



SURF COAST SECONDARY COLLEGE

Year 7 Parent Information Booklet 2019

AN A-Z GUIDE

College Values:

Strive

To make great efforts to achieve or obtain something.

Unite

To come or bring together for a common purpose or action.

Respect

To have due regard for someone's feelings, wishes, rights, abilities and achievements.

Flourish

To grow, develop and change for the better.



Year 7 in 2019

The teachers of Year 7 welcome both students and parents to Surf Coast Secondary College for the 2019 school year. We look forward to working with you throughout the year. Starting secondary school is an exciting experience, with many opportunities for students and families. We hope that you take advantage of these opportunities and maximize your time whilst at Surf Coast College.

At Surf Coast Secondary College we provide the best education for your child and encourage you, as parents, to build and maintain a strong, supportive link with your child's teachers. This acknowledges the importance and value of education in your child's life. The initial years at secondary school are an important step in your child's schooling and form the basis for further study and career opportunities. Students have the opportunity of studying many exciting subjects, in which they can later choose to specialise.

This booklet is an overview of some of the things that may be important to you now. If you have any more questions please contact your child's Mentor Teacher by calling the school or contacting by email.

Absences and Notes

A reminder that notes are required from home for:

- Absences and lateness (contact the Middle Years Administration Assistant – Kym Matek - before the start of the day but must be made within 24 hours of absence)

- Being out of uniform (school and/or PE uniform)
- Leaving school early (prior to leaving) and for all excursions.
- If your child is late due to a medical appointment, please bring in a **medical certificate** when they arrive to school.
- All notes should be delivered to Kym Matek or any staff in the Administration Office.

It is important to note the following:

- If students leave the school grounds for any reason without permission, they are considered truant.
- A Student-Parent-Community Leader meeting may be requested in cases of excessive student absences and/or lateness/early departures.

Permission to Leave School—Appointment:

If a student must leave school during the day for a pre-arranged appointment, please provide a written note or phone call made to the Administration Office. The note needs to include **date, leaving time and reason** for absence. Permission to leave the school **must** come from the Middle Years Officer and students must sign out of the school.

Arriving or Returning to School After School Starts:

If a student arrives after the start of the school day or returns to school the same day after an appointment, the student is to report to the Administration Office and present the appropriate documentation for the absence. Students will be required to sign into the school.

Please Note:

If any student is feeling unwell throughout the day and needs a parent to pick them up, the student must report to the Administration Office and a phone call will be made to a parent/guardian. **AT NO POINT SHOULD STUDENTS BE CALLING/TEXTING PARENTS VIA MOBILE PHONES TO PICK THEM UP WHILST STUDENTS ARE IN CARE OF THE COLLEGE. PARENTS SHOULD NOT CALL OR TEXT THEIR CHILDREN EITHER.** All contact should be through the administration office. This allows staff at the school to better fulfill their Duty of Care obligations. We thank parents & guardians for their support on this issue as it can create some unnecessary confusion for parents & guardians and teachers.

How many days has your child missed in a semester?

0-7 days	This is within normal range. A student with this attendance rate is able to take full advantage of the teaching and learning opportunities available to them.
8-10 days	This attendance rate is below average. A student with this attendance rate could miss over one year of School learning between years 7 to 12.
11-20 days	This is a poor attendance rate. A student with this attendance rate could miss one year and one term of learning between year levels 7 to 12.
20+ days	This is a very poor attendance rate. A student with this attendance rate could miss over two and half years of schooling from years 7 to 12 without realizing.

Being one and half hours late for school each day from years 7 to 12 is equivalent to missing one and half years of learning!

Accountable Independent Reading (AIR)



‘AIR’ reading occurs every day to support our students to read silently. Students are encouraged to bring books they find of interest or alternatively they can borrow from the school library or Year 7 Reading Hub. We encourage students to read our Year 7 English book ‘Little Brother’ by Semester Two. Students can borrow and return books during scheduled library sessions, before and after school, recess and lunch.

