College Information Manual 2014

*Inspiring tomorrow’s leaders*

*Mordialloc College staff & students share and proudly demonstrate our agreed values of Personal Best, Integrity, Respect and Responsibility*
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“Veho Spes Juventutis” is the motto of our school. It translates to mean, “I Carry the Hopes of Youth”. Mordialloc College is firmly committed to this ideal. It is the rationale behind all that we do, whether it is within our curriculum, out on the sporting fields, within the music program, or as part of the dramatic productions. Students will be provided with many varied ways in which to transform their dreams into reality.

With the guidance and expertise of dedicated energetic teachers and the support and cooperation of parents, students can and should be able to realise their potential, develop their talents and extend their skills. I believe all members of the College community need to take responsibility for the learning, well being and positive relationships within the Mordialloc community thereby working towards achieving the best outcomes for our students.

Our school has been a vital part of its local community for many years. It is a stimulating and progressive place with a focus on innovation and academic success. We are committed to the ongoing improvement of the College to meet educational, social and emotional needs of our students through the provision of the highest quality education.

The translation of your hopes into reality will, of course, require that you be prepared to enter into the spirit of the school. I have high expectations in terms of all members of the college community living the College values and thus demonstrating their pride in being a member of this community. Students will demonstrate to me that they are proud of their school by their actions, thus, being on time to school and to all classes with their equipment, at school every day in their correct school uniform, showing respect to all and always trying to the best of their ability.

With a positive attitude, a trust in the school and a willingness to get involved, you are guaranteed an exciting and productive secondary school experience here at Mordialloc College.

Ms Michelle Roberts
Principal

Welcome.
History of Mordialloc College

“Representations by local people and groups, including the Chelsea Progress Association as early as 1919, led to the Borough of Carrum and Borough of Mentone - Mordialloc taking joint action to the Government to have a High School established to serve both Districts.” The site selected was five acres in Attenborough Park, a public reserve divided by the rail line to Frankston. The parkland was bordered by farms of the Brown family, early settlers in the district.

The School opened on 18th February 1924 under the name of Mordialloc District High School, and the pupils were accommodated temporarily in the Mechanics Institute. The enrolment was 148 with 76 in Grade VI, 48 in Grade VII and 24 in Grade VIII. The name of the School was changed to Mordialloc-Carrum High School in August 1924. The Borough of Carrum later became the City of Chelsea and the name of the School was again changed to Mordialloc-Chelsea High School.

By 1927 a new school building in Attenborough Park was under construction. The foundation stone was laid on 29th July 1927. With an enrolment of 407 students the main school building was first occupied on 15th February 1928 having cost thirty thousand pounds. It consisted of eight classrooms plus facilities for commercial, domestic science, woodwork, sheet-metal work and blacksmithing. The staff numbered about fifteen.

Over the years, additions to the original two buildings around the quadrangle have included the caretakers cottage in 1929; prefabricated classrooms, the canteen and Le Page Hall in 1956, the Domestic Science and Manual Arts blocks in 1961 and the Science block in 1967. In 1968 the multi-purpose Assembly Hall was erected.

Playing fields have been added to the original school property, with some of this land, seven acres, being purchased in 1939.

During the war years, 1939-45, the staff and pupils took part in regular air raid drills in the trenches, which were dug in the quadrangle, and on the oval.

In the 1950’s it was common to have cows and horses grazing on the sports fields as much of the surrounding areas was still farmland. The students’ chief delight was watching the staff cleaning the oval before sport could commence.

During the 1950’s the Welfare Association built and equipped Le Page Hall.

Extensive beautification of school surroundings has taken place with the planting of a large number of trees in the 1960's. In 1977 a Commonwealth Library was commenced and completed in 1978.

An extensive maintenance program was carried out between 1977 and 1980 including the landscaping of the quadrangle and the renovation and alteration to some classrooms. Two multi-purpose courts have also been developed to include basketball, volleyball and tennis courts. Beautification of the garden and grounds continued during 1984/85 and an outdoor theatre was developed for use by drama and music groups. Another maintenance program took place in 1988 including an upgrading of the science rooms. On the 1st January, 1990 the school became known as Mordialloc Chelsea Secondary College, in line with government policy.
Since 1995 over $3 million has been expended on major maintenance and refurbishment of the entire Arts/Technology facility. Further improvements included the building of a new canteen and foyers and entranceway to the Administration area as well as in the assembly hall were completed in 1998.

In 2000 the College received approval to change its name from Mordialloc-Chelsea Secondary College to Mordialloc College.

In 2003 a building project was undertaken to develop a more user friendly entrance to the school office. This included a mosaic of the school crest under the entrance portico.

In 2005, the large flexible Year 7 Learning Centre was constructed followed by the Year 8 flexible learning “Enquiry Zone” at the end of 2006. At the same time the library was transformed into the Year 12 Study Centre – “The Forum”.

As a result of the “Building the Education Revolution” program, Mordialloc College received $1.97 million in 2009 to construct new Science facilities. The project was completed in 2011 and formerly opened by the Honourable Mark Dreyfus, Federal Member for Isaacs.

This facility is a high tech flexible ‘Smart Building’ that will allow the College to expand our Science program and fully develop student scientific skills and knowledge.

In 2011 the College began the planning and design for the building of a State of the Art Multi Media Student Resource Centre as a central learning hub for all students – This building has been successfully completed and open for student and staff use from February 2013.
**School Badge and Motto**

The badge is one of the traditions of this School which goes back over fifty years and depicts a sailing ship (sailing the sea of life), a lighted lamp (The light of truth) and an open book (the book of knowledge) with the motto Veho Spes Juventutis (We Carry The Hope of Youth).

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**General Information**

**PRINCIPAL:** Ms Michelle Roberts

**ASSISTANT PRINCIPAL:** Mr Kevin Osborne

**ASSISTANT PRINCIPAL:** Ms Jennifer Roep

**ADDRESS:** 1 Station Street, Mordialloc 3195

**TELEPHONE:** 9580 1184

**FAX:** 9587 5443

**EMAIL:** mordialloc.co@edumail.vic.gov.au

**WEBSITE:** http://www.mcsc.vic.edu.au

**APP Details:** www.classapps.com.au

**OFFICE HOURS:**
Reception: 8:00am to 4:30pm

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**Term Dates 2014**

<table>
<thead>
<tr>
<th>TERM</th>
<th>Dates</th>
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<tbody>
<tr>
<td>TERM 1:</td>
<td>Tuesday, 28 January to Friday, 4 April</td>
</tr>
<tr>
<td>TERM 2:</td>
<td>Tuesday, 22 April to Friday, 27 June</td>
</tr>
<tr>
<td>TERM 3:</td>
<td>Monday, 14 July to Friday, 19 September</td>
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<tr>
<td>TERM 4:</td>
<td>Monday, 6 October to Friday, 19 December</td>
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</table>
The Mordialloc College Council consists of seven elected parent representatives, four elected Department of Education and Early Childhood Development (DEECD) employees, the Principal and three co-opted community members.

The duties of the School Council are:
(a) To determine the general educational policy of the school within the Guidelines issued by the Minister.
(b) To exercise a general oversight of the buildings and grounds and ensure that they are kept in good order and condition.
(c) To make recommendations considered necessary for the improvement of buildings and grounds.
(d) To ensure that all moneys coming into the hands of the Council are expended for proper purposes
(e) To carry out any other prescribed duties.
(f) To promote the image of the school.

The School Council meets twice a term on a Thursday at 5.00pm in the Conference Room at the College. The Principal undertakes the duties of Executive Officer of the Council. Both the President and the Executive Officer are able to be contacted through the College.

Transport

The College is readily accessible through a variety of modes of transport. We are well served by Public transport with the Frankston train line and Mordialloc Station just 6 minutes walk away from the school.

A Ventura Bus (9488 2100) runs along Station Street from Mordialloc to Chelsea and the Moorabbin Transit Bus (9585 0322) runs along Governor Road, Boundary and Wells Road to Chelsea Heights.

Students access the school from Governor Road across the footbridge which spans the Mordialloc Creek.

Many students ride to school using the bike path which runs along the Mordialloc Creek. Bike racks are provided, but students need to provide their own lock.

College Vision

The purpose of student learning at Mordialloc College is to challenge our students to become partners in our learning community by providing them with meaningful, individualised, quality programs that create successful, independent and confident world class learners.

Mordialloc College develops responsible learners who are resilient, connected, motivated, co-operative and respectful of self and others in a safe and positive environment which fosters emotional intelligence and maximises their potential in tomorrow’s world.

