments for general wear and tear, and part of the costs of accompaniments for exams. This amount is actually less than the cost of a single tutor (Music book) for the beginning drummers!

### **HIRE OF INSTRUMENTS**

Ararat College does not hire instruments and recommends purchase of instruments to parents who would like their son/daughter to have their own. However, parents who would prefer to hire an instrument can contact a reputable hire company through the College. Parents contemplating the purchase of instruments should also obtain advice before purchasing instruments to avoid buying a poor quality instrument.

Ararat College has a reasonable number of instruments available for free loan to students in Years 7 and 8, so that parents can find out if their child wishes to continue before making a purchase.

### **A.M.E.B. EXAMS**

Some students choose to take Australian Music Examinations at this college as a way to structure their learning and as a way to receive external assessment by Australia's premiere music examination body. The A.M.E.B. exams can allow students entry into many community bands and are an excellent preparation for a professional career in music.

Please note that A.M.E.B. charge a fee for each exam that a student undertakes. The fees for these exams are an additional charge and are not covered by our annual music fee.

## **STUDENT RECOGNITION PROGRAM**

The college has a student recognition program that operates on a semester basis. Students who achieve excellent academic results are eligible for Academic Awards, while those who display excellent conduct and effort become eligible for an A Team Award. We believe these awards serve not only as recognition but also as evidence that students can use at interviews for employment and/or course entrance.

Students also receive recognition each week for special achievements in the College.

## SPORT

**You are encouraged to participate fully in sporting activities.**

You have the opportunity:

- \* to learn and practise skills in physical education.
- \* to represent your college at inter-school, Regional and State level competitions.

Ararat College competes in the Central Secondary Schools Sports Association (CSSSA).

Our college sport is based on a three house competition – (Red), (Yellow), (Blue) in swimming, athletics and cross country and are run in age groups. One whole day is devoted to each of our swimming and athletic sports, and the cross country is completed in an afternoon.

Every student is expected to participate in our Athletics and Swimming sports. Our inter-school teams are selected from the place getters at the House Sports to compete in the CSSSA sports.

Winners at the CSSSA qualify to compete at the Grampians Region Championships. Winners at this level go on to compete at the All Secondary Schools Championships.

A number of other interschool sport competitions are held such as football, netball, tennis, cricket, hockey and basketball.

## LAPTOPS AND COMPUTERS

### **ARARAT COLLEGE - ELEARNING VISION STATEMENT**

Ararat College will use eLearning strategies and technologies to provide stimulating environments that enable all students to become flexible, independent, lifelong learners with skills appropriate to the 21<sup>st</sup> Century.

### **NSSCF (National Secondary Schools Computer Fund)**

**The principal objective of the NSSCF is to ensure every student in Years 7 to 12 has access to ICT by achieving a 1:1 computer-to-student ratio for all Year7 to 12 students.**

### ***What can a 1-to-1 device do?***

1-to-1 devices provide anytime, anywhere access to information and learning.

Through a device, a student can complement learning that takes place in the classroom using software programs, referring to resources that have been downloaded onto the device, or working with audio, picture and video files that have been saved. Students will have broadband access at school. You do not need internet access at home for your child to use the device.

### ***What educational benefits do 1-to-1 devices provide?***

- 1-to-1 devices complement the existing school curriculum by providing digital learning tools that link with planned classroom activities.
- Wireless access points at schools will foster collaboration and teamwork, allowing students to search for information together and share the learning experience.
- 1-to-1 device use in the classroom will evolve as students and teachers become familiar with the new tools. For example, we may soon see a class where students create a podcast for their original poetry, accompanied by a soundtrack they have written and enhanced with their own digital images to share with the world.

## PARTICIPATION IN COMPETITIONS

The students of our college are encouraged to participate and have proven that they can achieve at a high level in various competitions against students of other colleges in Victoria, in other states and in overseas countries.

Students have gained success in the following competitions:

- \* **Westpac Mathematics Competition**
- \* **English Competition**
- \* **Computer Competition**
- \* **Science Competition**
- \* **Infomatics Competition**
- \* **Lions "Youth of the Year"**
- \* **Science Talent Search**
- \* **Maths Games (part of Maths Week)**
- \* **The Sharemarket Game**
- \* **Legacy Public Speaking**

All students are encouraged to enter. It is an excellent way to develop skills and match yourself against students from other colleges.