If you read for just 15 minutes a day you have read over 1,000,000 words in a year!

Attendance and Punctuality

At Surf Coast College we ask that you call or email your child's mentor teacher any of our staff in the administration office if your child is away. Alternatively you can send an email to surf.coast.sc@edumail.vic.gov.au.

Being Involved with the School

School Council and Related Events

A great way to be involved with the School is through School Council where you can have a say in your child's education. Parent and Community Engagement is a strong focus for the school. Throughout the year we will be running some parent and community conversations about how you can best help your child through secondary school and how we can best support you. Please keep your eye out for any notices sent home and in the school newsletter. If you are interested in being involved in the School Council please contact Mr Scott Diamond, Principal at the school.

Bicycles, Skateboards & Scooters

Bikes and Skateboards can be used as a form of transport to and from school. However, they are not to be ridden on the school property at any time. A bike shed is provided for students to store their bikes. Students must chain and padlock bikes in the shed. Skateboard storage racks are provided around the school in the locker areas. Helmets must be worn at all times. Students caught riding skateboards, scooters or bikes in the school grounds risk the chance of having this confiscated. The Skate Park located near the school is not classed as school property, therefore this area is out of bounds during school hours.

Canteen

Students are encouraged to make a lunch order at the canteen at morning recess. This will ensure that your child does not need to line up and receives their lunch promptly. The canteen is open at recess and lunch.

Communicating with the School

Effective communication with your child's school is very important for your child's education. There are a number of ways you can communicate with the school and your child's teachers.

1. **Phone:** You can phone the office and you will be put through the relevant teacher's office.
2. **Email:** You can make sure that the school and your child's teachers have your email address and they can correspond with you by email.
3. **Notes:** You can write notes to correspond with staff.
4. **Appointments:** Make an appointment
5. Make sure you attend the **Student Led Conferences** to get all the information about your child's progress.

Please remember that teachers and staff are often in class teaching so are not able to respond immediately to your request and at times, they may be in class all day so will not be able to respond until later in the day or the next day. If the matter is urgent, you can contact the Administration Office and let them know it is urgent.

Compass

Compass is the online portal that students, parents and staff at Surf Coast Secondary College use to collaborate online, share ideas, submit digital tasks and gain feedback and information about progress of learning. Using Compass enables us to create an easy managed, synchronous link between home and school.

It is important that all families and students are well informed about online services that the College utilises to support the learning programs, and also administration of the school. More information regarding the use of our online portal will be available to you next year.

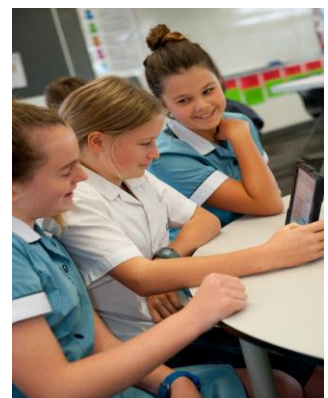
Curriculum

Subject	Domain	Full year	Semester
Art	The Arts		*
Drama	The Arts		*
English (FUSE)	English	*	
Humanities Geography, History and Economics (FUSE)	Humanities	*	
Mathematics (FUSE)	Mathematics	*	
Science (FUSE)	Science	*	
Languages: Indonesian	Languages	*	
Health and Physical Education	Health and Physical Education	*	
Personal Learning	Personal Learning	*	
Cooking/Food	Design, Creativity and Technology		*
Wood Work	Design, Creativity and Technology		*
EXTRA CURRICULA ACTIVITIES	- Instrumental Music - Debating & Public Speaking - Sports & Surf Academy - Student Voice and Leadership	*	

Cyber Safety and Technology

We understand that technology can be a great enhancement to learning and to modern life. Technology must be treated with respect and not misused, therefore we find it important to reiterate the appropriate use of mobile phones at the College. Students of Surf Coast Secondary College are expected to be responsible users of all forms of technology, including mobile phones and iPads.

