



SURF COAST SECONDARY COLLEGE PARENT/GUARDIAN INFORMATION 2019

WELCOME

Welcome to Surf Coast Secondary College. Please find following information which may come in handy for parents/guardians during 2019. We encourage parents/guardians to contact the College with any questions.

COLLEGE CONTACT DETAILS

Surf Coast Secondary College

Address: 75 White Street, Torquay, Victoria, 3228

Phone: 03 5261 6633 | Fax: 03 5264 8867

Email: surf.coast.sc@edumail.vic.gov.au | Website: www.surfcoastsecondarycollege.vic.edu.au

SESSION TIMES

Session	Times
Session 1	8:50am - 9:40am
Session 2	9:40am – 10:30am
Recess	10:30am – 10:50am
Session 3	10:50am – 11:40am
Session 4	11:40am – 12:30pm
Lunch	12:30pm – 1:15pm
Session 5	1:15pm – 2:05pm
Session 6	2:05pm – 2:55pm

2019 TERM DATES

Term One | 29th January to 5th April 2019

Note: Students in Years 7 & 12 commence 30 January 2019

Students in Years 8, 9, 10 & 11 commence 31st January 2019

Term Two | 23rd April to 28th June 2019

Term Three | 15th July to 20th September 2019

Term Four | 7th October to 20th December 2019

ABOUT SURF COAST SECONDARY COLLEGE

Surf Coast Secondary College prides itself on providing its students with the knowledge, life skills and technical prowess required to succeed in a rapidly changing 21st century. The SCSC community is an active, high achieving community and these characteristics are evident in every aspect of our school.

SCSC is strongly committed to the development of contemporary learning and teaching skills and has worked hard to support staff and students to develop the skills required to succeed within a cutting edge learning program. The entire staff at SCSC believes in the premise that the more actively a student participates, the more they will enjoy their studies, which more than often translates into higher grades and greater depth of learning.

As part of the College's focus on providing its cohort with the most contemporary learning devices, all students at Year 7-9 work with an iPad and Year 10-12 students can bring their own MacBook or iPad, giving them instant access to school tasks and associated learning material, while at the same time honing their technical skills. The high level use of learning technologies within the classroom has seen SCSC be awarded as an Apple Distinguished Program school and has also seen the school feature for the DET Digital Learning branch as an exemplar school in this field.

Surf Coast Secondary College enjoys a modern learning and teaching facility in North Torquay. The new facility has allowed the College to further explore and implement learning and teaching practices that are

truly contemporary. Today's students need to be able to work collaboratively, research and plan independently, be inquisitive and curious and be expert problem solvers. Students and teachers at SCSC are able to work alongside each other to analyse and evaluate the knowledge available at their fingertips then utilise complex thinking processes to create new understanding. This work is best done in a dynamic and fluid environment and requires students to be able to move between different learning environments. The learning environment at SCSC provides this through a creative flow of learning spaces that allow for a multitude of learning and teaching activities to occur. This is achieved through the provision of a variety of distinct learning environments such as quiet spaces for teacher / student conferencing; tiered theatrettes for presentation style activities; flexible breakout spaces that allow for group and individual inquiry equally and specialist learning spaces to engage in the application of technical skills and competencies.

SCSC also enjoys a number of specialist amenities including an art precinct, performing arts spaces, state of the art science labs, fully appointed materials tech spaces, a stunning food technology area and championship sized gymnasium and fitness studio.

STUDENT WELLBEING

Confidential help, advice or referral to specialist advisers, can be obtained from the Student Wellbeing Team which includes our Student Wellbeing Leader, College Psychologist and Hands on Learning Program Leader.

The College has an excellent working relationship with various community support organisations, and the Student Wellbeing Leader is available to make referrals, or to assist with organising referrals for problems which cannot be solved within the College.

All welfare questions are treated with complete confidentiality, and where necessary or requested, interpreters are used so that all those concerned can be involved throughout all stages.

ATTENDANCE REQUIREMENTS

Students are required to attend regularly and should be at school by 8:45am.