## ROLE OF THE PARENT

### *WE WANT YOU INVOLVED IN YOUR COLLEGE*

The vital role of the parent in a child's education is recognised universally. **Research indicates that the more the parent supports the child and the college, the more positive the child's attitude and the greater the likelihood of success.**

#### **PARENTS**

**Please make certain that you attend**

- \* Parent / Teacher interviews
- \* Sports days
- \* Students' performances
- \* Award ceremonies
- \* Information Evenings

#### **PARENTS - We need your ASSISTANCE**

- \* in monitoring homework
- \* in monitoring your child's diary
- \* in helping supervise sports teams
- \* in honouring College values
- \* in enforcing college rules (especially uniform)
- \* in ensuring punctual, regular attendance
- \* in helping at working bees

#### **PARENTS**

**We need you to PARTICIPATE as a member of**

- \* Canteen Volunteer
- \* Chaplaincy Committee
- \* College Council
- \* Friends of Ararat College

## COMMUNICATION

The college is most anxious to keep parents informed as to what is happening. Formal channels exist to promote better communication between the college and home.

*These include:*

- This guide
- A weekly newsletter – **Concord** – is emailed each Friday (or posted by mail on request). The enrolment form has a section for this.
- Student end of semester and interim reports
- Parent / teacher nights
- Information evenings
- Student diary
- SMT Message System
- school website
- College Facebook Page
- SMT Parent Portal

The college has a policy of easy access. If there is any matter causing concern, please don't hesitate to phone the college and make an appointment. Speak with the level coordinator for any matters relating to behaviour or counselling, or you may wish to contact the chaplain. If there are any other matters of concern please contact the Assistant Principal or the Principal.

***Please avail yourself of this genuine offer.***

## ASSESSMENT

Student performance in each subject is assessed continuously. Assessment will be based on such tasks as classroom tests, assignments, completed models and projects.

Formal examinations will be conducted in Years 10, 11 and 12. These are conducted in years 11 and 12 as part of the VCE assessment.

Teachers will provide ratings and comments on areas such as achievement, attendance, behaviour, effort, home study, punctuality, participation in group activities and discussion.

### **Reports will be sent home at the**

End of Term One and Three : Interim Report

End of Term Two and Four : Full Report

Parents will be given an opportunity to discuss their child's report at parent/teacher interviews. These occur towards the end of term 1 and term 3.

**However, parents are welcome to phone the college at any time to arrange an appointment to discuss the progress of their child.**

## STUDENT PROMOTION

The majority of students will be promoted each year. However, for a small minority of students, it may be in their best interests to repeat studies at a particular level.

Towards the end of the college year, the overall performance of each student will be studied and evaluated.

### **Factors to be evaluated will include:**

- \* Achievement
- \* Attitude
- \* Attendance
- \* Age and maturity
- \* Potential effect of promotion / non promotion on the student (and effect on other students)
- \* Availability of a suitable course in which the student has a reasonable chance of success.

### **PLEASE NOTE**

Non-promotion will be rare in Years 7 and 8. If a student's performance is less than satisfactory, parents will be invited to discuss the situation along with the student before any final decision is made.

## RULES AND EXPECTATIONS

### STUDENT BEHAVIOUR

A college of 300 students needs rules to give each person equal opportunities. You must learn and obey the rules of your college; they are there to help you. These rules were developed by parents, students and teachers.

#### **MAIN PRINCIPLES**

- ◆ You should treat others as you expect them to treat you.
- ◆ No student has the right to disrupt the learning of any other student.
- ◆ Teachers and students should be courteous at all times.
- ◆ You are responsible for your behaviour.
- ◆ Respect the differences of all people.

#### **CLASSROOM RULES - DO**

- ◆ Obey all instructions of your teacher
- ◆ Arrive on time
- ◆ Line up in an orderly fashion when required
- ◆ Bring all the required books and materials

#### **GENERAL RULES - DO**

- ◆ Place all litter in bins
- ◆ Line up and wait your turn in the canteen queue
- ◆ Display your very best behaviour when representing the college on excursions, sport etc
- ◆ Take care of college property
- ◆ Respect the property of all members of our college.