Mordialloc College students will feel safe and supported as they progress on their individual learning journey experiencing a wide range of opportunities and pathways.
The learning community at Mordialloc College share high expectations. We expect the following from our students:

- On task, engaged in classroom activities and intrinsically motivated
- Demonstrating respect to their peers/teachers/property/community
- Understand and address the criteria for all assessed work
- Demonstrate pride in their school e.g. to class on time, with correct equipment, in correct uniform and worn correctly, speak positively of their school, participate in school events
- Demonstrate good manners and polite conversation in and out of the classroom
- Complete work on time and to a high standard (their personal best)
- Ensure that all contributions to discussions in class are listened to and accorded respect
- Treat others as they would like to be treated, with consideration and respect
- Are able to get along with other people, work together
**School Organisation**

**Assembly**

Assemblies are an important means of communicating. They enable to

- Ensure that important messages are delivered to students in a consistent fashion
- Provide a venue to celebrate student achievement
- Allow for the advertising of special events such as sports carnivals, productions etc.
- Provide a platform for students to develop and exhibit leadership.

Accordingly

- Whole school assemblies are held on Tuesdays at 9.52am – 10.32am approximately twice a term
- Year level assemblies are held weekly on Mondays at 10.05am – 10.26am. Sub school assemblies are held approximately twice a term in this time slot.

**Assessment**

Purpose: It is the policy of the school that the forms of assessment used should promote a positive attitude towards learning, encourage the pursuit of excellence, and contribute to the access and success of all students.

Guidelines:

Assessment should:

- encourage students to reach achievable goals
- provide relevant information about the variety of learning situations which are used to help students experience success
- be based on a variety of tasks
- be based upon expectations which are known to the students
- develop a cumulative record, and so reflect the progress of the student
- assist in the diagnosis of strengths and weaknesses
- provide students with the opportunity to participate in the setting and assessment of individual goals
- provide students with the opportunity to participate in activities involving self assessment.
Recording Student Absence Process

1. **Staff member has knowledge of current or future student absence**
   - **Written note** received from parent or carer
     - ASAP, Teacher deposits note in General Office
   - **Student comment**
     - Teacher advises student to bring detailed parent/carer absence note to school.
   - **Email** from parent or carer
     - ASAP Teacher forwards email to YLC, prints a copy and places message in General Office
   - **Phone call** from parent or carer
     - ASAP Teacher emails details to YLC, prints a copy of the message and deposits in General Office

2. **Absences are recorded electronically to Compass by General Office staff**
Students are to attend school every day unless they are ill. Students must also attend every lesson and/or assembly or other timetabled session while at school. Attendance is monitored every period using a computer software program.

Parents are expected to notify the school on the morning of a student absence. Students returning to school after an absence must place a note of explanation from the parent in the Absence Box situated outside Sickbay the day they return to school. **The note should indicate the student’s name, Year level, date and reason for absence.** This is required regardless of the legal age of attendance.

After an absence students should follow up with teachers of the classes they have missed to find out about work they may need to catch up on.

It is **most important** that there are at least two phone numbers on the enrolment form so that students and parents can be contacted during the school day. This is essential in cases of emergency. Parents of students who are absent from school without notification or do not get a late pass will be contacted to query this absence from school.

### Period Times

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<thead>
<tr>
<th></th>
<th>Period 1</th>
<th>Period 2</th>
<th>Recess</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Lunch</th>
<th>Period 5</th>
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<tbody>
<tr>
<td>Monday</td>
<td>8.55-10.05</td>
<td>Year Level Assembly 10.05-10.26</td>
<td>10.26-10.44</td>
<td>10.44-11.54</td>
<td>11.54-1.04</td>
<td><strong>1.04-1.48</strong></td>
<td>1.48-3.05</td>
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<tr>
<td>Tuesday</td>
<td>8.55-9.52</td>
<td>Mentor Whole School Assembly 9.52-10.32</td>
<td>10.32-10.50</td>
<td>10.50-11.47</td>
<td>11.47-12.44</td>
<td><strong>12.44-1.28</strong></td>
<td>1.28-2.25</td>
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<table>
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<tr>
<th></th>
<th>Period 1</th>
<th>Recess</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Lunch</th>
<th>Period 4</th>
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</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>8.55-10.12</td>
<td><strong>10.12-10.30</strong></td>
<td>10.30-11.47</td>
<td>11.47-1.04</td>
<td><strong>1.04-1.48</strong></td>
<td>1.48-3.05</td>
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Anti Bullying Policy

Mordialloc College is committed to creating an environment free from harassment for students, staff and all other members of the school community:

To this end, the College is committed to attitudes of respect and tolerance to, and from, all members of our community. In order to promote this attitude, we are encouraging the ongoing development and phased introduction of positive programs that promote such behaviours.

When students find difficulty in relating to others they are encouraged to seek advice and assistance from their Home Group Teacher/Year Level Coordinator/Director of Student Wellbeing/Chaplain or other appropriate persons.

The College’s “No Harassment Policy” is in place to ensure a more comfortable and safe environment for all. Harassment is defined as “any behaviour, verbal or physical, which is unwelcome and offensive to a person”.

Members of the College community who are being harassed or who see others being harassed are encouraged to report it to the appropriate person e.g. Year Level Coordinator.

Harassment WILL NOT go away if we ignore it. It is unacceptable in any form at Mordialloc College and in the society we serve. Students who continually offend will be severely dealt with.

Policies related to harassment have been reviewed, in line with the introduction of the Restorative Justice Practice Philosophy. (Please refer to the Mordialloc College Student Engagement Guidelines)

Bicycles and Bicycle racks

Although bicycle racks are provided, students are responsible for providing their own lock and locking their own bicycle. Helmets must be worn to and from school. Students should not have expensive, easily removable equipment on the bicycles. No student is to ride a bicycle inside the school grounds. They must mount and dismount at the school gates. Bicycles are brought to school at owner’s risk. (Please refer to Personal Property statement on page 23) Skateboards and scooters are not to be used as transport to or from school.

Camps and Extended School Trips

In addition to day excursions some extended camps or trips may be held. It is hoped that ALL students will be able to participate.

Careers Guidance

Careers guidance is designed to develop both the students’ awareness of the world of work, and their ability to make informed decisions about career choice. The emphasis is on making information available to students regarding all aspects of careers, which will include the type of work undertaken in a variety of jobs, and the courses which should be selected at school in order to gain necessary qualifications. Students may seek assistance and advice from the Pathways Coordinator. The school works closely with Centrelink who make literature available for student use. Visiting speakers from educational institutions and business generally, are also an integral aspect of career guidance.
Contact Details

No student can be enrolled into the College unless accurate parental/guardian contact details have been provided. The College must always have 2/two up to date monitored phone contact details for every student.

Daily Bulletin

A Daily Bulletin is published containing information for students regarding school organisation, coming events and general instructions. The Bulletin is posted on the various notice-boards and pupils should read these Bulletins before school each day. LED signs in corridors also inform students of daily activities.

Detention

Students may be given detentions by teachers where appropriate. After school detentions may be given by Year Level Coordinators for more serious offences, including non-attendance at detentions set by class teachers.

Entering Classrooms

Pupils must NOT enter the room before a teacher arrives. Pupils going to upstairs rooms must line up in the quadrangle and wait for their teacher. For all other rooms student have to line up at the nearest external door, NOT in the corridor.

Excursions

Excursions are part of the school curriculum and teachers undertake quite a deal of work in their organisation. It is expected that all pupils will attend when called upon to do so. A charge is usually made to cover the cost and this must be paid prior to the excursion. Pupils are expected to wear correct school uniform on all excursions unless otherwise directed.

Exit Pupils

If a student at any year level is leaving the school he/she must:

(a) Notify the Year Level Coordinator with a note from parents and provide evidence of enrolment in new education setting or work placement.

(b) Discuss this important step with one of the Assistant Principals and then complete an exit form and return it to the General Office. This form must be signed by the Pathways Coordinator so that destinations of exited students can be tracked for future records. Students in Years 10-12 who are not transferring to another school will be contacted six months after they have left to ensure that they are fully aware of training options available.

(c) Students studying a VCE subject upon exit must return the school Netbook to the General Office.
**Extension Programs**

Mordialloc College has a variety of programs in place that extend students in their learning.

1. **Select Entry Accelerated Learning (SEAL) program** where students are selected to complete the first four years of school in three.

2. **Students in Year 10** are able to access certain VET courses (off site) and VCE units at Year 11 level. Students in Year 11 can access Unit 3 & 4 subjects. This enables students to gain early experience in the VCE as well as complete more units. Currently 45% of Year 10 and 11 students are taking VCE units above their normal level.

3. **Subject Competitions** – at various times throughout the year, students participate in competitions in many subject areas. Involvement in these provides opportunities for students to extend their knowledge and to be challenged.

**Home Group Teachers**

**Purpose**
- The Home Group Teacher is the student’s significant teacher allocated at Year 7-8
- The purpose of the Home Group Teacher is to strengthen the student’s connectedness and belonging to school and ensure a positive learning environment for the child.

