

*Welcome  
to Westall*



**ENROLMENT FORMS TO BE  
RETURNED TO SCHOOL**

**JUNIOR SCHOOL**



# WESTALL SECONDARY COLLEGE

STUDENT ENROLMENT INFORMATION – 2022_	Computer Generated Student ID:								
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## OFFICE USE ONLY

Child's Name and Birth Date proof sighted (tick)		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Enrolment Date:			
Year Level	Home Group	Timetabling Group		House		Campus	
Student Email Address:							
Immunisation Certificate received?: (tick)		<input type="checkbox"/> Complete		<input type="checkbox"/> Not sighted			
Is there a Medical Alert for the student? (tick)		<input type="checkbox"/> Yes		<input type="checkbox"/> No			
Does the student have a Disability ID Number? (tick)		<input type="checkbox"/> No		<input type="checkbox"/> Yes		Disability ID No.:	
Has a Transition Statement been provided (either by the Early Childhood Educator or parents)? (tick) <small>For prep students only</small>		<input type="checkbox"/> Yes		<input type="checkbox"/> No		<input type="checkbox"/> Pending	

## STUDENT DETAILS

### PERSONAL DETAILS OF STUDENT

Surname:		Title: (Miss Ms Mr)	
First Given Name:			
Second Given Name:			
Preferred Name (if applicable):			
❖ Sex (tick):	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Birth Date: (dd-mm-yyyy) _____ / _____ / _____
Student Mobile Number:			

### PRIMARY FAMILY HOME ADDRESS:

No. & Street: or PO Box details	
Suburb:	
State:	Postcode:
Telephone Number	Silent Number: (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
Mobile Number:	Fax Number:

## FAMILY DETAILS

List any other family members attending this school:

❖ This question is asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.

# PRIMARY FAMILY DETAILS

NOTE: The 'PRIMARY' Family is: "the family or parent the student mostly lives with". Additional and Alternative family forms are available from the school if this is required. These additional forms are designed to cater for varying family circumstances.

## ADULT A DETAILS (PRIMARY CARER):

<b>Sex (tick):</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Title:</b> (Ms, Mrs, Mr, Dr etc)
<b>Legal Surname:</b>
<b>Legal First Name:</b>
<b>What is Adult A's occupation?</b>
<b>Who is Adult A's employer?</b>
<b>In which country was Adult A born?</b> <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):
❖ <b>Does Adult A speak a language other than English at home?</b> (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick) <input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify):
<b>Please indicate any additional languages spoken by Adult A:</b>
<b>Is an interpreter required?</b> (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
❖ <b>What is the highest year of primary or secondary school Adult A has completed?</b> (tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.) <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
❖ <b>What is the level of the highest qualification the Adult A has completed?</b> (tick one) <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification
❖ <b>What is the occupation group of Adult A?</b> Please select the appropriate parental occupation group from the attached list. • If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached occupation group list. • If the person has not been in paid work for the last 12 months, enter 'N'.

## ADULT B DETAILS:

<b>Sex (tick):</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Title:</b> (Ms, Mrs, Mr, Dr etc)
<b>Legal Surname:</b>
<b>Legal First Name:</b>
<b>What is Adult B's occupation?</b>
<b>Who is Adult B's employer?</b>
<b>In which country was Adult B born?</b> <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):
❖ <b>Does Adult B speak a language other than English at home?</b> (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick) <input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify):
<b>Please indicate any additional languages spoken by Adult B:</b>
<b>Is an interpreter required?</b> (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
❖ <b>What is the highest year of primary or secondary school Adult B has completed?</b> (tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.) <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
❖ <b>What is the level of the highest qualification the Adult B has completed?</b> (tick one) <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification
❖ <b>What is the occupation group of Adult B?</b> Please select the appropriate parental occupation group from the attached list. • If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached occupation group list. • If the person has not been in paid work for the last 12 months, enter 'N'.

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<b>Main language spoken at home:</b>	<b>Preferred language of notices:</b>
<b>Are you interested in being involved in school group participation activities? (eg. School Council, excursions)</b> (tick)	<input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both <input type="checkbox"/> Neither

# PRIMARY FAMILY CONTACT DETAILS

## ADULT A CONTACT DETAILS:

### Business Hours:

Can we contact Adult A at work? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is Adult A usually home during business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work Telephone No:		
Other Work Contact information:		

### After Hours:

Is Adult A usually home AFTER business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Home Telephone No:		
Other After Hours Contact Information:		
Adult A's preferred method of contact: (tick one)		
<input type="checkbox"/> Mail	<input type="checkbox"/> Email	<input type="checkbox"/> Facsimile
Email address:		
Fax Number:		

## ADULT B CONTACT DETAILS:

### Business Hours:

Can we contact Adult B at work? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is Adult B usually home during business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work Telephone No:		
Other Work Contact information:		

### After Hours:

Is Adult B usually home AFTER business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Home Telephone No:		
Other After Hours Contact Information:		
Adult B's preferred method of contact: (tick one)		
<input type="checkbox"/> Mail	<input type="checkbox"/> Email	<input type="checkbox"/> Facsimile
Email address:		
Fax Number:		

## PRIMARY FAMILY DOCTOR DETAILS:

Doctor's Name	Individual or Group Practice: (tick)	<input type="checkbox"/> Individual	<input type="checkbox"/> Group
No. & Street or PO Box No.:			
Suburb:			
State:	Postcode:		
Telephone Number	Fax Number		
Current Ambulance Subscription: (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Medicare Number:

## PRIMARY FAMILY EMERGENCY CONTACTS:

	Name	Relationship (Neighbour, Relative, Friend or Other)	Telephone Contact	Language Spoken (If English Write "E")
1				
2				
3				
4				

## OTHER PRIMARY FAMILY DETAILS

Relationship of Adult A to Student: (tick one)	<input type="checkbox"/> Parent	<input type="checkbox"/> Step-Parent	<input type="checkbox"/> Adoptive Parent
	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Host Family	<input type="checkbox"/> Relative
	<input type="checkbox"/> Friend	<input type="checkbox"/> Self	<input type="checkbox"/> Other
Relationship of Adult B to Student: (tick one)	<input type="checkbox"/> Parent	<input type="checkbox"/> Step-Parent	<input type="checkbox"/> Adoptive Parent
	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Host Family	<input type="checkbox"/> Relative
	<input type="checkbox"/> Friend	<input type="checkbox"/> Self	<input type="checkbox"/> Other