## **STUDENT CODE OF CONDUCT**

All staff and students at Ararat College have a right to work in a pleasant and caring environment in which discipline and welfare are seen as essentially interrelated. Students have the right to learn, and teachers have a right to teach in an atmosphere of order, cooperation and mutual respect. Consequently students are expected to adhere to the Student Code of Conduct, and to accept their share of responsibility for maintaining a productive educational environment. Parents have an obligation to support the college and staff in its efforts to implement the Student Code of Conduct and the principal and staff have an obligation to implement their Code of Conduct in a fair and consistent manner.

## **COLLEGE EXPECTATIONS**

- Respect property
- Respect the rights of others
- Obey instructions from staff
- Students may only leave the college grounds with permission
- Smoking, drinking alcohol or bringing dangerous/illegal materials to School is forbidden
- Students are expected to wear full college uniform
- Students are expected to complete all set work on time
- Normal college rules apply on all extra-curricular activities with the college, on the way to and from School and while in School Uniform.

## **APPROACH TO DISCIPLINE**

Our College considers that a consistent, positive approach to behaviour is desirable to foster a climate within which personal responsibility and self-discipline will be developed. The College implements the code within DET guidelines.

All students from Years 7 to 10 are involved in developing guidelines about what they want their class rooms to look like, sound like and feel like. The resulting Y charts form the basis on which class room discipline plans are developed, and the consequences of poor behaviour in the class. Staff have agreed on a consistent approach to discipline of students.

### ***Sanctions***

- The college will always strive to recognise positive behaviour.
- There will be a set of consequences for inappropriate behaviour.

### ***Classroom Discipline Plans***

- These will be used to protect and enhance the learning environment for students.

### ***Teachers***

- Set class rules.

### ***Level Coordinators***

- Consult with teachers.
- Interview the student.
- Discuss with parents as required.
- Take action to solve the problem.
- Keep records.

### ***Junior School and Senior School Coordinators***

- Promote a positive, supportive atmosphere.
- Consults with level coordinators.
- Interviews students and parents.
- Takes action, perhaps suspension.
- Extreme cases of misbehaviour are referred directly to the assistant Principal and Principal.

# UNIFORM

## POLICY

It is the policy of the college that all students will wear the correct uniform whilst attending school and travelling to and from the college. The policy determined by the College Council, reflects accurately the findings of numerous surveys and the recommendations of representative committees.

## MAJOR PROVIDER OF UNIFORM Fosters Mensland (Ararat)

### GIRLS' UNIFORM

- \* Blue check summer dress or Navy tailored shorts
- \* Navy tailored slacks
- \* Tartan Kilt
- \* College jumper with logo
- \* White Polo Top
- \* White socks, black socks or navy tights
- \* Plain black school shoes (fully enclosed, no sandals, jiffies, ballet or slip on shoes)
- \* Sports Polo Shirt (purchased through College)

### BOYS' UNIFORM

- \* Grey trousers or Grey shorts
- \* white socks or black socks
- \* Plain white Polo Top, short or long sleeve
- \* College jumper with logo
- \* Plain black school shoes
- \* Sports Polo Shirt (purchased through College)

## SPORTS UNIFORM

All students are required to wear the College PE navy blue polo shirt and navy blue shorts for Physical Education classes.

## JEWELLERY

Students with pierced ears may wear sleepers or studs. (No other jewellery may be worn).

## OPTIONAL

The college **encourages** students to buy the following items of uniform but they are not compulsory;

- \* If students wish to wear T-Shirts under their shirts for warmth, those T-shirts must be white.
- \* Year 12 Jumpers.
- \* Kilts – Approved kilts only available from Foster Mensland
- \* Scarves/Beanies – Only those available from Fosters Mensland with logo are approved
- \* Waterproof all weather coat available from Fosters Mensland

## HATS

The college is a SUNSMART school. All students are encouraged to wear a broad brimmed hat when out in the sun in Terms 1 and 4.

## CORRECT UNIFORM

Parents please ensure that you purchase only approved items through our approved dealers and that your son/daughter is in full uniform as he/she departs for school each day.

## DRESS AND GROOMING

All students are encouraged to develop pride in their appearance.

## SHOES

Shoes should be plain black and fully enclosed on the foot. Please do not purchase shoes that have white markings of any sort on them. White or coloured runners and slipper type shoes are not acceptable under any circumstances.

## 'HOODIES'

Hoodies are unacceptable and not permitted to be worn to School.