**Process**

Home Group Teachers are allocated to Students in Year 7 and 8

It is the responsibility of the Home Group Teacher to:
- Develop Code of Cooperation with their class
- Actively build positive relationships with the students
- Actively build positive relationships between the students
- Monitor relationships between students
- Contact parents each term and more often where appropriate
- Act as a mentor to students
- Refer to YLC (Year Level Coordinator) or Student Wellbeing, any concerns about the wellbeing of the student
- Accurately record and monitor student attendance and absences
- Contact family after student has been absent for two concurrent days
- Support the YLC to address issues of truancy
- Implement strategies to address lateness to class
- Monitor the learning progress of the student
- Develop an understanding of any specific disabilities or learning needs of the students
- Communicate with specialist teachers and YLCs specific information and concerns regarding the child
- Support the learning of students by ensuring they have an understanding of the learning processes operating at their year level eg capacity matrix
- Be the first point of contact for parents
- Inform YLC of contact with the family
- Monitor the correct wearing of school uniform and follow school processes for students out of uniform
- Be a positive role model
- Follow expected professional standards of teaching
**Homework and Home Study**

The work done at home by a pupil is a vital and necessary extension of the class lessons to enable pupils to consolidate and reinforce the work covered during the day. This is best done some hours after the lesson and when the student is alone. Students’ work at home is divided into two categories:

**HOME STUDY** pupils should independently follow-up on class work to ensure that work is understood and relevant facts are committed to memory as a foundation for future learning, and

**HOMEWORK** which is a task set by the teacher or the completion of work not finished in class.

The school believes that to promote student engagement with their learning, some homework should be set and done regularly under the coordination of the teacher.

Home study should be done each night. Consistent study through the year is essential for success in the senior years and the habit of home study must be set in the junior forms.

Time spent in home study will vary with individuals and the following amounts of time are a guide to the time the student should spend on home study and home work most nights of the week.

**Homework Hours**

<table>
<thead>
<tr>
<th>Year</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Year 7</td>
<td>1 hour</td>
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<tr>
<td>Year 8</td>
<td>1 hour</td>
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<tr>
<td>Year 9</td>
<td>1½ hours</td>
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<tr>
<td>Year 10</td>
<td>2 hours</td>
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<tr>
<td>Year 11</td>
<td>2½ hours</td>
</tr>
<tr>
<td>Year 12</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

If parents are worried about too much homework or lack of it they should contact the Year Level Coordinator. Parental concerns should be directed to the Year Level Coordinator.

The student planner (diary) is an important tool for students to plan their work commitment and for parents as a means of communication between teacher and parents.

**House System**

A variety of activities including sport, subject based competitions, debating, music, drama, public-speaking and social service form the basis for House competitions. Houses are: Iwala-Red, Bunurong-Yellow, Yeronga-Blue, Kalura-Green. The house Aggregate at the end of the year is based on student participation and results in all of these activities.

**Illegal Substances Policy**

Consistent with the legal code of Victoria illegal substances of any kind may not be brought into the College by anyone. The Illegal Substances Policy incorporates the following:

- Students may not consume or be in possession of illegal/illicit substances either whilst travelling to or from College or whilst at College
- Students must not bring illegal/illicit substances into the College
- Students must not provide other students with illegal/illicit substances either by gift or in exchange for money
- Students must not provide other students with access to the possession of illegal/illicit substances
- Students must not be in possession of any of the paraphernalia associated with the taking of illegal/illicit substances

If a student is suspected of any of the above offences the College will take extensive measures to investigate the situation.
Students suspected of consuming illegal substances whilst coming to or from the College or at the College will be subject to consequences. These may include:

1. suspension
2. attendance at a drug awareness program
3. community service
4. counselling
5. the police may be informed
6. lockers, bags and personal possessions of students may be searched
7. students who bring drugs into the school may be expelled
8. students who supply other students with drugs may be expelled
9. students who sell drugs to students at school or whilst travelling to or from school may be expelled

**Illness and Accidents at School**

If a student is *ill before coming to school they should not attend on that day*. If students become ill or meet with an accident at school they will be given assistance by the person in charge. In more serious cases:

(a) The parent will be notified and asked to come and collect the student. *It is most important that each student have CURRENT CONTACT PHONE NUMBERS IN THE SCHOOL RECORDS INCLUDING MOBILE PHONE NUMBERS. THIS INCLUDES EMERGENCY CONTACTS.*

(b) Parents will be notified and permission requested to take the student to the doctor or hospital.

(c) If parents cannot be contacted they must accept that the school will take the initiative and determine what course of action is considered to be in the student’s best interest.

**Leaving School Early**

Students are expected to remain at school until dismissal or later if required. *No student may leave the school grounds at any time during the school day without permission.* A note from parents must be presented to and signed by the Year Level Coordinator before school. Before leaving school students are required to present the signed note at the General Office where they will receive an early leave docket.

**Lockers**

Students must take books and equipment for lessons to class with them. Locker times are:

1. Before school at 8.45am – NO EARLIER!
2. At morning break
3. At lunchtime during the first and last 5 minutes of the lunch period
4. After class at the end of the day.

Students must not loiter near the locker area. Locker combination padlocks are available for purchase at the General Office for a $16 fee. *No other padlocks are permitted.* Lockers will need to be emptied and reallocated at the end of each term to ensure that they are kept clean and tidy and are fairly distributed. Bags must be left in lockers.
Lost Property

Any student who finds property must hand it to the Assistant Principal or Year Level Coordinator. Students must not keep property which does not belong to them. Lost property enquiries should be directed to the General Office.

Lunch Areas

No student is to eat their lunch near the boundaries of the school. Lunch rubbish must be deposited in the rubbish bins provided.

If it is wet at lunchtime and an announcement is made, students may eat their lunch in designated rooms. These rooms must be left in a clean and tidy condition ready for the next class. There is to be a minimum of noise and movement. All students have an obligation to place any rubbish in the nearest bin.

Mobile Phones

Mobile phones do have a purpose when student safety is of a concern to parents. If they are brought to school they must be locked in lockers at all times. If found in a student’s possession in class or out in the yard, they will be confiscated and given to an Assistant Principal. Discussion with the Assistant Principal will be around why the mobile phone was taken out of the locker during the day. Parents will be requested to collect the phone if a student breaks this rule a second time.

Money

Students must not bring large sums of money to school. If it is necessary to pay for an excursion or other school activity the money should be paid into the Accounts area of the General Office between 8.30 and 8.50am.

Music

Students can participate in the Instrumental Music Program. They are withdrawn from their normal program and given instruction by qualified teachers in small groups. Students also become members of the various ensembles formed within the College. These ensembles regularly perform for visitors as part of the Performing Arts program and at other after hours functions. Involvement in this program is determined in Year 7 where students hire instruments. From Year 8 onwards it is expected that students provide their own instrument.
My Mentor Program

The My Mentor Program is a compulsory component of each student’s College Learning Program, Year 9 to 12 inclusive. An individual report is included in each student semester report set.

RATIONALE: Inspiring tomorrow’s leaders

The innovative learning programs implemented at Years 7 and 8 provide for the development of strong, reciprocal and productive relationships between teachers and students. The ‘Home Group Teacher’ structure within the learning programs in these year levels embeds processes that allow for increased contact time between a significant adult and individual students.

Mordialloc College school based data for these year levels confirms improved learning behaviors, motivation to learn, improved attendance and a decrease in student management issues.

Acknowledging current research that identifies positive teacher/student relationships as integral to improved student wellbeing, learning and retention, the College recognised the need to develop a program to provide teachers and students in the senior years with opportunities to build and develop significant relationships.

As such, the ‘My Mentor’ program has been implemented for students in Years 9 to 12 inclusive.

PURPOSE:
The ‘My Mentor’ program will provide Mentor teachers and groups of students with regular contact opportunities within which to develop:

- Significant personal and social learning and self assessment skills
- Quality learning practices
- Reflective learning portfolios
- Student run ‘Student Led Conferences.’

PROGRAM OUTLINE AND AIMS

- The ‘My Mentor’ program will be based on ‘Quality’ processes and principles and embed Restorative Practices.
- Mentors and students will use ‘Quality’ tools to develop a collaborative learning culture within their group and will use Restorative Circle work to build and develop positive relationships.
- Mentors and students will systematically work through the structured program with the aim of developing reflective student learning portfolios that demonstrate evidence of each individual student’s learning journey throughout the year.
- The ‘My Mentor’ program will include activities that investigate student’s Emotional Quotient (EQ), Learning Styles, strengths, needs and learning goals.

STRUCTURE:

- Mentors will be teachers outside of the Year 7 and 8 Programs.
- Mentors will work with a horizontally structured group of approximately 18 students.
- 40 minute ‘My Mentor’ sessions will occur weekly on Tuesdays during period 2, from 9.52am – 10.32am.

Whole school assemblies will replace two ‘My Mentor’ sessions per term. (Please see College calendar for these specific dates.)