If students are late they must sign in at the Administration Office and receive a late pass before going to class. These must be approved by a parent/guardian so students are required to bring in a written note to explain the reason they are late.

Whenever a student is absent from school, a phone call to the Administration Office on the morning of the absence and a written explanation from parents on the day of return is required. Once at school students may only leave the grounds if they have permission.

EARLY LEAVERS

If students need to leave early or be absent for part of the day they must provide a note to the teacher of the class they need to leave so that approval may be granted. In addition, students need to sign the early leaver's book at the Administration desk.

SICK BAY

If a student feels ill or suffers an injury during the school day they should report to the Sick Bay, located in the Main Administration area.

Students should not call or text home for a parent to come and collect them from school, instead they should report straight to Sick Bay where a trained first aid officer can assess them and determine whether a parent / guardian needs to come and collect them early. Please note parents / guardians will always be contacted when a student has sustained a head injury, serious injury or is genuinely not well enough to continue classes at school.

AMBULANCE COVER

The College does not have any insurance cover for students involved in any accident or misadventure whilst at school. Individual ambulance cover is recommended for students who participate in sporting activities. Please be advised that our staff will not hesitate to call an ambulance if it is deemed appropriate by the treating staff member. If you do not have ambulance cover and an ambulance is called for your child, the College is not responsible for the payment of any account that may be incurred as a result.

LOCKERS

All students are allocated a locker upon enrolment. Students are expected to maintain a tidy locker and only use their own locker. The sharing of lockers is not permitted. Upon admission to SCSC all students will receive a combination lock, and they should not give this code out to anyone. If lost or broken replacements are available at the Administration Office for \$15 each. Students should ensure all personal and valuable items are locked in their locker when not in their possession (please see below information about bring personal property to school).

PERSONAL PROPERTY

The College does its best to protect staff and student property, but cannot guarantee that there will be no theft or damage. The Department of Education and Training and Surf Coast Secondary College do not have any insurance to cover any loss or theft. Valuable personal items should not be brought to school. Students should lock their property in their allocated locker.

CATCH UP SESSIONS

Any student needing a little extra help in their studies are encouraged to ask their subject teachers for help and advice. The College has a great catch up sessions which run after school generally each Wednesday with the help of our dedicated teaching staff. The Library is also open before and after school (8am – 4pm.)

MENTOR TEACHERS & YEAR LEVEL LEADERS

At Years 7 to 10 students are given a Mentor Teacher. The role of the mentor teacher is to provide advice and pastoral care for your child throughout the year as well as to collect and distribute information to students and to act as a source of advice.

Mentor Teachers are the first people to contact if you need assistance or advice regarding your child. They are usually the point of contact between the College and parents and can also direct you to other support when appropriate.

Mentor Teachers follow up absences and if necessary, call home for an explanation of absences that have not had a parent / guardian notification.

Supporting our Mentor Teachers are the Learning Community Leaders and Directors of Learning assigned to each year level. Please see our 2019 Year Level Leaders below:

Year 7	
Learning Community Leader	Director of Learning
Ellyse Brady & Adelaide Gray	Tom McLoughlan / Narelle Geary
Year 8	
Megan Wyatt	Annaleise Reid
Year 9	
Danny Monk	Lara Campbell
Year 10	
Peter Gunning & Steve Robertson	Hayley Wood
Year 11	
Ben McKay	Zoe Christie
Year 12	
Shaun Miller	Bridget Kelly

SUB SCHOOLS

SCSC is organised into two Sub Schools: Middle (Years 7 to 9) and Senior (Years 10 to 12).

ONLINE SERVICES

Surf Coast Secondary College is committed to providing its students with the highest quality ways of engaging with their learning, and the wider school community an equally high standard of method of connecting with their child's experiences at school and accessing information on their progress. Our school uses online services to support a high quality and innovative learning environment.

What types of online services are used at our school?