# BULLYING AND HARASSMENT

## **BULLYING**

A person is bullied when someone, or a group of people, deliberately upset or hurt another person or damage their property, reputation or social acceptance on more than one occasion. There is an imbalance of power in incidents of bullying with the bully or bullies having more power at the time due to age, size, status or other reasons. For behaviour to be considered bullying, it has to meet certain criteria:

1. Repeated.
2. Intention to cause harm.
3. Targeted.
4. Interaction.

A one off incident is still an incident, but not bullying.

## **HARASSMENT**

Harassment is an abuse of power. It is an act of aggression causing embarrassment, pain or discomfort to another. It can be physical, verbal, gesture, exclusion or isolation, it can be planned or it may be unintentional, it may involve groups or individuals.

### **Rationale:**

- The school will provide a positive culture where bullying and harassment is not accepted, and in doing so, all will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in their school environment at all times.
- Our college is committed to ensuring a caring learning environment, which promotes personal growth and positive self-esteem for all.

### **Aims:**

- To reinforce within the school community what bullying is, and the fact that it is unacceptable.
- To alert everyone within the school community of the signs and evidence of bullying and harassment and to ensure bullying is reported to staff whether a person is an observer or a victim.
- To ensure that all reported incidents of bullying and harassment are followed up appropriately.
- To seek parental and peer-group support and co-operation at all times.

### **Implementation:**

- Bullying and harassment may consist of physical harm, verbal insults or hurtful remarks, or actions designed to hurt somebody's reputation, social standing or to cause humiliation. Bullying may be carried out directly or indirectly, and may include the use of digital technologies such as social network sites, websites or on-line chat rooms.
- Our school has adopted a zero tolerance position on bullying and harassment.
- Our school will combat bullying by providing a safe, secure and stimulating learning environment based on the Effective School's model.
- We have adopted a four-phase approach to bullying and harassment.

## ONLINE INFORMATION TECHNOLOGY

### **NETWORK AND INTERNET USE ACCEPTABLE USER AGREEMENT**

Ararat College School network, Internet and electronic mail are provided for educational purposes only. While students are using the Ararat College Network, Internet and electronic mail they must agree that:

- They WILL use the computer resources and their internet account solely for educational purposes
- They WILL observe all copyright laws, including those that relate to computer software and material published on the internet
- They WILL respect the rights and privacy of other users
- They WILL report any obscene or offensive material they encounter
- They understand the Logs of their internet and email access will be kept and could be scanned at any time
  
- **They will NOT**
- Use the school computers to play games, excepting educational games under the direction of a teacher
- Tamper with the system (which includes the network or workstation) and its desktop in any way including, but not limited to, the storage of unauthorized software
- Bypass the proxy server to access internet sites that have been banned or restricted
- Use another student's account or tamper with another student's account in any way
- Allow anyone else to use their account or give their password to anyone else
- Attempt to retrieve, view or disseminate any obscene, offensive, pornographic or illegal material
- Threaten or abuse any other user
- Send offensive, racist or sexist messages
- Send anonymous or falsely addressed email
- Not engage in any activity online that suggests that they are authorised by the School.

#### **They realize that if they do not abide by the above rules**

1. Their internet and internal email access may be withdrawn
2. They may be subject to other disciplinary action
3. They may not be able to continue with subjects in learning areas which require regular computer access

## MOBILE PHONES

There are several issues around mobile phones that make them inappropriate to have at school:

Mobile phones can now be used to photograph situations in schools which can be either an invasion of privacy or be construed as cheating. Mobile phones can now be used to film people and their activities without their knowledge and/or permission in the school grounds. Mobile phones can often be used in class to play games, send text messages or receive messages/phone calls which naturally distract from class work. Mobile phones are expensive electronic devices and are subject to theft when left in bags and lockers. **DET does not hold insurance for personal property brought to schools and it will not pay for any loss or damage to such property.**

Parents are able to contact students by ringing the College office. The office staff will then immediately contact the students in any urgent situation. Students have access to school phones in an emergency.

***Students of Ararat College are not permitted to use a mobile phone at school, unless given permission to do so by a staff member. This policy applies to school excursions, camps and extra curricula activities, unless otherwise directed by the organizing staff.***

#### **Consequences:**

If a staff member sees a mobile phone being used by a student without permission, then the phone will be confiscated by the teacher. A parent/guardian will be required to collect the phone from the general office/level coordinator/Assistant Principal.