- Mentor teachers will deliver a consistent, structured program and will receive regular professional learning to support them to facilitate the program in weekly mentoring sessions throughout the year.
- Student Led Parent Conferences’ will replace the current parent teacher interview process in Term 3. Individual students will run conferences with their Mentor teacher in attendance to facilitate the conversation.
**Newsletter**

The College Newsletter is posted on the College Website weekly and emailed to parents who provide the College with an email address. It contains important information about the life of the College, as well as notification of coming events and changes to routine, such as curriculum days, parent-teacher interviews etc. Please ensure that you access the newsletter each week.

**Parent Interviews with Teachers and Principal**

Parents may discuss their child’s progress and/or behaviour at any time with the Year Level Coordinator. Any question of school policy should be discussed with the Principal.
Parents are asked to phone the school (9580 1184) to make an appointment and, on arrival at the school, to call at the General Office where staff will locate the appropriate person.

**Parent/Teacher Contact**

Parents are encouraged to have contact with teachers on a regular basis.

**Year 7 and 8**

1. End of term 1 - Interim reports distributed to parents at Student Led Conferences held in the last two weeks of term 1
2. End of term two (semester 1) - detailed subject based reports mailed to parents
3. End of term 3 - Interim reports distributed to parents at Student Led Conferences held in the last two weeks of term 3
4. End of term 4 (semester2) detailed subject based reports mailed to parents

**Years 9-12**

1. End of term 1 - Interim reports distributed at parent/teacher interview
2. End of term two (semester 1) - detailed subject based reports mailed to parents
3. Second week of term 3 (Tuesday) - VCE Parent/teacher interviews. * Detailed information regarding dates and times will be sent home to VCE parents in term 2.
4. End of term three - Interim reports used to support student led conferences for parents
5. End of term 4 (semester2) detailed subject based reports mailed to parents

**Pathways Coordinator**

The College aims to heighten student awareness of potential careers through a variety of strategies which include attendance at tertiary institution open days, utilisation of vocational software, job specific guest speakers and work experience is compulsory for year 10 students and optional for year 11 students. The Pathways Facilitator monitors the careers pathways of students in Years 9-12 overseeing the implementation of these strategies in conjunction with the Year Level Coordinator.

**Personal Property**

The following is an extract from an official DEECD circular regarding ‘Personal goods brought to school at owner’s risk’.

“Personal property is often brought to school by students, staff and visitors. This can include mobile phones, calculators, toys, sporting equipment, bicycles and cars parked on school premises. Please note the DEECD does not hold insurance for personal property brought to schools and it will not generally pay for any loss or damage to such property.”
Promotion

Although no specified number of subjects is required to be passed, a pupil who has unsatisfactory work habits and attendance and who is considered by the Year Level Coordinator as not ready for promotion will be given other opportunities to achieve success or change work habits. Students whose progress is unsatisfactory are usually identified at mid year. Strategies implemented include parent interviews, attendance at homework club, holiday packages, careful selection of subjects for the following year or repeating the year.

Punctuality

Punctuality is important. Pupils must be ready to enter class when required. Latecomers to school must report to the General Office and receive a late receipt. Students who are late to subsequent classes during the school day will be dealt with by the Classroom Teacher.

Quality

Mordialloc College has an agreed commitment to, and focus on, continual improvement of the learning processes across the College.

Our agreed approach is called ‘Quality Learning. (Often referred to as QLA)
All Mordialloc staff are trained to enable them to use the QLA approach to improve student learning.

In our school setting, leadership, staff and students work and learn together using simple quality tools, processes, methods and concepts to make flexible learning spaces, classrooms and the entire school more efficient and effective.

The Quality Learning approach challenges students to accept responsibility for their learning. For this to happen, teachers must assist students to become ‘response-able.’

‘Response-able’ students respond to challenge by planning, revising, problem solving and reflecting on learning improvements.
A school wide approach to quality learning helps students and teachers to develop positive and productive learning environments that provide the following rewards;

**Students enjoy:**
- improved learning outcomes
- greater engagement
- increased responsibility for their learning
- better relationships with teachers and peers
- higher levels of cooperation and trust

**Teachers experience:**
- renewed enthusiasm for teaching
- reduced stress
- pleasant surprise at student achievement and achievement
- better relationships with students
- improved teamwork with students, peers and leaders

For more information about Quality Learning Australia follow the following digital link to:

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**References**

Pupils leaving the school, particularly those seeking employment may require an official school reference. Pupils should obtain an “Application for Reference” sheet from the Year Level Coordinator, fill in the appropriate information and return it to the Year Level Coordinator who will then use this sheet to write the reference.

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**Reporting**

Reporting during Year 7 – 10 inclusive will reflect student learning progress in relation to the Victorian Governments’ Curriculum Guidelines.

Year 11 and 12 reporting will reflect student learning progress in relation to the Victorian Curriculum Assessment Authority (VCAA) based upon subject specific study designs.

Reporting includes the sum total of all communication (written and oral) about the student’s courses, methods of assessment and learning progress and curriculum programs.

**Purpose:** The Reporting Policy will reflect the principles of the assessment policy. Reporting to students and parents will clearly communicate student learning, progress and achievement and will provide recommendations which assist the student’s future learning. It will also foster co-operation and encourage communication between parents, teachers and students concerning the student’s progress.

**Guidelines:**
Reporting should take place on a regular basis and encourage students to take a proactive role in their learning and improvement and include -
- Computerised progress reports at the end of terms 1 and 3
- Detailed end of Semester reports provided at the end of terms 2 and 4
- Meetings between staff, students and parents arranged as required
- Student led parent conferences and parent teacher interviews
- Information sessions related to curriculum and assessment procedures, at various times throughout the year.

It should:
- be a private communication between a student, teacher and parent
- indicate what has been achieved by the student in the reporting period in relation to work requirements and assessment tasks
- state the strengths and needs of the student and include recommendations for future learning improvement.

Students read their reports prior to distribution and include their written reflection in the areas of Class Work Homework/Test Preparation, General Progress and Goals.

**Resource Hub**

It is anticipated that the Hub will be open every morning from 8am, at recess and lunchtime and until 4pm each afternoon except Tuesday and Friday. Staff can book their class in to a particular area - the Space (tiered seating, large screen and blackout blinds), Orange (access to Mac desktops), Purple and Raspberry, Seminar Room 1 and 2 (suitable for groups of 6-8). There will be a trolley of iPads and two trolleys of netbooks which can also be booked. The booking process will be explained at the beginning of the 2013 school year. Unaccompanied students cannot be sent to the Hub to work during class time as there may not be a teacher present to supervise them.

The Hub contains a wide selection of up-to-date fiction and non fiction books which staff and students can borrow. It is hoped that an e book borrowing system will be in place early in the year. DVDs are also kept in the Hub and staff can request television programs to be recorded via Clickview.

All members of the College community are encouraged to suggest titles for purchasing. Advance notice of topics or issues being studied will enable appropriate resources to be made available, either by grouping them together in one location or by buying new material. Pathfinders, which list appropriate websites, can be produced on request. Scholastic Book Clubs and Book Fairs and the Premiers’ Reading Challenge will operate from the Hub. Staff and students with ICT issues can access the technicians in the Hub during the school day.

**Discovery Centre**

This is a multi million dollar state of the art Science Resource Centre that is a fully equipped Science building that houses four technology rich laboratories. Students from year 7 to 12 access the Centre to undertake a range of Science related programs.
**Learning Technologies**

**Computers**
Computers are a valuable resource within the modern learning environment. Desktop computers are available for student use in
1. Year 7 and 8 Learning Centres (Resource access computers)
2. ICT Rooms (D8 and D9)
3. Year 12 Forum ICT POD
4. Pathways Centre
5. The Resource Hub (Library)

**Laptops**
Mordialloc College is committed to providing students with resources at their point of learning. Accordingly our Learning Centres and classrooms are furnished with sets of laptop computers thus enabling students to access this facility as and where needed. Laptops are located in
1. Year 7 Learning Centre
2. Year 8 Learning Centre (Enquiry Zone)
3. Year 9 Facility (Mordialloc Experience Room and general classrooms)
4. Mathematics and Humanities wing
5. Food rooms
6. Science centre
7. Arts and Technology wing
8. The Resource Hub (Library)

**ipads**
Mordialloc College has ipads for use in the Resource hub. These can be used by students during recess and lunch as well as when booked in during class time.

Additionally – students in Year 10, 11 & 12 who are enrolled in a VCE Unit 1, 2, 3 or 4 will be given an electronic notebook laptop for personal use. To participate in the Senior School Netbook program students and parents must have attended a College information session and read, signed and submitted the Netbook contract. Please contact the Director of eLearning, Mr Josh Flood for further information.