Compass and Google Apps and other online learning tools are used at Surf Coast Secondary College to support and enhance the educational experiences of all students. Access to a vast array of tools online allows students to develop contemporary skills that are needed for their future in a world where being connected, able to communicate and collaborate, and be creative are integral. It is through the use of online tools that staff at Surf Coast Secondary College give students the opportunity to explore learning beyond the walls of the classroom, and in doing so, also teach them important skills about how to be critical consumers and ethical users of the information and websites that they encounter.

For further information please refer to our 'Preparing for the Future: Digital Learning at Surf Coast Secondary College' publication.

SUNSMART POLICY

Surf Coast Secondary College recognises the need for all members of the College community to be made aware of the dangers of ultra violet radiation. A Sun Smart Policy, developed with advice from the Anti-Cancer Council of Victoria encourages all College members to minimise the dangers of excessive UV radiation exposure and to ensure a healthier environment with long term health benefits.

Students and adults can be sunburnt after only ten minutes exposure to the sun. UV radiation is most damaging between 11am-3pm (during Terms 1 and 4), even on overcast days. Students are at school throughout the main risk period each day, five days per week. The crucial period for sustaining damage is during student's school years. This policy has been developed with advice from the Anti-Cancer Council of Victoria.

When starting at Surf Coast Secondary College all students will be given a school hat; if this is lost, replacement hats are available at the Administration office for \$10.00. Students are encouraged to wear sunscreen and their hat.

Sunscreen is available from the Administration Office however all students are required to ensure they demonstrate sun smart behaviour and apply sunscreen before they come to school or go on a camp / excursion. Surf Coast Secondary College accepts no responsibility for sunburn.

STUDENT CODE OF CONDUCT

The code of conduct for students at Surf Coast Secondary College is consistent with, DET guidelines and regulations.

Rationale:

Surf Coast Secondary College is committed to the development of the individual as a caring, healthy, concerned and involved member of the community. The College acknowledges that all students are unique individuals entitled to respect, equal opportunity and support to enable them to attain their full potential - intellectually, academically, personally, physically, creatively, socially, vocationally and morally.

The following principles concerning the rights and responsibilities of the members of the College community are embodied in the student code of conduct:

- All individuals are to be valued and treated with respect
- Students have a right to work in a secure environment, and without intimidation, where they are able to develop their talents, interests and ambitions regardless of their gender or cultural group
- Students have the right to provide feedback on the College's learning programs
- Students have a responsibility to make maximum use of the learning opportunities provided by the College
- Students accept responsibility for their own learning in pursuit of personal excellence
- Parents/guardians have a right to expect their children will be educated in a secure environment in which courtesy, respect for the rights and property of other and positive relationships amongst boys and girls and between cultural groups are encouraged
- Parents/guardians have a responsibility to support the College in its efforts to maintain a productive, secure, co-operative teaching and learning environment
- Teachers have a right to be able to teach in an atmosphere of security, order and co-operation
- The Principal, Assistant Principal, Teacher Team Leaders and other teachers have a responsibility to implement this code of conduct fairly, reasonably and consistently.

RULES

1. Respect the right of others to learn
2. Follow instructions
3. Respect each other. This includes things like:
 - a. showing decent manners and common courtesy towards others
 - b. not getting involved in any physical, verbal, emotional bullying or cyber bullying
 - c. not sexually or racially harassing anyone
 - d. making sure you don't do anything to put your own or someone else's safety at risk.
4. Wear the correct school uniform
5. Bring all necessary materials to class
6. Respect your own property, as well as that of others and the College
7. You must not use any form of non-prescribed drugs on the College grounds, during College-related activities, or whilst wearing the College uniform. This includes cigarettes, alcohol and illicit drugs
8. Attend classes regularly and on time. Only absences related to illness and unavoidable family business are acceptable. If you are absent, you need to bring a note from home explaining why
9. Behave in a way that reflects well on the College. This includes when you are on your way to and from the College, on camp, out on an excursion, at a sports day, an or any other College related activity

BULLYING

Surf Coast Secondary College is committed to creating an environment in which all members of the college community feel safe and secure to be able to learn or teach, grow, socialise and improve their self-esteem in a happy, healthy environment. All members of the College community must seek to stop bullying by indicating to bullies that certain behaviour is unacceptable; and individuals who bully or harass other people will be given the appropriate consequences of that undesirable or unwanted behaviour.