The student lives with the Primary Family: (tick one)	<input type="checkbox"/> Always	<input type="checkbox"/> Mostly	<input type="checkbox"/> Balanced	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Never
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Send Correspondence addressed to: (tick one)	<input type="checkbox"/> Adult A	<input type="checkbox"/> Adult B	<input type="checkbox"/> Both Adults	<input type="checkbox"/> Neither
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# DEMOGRAPHIC DETAILS OF STUDENT

<b>❖ In which country was the student born?</b>	
<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify): _____
<b>Date of arrival in Australia OR Date of return to Australia:</b> (dd-mm-yyyy)    ____ / ____ / ____	
<b>What is the Residential Status of the student?</b> (tick) <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	
<b>Basis of Australian Residency:</b>	
<input type="checkbox"/> Eligible for Australian Passport	<input type="checkbox"/> Holds Australian Passport
<input type="checkbox"/> Holds Permanent Residency Visa	
<b>Visa Sub Class:</b>	<b>Visa Expiry Date:</b> (dd-mm-yyyy)    ____ / ____ / ____
<b>Visa Statistical Code:</b> (Required for some sub-classes)	
<b>International Student ID :</b> (Not required for exchange students)	
<b>❖ Does the student speak a language other than English at home?</b> (tick) ( If more than one language is spoken at home, indicate the one that is spoken most often)	
<input type="checkbox"/> No, English only	<input type="checkbox"/> Yes (please specify): _____
<b>Does the student speak English?</b> (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>❖ Is the student of Aboriginal or Torres Strait Islander origin?</b> (tick one)	
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal
<input type="checkbox"/> Yes, Torres Strait Islander	<input type="checkbox"/> Yes, Both Aboriginal & Torres Strait Islander
<b>What is the student's living arrangements?</b> (tick one):	
<input type="checkbox"/> At home with TWO Parents/ Guardians	<input type="checkbox"/> State Arranged Out of Home Care # (See Note)
<input type="checkbox"/> At home with ONE Parent/ Guardian	<input type="checkbox"/> Homeless Youth
<input type="checkbox"/> Independent	

# State Arranged Out of Home Care - Students who have been subject to protective intervention by the Department of Human Services and live in alternative care arrangements away from their parents. These DHS-facilitated care arrangements include living with relatives or friends (kith and kin), living with non-relative families (foster families or adolescent community placements) and living in residential care units with rostered care staff.

<b>Beginning of journey to school:</b>	<b>Map Type</b>	Melway / VicRoads / Country Fire Authority / Other		
<b>Map Number</b>	<b>X Reference</b>	<b>Y Reference</b>		
<b>Usual mode of transport to school:</b> (tick)				
<input type="checkbox"/> Walking	<input type="checkbox"/> School Bus	<input type="checkbox"/> Train	<input type="checkbox"/> Driven	<input type="checkbox"/> Taxi
<input type="checkbox"/> Bicycle	<input type="checkbox"/> Public Bus	<input type="checkbox"/> Tram	<input type="checkbox"/> Self Driven	<input type="checkbox"/> Other
If student drives themselves to school:	Car Reg. No.		Distance to School in kilometres:	

<b>Student's Religion:</b>
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❖ These questions are asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.

## SCHOOL DETAILS

Date of first enrolment in an Australian School: _____ / _____ / _____	
Name of previous School: _____	
Years of previous education: _____	What was the language of the student's previous education? _____
Does the student have a Victorian Student Number (VSN)?	
Yes. Please specify: <input type="checkbox"/> Yes, but the VSN is unknown <input type="checkbox"/> No. The student has never been issued a VSN. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Years of interruption to education: _____	Is the student repeating a year? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
Will the student be attending this school full time? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, what will be the time fraction that the student will be attending this school? (i.e. 0.8 = 4 days/week)	
Other school Name: _____	Time fraction: 0. Enrolled: <input type="checkbox"/> Yes <input type="checkbox"/> No
Other school Name: _____	Time fraction: 0. Enrolled: <input type="checkbox"/> Yes <input type="checkbox"/> No

## CONDITIONAL ENROLMENT DETAILS

In some circumstances a child may be enrolled conditionally, particularly if the required enrolment documentation to determine the shared parental responsibility arrangements for a child is not provided. Please refer to the School Policy & Advisory Guide's Admission page for more information (<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>).

Enrolment conditions • •
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### OFFICE USE ONLY

Has the documentation been provided and retained on school records?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have the conditions been met to complete the enrolment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## STUDENT ACCESS OR ACTIVITY RESTRICTIONS DETAILS

Is the student at risk?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there an Access Alert for the student? (tick)	<input type="checkbox"/> Yes (If Yes, then complete the following questions and present a current copy of the document to the school.)	<input type="checkbox"/> No (If No, move to the immunisation / medical condition details questions.)
Access Type: (tick)	<input type="checkbox"/> Court Order	<input type="checkbox"/> Family Law Order
	<input type="checkbox"/> Restraining Order	<input type="checkbox"/> Other
Describe any Access Restriction: _____		
Is there an Activity Alert for the student? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, then describe the Activity Restriction: _____		

### OFFICE USE ONLY

Current custody document placed on student file? <input type="checkbox"/> Yes <input type="checkbox"/> No
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In the event of illness or injury to my child whilst at school, on an excursion, or travelling to or from school; I authorise the Principal or teacher-in-charge of my child, where the Principal or teacher-in-charge is unable to contact me, or it is otherwise impracticable to contact me to: (cross out any unacceptable statement)

- consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner,
- administer such first aid as the Principal or staff member may judge to be reasonably necessary.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# STUDENT MEDICAL DETAILS

## MEDICAL CONDITION DETAILS:

Does the student suffer from any of the following impairments? (tick)	Hearing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Vision	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Speech:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Mobility:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the student suffer from Asthma? (tick) If No, please go to the Other Medical Conditions section					<input type="checkbox"/> Yes	<input type="checkbox"/> No

## ASTHMA MEDICAL CONDITION DETAILS:

Answer the following questions **ONLY** if the student suffers from any asthma medical conditions.