# HOMEWORK

## ***HOMEWORK POLICY***

Learning activities, related to school curriculum, which teachers expect students to complete outside class-time.

## ***WHY DO HOMEWORK?***

Homework is an essential ingredient for success at school. Some students complain that there is too much! Some parents say that their children never have any homework.!

The advantages of doing homework include:

- it helps to develop effective learning techniques - eg. students learn to make decisions and use their initiative to solve problems independently.
- it complements, reinforces and extends classroom learning.
- it provides extra learning time - particularly for students who have difficulty keeping up with classwork.
- it provides a regular link between learning at home and at school and encourages parental involvement.
- it reinforces the notion that learning does not stop and start at the school gate.
- it helps prepare students for the enquiry based learning and personal time management required for VCE.

## ***WHAT IS EXPECTED?***

Parents should be aware that **ALL** students need to undertake homework regularly. Students should record homework requirements in their diary and ensure that they complete work by the set date. Set homework tasks may include:

- research activities - surveys, interviews, collection of resources, questionnaires
- reading texts, novels, newspapers.
- watching/listening - news/current affairs
- revision for tests
- completion of set tasks eg. learning spelling, assignments, work-sheets
- family discussions eg. on current affairs
- practical exercises eg. solving maths problems, continuing a project in art, woodcraft, textiles, metal-craft, graphics, rehearsing routines in gym or music.
- parents can assist students by taking an active interest in their work. This might involve discussion of their work and acting as a sounding board for their ideas and concerns. Parents can also assist students with their personal organisation.

In addition to the set homework tasks, students should be encouraged to do further enrichment type activities which will complement the work done in the classroom and broaden their general knowledge, e.g. reading the newspaper, watching/listening to news and current affairs program, reading novels.

Students need to learn to use their homework time productively. It is not just the amount of time allocated to homework but what is achieved in that time that is important. The amount of work required and the time allocated to each area of study varies according to the individual needs of each student.

### ***TIME ALLOCATIONS!***

As a general guide, the Teaching and Learning Committee recommends the following time should be scheduled for homework on set homework tasks.

| <b>Year Level</b> | <b>Approximate Time</b>            |
|-------------------|------------------------------------|
| 7                 | 3-5 hours a week                   |
| 8                 | 5-7 hours a week                   |
| 9                 | 5-7 hours a week                   |
| 10                | 7-10 hours a week                  |
| VCE               | (set work and revision)            |
| 10/11             | 2-3 hours a week per unit/subject  |
| 12                | 4-5 hours a week per unit/subject. |

From time to time students may need to spend more time to ensure that topics are well understood and projects are completed to the best of their ability. Students should use their diaries to prepare a homework plan for each week to help to organise their time wisely and to ensure the completion of all tasks. It may not be possible to stick to a rigid plan, but some plan is better than none at all.

### ***STUDENT DAILY ORGANISER/DIARY***

Each student has been given an Ararat Community College Diary. Daily organised homework details should be recorded in the diary. This promotes systematic work. Parents are requested to see the diary and sign it weekly. The Year Level teacher/co-ordinator will puruse the diary on a regular basis.

## **ATTENDANCE**

All students are expected to attend college every day and arrive at all scheduled lessons and activities on time.

Students are expected to remain in the college grounds during the school day, unless they have a lunch pass which allows them to go home for lunch or a note signed by a parent and a year level coordinator. **All** students must sign in or out via the kiosk at the General Office

Rolls are marked electronically by all staff for each lesson of the day. If your child is absent a SMS will be sent to your mobile phone asking for an explanation. This can be given via a return SMS, a phone call to the College or a written note can be sent to explain an absence (blank notes are in the diary) on the day your daughter / son returns.

# STUDENT SUPPORT

## YEAR LEVEL COORDINATORS

For organisation, welfare and discipline purposes, the college is divided into year levels. A Year Level Coordinator will be in overall charge at each Year Level. The Level Coordinators will assist you and help to make certain that your experiences at school are worthwhile and pleasant. Year Level Coordinators are assisted by a Junior and Senior School Coordinator.

## CHAPLAIN

Our chaplain's major role is a pastoral one. Most of his time is spent being available to help students work through their personal problems. These include family separations, discipline, relationship breakdowns, personal problems, friendship and development skills.