**Interactive Whiteboards**
Together with digital projectors these allow students to become more involved in their learning. Currently Mordialloc College has these installed in
1. Year 7 Learning Centre (Glass House)
2. Year 8 Learning Centre (Enquiry Zone)
3. Senior English Room (D3)
4. Science Chat Room
5. Technology Room (Glass/Metal)
6. Arts (G6)
7. French class room
8. Year 9 (Mordialloc Experience )

**Digital projectors and / or flat-screen TV displays**
- Are available for use in every classroom across the College. Additionally the school has 5 portable digital projectors for use in other areas.
Computer, Internet and Email Contract

In order to keep our network system and all associated hardware working efficiently at all times and for as long as possible, all students must understand the rules and consequences associated with having access to the computer network.

The student ICT contract will be printed in the College Student Planner. Parents are to read through this contract carefully with their child and explain the importance of such a contract. All students (Years 7 to 12) must have a signed Internet/Computer contract visible beside the computer before they log on. NO PLANNER - NO COMPUTER ACCESS!

If any student does not follow the guidelines supplied, that student may lose their access privileges. The Director of Learning Technologies determines whether or not a student’s access should be suspended. Some activities, which may jeopardise a student’s access, include, but are not limited to:

- Transmission of intimidating or offensive messages.
- Transmission of work amongst students for plagiarism purposes.
- Tampering with system administration functions and software or hardware configuration.
- Assuming the identity of another individual.
- Vandalism
- Attempting to acquire the access rights of other users, or using the rights issued to others.
- Transmission or retrieval of material which does not present the user as a positive ambassador for Mordialloc College, or of material not in keeping with the educational research goals of our school.

Data and files produced by a student are the responsibility of that student. The College and its staff are not liable for any loss of student data. It is the responsibility of the student to maintain two working copies of their files; first on their memory stick or internet storage account and a backup in their personal area of the school network. Students should save before printing.

Passwords

At the beginning of the year all students will be issued with a Password that will give them access to the network and provide them with a personal directory.

The advantages of having a password to logon to the network are:

- Each student will have their own secure directory on the network and they will be able to access their work from any computer in the school.
- Each student will be able to back up his/her work on the network.
- When a student creates a file too large to save to USB memory, they can save it on the network.

Printing

To decrease the volume of paper wastage in the College due to excessive printing, we have installed a print management system. Every time a student prints, this will be recorded on their account. The printing levy has been incorporated in the material charges for each student. The cost of printing a sheet includes the cost of paper and toner. If a student uses up their allocated levy, they will have to purchase additional credits available in $5.00 lots. The student makes payment at the General Office and is given a receipt which the student then takes to the College IT Technician who will apply the credit to the student’s printing account. Students will receive a printed message when their account is running low. The printing account is attached to their Logon details.
1. **ACCEPTABLE USE**

   The purpose of Telstra’s AARNet (Australian Academic and Research Network), which is the backbone network to the Internet in Australia, is to support research and education in and among academic institutions in Australia and around the Globe by providing access to unique resources and the opportunity for collaborative work. The use of your access must be in support of education and research and consistent with the educational objectives of Mordialloc College.

   Use of other organisation’s network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any Australian or state regulation is prohibited. This includes, but is not limited to: copyrighted, threatening or obscene material or material protected by trade secret. As we are an educational domain, use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

2. **NETWORK ETIQUETTE**

   Students are expected to abide by the generally accepted rules of network etiquette.

3. **PRIVILEGES**

   The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. The system administrators may revoke access at anytime as required.

4. **SECURITY**

   Security on any computer system is a high priority, especially when the system involves many users. If students feel they can identify a security problem on the Internet, they must notify a system administrator or your School Computer Coordinator.

5. **VANDALISM**

   Vandalism will result in cancellation of privileges and an appropriate consequence will be negotiated.

6. **WARRANTIES**

   Mordialloc College makes no warranties of any kind, whether expressed or implied, for the service it is providing. Mordialloc College will not be responsible for any damages suffered.

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**Resource Centre Use**

Each year level has access to a resource centre and the support of staff to assist them in their research and study.
**Restorative Justice**

The community of Mordialloc College places a high value on the development and maintenance of positive, healthy and respectful relationships within a supportive school environment. Our wellbeing approach is underpinned by the practice of problem solving through restorative justice. Restorative justice represents a philosophy which acknowledges that when a person does harm to another person they also harm themselves and the whole community. Restorative practice is used at the College in response to inappropriate behaviour when it occurs with the aim of seeking solutions for allowing relationships to be restored.

Using Restorative Justice Language:
- What were you thinking about at the time?
- What have you thought about since?
- Who has been affected by what has happened?
- How do you think they have been affected?
- What can be done to repair the harm?
- How can I help you?

**School and Inter-school Sport**

All students have the opportunity to be involved in a range of popular sports. House sports will be conducted for swimming, athletics and cross-country. Students are allocated to Houses as they arrive in the School. Students have the opportunity to compete in Athletics, Swimming, Cross-Country, Summer Sports and Winter Sports, all of which continue on to the State level, culminating in the Victorian State Schools competitions. Teachers train and coach all these teams and coaching sessions are held at lunch time and after school. Sport has been included as a part of the curriculum for all students in Years 7 and 8.

**School Nurse**

Mordialloc College has a school nurse who is in the College twice a week. The nurse is a member of the team which works to improve the health and wellbeing of students. The nurse is available for individual confidential counselling about health issues. She is also involved in health education in classes and undertakes health promotion activities.

**School Chaplain**

Mordialloc College has a school chaplain – Jamie Toll, who is in the College twice a week. Jamie is a member of the student wellbeing team which works to support and improve the health and wellbeing of students. Jamie is available for individual counselling and will also be involved in the delivery of proactive wellbeing programs operating across the College.
School Rules

Every member of the school community has certain rights and, in turn, certain responsibilities to ensure that the school runs smoothly. In order to ensure this, certain rules are necessary. Breaking these rules will result in consequences appropriate to the misdemeanour.

1. **All members of the school community are required to:**
   - show respect for other people and their property.
   - show respect for the school, its environment and its property.
   - promote a safe and healthy environment.

2. **Classroom Behaviour**
   (i) **Students should show a positive attitude to their learning by:**
      - being punctual to class
      - attending all set classes
      - respecting the rights of the teacher to teach and the student to learn
      - leaving the classroom neat and tidy
      - completing all set class work and homework to the best of their ability
      - bringing all necessary equipment to class.
   (ii) **In order to create an orderly working environment, students:**
      - must not chew or bring chewing gum to school
      - must not leave the learning area without permission
      - must leave school bags in lockers
      - line up at the designated place until a teacher arrives
      - must enter and leave the learning area in an orderly fashion
      - must refrain from touching blinds, heaters, fans and other equipment without permission
      - must not go to lockers during class unless accompanied by a teacher
      - leave mobile phones, music players etc in lockers

*In some classes, especially practical classes and senior classes, teachers may set rules which vary from the above.*

3. All students must wear neat correct school uniform.
4. All students must obey any lawful instruction of the Principal or teachers.

Senior School

Mordialloc College provides a comprehensive VCE program for senior students. An extensive counselling program is provided for students to ensure their best pathway is selected.

**Victorian Certificate of Education (VCE)**

Usually offered over a two year period (Years 11 and 12), this program consists of 22 semester-based units of study. A successful completion with an appropriate score is the normal entry requirement into a tertiary institution.

**Year 11**

All VCE students at Mordialloc College (except SEAL) will be required to select 12 semester-length units of study—6 per semester. Of these 6 Units of study a maximum of one sequence may be chosen from Units 3 and 4 (only after approval from teaching staff).

**Year 12**

All VCE students will be required to choose 10 units of study (5 Unit 3 & 4 sequences) which will
complete the second year of their two year program.

**VCAL (Victorian Certificate of Applied Learning)**
Like the VCE, VCAL is a nationally recognised senior school qualification. VCAL is a “hands-on” option for students in Year 11 (Intermediate VCAL) and Year 12 (Senior VCAL). It offers practical, work-related experience, as well as literacy and numeracy skills. It gives young people the opportunity to build personal skills that are important for life and work. Students who do the VCAL are more likely to be interested in going on to training at TAFE, doing an apprenticeship, or getting a job after completing Year 12. The completion of a VETiS course (see below) is a requirement of the VCAL program. VCAL students do not receive an ATAR, which means they are not eligible to apply for university courses at the end of Year 12.

**Vocational Education and Training in Schools (VETiS)**
The VET in Schools program combines general VCE studies with vocational workplace training. Units completed under VETiS may contribute to the VCE. Successful completion of a VETiS program within the VCE provides students with:
- A VCE certificate
- A nationally recognised VET certificate issued by a Registered Training Organisation
- Two statements of results issued by the VCAA detailing VCE units and VET units
Students may be required to complete between 40 and 80 hours of work placement out of school hours, usually during their holidays.

**Sick Bay**
If a child is ill at school they must report to the staff in the General Office who oversee the sick bay. **No student is to contact their parent without the permission of the person in charge of the General Office.** Parents should inform the school of any serious illness or disability their child may have. Students may not be in possession of medicine at school.