<b>Please indicate if the student suffers from any of the following symptoms: (tick)</b> <input type="checkbox"/> Cough <input type="checkbox"/> Difficulty Breathing <input type="checkbox"/> Wheeze <input type="checkbox"/> Exhibits symptoms after exertion <input type="checkbox"/> Tight Chest		<b>If my child displays any of these symptoms please: (tick)</b> Inform Doctor <input type="checkbox"/> Yes <input type="checkbox"/> No Inform Emergency Contact <input type="checkbox"/> Yes <input type="checkbox"/> No Administer Medication <input type="checkbox"/> Yes <input type="checkbox"/> No Other Medical Action <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:	
<b>Has an Asthma Management Plan been provided to School?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Does the student take medication? (tick)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Name of medication taken:</b>	
<b>Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick)</b>		<input type="checkbox"/> Preventative <input type="checkbox"/> Response	
<b>Indicate the usual dosage of medication taken:</b>		<b>Indicate how frequently the medication is taken:</b>	
<b>Medication is usually administered by: (tick)</b> <input type="checkbox"/> Student <input type="checkbox"/> Nurse <input type="checkbox"/> Teacher <input type="checkbox"/> Other			
<b>Medication is stored: (tick)</b> <input type="checkbox"/> with Student <input type="checkbox"/> with Nurse <input type="checkbox"/> Fridge in Staff Room <input type="checkbox"/> Elsewhere			
<b>Dosage time</b>		<b>Reminder required? (tick)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Poison Rating</b>			

## OTHER MEDICAL CONDITIONS

(More copies of the other medical condition forms are available on request from the school.)

<b>Does the student have any other medical condition? (tick)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please specify:	
Symptoms:	
<b>If my child displays any of the symptoms above please: (tick)</b>	
Inform Doctor <input type="checkbox"/> Yes <input type="checkbox"/> No	Inform Emergency Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Administer Medication <input type="checkbox"/> Yes <input type="checkbox"/> No	Other Medical Action <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:	
<b>Does the student take medication? (tick)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Name of medication taken:</b>	
<b>Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick)</b>	
<input type="checkbox"/> Preventative <input type="checkbox"/> Response	
<b>Indicate the usual dosage of medication taken:</b>	
<b>Indicate how frequently the medication is taken:</b>	
<b>Medication is usually administered by: (tick)</b> <input type="checkbox"/> Student <input type="checkbox"/> Nurse <input type="checkbox"/> Teacher <input type="checkbox"/> Other	
<b>Medication is stored: (tick)</b> <input type="checkbox"/> with Student <input type="checkbox"/> with Nurse <input type="checkbox"/> Fridge in Staff Room <input type="checkbox"/> Elsewhere	
<b>Dosage time</b>	
<b>Reminder required? (tick)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Poison Rating</b>	

Thank you for taking the time to complete this Student Enrolment form. We understand that the information you have provided is confidential and will be treated as such, but the details are required to enable staff to properly enrol your child at our school.

I certify that the information contained within this form is correct.	
Signature of Parent/Guardian: _____	Date: ____ / ____ / ____

# PARENTAL OCCUPATION GROUP CODES

The codes outlined below are to be used when providing family occupation details for enrolled students. This information is used for determining funding allocations to schools.

## **GROUP A Senior management in large business organisation, government administration and defence, and qualified professionals**

**Senior Executive / Manager / Department Head** in industry, commerce, media or other large organisation

**Public Service Manager** (Section head or above), regional director, health / education / police / fire services administrator

**Other administrator** (school principal, faculty head / dean, library / museum / gallery director, research facility director)

**Defence Forces** Commissioned Officer

**Professionals** - generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others:

*Health, Education, Law, Social Welfare, Engineering, Science, Computing* professional

*Business* (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)

*Air/sea transport* (aircraft / ship's captain / officer / pilot, flight officer, flying instructor, air traffic controller)

## **GROUP B Other business managers, arts/media/sportspersons and associate professionals**

**Owner / Manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist Manager** (finance / engineering / production / personnel / industrial relations / sales / marketing)

**Financial Services Manager** (bank branch manager, finance / investment / insurance broker, credit / loans officer)

**Retail sales / Services manager** (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)

**Arts / Media / Sports** (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)

**Associate Professionals** - generally have diploma / technical qualifications and support managers and professionals:

*Health, Education, Law, Social Welfare, Engineering, Science, Computing* technician / associate professional

*Business / administration* (recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager)

*Defence Forces* senior Non-Commissioned Officer

## **GROUP C Tradesmen/women, clerks and skilled office, sales and service staff**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group

**Clerks** (bookkeeper, bank / PO clerk, statistical / actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, stores / inventory clerk, purchasing / order clerk, freight / transport / shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)

**Skilled office, sales and service staff:**

*Office* (secretary, personal assistant, desktop publishing operator, switchboard operator)

*Sales* (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)

*Service* (aged / disabled / refuge / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

## **GROUP D Machine operators, hospitality staff, assistants, labourers and related workers**

**Drivers, mobile plant, production / processing machinery and other machinery operators**

**Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)

**Office assistants, sales assistants and other assistants:**

*Office* (typist, word processing / data entry / business machine operator, receptionist, office assistant)

*Sales* (sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus / train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)

*Assistant / aide* (trades' assistant, school / teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant)

**Labourers and related workers**

*Defence Forces* - ranks below senior NCO not included above

*Agriculture, horticulture, forestry, fishing, mining worker* (farm overseer, shearer, wool / hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/ logging worker, miner, seafarer / fishing hand)

*Other worker* (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)



Westall Secondary College  
English as an Additional Language Status 2022

This form is to be used to help determine if a student may be eligible for EAL for internal purposes only. Please note this form does **not** replace the official VCAA Application to Enrol in Units 3 and 4.

**SECTION 1: DECLARATION BY STUDENT AND PARENT/GUARDIAN**

Student surname	
Student first name	
Student signature	
Date	

Parent/Guardian surname	
Parent/Guardian first name	
Parent/Guardian signature	
Date	

**SECTION 2: EDUCATIONAL BACKGROUND**

Year	Country of residence	Name of your full-time day school	Academic year studied (eg. Year 10, Grade2/Grade 3)	Language of school instruction	English language study hours per week
2021					
2020					
2019					
2018					
2017					
2016					
2015					
2014					
2013					
2012					
2011					
2010					
2009					
2008					
2007					
2006					
2005					

# Locker Agreement

(Please sign and return to the College)

**LOCKER Number :** \_\_\_\_\_ **Serial Number:** \_\_\_\_\_

I, \_\_\_\_\_, of **Year** \_\_\_\_ hereby agree to the following terms:

I will keep the locker clean and tidy, and realise there will be periodic general inspections.