The chaplain is also available for all members of the college community to listen and consult with on any concern that may arise. A range of resources, both within the College and in networks developed outside can be utilised to address such difficulties. These outside agencies include the local community welfare services and medical practitioners. The concerns that students face are many and varied, ranging from peer argument and pressure to specific learning difficulties or stress at home. Whatever the concern, each is treated with care, respect and confidentiality.

## COLLEGE COUNCIL

Membership of the College Council is as follows:-

|                        |           |
|------------------------|-----------|
| Parent elected members | 5         |
| Staff elected members  | 3         |
| Principal              | 1         |
| Co-opted members       | 4 (up to) |

The College Council is served by four sub-committees:

- Facilities
- Finance
- Welfare and Uniform
- Canteen
- Publicity
- Friends of Ararat College

School Chaplaincy Committee meetings are held monthly.

## COLLEGE NURSE

The College Nurse attends College five days each fortnight. She is available to offer education on health issues on both an informal and a structured level. She also assists the Chaplain with welfare issues. Students are encouraged to approach the nurse for assistance on any physical/emotional health issue. They may do this individually or may be referred by teachers with a concern for the student's well-being.

## CAREERS/MIPS COORDINATOR

### A SOUND CAREER CHOICE

#### THIS INVOLVES:

##### **STUDENTS:**

- Getting to know YOURSELF, what your interests and abilities are.
- Making subject and course choices which are realistic and meet your future needs consistent with your interests and abilities.
- Knowing what courses need to be undertaken at tertiary level to gain entry to your chosen careers.

##### **PARENTS:**

- Talking to your children about different career directions, the difference between a job and a career, the importance of making a decision after investigating many career options, by attending open days, visiting the Career Reference Centre in Melbourne, pointing to relevant employment sections in the newspapers. An open invitation is issued for parents to contact the careers coordinator at any time.

##### **SCHOOL:**

- Teaching about the world of work.
- Providing information on career trends, tertiary and TAFE courses availability and prerequisites.
- Counselling individual students on career choice and development in the VCE.
- Encouraging students to prepare personal resumes, teaching letter writing skills as well as interview and telephone technique.
- Organising with the *community* to offer work experience to students.

##### **DECIDING:**

Most students will make at least five career changes in their life. Each decision to change is difficult and important. However, the first career decision is vital. If this decision is the result of careful consideration of personal abilities and with knowledge of all available directions and alternatives, it is normally an informed, sound choice. A successful career choice can lead to personal challenge, growth and a satisfying quality of life.

## FEES AND CONTRIBUTIONS

The college has annual contribution charges which cover the cost of essential education items. These are items used in the course of instruction in the standard curriculum program. College Council has approved the education contributions in line with the memo 'S381-2007 Parent Payments in Victorian Government Schools'. It outlines parents financial responsibility for the costs associated with Essential Educational items.

These items include:

- materials that the individual student takes possession of, including text books and student stationery
- materials for learning and teaching where the student consumes or takes possession of the finalised articles (e.g. home economics, art, woodwork, catering);
- general materials and services including stationery book pack, internet and computer printing, photocopying, student lockers etc.

|                                     |        |       |
|-------------------------------------|--------|-------|
| Parent Contributions for years 7-9  | (2015) | \$440 |
| Parent Contributions for year 10-12 | (2015) | \$460 |

### TEXT BOOK HIRE

Ararat College **does not** require students to purchase text books. Students are provided with all Text Book requirements and parents are asked to pay this levy to fund the program. This levy is included in the Annual Parent contributions listed above and is not an additional charge.

**Please note** amounts quoted are **estimations only** as fees for the coming year are not set until December each year. Full details and explanation of charges can be obtained from the General Office.

## FINANCIAL ASSISTANCE

### STUDENTS 16 YEARS AND OVER

A needs based assistance scheme called YOUTH ALLOWANCE is provided by the Commonwealth Government. This provides an allowance for students over 16. **Payment is subject to a Means Test.** Children of parents who are Health Care Card holders may qualify. Many others may also be eligible. Application for YOUTH ALLOWANCE is through CENTRELINK.

### PAYMENT OPTIONS

There are a number of payment options available including instalment plans via direct debit, Centrepay and Bpay. For further information please contact the Business Manager.