The following responsibilities for students, and support measures, apply to the use of mobile phones and iPads by Surf Coast Secondary College students:



- Mobile Phones are **not to be used during the school day** and, if brought to school, must be switched off. Students are allowed to use their mobile phones before school and after school (whether for calls, texts or as iPods). Students are not to use their phones as cameras for photos, videos or listening to music. They can use their iPads for these purposes if required as part of the learning program.
- Parents wishing to contact their child during the school day must phone the school on 5261 6633 and our administration staff will make contact with the student.

- We encourage parents not to respond to text messages, phone calls or iMessages from students during school hours. Please use the appropriate measures if you need to contact your child at school.
- Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- Students needing to phone parents during the school day must do so via the administration office, with the permission from their teacher.
- Students who are feeling unwell must report to Sick Bay and the administration staff will contact parents if necessary. **Students must not contact parents direct** and make arrangements to leave the school without the direct knowledge of the school staff.
- In tests and examinations, students must ensure that mobile phones are turned off and secured in their bags.
- Students who bring mobile phones to school do so at their own risk. The school takes no responsibility for the security of mobile phones or other valuable items brought to school.
- **Students must not take photos, videos or recordings of other students or staff and must not be involved in any forms of cyber bullying from their personal devices.** Breaches of these rules are not only a serious matter under the school's discipline policy, but could also breach legislation such as the Children and Young Persons Care and Protection Act, Privacy Act and Crimes Act.
- Students are allowed 5 appropriate age level games on their iPad.

Inappropriate Use:

Generally, a mobile phone will be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school.
- Threatens or is likely to threaten the safety or well being of any person.
- Is in breach of any law.
- Inappropriate use of mobile phones include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Student Engagement Policy.

In line with our Student Engagement Policy, students who fail to follow these guidelines, the following sanctions may be applied:

- If a mobile phone interrupts a lesson, it will be immediately confiscated. This will be handed back to student or parent at the end of the day.
- A detention or in school suspension for serious breaches, especially ones related to privacy or inappropriate use.
- Communication with parents/guardians regarding mobile phone use at school.
- A student being banned from bringing a mobile phone onto the school grounds.

*If you need any clarification on the use of technology at Surf Coast College please contact our Digital Learning Specialists, Andrew Brown.

Detentions

If students are behaving inappropriately or not completing work, they may be required to complete a classroom detention with their teacher during a break or after school. Parents will receive notification for an out of school detention before it occurs. If students behave inappropriately out of class, are late to school or out of uniform, they may be given a school detention, which takes place during lunchtimes.

Excursions

Excursions are an integral part of our curriculum and are aimed at supporting and extending the classroom programs. We appreciate the costs involved in these activities, so we will notify families as soon as possible. As our planning involves organising payments to transport companies, excursion facilities, etc, we ask that all monies must be received by the due date. Remember, for all excursions, these are part of the curriculum and attendance is required.

FUSE

In Fuse, students will learn all aspects of the traditional English, Maths, Humanities and Science subject areas. Students will study these subject areas in an integrated learning program that aims to enhance the richness of their learning experiences.

At times students' learning will occur under common themes that interweave all of these subject areas whilst at other times learning will be focussed on the development of skills specific to one single skill (eg: specific numeracy and literacy skills).

In Fuse, learning will be broken into term based units that require students to demonstrate learning across these four discipline based learning domains plus a range of Inter-disciplinary areas.

These units will be broken into segments as outlined in the typical term timeline below:

1. Fuse unit timeline;
2. Teacher responsibilities;
3. The team of teachers assigned to each year level for the Fuse program will have a range of responsibilities consistent with those of a classroom teacher such as curriculum development, assessment of student work, classroom management and reporting to parents.

Fuse teachers will have a specific group of students within the program that they will be responsible for the development of individualised learning programs. Teachers are required to utilise our Learning Management System - Compass to keep parents informed of the program each student will work on and work to actively engage students to understand their current capacity and what is required to take their learning to the next level.