I will, at all times, be courteous and respectful of others who are also using the locker bay and surrounding areas.

I understand that all lockers in the locker bay are College property, and I will NOT deface, damage, or in any other way, interfere with them or anyone else's property.

Year Level Coordinators (YLCs) are responsible for the assigning and overseeing of lockers. I will see my coordinator in the event that I need any assistance with my locker. I will also immediately report any inappropriate behaviour or observed damage or loss to my coordinator.

Apart from my daily snacks and lunch, I will not store food and drink in my locker. I understand that eating or drinking IN the locker bay is NOT permitted.

I will not store or use, any aerosol/perfumed products in the locker bay as these are chemical in nature and may adversely affect the health and wellbeing of others. Nor will I store in my locker, any other inappropriate items specifically not allowed to be brought to school, for example: permanent markers, liquid paper, laser light pens, etc.

I will dispose of any rubbish I have, in the allocated bin(s), and will NOT litter the locker bay.

Valuables (money, jewelry, mobile phones, iPods, etc.) are NOT to be kept in the locker. I understand that the College is not responsible for any items stored in the locker. *(Anything of value that must be brought to school for an important reason, can be left at the office or with a coordinator/other teacher).*

I am responsible for the lock issued to me by the College and will not share the combination/code with anyone else. I will make sure that my lock is securely attached before leaving for class or break times.

I understand that I must use ONLY the lock supplied to me and will not change lockers or locks with any other student, unless given permission to do so by my Year Level Coordinator.

I understand that in the event of an emergency or in order to maintain the health and safety of the school community, the College has the right to open my locker and will notify me beforehand, time permitting.

I will remove my personal belongings by the end of the final week of Year 7 classes. Any items found in the locker after this time will be considered abandoned and will be disposed of.

I understand that failure to comply with any of the above expectations, may result in my locker privileges being suspended and/or being required to pay for any damage/loss to school property.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Carer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# General School Agreement

(Please sign and return to College)

## PARENT PERMISSION FORM 2020

Student's Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

### **Incursions and Excursions Approval:**

1. I give permission for my son/daughter to participate in official school excursion that occur during the normal College day. Such excursions include Athletics Day, Swimming Sports Carnival, inter-school sports events, films, concerts, subject related trips and excursions held within the metropolitan area.
2. This permission will remain in force while my son/daughter is enrolled at Westall Secondary College during 2019, unless otherwise cancelled by me in writing.
3. I authorise the teacher-in-charge of the excursion, where is impractical to communicate with me, to consent to my child receiving such medical treatment and ambulance transport at my expense, as may be deemed necessary.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### **Photo Permission:**

Westall Secondary College has many events throughout the year which are photographed. These photos may appear in printed or on-line publications produced by or for the College.

The College is required to obtain signed permission from parents if their child's image is to be used in any form of advertising.

I do/do not give permission for my son/daughter to be photographed and those photographs to appear within printed or online publications produced by or for Westall Secondary College.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### **Uniform Expectations:**

In line with the DET Policy, the Westall Secondary College Council requires students enrolled at the College to wear the appropriate College Uniform, as prescribed in the Student Planner. Exemptions to wearing the College Uniform must be supported by a medical certificate.

Parents who experience difficulty obtaining a uniform are invited to raise the issue with the relevant Year Level Coordinator or the Assistant Principal.

I understand the uniform requirements of the College and will support my son/daughter in having the uniform items needed.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



# iCREATE SELECTION

## 2022

**The following subjects are being offered at Westall Secondary College:**

- Aviation
- Coding and Digital Design
- Construction and Technology
- Duke of Edinburgh Certificate – Adventurous Journey
- Martial Arts Taekwondo
- Master the Westall Cafe
- Sports Development
- STEM
- Senior Study Space (for VCE students only)
- Visual Arts and Media

**Student Name:** \_\_\_\_\_

**I wish to do: 1.** \_\_\_\_\_

**If I am unable to do this, then I would like to do one of the following two in priority order:**

**2.** \_\_\_\_\_

**3.** \_\_\_\_\_

*Welcome*  
*to Westall*



# **ENROLMENT INFORMATION**

## **JUNIOR SCHOOL**

*Welcome*  
*to Westall*



# **ENROLMENT INFORMATION**

## **PARENT PAYMENTS ARRANGEMENTS FOR YEARS 7 and 8**

Dear Parent/Guardian

*Westall Secondary College* is looking forward to another great year of teaching and learning and would like to advise you of the college's voluntary financial contributions for 2022.

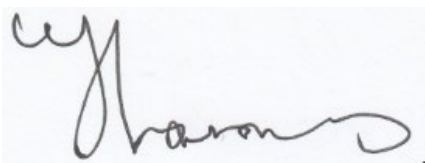
Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school is able to offer the best possible education and provisions for our students. We want to thank you for all your support, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

At Westall Secondary College, your support has allowed us to: -

- Offer a wide range of subjects and special curriculum experiences for our students across all year levels
- Assist with the upgrade of the old International Student Centre to make it structurally compliant for classroom use
- Upgrade and purchase of additional IT devices for student loans during Covid lockdowns
- Refurbish and maintain the school grounds and facilities to a high standard

For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Yours sincerely



Tristan Lanarus  
Principal

Johnny Balalovski  
School Council President

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<p><b>CURRICULUM CONTRIBUTIONS</b> Items common to all students for 2022 including:</p> <p>Consumables used in classes where students take the products/materials home.</p> <ul style="list-style-type: none"> <li>• Science experimental materials</li> <li>• Humanities and English projects created in the classroom</li> <li>• Ingredients for Food Technology</li> <li>• Art Materials – eg. paint, special paper, pencils</li> <li>• Online learning platforms and Essential Learning software</li> <li>• Guest speakers</li> <li>• Start-up access for student personal printing account.</li> </ul>	\$400
Year 7 and 8 Weekly Interschool sport	\$60
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
Compass	\$10
Combination Padlock for school locker	\$15
<b>Tax deductible contributions</b>	
Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. <b>Example \$10, \$30, \$50</b>	\$
<b>Total Amount</b>	<b>\$</b>

#### **Educational items for students to own**

Attached is a list of items that the school recommends you purchase from Campion for your child to individually own and use.

**PLEASE SEE JUNIOR SCHOOL BOOKLIST ATTACHED TO THIS EMAIL**

#### **Extra-Curricular Items and Activities**

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

If you would like to purchase an item or activity for your child, please indicate on the table below and return this to the school by **8<sup>th</sup> December 2021**.



Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
Year 7 Transition Day excursion – (Term 1, 2022)	\$50	
Junior School Camp – Year 7 and 8	TBA	
Optional Musical Instrument hire (annual cost)	\$100	
Optional private music lessons (annual cost)	\$100	
<b>Other optional Year 7 and 8 camps and excursions to be scheduled</b> Optional camps and excursions as scheduled throughout 2022. The cost of these excursions will be advised throughout the year.	TBA	
<b>Total Extra-curricular Items and Activities</b>		\$

### Financial Support for Families

Westall Secondary College understands that some families may experience financial difficulty and offers a range of support options, including:

**Camps, Sports and Excursions Fund (CSEF)** – Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. Each family receives \$225 per year paid to the school for each eligible secondary school student. Payments are linked to the student. If you applied at the college last year, you do not need to re-apply unless your circumstances have changed.

<https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>

For families who elect to pay the voluntary contributions, School Council is offering the following options for payment of the contributions: -

- a) Full amount at the beginning of Term 1, or
- b) Payment at the beginning of each Term (4 instalments), or
- c) Half-yearly payment: beginning of Terms 1 and 3 (2 instalments).

For a confidential discussion about alternative payment arrangements, contact:

Mark Henderson - Assistant Principal

or

Sue Simadri Assistant Principal

Year levels 7 to 9

Year levels 10 to 12

Ph: 9546 3233

Ph: 9546 3233

email [westall.sc@education.vic.gov.au](mailto:westall.sc@education.vic.gov.au) -attention to

Mark Henderson

or

Sue Simadri

# Total

Category	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	\$
<b>TOTALS</b>	<b>\$</b>

## Payment methods

Westall Secondary College offers various payment methods. Families can pay their child's account via Compass (Preferred payment method), BPay, credit card, cash or eftpos. All payments will be receipted into the Department of Education (DET) approved accounting system in a timely manner. All processes will follow DET's guidelines and procedures as they apply at that time.

## Refunds

There will be occasions when, for whatever reason(s), a student needs to withdraw from an activity after they have made payment to the school for all or part of that activity.

Westall Secondary College must ensure that the provision of services for students, (i.e. excursions/camps / visiting groups / services) do not incur direct costs to the school, nor cause the school to run at a loss.

Students withdrawing from an activity will not automatically be entitled to a refund.

a) Where the school is charged for the provision of a program or service as a bulk cost and not a 'per head' cost, no refund will be given.

b) Where a 'per head' fee is charged, refunds may be given.

c) Where there is a combination of a bulk charge and a 'per head' charge in an excursion e.g. visit to a zoo. Bus charge is bulk cost. Entry fee is 'per head' cost. Only the 'per head' component may be refunded.

d) Refunds will only be given when requested in writing within 21 days.

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

#### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

#### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

#### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.





# Your uniform is available at the NEW PSW STORE IN CHELTENHAM

**PSW.COM.AU**  
SAVE TIME, SHOP ONLINE!



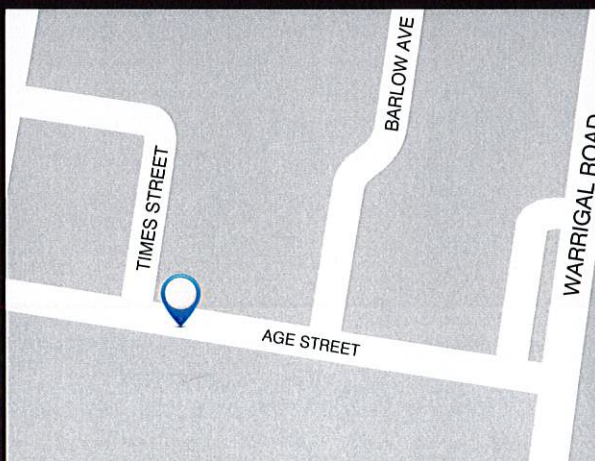
1 Age Street,  
Cheltenham VIC, 3192  
Phone: (03) 9768 0332

**REGULAR TRADING HOURS\*\***

Mon to Fri: 9:00am - 5:00pm  
Sat: 10:00am - 1:00pm

**EXTENDED TRADING HOURS - MONDAY NOVEMBER 18th, 2019 to  
SATURDAY, MARCH 7th, 2020.**

Mon to Fri: 9:00am - 5:00pm  
Sat: 9:00am - 2:00pm



SHOP  
ONLINE



RETAIL  
STORE



FLEXIBLE  
EXCHANGE  
OPTIONS



LAYBY  
AVAILABLE  
ASK IN  
STORE \*\*\*

\*\*\* No new lay-bys in January, Lay-bys require a 20% deposit, Lay-bys available in-store only. Extended lay-by for 'Back to School 2020' must be placed between Mon 4th Nov and Fri 20th Dec 2019. Lay-bys must be paid for and picked-up by Fri 24th Jan 2020.

\*\* Store trading hours are subject to change, please refer to psw.com.au for all store trading hours, holiday trading and public holiday information, or call the customer service team on (03) 9768 0333.

\* School Price Lists are subject to change throughout the year.