### COLLEGE UNIFORM

If there are financial difficulties in providing a student with a uniform, assistance may be sought through the Chaplain.

**IF YOU HAVE ANY QUESTIONS ON THE ABOVE PLEASE CONTACT THE COLLEGE TO DISCUSS THE MATTER WITH EITHER THE PRINCIPAL OR THE BUSINESS MANAGER.**

## FURTHER INFORMATION

### **PUNCTUALITY**

Please ensure that your child develops a habit of being punctual. A latecomer not only misses valuable work, but also interferes with the learning of others when he/she disrupts the class with a late arrival.

### **DAMAGE TO SCHOOL PROPERTY**

Any damage to the buildings, equipment, furniture or material is to be reported immediately. If the damage was caused as a result of wilful or irresponsible behaviour, the pupil will be required to contribute towards the repair or replacement.

### **HEALTH / AMBULANCE**

Parents are advised that due to changes in health regulations, students are no longer covered automatically for the cost of medical care unless parents have a pensioner or health care card or pay for private health insurance cover, including an ambulance service membership. For both financial and safety reasons all parents are strongly encouraged to take out appropriate health care and ambulance coverage.

### **EXCURSIONS**

For a student to participate in an excursion it is essential that they provide the excursion coordinator with a signed permission form. Verbal permission does not meet the Department of Education guidelines or College guidelines for excursions. To avoid your child being disappointed please ensure that permission forms and money are submitted as soon as possible so your child may participate.

### **PERSONAL GOODS BROUGHT TO COLLEGE**

**Parents and students are reminded that there is no insurance by the college or the Department of Education to cover loss of private property brought to college.** Personal goods brought to college are at owner's risk. Neither the college nor the Department of Education will accept responsibility for any loss. The College has extensive Occupational Health and Safety policies and procedures to limit the injuries to students, but incidents do occur. If a student is injured at school the parents are liable for the costs unless negligence can be proved.

### **STUDENT LOCKERS**

A locker will be allocated to you early in the new year, together with a combination lock.

#### **Please note carefully;**

- It is your responsibility to look after the combination lock.
- If you lose your key, report to the coordinators' office.
- Your locker must be kept clean and tidy at all times.
- If you have any problems, see your home group teacher
- Students who misuse or damage the lockers may have the privilege withdrawn.
- No student may interfere with the lock or locker of another student.
- Do not leave any valuables in your bag; put them in your locker and lock it.

# STARTING SCHOOL

## HOW DO I .....

### **CATCH THE BUS?**

- \* At the end of the school day move promptly to the bus stop in Laby street..
- \* There are many buses, and their routes will be explained to you.
- \* Town students are required to purchase a ticket.

Proper and safe behaviour must be maintained on and near buses, otherwise permission to travel on a bus may be withdrawn.

The bus code of conduct must be followed at all times.

### **FIND OUT WHERE I SHOULD BE?**

The timetable shows the subject and the room where you should be each period, as well as your teacher. You will be given a copy of your individual timetable. If you are unsure ask a friend/teacher.

## WHAT DO I DO IF.....

### **I BECOME ILL OR INJURED?**

You must report to the staff room, Level Coordinator's Office or General Office. The college has the services of a number of first aid assistants and a college nurse. Either these people or another member of staff will care for students and contact parents.

### **I AM LATE?**

Go straight to the front office and have your name scanned and recorded as present.

**Remember:** punctuality is important.

### **I NEED TO LEAVE SCHOOL DURING THE DAY?**

Bring a note from your parent and hand it to one of your coordinators before classes and the note will be signed. You will go to the Office before you leave to sign out of the School.

**Remember:** you must not leave the college without permission.

### **I RIDE MY BICYCLE/ SCOOTER TO SCHOOL?**

Place your bicycle/scooter in the bike racks before classes. The bike rack enclosure is locked at 9.00 am and is reopened at 3.30 p.m.. *The wearing of a helmet is compulsory.*

### **I LOSE SOMETHING?**

Firstly, you must retrace your steps and search hard. But if you still can't find the item, go to the coordinators.

*Don't bring valuables to school.*

**Make certain that all your possessions are clearly labelled with your name.**

### **I AM OUT OF UNIFORM?**

Before classes, report to the coordinators, with a note, and you will be given a uniform pass.

### **I HAVE ANY PROBLEMS?**

See any teacher, your coordinators, the chaplain or the school nurse.