**Student Code of Conduct**
The primary purpose of this code is to foster a vibrant, healthy College culture in which each student achieves their personal best within a positive social environment. Our Student Code of Conduct is supported by the Mordialloc College Bullying Policy, the Wellbeing Policy, our Staff Code of Cooperation and individual Class Codes of Cooperation for each class. The philosophy and practice of Restorative Justice underpins and is embedded within this code.

The Code of Conduct is based on the following principles outlined for all government schools by the DEECD:
- All individuals are to be valued and treated with respect.
- Students have a right to work in a secure environment where without intimidation bullying or harassment they are able to fully develop their talents, interests and ambitions.
- Parents have a right to expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged.
- Teachers have a right to expect that they will be able to teach in an orderly and cooperative environment.
- Principals and staff have an obligation to fairly, reasonably and consistently implement this code.

**1. STUDENT BEHAVIOUR**
All students have the right to be part of a caring, safe enjoyable learning environment. To enable this to happen it is the responsibility of all students to help create and maintain a positive learning
environment. They can do this by showing respect, courtesy and consideration to the rights of all students, teachers and all members of the College community.

1.1 Students are to respect the right of all students to experience a positive learning environment. Students are to enable this to happen by following the agreed Class Code of Cooperation for each class.

1.2 Students are to respect the right of all students to experience a safe learning environment. Students are to enable this to happen by:
- Following the agreed Class Code of Cooperation for each class.
- Not engaging in any bullying behaviour. This includes physical, verbal, social, emotional, and cyber bullying. (see Mordialloc College Bullying Policy)
- Not using abusive, discriminatory, language, signs or gestures.
- Not fighting, chasing or harassing other students.
- Cigarettes, alcohol and illicit drugs are not to be brought into the college grounds by students
- Not bringing pornographic or sexist literature, dangerous weapons/articles or their imitations onto school grounds

1.3 Students are to respect and maintain a clean, tidy work environment. Students are to enable this to happen by:
- Not engaging in graffiti of any form.
- Cleaning classroom before exiting.
- Depositing rubbish in bins provided on the yard.
- Complying with our ‘Nude Food’ Processes operation operating in the centres.

1.4 Students are to attend class prepared to actively participate and bring the required resources to enable this e.g. Pens, books, and text books.

1.5 To assist with the health and safety of all students, the College may require students to open their bags, pockets and lockers on request.

2. ATTENDANCE/ PUNCTUALITY

2.1 Students are to attend school for the whole timetabled school day. Students may not leave the College grounds in College hours without a written pass.

2.2 VCE students may leave the College only if they have a study period at the end of the day. VCE students must be at the college Periods 1-3.

2.3 Any student who is moving around the College grounds during timetabled hours is to have a written note from their class teacher in their school planner.

2.4 Lockers are not to be visited during class time.

2.5 Students are to arrive at classes at the scheduled time.

2.6 Notes from parents/guardians explaining absences are to be handed into the sick bay on the day the student returns to the College.

3. PERSONAL PROPERTY including iPODs, MP3 players and electronic games

3.1 Students should be responsible for their own personal property which should be clearly labeled.

3.2 Valuable items such as MP3 players, game consoles and expensive shoes must not be brought to school as the College cannot accept responsibility for their safety.

3.3 Students may not interfere with the property of other students.

3.4 Students may not tamper with the locks or lockers of other students.

3.5 Mobile phones are distracting and should not be carried around during school hours. If bringing them to school is essential they must be locked in the student’s locker or handed to a coordinator for the duration of the school day. The school cannot accept responsibility for their safety.

3.6 The College bag is part of the school uniform and must be used to carry books and equipment to and from school. It should be locked in the student’s locker during the day and not taken to class where it
may be a safety issue. The locker remains the property of the College. All students require a school authorized padlock.

3.7 If students bring to school items that are dangerous, unlawful or detract from the smooth running of the school they will be confiscated. (see Confiscations and Student Searches Policies)

4. TRAIN, ROAD and BIKE SAFETY

4.1 The only approved form of transport to school is by public transport, private car or bicycle. The use of skateboards, scooters or inline skates is not an appropriate mode of transport and must not be brought to school. Students should obey all road laws when travelling to and from school, on excursions and camps either as pedestrians, motorists, bus or rail users, or when riding bicycles.

4.2 The wearing of legal bike helmets when riding bicycles is compulsory; as legislated by the Victorian Government.

4.3 The riding of bicycles on the College grounds is prohibited.

4.4 During school hours, bicycles should be placed in the bike shed provided, appropriately chained and padlocked.

4.5 All students are representatives of Mordialloc College. Student behaviour should reflect the school’s high personal standards at all times. As well as obeying Bus and Rail Codes of Conduct, road laws and safety, students should observe traditional rules of politeness.

4.6 While it is impossible for the College to supervise students when traveling to and from school, central transport areas, such as train stations and shopping centres should not be used as meeting places. The College recommends that students come to school directly from home and go home directly from school.

4.7 Any behaviour, particularly around train stations and rail lines that poses a danger to oneself, other students or members of the community, or poses a threat to public property, must be avoided.

4.8 Students who gain their driver’s licence are not permitted to park within the school grounds.

4.9 In accordance with DEECD regulations students on a ‘P’ plate licence are strictly forbidden from transporting any other individual in their car with connection to school business. This includes travelling to and from school or any school events such as sporting, social, formals etc.

5. COLLEGE PROPERTY

5.1 Students should respect and care for the College’s buildings and surrounding grounds and gardens.

5.2 All students should expect to be able to learn in an environment where furniture is clean and intact and the rooms free of graffiti and rubbish. Therefore, vandalism, willful damage, misuses and/or theft of College property is prohibited and must be reported to staff. Students should not write on or mark tables, chairs, walls or lockers. The chewing of gum is also prohibited.

6. USE OF ICT

6.1 All students should respect and care for the computers and other ICT equipment provided for their education and use them in an appropriate manner by:

- Ensuring that desktop work stations are not tampered with. Any malfunction should be reported immediately to the class room teacher.
- Ensuring that all laptop usage be recorded and the laptops returned to trolleys and plugged in for recharging after use.

6.2 All internet, email and college network access must be directly related to college study purposes. Students must not access internet sites forbidden by law or Council policy.

- Cyber bullying is illegal.
- Inappropriate use of photographs, videos or images is not permitted.

6.3 To have access to the use of ICT at the College the parent/guardian must sign annually the ICT Network Contract in the Student Planner which is to be displayed during student access.
7. EXCURSIONS
7.1 Students are representing Mordialloc College whilst on excursions and they need to behave in an acceptable manner and uphold the reputation of the College.
7.2 Unless the excursion is of an extremely physical nature (such as rock climbing) full school uniform must be worn. Furthermore, they must act responsibly on public transport and listen attentively to guest speakers.
7.3 It is essential that students follow their teacher’s instructions at all times.
7.4 A signed parent permission form must be submitted before every excursion.
7.5 In Terms 1 and 4 Sunsmart Policies apply – hats must be worn when outdoors and sunscreen applied.

8. UNIFORM
8.1 The wearing of the College uniform is compulsory on the way to school, during the school day including P.E. classes, and on the way home. The uniform should be worn correctly and students should be of neat appearance.
8.2 Jewellery is not permitted at school, apart from a wrist watch and one plain stud or sleeper for those students with pierced ears. Other forms of visible body piercing are not permitted, or should not be visible.
8.3 Make up and nail polish is not to be worn.
8.4 Black leather polishable lace up school shoes are to be worn as part of the uniform.
8.5 A plain white T-shirt or singlet may be worn under the shirt during Terms 2 and 3 but must not be visible. Shirts must be tucked in during Terms 2 and 3.
8.6 As part of the School Council SunSmart Policy, the school hat should be worn when participating in PE and Sport during Terms 1 and 4.
8.7 Non-natural hair colours including blue, red, purple, green, yellow or severe two tone styles and or extreme hair styles are not permitted.

9. OUT OF BOUNDS AREAS
9.1 For safety purposes the following areas are out of bounds to students: teacher offices, the Science Preparation area, Technology store rooms, the front of the school and the bike racks. Students must also remain 5 metres from the school fence at all times.
9.2 Student toilets are locked during class time for security reasons. If absolutely necessary students can access toilets in the following locations with written permission from a classroom teacher:
   • The Glasshouse
   • The Discovery Centre
If students are not in the vicinity of these amenities they may obtain written permission via the planner from their class teacher and access the staff facilities in the main staff room.