## Westall Secondary College

Uniform Price List

Price as at: 14-11-2019

Unisex	Colour	Logo	Size	Price(\$)	
1101015	S/S Hip Shirt	White	Embroidery	10/3XS-16/S 18/M-5XL	30.95 32.95
1101055	L/S Shirt - Stand Collar	White	Embroidery	10/3XS-16/S 18/M-5XL	31.95 33.95
1105050	Wool Blend Jumper - 50/50	Royal	Embroidery	10/3XS-14/XS 16/S-5XL	79.95 85.95
1100950	Soft Shell Polyester Jacket - Unisex	Ink	Embroidery	10/3XS-3XL	79.95
Male	Colour	Logo	Size	Price(\$)	
1103010	Pleated Front Shorts	Ink		10/62cm-117cm	40.95
1103030	Elastic Back Shorts	Ink		10/62cm-117cm	39.95
1104010	Pleated Trousers	Ink		10/62cm-117cm	52.50
Female	Colour	Logo	Size	Price(\$)	
1108016	Summer Dress	Blue/White/Black Check - 8019		10G-16G/10L 14L-14L 18G/12L-26L	51.95 55.95 63.95
1100815	Soft Shell Polyester Jacket - Ladies	Ink	Embroidery	6L-22L	71.95
1104001	Box Pleat Skirt	Royal/Navy/White/Gold Winter Check - 9C		12G/6L-18G/12L 14L-26L	52.95 63.95
1111991	Expandable Tailored Pant	Ink		6L-22L	56.50
Sport	Colour	Logo	Size	Price(\$)	
1110148	S/S Mesh Sports Top	Royal_White	Embroidery	4XL-4XL 10/3XS-3XL	33.95 35.95
1100408	Microfibre Trackpants - Lined	Navy	Embroidery	10/3XS-3XL	47.95
1100850	Mesh Sport Shorts	Ink	Embroidery	10/3XS-3XL	30.95
1102709	Rugby Jumper - 2 Colours	Royal_White	Embroidery	10/3XS-3XL	86.95
Accessories	Colour	Logo	Size	Price(\$)	
1101912	Hijab	White		ALL-ALL	17.50
1100600	School Tie	Navy/Navy/White/Yellow		137cm-137cm	21.95
1100515	Baseball Cap - Brushed Cotton	Navy	Embroidery	ALL-ALL	15.95
8303200	College Backpack w Laptop Insert	Ink		ALL-ALL	54.00
Socks	Colour	Logo	Size	Price(\$)	
2513050	Opaque Tights	Navy		MID-XTALL	9.95
2511050	Crew Socks - 3 pack	Navy		9--12-8--11	15.95
2512000	Turnover Knee Hi Sock - 3 Pack	White		9--12-8--11	18.95
2513000	Girls Tights	Navy		4--6-11--14 MID-XTALL	12.95 16.95

Your School Uniform is available at PSW Cheltenham  
1 Age Street  
Cheltenham VIC 3192  
03 9768 0332  
Shop online at [www.psw.com.au](http://www.psw.com.au)  
ABN 52 007 423 627

Trading Hours  
Mon to Fri: 9:00am - 5:00pm  
Sat: 10:00am - 1:00pm  
\*Store hours subject to change



# Uniform

## **SUMMER UNIFORM** (Terms 1 & 4)

Summer dress or navy pants or navy shorts

Short sleeve shirt with logo

Wool blend jumper with College logo

Above-ankle plain navy or plain white socks

College Blazer or Oxford Jacket with College logo

Black leather school shoes

## **WINTER UNIFORM** (Terms 2 & 3)

Winter skirt or navy pants or navy shorts

Long sleeve shirt with College logo

School Tie

Wool blend jumper with College logo

Navy or Black opaque/winter tights

Or Above-ankle plain navy/white socks

College Blazer or Oxford Jacket with College logo

Black leather school shoes

**Head scarfs or ribbons must be plain navy blue or white**

### **Note:**

1. Coloured or printed t-shirts, singlets or skivvies are NOT permitted to be worn under the school shirts. However, plain white t-shirts may be worn for extra warmth in the winter months, under shirts or dresses.
2. Mouthguards for contact sports.
3. Facial piercing: only one stud/sleeper in each ear. No other visible facial piercings are allowed.
4. The College Blazer can be purchased directly from the College at a reduced cost.

### Sports Uniform for Boys and Girls

Mesh Sports Top

Mesh Shorts

Rugby Jumper

Tracksuit Pants

Sports footwear

Westall Secondary College Cap

### **College Uniform Supplier**

PSW Quality Apparel  
1 Age Street  
Cheltenham, 3192  
Tel: 9583 3287  
[www.psw.com.au](http://www.psw.com.au)

Shop hours:  
Monday to Friday 9.00am—5.00pm  
Saturday 10.00am-1.00pm  
Sunday CLOSED

Shop NOT OPEN on Mondays during the Winter months

# Westall Secondary College



**WESTALL**  
Secondary College

**JUNIOR  
SCHOOL  
2022**



22 863 07 B

**ALL ORDERS TO BE COMPLETED ONLINE**  
**at**  
**[www.campion.com.au](http://www.campion.com.au)**  
**using "PPVT" as your code**

**by**  
**Wednesday 8th December 2021**

**PREPACKAGED DELIVERY SERVICE**

All orders must be Prepaid by Credit Card (MasterCard and Visa accepted)

DELIVERY ORDERS placed by the due date will be sent to your nominated address between 5th January 2022 – 25th January 2022

Orders can still be placed after the due date by visiting our website or your Campion Retail Service Centre. Full stock availability cannot always be guaranteed for late orders

Please refer to our website on our response to COVID-19, up to date information on our stores trading hours and our full terms and conditions

TICK THE BOX FOR THE ITEMS REQUIRED



Description Price Location

## JUNIOR SCHOOL

Please note that there may be digital products (eCode or cCode) on this Resource List. These products are single user licenses and are only valid for 1 year (unless otherwise stated). Digital resources cannot be returned, refunded or exchanged for change of mind, even if you have not used or activated the item. We recommend you please order your digital items carefully, ensuring the correct resources are selected for your child's subjects. Please contact the Digital Support Team for any enquiries.

### COMPULSORY FOR ALL STUDENTS

1 x Handy Pouch A4 (360mm x 260mm) Micador.....	\$5.95	1 <input type="checkbox"/>	P56210
1 x Show Me Board A4 Blank Whiteboard .....	\$8.95	2 <input type="checkbox"/>	P51298
1 x Eraser Whiteboard Mini 5x5cm.....	\$3.30	3 <input type="checkbox"/>	P55531
1 x Whiteboard Marker Artline Supreme Black.....	\$2.15	4 <input type="checkbox"/>	P51665

### CORE SUBJECTS YEAR 7

#### DIGITAL OXFORD VICPACK

1 x Westall Secondary College Digital Bundle Year 7...\$109.95	5	ORDER ONLINE	C03113
This bundle includes digital resources for Literacy, Mathematics, Global Literacy, and Science			

#### LITERACY

1 x Cambridge Learners Dictionary with CD (4E).....	\$53.95	6 <input type="checkbox"/>	P09698
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#### MATHEMATICS

1 x Calculator Casio Scientific FX-82AU Plus II 2E.....	\$38.95	7 <input type="checkbox"/>	P52000
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#### CHINESE

1 x Ni Hao 1 Introductory Level Textbook + eText 3E [Fredlein].....	\$46.99	8 <input type="checkbox"/>	P02108
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#### SPORT

Runners and Westall Secondary College sport uniform, to be purchased from PSW.