The term 'bullying' describes behaviour that may be a one off occurrence or prolonged over time, and indicates an imbalance of power. It may involve gestures, exclusion and extortion and includes behaviour involving staff, students and parents. Acts of bullying include:

- Verbal: being teased, sworn at, taunted, threats, name-calling, offensive language, picking on people because of their race, gender, religious beliefs, age, physical characteristics, family background, sexual orientation etc
- Physical: unwanted pain, being hit, kicked, punched, pushed, hair pulled or spat on, equipment being taken and other unwanted action such as poking with pencils, etc
- Social: being excluded from games or activities, ganging up on an individual
- Psychological: being made to feel uncomfortable, standover tactics used
- Sexual: including touching or brushing against one in a sexual manner, sexually orientated jokes, drawing of, or writing or making inappropriate comments about someone's body, using rude names or commenting about someone's morals, unwanted invitations of a sexual nature, asking questions about someone's private life
- Cyber Bullying: using chat, email, mobile telephones or any other ICT medium device to tease, spread rumours or send unwanted messages or threats to another person

Students who feel unsafe or threatened should consider the following strategies:

- Stay in sight of peers and adults
- Stay calm, be firm and clearly look bullies in the eye and tell them to stop
- If the situation continues – walk quietly, quickly and confidently away. Dramatic reactions only encourage and entertain the bully
- Avoid provocation
- Always tell a teacher, another adult in the College or your family about bullying or harassment straight away
- If you are scared to tell an adult or teacher, ask a trusted friend to go with you
- Don't blame yourself for what has happened.

SANCTIONS

Breaches of school rules may incur some penalty or action. Those penalties or actions will be a logical consequence of the misbehaviour.

Serious and/or continued breaches of school rules may lead to suspension/expulsion in line with the Department of Education and Training Guidelines.

STUDENT SAFETY

Students will be supervised at school during school hours, unless required to attend scheduled after school activities which will be supervised by staff. The College Library is open from 8:00am to 4:00pm for all students.

Students who ride bicycles to school are required to wear helmets at all times on their journey. Students are to store their bikes in the bike lock up zone. The College accepts no responsibility for theft/damage of bikes.

PERMISSION FORMS & PAYMENTS FOR CAMPS, EXCURSIONS & ACTIVITIES

Approved permissions and payments for any camps, excursions & activities must be made by the due date as instructed. Unfortunately for planning purposes (finalising numbers with venues, booking of buses etc.), we are unable to accept late forms & payments.

The online permission forms Surf Coast Secondary College use are DET recommended and approved. As these forms have important conditions in which a parent / guardian should agree to for their child to participate in the activity, we are unable to accept hand written notes or phone calls providing permission for your child to attend.

Surf Coast Secondary College has fully implemented the use of online permissions for events (camps, excursions and activities) using the Compass portal. When an event is created you will be notified via an email notification to provide online consent. When using the Compass App you will need to select 'open in browser' to view the consent options.

How to pay for an event

At this stage, Surf Coast Secondary College are not using online payments through Compass. If your child's event has a cost associated with it, this will be listed in the event description section.

Families are able to make payments for events using the following methods:

- Cash, Cheque or EFTPOS at the Administration Office
- Credit Card over the Phone (03 5261 6633)
- BPay (BPay information and your personalised reference number can be found on your College statement)
- Direct Credit to the College's Account (BSB 313 140 ACCOUNT # 12031136).
 - Please note that if you are making a payment via direct credit it is very important that you put your child's name in the reference, that way our Finance Team can easily allocate the money to the correct account.

If at any stage you have any difficulty in accessing or using the Compass portal we encourage you to contact our Administration Team on 03 5261 6633 or by email at surf.coast.sc@edumail.vic.gov.au.