CONSEQUENCES FOR BREACHES OF THE STUDENT CODE OF CONDUCT
The focus of this code of conduct is the wellbeing of students, both individually and as a group. It recognizes that part of developing independence into adulthood is accepting responsibility for personal actions. When the Code of Conduct is breached students will be held to account using restorative language and practices. We are aware that other students and/or teacher’s right to a safe and positive learning environment may have been affected causing harm to the relationship. To repair the harm the student will be involved in a restorative conversation. This could happen in a number of ways:
   • Teacher/student chat
   • Teacher/parent/student meeting
   • Small group conference
   • Classroom conference
Community conference
All may include classroom teacher, Year Level Coordinator, Director of Sub-School, Assistant Principal and Principal

Other consequences may also be implemented including:
- Confiscation of banned items
- Community service within the College
- Loss of privileges
- Parent involvement
- Exclusion from excursions and camps
- Covering cost of damage done to property
- Exclusion from public transport
- Parent escort to and from school
- Detentions
- Suspensions (‘in school’ and ‘out of school’)
- Expulsions

For more details see the School Website – [www.mcsc.vic.edu.au](http://www.mcsc.vic.edu.au)

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**Student Property**

Students should look after their personal valuable property. All items of property should be clearly named. Valuable property such as jewellery, CD Players, radios, walkmans, Ipods, MP3s etc must not be brought to school. Private property brought to school by students is not insured nor is the DEECD responsible for any loss. Mobile phones have a place when student safety is a concern. They must be left in lockers during the day.

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**Student Led Conferences**

See Parent/Teacher Contact – page 14

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**Student Wellbeing**

Resources are available for assisting pupils and parents in matters concerning the general welfare of students. Pupils may have emotional or social problems, which may affect their wellbeing. Pupils and parents are invited to discuss these problems with the Home Group Teacher/Mentor/Year Level Coordinators or the Student Wellbeing Coordinator. After obtaining parental approval, referral may be made to the DEECD School Support Staff. The Student Wellbeing Coordinator also organises special programs with many of the welfare organisations in our district. If, through economic circumstances, pupils cannot acquire school uniform or books or cannot participate fully in the school program the school may be able to assist. Parents should contact our Student Wellbeing Coordinator who will treat these requests confidentially.

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**School Bus**

The school owns a 21 seater bus which enables access to many of the local resources.
**School Canteen**

The school canteen provides drinks and food at morning breaks and at lunchtime. Lunches can be ordered at the first break. Ordering saves time. To order lunch the student should go to the canteen, write their name, Year Level and order on the paper bag provided and pay for their lunch. The order will be ready for collection at the Canteen, at lunchtime.

**School Uniform**

It is policy at Mordialloc College that all students will wear the prescribed school uniform. Uniform develops a pride in the school and must be worn correctly at all times. The College is committed to this school uniform policy. DEECD has given schools increased powers to enforce school uniform. Wearing of uniform is supported by students, parents and staff. Students are therefore expected to wear the College uniform correctly and at all appropriate times. These include coming to and going from school, at school and on all official school excursions.

Term 1 & 4 - Summer uniform  
Term 2 & 3 - Winter uniform

**UNIFORM IS COMPULSORY**

Students out of uniform should carry a uniform pass. Any problems for financial reasons should be referred to the Student Wellbeing Coordinator.

**PHYS ED UNIFORM**

Students must wear the PE Uniform, which also includes broad brimmed or bucket style hat, without a logo, in terms 1 and 4. Those not in uniform will receive a consequence.

**GENERAL RULES**

- Uniform is to be worn neatly and correctly to and from school
- Jewellery is not to be worn apart from a wrist watch and a plain stud or sleeper for students with pierced ears. Other forms of visible body piercing are not permitted.
- Make up and nail polish is not permitted
- Hair must be a natural colour and conservative style
- Uniform is to be worn on excursions unless the teacher in charge gives other instructions
- Thongs are not allowed under any circumstances
- Students who are not wearing the correct school uniform must report with a note from parents to the Year Level Guide or Family Teacher before 8.50am. A uniform pass may then be issued to allow the student to enter class until they are in correct uniform again.
- Students must wear shirts tucked in when in winter uniform.
- All articles must be clearly marked with the pupil’s name.
- The school bag is compulsory for all new students in Year 7 to 12 and is available from uniform suppliers.

**OUT OF UNIFORM**

Students out of uniform should have an out of uniform pass issued by the Year Level Guide. Students in Years 10 to 12 who are out of uniform without permission may be sent home to change. Students in Years 7 to 9 who are out of uniform without permission should have their parents contacted.
SENIOR SCHOOL GIRLS’ UNIFORM

SUMMER (TERMS 1 & 4)
School dress OR Tailored grey shorts and white tailored short sleeved business shirt with school logo (White polo shirt with school logophased out December 2014)
Plain bottle green or white knee high socks OR plain skin coloured pantyhose
Polishable black leather, black lace-up school shoes
Grey Senior School Jumper
Black College Blazer or Black Polar fleece jacket and/or vest with school logo

WINTER (TERMS 2 & 3)
‘Blackwatch’ tartan skirt OR grey tailored school slacks
Long sleeve white school shirt and school tie
Plain bottle green/black or white knee high socks OR black tights – no leggings
Polishable black leather, black lace-up school shoes
Grey Senior School Jumper
Black College Blazer or Black Polar fleece jacket and/or vest with school logo
Black polar fleece scarf with school logo – outside use only

SENIOR SCHOOL BOYS’ UNIFORM

SUMMER (TERMS 1 & 4)
Grey school trousers OR tailored shorts
White tailored short sleeved business shirt with school logo (White polo shirt with school logo phased out by December 2014)
Grey Senior School Jumper
Plain grey or white socks
Polishable black leather, black lace-up school shoes (not suede or sneakers)
Black College Blazer OR Black polar fleece jacket and/or vest with school logo

WINTER (TERMS 2 & 3)
Grey school trousers
Long sleeve white school shirt and school tie
Grey Senior School Jumper
Plain grey or white socks
Polishable black leather, black lace-up school shoes (not suede or sneakers)
Black College Blazer OR Black polar fleece jacket and/or vest with school logo
Black polar fleece scarf with school logo – outside use only

SENIOR SCHOOL PHYSICAL EDUCATION/SPORT UNIFORM

GIRLS
Bottle green or white polo shirt
Navy blue netball skirt or shorts
Navy blue track pants
White socks
Runners (predominantly white, not black soled)
Blue broad brimmed or bucket hat

BOYS
Bottle green or white polo shirt
Navy blue shorts
Navy blue track pants
White socks
Runners (predominantly white, not black soled)
Blue broad brimmed or bucket hat

NOTE: IT IS COMPULSORY TO WEAR THE COLLEGE SPORT UNIFORM WHEN REPRESENTING THE COLLEGE IN SPORT CLASSES AND EVENTS ON AND OFF CAMPUS.
MIDDLE SCHOOL GIRLS’ UNIFORM

SUMMER (TERMS 1 & 4)
School dress OR tailored grey shorts and white tailored short sleeve business shirt with school log (White polo shirt with school logo phased out December 2014
Plain bottle green or white knee high socks OR plain skin coloured pantyhose
Polishable black leather, lace-up shoes
Green Middle School Jumper
Black College Blazer OR Black polar fleece jacket and/or vest with school logo

WINTER (TERMS 2 & 3)
‘Blackwatch’ tartan skirt OR grey tailored school slacks
Long sleeve white school shirt and school tie
Plain bottle green/black or white knee high socks or black tights – no leggings
Polishable black leather, lace-up school shoes
Green Middle School Jumper with school logo
Black College Blazer or Black polar fleece jacket and/or vest with school logo
Black polar fleece scarf - outside use only

MIDDLE SCHOOL BOYS’ UNIFORM

SUMMER (TERMS 1 & 4)
Grey school trousers OR tailored shorts
White tailored short sleeve business shirt with school logo (white polo shirt with school logo phased out by December 2014
Green Middle School Jumper
Plain grey or white socks
Polishable black leather, lace-up school shoes (not suede or sneakers)
Black College Blazer OR Black polar fleece jacket and/or vest with school logo

WINTER (TERMS 2 & 3)
Grey school trousers
Long sleeve white school shirt and school tie
Green Middle School Jumper
Plain grey or white socks
Polishable black leather, lace-up school shoes (not suede or sneakers)
Black College Blazer or Black polar fleece jacket and/or vest with school logo
Black polar fleece scarf - outside use only

MIDDLE SCHOOL PHYSICAL EDUCATION/SPORT UNIFORM

GIRLS
Bottle green or white polo shirt
Navy blue netball skirt/shorts
Navy blue track pants
White socks
Runners (predominantly white, not black soled)
Blue broad brimmed or bucket hat

BOYS
Bottle green or white polo shirt
Navy blue shorts
Navy blue track pants
White socks
Runners (predominantly white, not black soled)
Blue broad brimmed or bucket hat

NOTE: SPORT IS COMPULSORY FOR ALL STUDENTS IN YEARS 7 & 8, HENCE THE SPORT UNIFORM IS ESSENTIAL. IT IS ALSO ESSENTIAL WHEN REPRESENTING THE COLLEGE IN SPORTING EVENTS ON AND OFF CAMPUS

SUPPLIERS OF SCHOOL UNIFORM
Dobsons onsite shop (off Hall Foyer). Tel: 9587 0738 (direct line)
or online at: www.dobsons.com/au/school_uniform.php
Dobsons Shop: 667 Glenferrie Road, Hawthorn. Tel: 9819 1122
Mordialloc College is part of the DEECD and, as such, the Government provides the main source of funding for basic day to day running costs and staff salaries.