### CORE SUBJECTS YEAR 8

#### DIGITAL OXFORD VICPACK

1 x Westall Secondary College Digital Bundle Year 8...\$109.95	9	ORDER ONLINE	C03114
This bundle includes digital resources for Literacy, Mathematics, Global Literacy, and Science			

#### LITERACY

1 x Cambridge Learners Dictionary with CD (4E).....	\$53.95	10 <input type="checkbox"/>	P09698
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#### MATHEMATICS

1 x Calculator Casio Scientific FX-82AU Plus II 2E.....	\$38.95	11 <input type="checkbox"/>	P52000
Retain from previous year			

#### CHINESE

1 x Ni Hao 2 Elementary Level Workbook 3E [Fredlein].	\$28.99	12 <input type="checkbox"/>	P02111
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#### SPORT

Runners and Westall Secondary College sport uniform, to be purchased from PSW.

### JUNIOR SCHOOL ELECTIVES

1 x Visual Art Diary A4 110gsm 60 Sheet/120 Page.....	\$5.65	13 <input type="checkbox"/>	P58197
1 x Music Book 225x175mm 96 Page Ruled & Staved Spirax 242 .....	\$1.50	14 <input type="checkbox"/>	P50453

### JUNIOR SCHOOL STATIONERY

1 x Display Book A4 20 Pocket Clear Cover Black Refillable..... (Literacy)	\$2.25	15 <input type="checkbox"/>	P50131
2 x Pencil (HB) Goldfaber.....	\$1.10	16 <input type="checkbox"/>	P50271
1 x Highlighter Marker - Yellow.....	\$1.55	17 <input type="checkbox"/>	P50186
6 x Binder Book A4 96 Page 8mm Premium with Margin Spirax .....	\$12.30	18 <input type="checkbox"/>	P50452

TICK THE BOX FOR THE ITEMS REQUIRED



Description Price Location

(Literacy, Technology, Health & Physical Education, Global Literacy, Mathematics, Science)

1 x Glue Stick Bostik 21gm.....	\$3.60	19 <input type="checkbox"/>	P55647
1 x Pencil (2B) Goldfaber .....	\$0.55	20 <input type="checkbox"/>	P52001
1 x Pencil (4B) Goldfaber .....	\$0.60	21 <input type="checkbox"/>	P52013
1 x Pencil (6B) Goldfaber .....	\$0.60	22 <input type="checkbox"/>	P52014
1 x Eraser Plastic Pencil Medium - Faber .....	\$0.75	23 <input type="checkbox"/>	P55518
1 x USB Pocket Flash Drive 32GB - NO RETURNS .....	\$13.95	24 <input type="checkbox"/>	P52086
1 x Compass Micador Self-Centering 140mm Safety #325 .....	\$1.20	25 <input type="checkbox"/>	P55343
1 x Binder A4 2D Ring PVC 25mm Black..... (Literacy)	\$4.95	26 <input type="checkbox"/>	P55110
1 x Binder A4 4 Ring Insert 25mm White .....	\$6.50	27 <input type="checkbox"/>	P55129
(Literacy)			
2 x Display Book A4 20 Pocket Black Refillable..... (Health & Physical Education, Global Literacy)	\$4.00	28 <input type="checkbox"/>	P55442
1 x Index Dividers A4 5 Tab (Board) .....	\$1.10	29 <input type="checkbox"/>	P55709
(Literacy)			
2 x Marker Artline #200 Black 0.4mm.....	\$7.20	30 <input type="checkbox"/>	P56081
2 x Pen Ballpoint Cap Type Black Medium .....	\$0.70	31 <input type="checkbox"/>	P56094
2 x Pen Ballpoint Cap Type Blue Medium .....	\$0.70	32 <input type="checkbox"/>	P56095
2 x Pen Ballpoint Cap Type Red Medium.....	\$0.70	33 <input type="checkbox"/>	P56096
1 x Pencil Case Tartan Giant 375mm x 264mm 2 Zip....	\$4.60	34 <input type="checkbox"/>	P56216
1 x Pencils-Coloured Derwent Studio Tin 12.....	\$38.95	35 <input type="checkbox"/>	P56263
(Art, Visual Communication & Design) Retain from previous year			
1 x Pocket Plastic 11 Hole A4 Pkt 10 .....	\$1.15	36 <input type="checkbox"/>	P56328
(Literacy)			
1 x Loose Leaf Refills Reinforced A4 7mm Pkt 100 .....	\$3.55	37 <input type="checkbox"/>	P56388
(Literacy)			
1 x Ruler 300mm Plastic Clear.....	\$0.75	38 <input type="checkbox"/>	P56414
1 x Scissors 155mm Plastic Handle .....	\$2.95	39 <input type="checkbox"/>	P58507

### Add Your Order

Value of Items Selected	.....
Plus Processing Charge - \$5.95 inc. GST	.....
Plus Home Delivery Charge - \$10.00 inc. GST	.....
Estimated Amount to Pay	.....

ITEM COUNT: Write the number of items selected. \_\_\_\_\_



# Bring Your Own Device

## @ Westall Secondary College 2022



All students at Westall Secondary College are required to bring their own computing device to school every day.

### What is BYOD?

Bring Your Own Device (BYOD), is a technological trend in schools and workplaces. BYOD recognises that technology and choices about technology are very personal. The program acknowledges that technology in education means more than meeting specific curriculum requirements. It is also designed to give you, as students and families, freedom to make technology choices that suit your circumstances.

### How does it work?

Students are expected to bring their own computing device to school every day. You can choose between a laptop or a notebook, as long as it meets the Westall Secondary College **Device Specifications**.



You are required to sign a **User Agreement** that sets out how the device can be used at school. The eLearning Coordinator and/or the ICT Team are available to answer questions and to provide assistance. However, it is important to note that the responsibility of caring for the device lies with the individual student and not the school.

### What type of device can we bring?

Either a laptop or a notebook, as long as the Device Specifications are met.



# Bring Your Own Device

## @ Westall Secondary College 2022



You should carefully consider all your options for purchase and lease/rent-to-buy. Consider also that a good quality device could comfortably last you your time in secondary school.

Some of the **Device Specification** requirements are quite particular. It is possible that you already own or use a device that meets the Device Specification, in which case, you can just bring that to use.

### What about Software?

Specialist software will be made available to students in 2022 using the Department of Education and Training's eduSTAR Catalog.