Teachers will also be required to critically examine and sign off on the scope of the project that students intend to complete as part of the application stream.

Homework

The College policy on homework clearly states that homework should be a shared venture between parents, students and teachers. We believe that good study habits developed early will help the children as they move to higher classes. This policy also outlines expected amount of homework to be completed by students as well as providing a definition for the difference between homework and study.

Homework Club

Year 7 students have the opportunity of participating in a homework/catchup program on **Wednesday afternoons from 3.00pm to 4:00pm**. Teachers are available to assist students with any work that they may have across all subject areas. Homework Club will commence in Week 5 of Term 1.

Instrumental Music

At Surf Coast College, students have the opportunity to join College Bands, Guitar & Drum Ensembles and also take individual lessons on percussion, keyboard/piano, drums, and voice. Lessons are 30 minutes per week during class time. There is no cost with music at Surf Coast Secondary College. Performances include school and community events such as school productions and awards night.

Lockers

All students have been allocated a locker in the Year 7 Wing with ample room for books, school bags and change of clothes. Students are responsible for their locker for the rest of the year and should report any problems to their Mentor Teacher immediately. Students have been provided with combination locks. We recommend that they have their lockers secured at all times. **Unfortunately, the school will not be held responsible for items misplaced from unsecure lockers or from bags sitting on top of lockers.**

Newsletter and Website

The school produces a fortnightly newsletter that is available to view on the School's Website at <http://www.surfcoastsecondarycollege.vic.edu.au/community.html> If you would like the newsletter emailed to you, please provide the administration office with your email address. The school also has a Facebook and Twitter Page the keeps parents up to date with events, excursions and daily events. Please search for Surf Coast Secondary College.

Session Times

At Surf Coast Secondary College we don't use bells. School starts at 8:50 am and finishes at 2.55 pm. *We encourage students to arrive at school by at least **8:45am**.

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

Uniform

The college believes that the image of the college is reflected in the appearance of students and that a uniform encourages a sense of pride and belonging to a group. All students must wear the correct uniform in a neat and clean manner. The uniform is to be worn during school hours, on the way to and from school, and on excursions unless permission is given for 'casual' dress.

The wearing of correct uniform is an expectation that will be made of all students at SCSC. Students who attend school in the incorrect uniform can expect to be followed up by any staff member they encounter. Students who do not have the correct uniform available on a particular day should arrive at school with a note from their parents stating the issue with uniform. A store of uniform will be owned by the school to lend to any student who does not arrive to school in correct uniform. All students not in correct uniform will be expected to wear the relevant school owned item and return it at the end of the day. Serious and or ongoing uniform breaches will result in the student not attending class until a parent Teacher conference occurs where the uniform Policy and expectations will be reiterated and an agreed plan forward is made.

A Uniform Policy is available from the School Administration Office, from your student's Mentor Teacher or by visiting the school website <http://www.surfcoastsecondarycollege.vic.edu.au/>

Visitors / College Grounds

All visitors to the school must first report to the Administration Office and obtain a Visitor's Pass. When arriving, please sign in and if appropriate a pass will be issued from the office and sign out when you leave.

Students are not permitted to leave the school grounds at any time during the school day. If a student needs to leave early, a note must be provided from home with details and times and sign out at the administration office.

On a Final Note

One of the most important things you can do to support your child through Secondary School is what is called 'Dinner Time Conversations'. These don't necessarily need to be at dinner; they could be in the car on the way to school but are those conversations you have where you show an interest in what they are doing at school. These conversations are so important for your children to see that you support them and it crucial for them in articulating their learning. Being able to talk about what they learned is a way to really consolidate what is happening for them in school. So every day if you can ask them questions like:

- What was the best thing you learned today?
- Tell me something that was different that you did at school today?
- What was the most interesting thing you did today at school?
- Describe a concept you learned today in Maths, English or Indonesian etc.