However, along with other Colleges, the College Council of Mordialloc College believes that these funds are insufficient to provide the quality of education to allow students to attain their maximum potential.

Additional funds are required from all students to purchase essential specialist equipment such as modern computers. Clearly, with contributions from all parents, the financial load is shared equally and all students receive the benefits of the superbly enhanced College facilities and programs.

The College Council sets a budget each year to determine the amount needed to provide quality programs for all students. To supplement government funding all parents are asked to contribute. Individual letters will be posted for each enrolled student.

Below is an indication of where the money is spent:

**Wages**
Wages are paid to employ
- Gardeners
- Computer technician
- Replacement teachers for camps and excursions

**Equipment**
Repairs, replacements and running cost must be met for the
- Computers and associated infrastructure
- Internet provider
- Photocopiers, printers, faxes, modems
- School bus
- School tractor and gardening equipment
- Canoes
- Televisions, DVDs, DVD players, digital cameras and recorders
- Oven, refrigerators, freezers
- Woodwork and plastics equipment (welders, drills, saws)
- Musical instruments
- Large items of sports equipment (tennis courts, multi-purpose courts, gymnasium)
- Lockers

**Classroom Materials**
The following must be regularly replaced
- Library books
- Paper for photocopying class materials, newsletters, bulletins, work requirements
- Class sets
- Art and graphics materials
- Wood, metal and plastic
- Food
- Fabric
- Film, DVD’s
- Computer paper and materials for the printers
- Sports equipment
• Science equipment
• First aid materials

**Services**
The following services exist and incur additional costs
• Student Wellbeing Coordinator and programs
• Student Representative Council
• Careers teacher and programs including work experience
• Sports programs including teams and coaching
• Drama productions, Rock Eisteddfod
• School musical groups
• Internet, student dial in access, school web page

**EDUCATION MAINTENANCE ALLOWANCE (E.M.A)**
A Maintenance Allowance of approximately $470 per year is available for students who are under 16 years of age provided the parent holds one of the following Commonwealth Health Cards which must be current and produced at the school when filling in the application.

- Pensioner Health Benefit and Concession Card
- Health Benefits Card
- Health Care Card

The allowance is paid in two instalments. Application forms are available from the General Office and should be filled in at the beginning of Term 1 and the card produced for copying by the due date on the form.

Cards must be valid on the first day of Term 1 and/or the first day of Term 3. Arrangements exist for this allowance to offset school expenses. Details are available from the College office.

**SCHOOL START BONUS**
The School Start Bonus is provided by the Victorian Government to assist low-income families with the costs associated with their child starting Prep or Year 7 at a Government or non Government school.

If you hold a valid Health Care Card, Pension Card, or are a foster parent and you have a child starting in Year 7, you may be eligible to receive this one-off $300 payment.

The School Start Bonus is separate, and additional to the Education Maintenance Allowance (EMA).

Contact the school office to complete an application form for the EMA/School Start Bonus.

**YOUTH ALLOWANCE** (for students over 16 years of age)
If your family is on a limited income you may be eligible for this grant to help offset costs involved in education. A means test applies. Further information is available from Centrelink offices or Youth Access Centres. Students are strongly encouraged to register.

**EDUCATION TAX REFUND**
The Education Tax Refund is a Commonwealth Government tax refund to help with the cost of educating primary and secondary school children. Eligible parents, carers, legal guardians and independent students can be reimbursed for half the cost of items such as computers, educational software, textbooks and stationery.
Text Books

Campion (formerly Mountain Books), Tel: 9584 2400 is the company responsible for the selling and distribution of books and stationery. Booklists are available on line (www.campion.com.au) or as a link on the College website www.mcsc.vic.edu.au (News & Events page). Hard copies are available from the General Office if preferred.

Note that it is possible to pay your School Materials and Services contribution through Campion when collecting your books.

Campion – 109 Mentone Parade, Mentone, Victoria 3194.

SECOND HAND BOOK SALE

1. Parents have the opportunity to sell second hand books to Campion/Mountain Books – please call 9584 2400 for further information.

2. Additionally parents are able to buy and sell second hand text books online through the sustainable school bookshop – www.sustainablebookshop.com.au or call 1300 683 337

Tuition Hours

Each day begins at 8.55am. Classes finish at 3.05pm except Tuesdays when classes finish at 2.25pm.

Visitors Pass

To protect students and safeguard their environment a Visitors Pass system operates. **ALL** visitors to the College must register at Reception where they will be issued with an appropriate pass.

Valuable Items

Students should not bring items of value to school. The school will take no responsibility for any item of value misplaced or stolen.
Work Submission Policy

At Mordialloc College we are focused on excellence, innovation and high expectations in everything we do. We want every student to achieve their highest potential. It is important that every student demonstrates a sense of pride in their academic work. As such, we expect every student to aim for his or her personal best in everything they do and demonstrate self-respect for and pride in their work. Each student is responsible for completing every task on time and to the best of his or her ability to enable teachers to assess their learning progress.

A reminder that all students are responsible for:

1. Developing and following a home study routine.
2. Writing all due dates clearly in their planner.
3. Collecting an assessment rubric* and/or information about the work required from their teacher before beginning an assessment task.
4. Using the assessment rubric and/or information received to ensure they complete all tasks to the standard expected by their teacher.
5. Asking questions to clarify any aspects of the assessment task which are unclear.
6. Starting work on the assessment task well before the due date to ensure that it is completed on time.
7. Handing in all tasks on time and completed to the best of their ability.
8. In the event an extension is required, arrangements should be made, where possible, with the teacher at least 3 school days before the due date.

Note: If absent from class e.g. for sport, excursions, camps, music, it is each student’s responsibility to be organised and ensure that the work is submitted by the due date, and that any tests are completed as soon as possible.

* Assessment rubric = A criteria sheet that clearly outlines the skills and understandings that demonstrate at, below or above the expected standard.

Where submitted work is deemed not to be the student’s personal best work:
Teachers will return work to students to be done again in any of the following cases:
• it is clearly below the standard at which the student is capable of working
• it is incomplete
• the student has not followed the instructions set out at the start of the task
• the presentation is poor, reflecting either a lack of effort or pride on the part of the student.

Where due dates are not met – Years 7-9 (Middle School)
1. Parents will be informed by the classroom teacher via a note in the Student Planner or a Late Submission Notification may be sent home.
2. Late submission of work will be reflected in the Personal Learning component of the rubric and this will also be reflected in the student’s report. Students may be required to attend a work management session after school on Monday or Thursday to complete set work.
3. Parents should check each student’s planner and sign any notes. Home Group Teachers or class teachers will follow up any notes in the diary not signed by parents.
4. In case of legitimate student absences, teachers will make a judgment about a reasonable extension deadline.
5. If students consistently do not meet deadlines and/or they have not handed in a major assessment item then the relevant Year Level Coordinator or Director of Sub-School will be contacted. Students will be asked to complete work after the due date at lunchtime or after school sessions until the work is finished.
6. Students who consistently fail to meet work submission guidelines will not be allowed to participate in co-curricular activities e.g. Interschool sports.

Where due dates are not met – Years 10-12 (Senior School)
Late submission of work will result in the issuing of a Late Submission Notification. The actions for this process are as follows:
1. The teacher records late submission of work in the Student Planner.
2. The teacher emails parent to inform them the student will need to attend the next study session and attaches a copy of the work if possible; cc the Year Level Coordinator (YLC) in this email.
3. The YLC will enter the student and the work details into the Study Session database.
4. Students will be required to attend the study session (Year 10 – Monday; Year 11 & 12 – Wednesday).

A record is kept of the number of Late Submission Notifications students receive. **Three late submissions of work in a subject constitutes a failure in that subject** for students undertaking VCE units.

If students consistently do not meet deadlines the Year Level Coordinator will meet with parents and students will not be allowed to participate in co-curricular activities e.g. Interschool sports.

This policy was last ratified by council in...... 28 June 2011

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**Yard Duty**

Mordialloc College values the environment and discourages littering. Students and staff are expected to contribute to the maintenance of a clean, safe and pleasant College environment by depositing litter in bins provided, picking up litter that may be lying around and encouraging and supporting their peers to do likewise.

To encourage students to not litter the school grounds during recess and lunch time –
- Outdoor tables and chairs have been built in the vicinity of the Canteen to encourage socialisation during eating time
- Decks where students can sit and socialise have been built outside the year 7 Learning Centre, the year 8 EZ and technology rooms
- Bins have been provided in all outdoor areas
- Students in year 7 and 8 are able to eat during learning time and practise a ‘Nude Food’ process whereby no food wrappers should be taken outside.