### I'm concerned about the costs

The purchase of a device is a major decision and a significant expense. A good quality device may last from Year 7 to Year 12, and viewed over six years, the expense is considerably less. Westall Secondary College has taken steps to integrate device use into many aspects of teaching and learning. Your investment allows the school to maximise learning outcomes for all students.

### I'm concerned about device security

The College does not own or provide warranty for your device. Research undertaken in schools where BYOD programs have taken over from the previously funded netbook program, indicated that students who considered themselves the device owner, took greater care of them and rarely had device security issues. If you are concerned the device is going to be broken, lost or stolen, you may wish to consider specific accidental damage insurance for the device. You can specifically list the item on your home contents insurance, or you can purchase an Accidental Damage Protection plan for your device. You may also consider using a device locator service. These services include the "Prey" for Windows or "LoJack for Laptops".

Internet access on the device will be filtered at school and students will be prohibited from connecting to other networks while at school.

**Westall Secondary College uses the Department of Education and Training's eduSTAR.ISP internet service, which has built-in web filtering and protection, which the College supplements with a UTM firewall for additional security.**

### Details and Feedback

If you have questions or feedback on the 'Bring Your Own Device' Program, please contact the eLearning Coordinator or the ICT Team at the College on 03 9546 3233.

# Bring Your Own Device

@ Westall Secondary College 2022



## Westall Secondary College Bring your own Device 2022 Device Specification

<b>Hardware Specification</b>	
The device must meet <i>all</i> the following requirements:	
<b>Form Factor</b>	Laptop, Notebook device. It is recommended that this includes a physical keyboard attachment with separate keys for A – Z and 0 – 9 and which physically move when depressed.
<b>Physical Dimensions</b>	Minimum Screen Size: 9.7” Maximum Screen Size: 15.6”
<b>Operating System</b>	<ul style="list-style-type: none"> <li>• Microsoft Windows 10 is recommended.</li> <li>• Apple MacOS X 10.9 or newer</li> </ul> <p><b>Note:</b> Android-based devices are <b>currently not supported</b>.</p>
<b>Wireless Compatibility</b>	<p>Device must have <b>5GHz 802.11n</b> support This may be advertised as “Dual Band Wireless”, “802.11abgn”, “802.11agn”, “802.11ac” or “Gigabit Wireless”.</p> <p><b>Note:</b> Devices marketed as “802.11bgn” probably do <b>not</b> support the required standard.</p>
<b>Capacity to save</b>	Local storage of at least 256 GB is recommended.
<b>Battery Life</b>	Advertised battery life of at least <b>six hours</b>

# Bring Your Own Device

@ Westall Secondary College 2022



## Additional Considerations:

The College will be able to offer the Department of Education provided Microsoft Office 365 for either Mac or Windows free while students are at this school. You **DO NOT** have to purchase Microsoft-Office. Similarly, there are numerous free pdf creation/viewing software available. You do not have to buy Adobe products.

When acquiring the device, you should also direct your attention to:

<b>Recommendations</b>	Maximum weight: 2kg Minimum RAM (laptops): 4GB Recommend RAM: 8GB Disk configuration (laptops): Solid State disk (SSD)
<b>Consideration</b>	Accidental loss and breakage insurance
<b>Operating System</b>	As per the Hardware Specification, above
<b>Web browser</b>	Any modern web browser. Windows computers must run Internet Explorer 11 or newer. Google Chrome is recommended
<b>Security Software</b>	Supported Windows Devices should either have Windows Defender enabled, or a current subscription.

Westall Secondary College  
88-128 Rosebank Avenue, Clayton South VIC 3169 Australia  
Telephone (+613) 9546 3233 Facsimile (+613) 9547 5785  
Email [info@westallsc.vic.edu.au](mailto:info@westallsc.vic.edu.au)  
Web [www.westallsc.vic.edu.au](http://www.westallsc.vic.edu.au)  
ABN 93 811 845 595  
Cricos Provider No. 00861K



## MUSIC PROGRAM

Dear Parents/Guardians,

Westall Secondary College places a very high value on the learning of music as part of the School Curriculum.

The College provides a wide variety of Instrumental music lessons during the school day, in the following areas: **Drums, Violin, Flute, Clarinet, Saxophone and voice.**

Instrumental and Voice lessons are offered at the College at a fee of \$100 and **instruments can be hired out** through the College for **\$100.00 per year.**

The \$100 instrumental hire fee can be paid by instalments during **Term 1.**

The first instalment should be paid within the first three weeks of Term 1. The last instalment should be paid by March 25th, 2022.

All lessons are timetabled on a rotating basis and take place during class time. This minimises the chance of your child missing the same class more than once a month.

The first two lessons will be offered on a trial basis. However, after the decision to learn the instrument has been made, it is expected that your child will continue with the lessons until the end of the year.

Refunds will not be made unless it is possible to re-allocate students' place to another student. Students, who demonstrate continued poor attendance and/or behaviour, will be counselled about continuing in the program.

Reports on student progress will be issued at the end of each semester.

If you have any questions regarding the Instrumental Music Program, please do not hesitate to contact me on (03) 9546 3233, or [Michael.coco@education.vic.gov.au](mailto:Michael.coco@education.vic.gov.au)

Michael Coco  
Instrumental Music Coordinator

## Instrument Hire Agreement

Hire fees are to be paid in full at the start of the year. The annual tuition fees are \$100 for lessons, and a further \$100 if your child needs to hire their instrument.

The final payment should be made **before March 25th, 2022.**

Instruments must be returned, in perfect condition, by December 9th, 2022.

Students and parents are responsible for keeping the instrument in good working order.

Any loss of, or damage to an instrument resulting from actions, either accidental or intentional, by a student or a third party, are the responsibility of the hirer, who will be financially responsible for any required repair or replacement.

Other repairs required by general wear and tear will be paid for by the College. Any such fault must be reported immediately.

Instrumental tuition and hire are undertaken for a minimum of a full school year and refunds will not be possible for students that withdraw, unless it is possible to reallocate a student's instrument to someone who missed out initially.

**Students must buy their own reeds for reed instruments (clarinets and saxophones) and replacements for any broken strings on violins, violas and cellos.**

Students are expected to practise their instruments at home to ensure steady advancement. Reports reflecting students' progress will be written twice a year.

Students are expected to attend all instrumental music classes and to participate in band and/or ensemble groups.

It is the responsibility of the student to "catch-up" on work missed due to their attendance in the Instrumental Music Program.

Parents are required to support their son/daughter with transportation, when asked to participate in College events and performances outside school hours.

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*I would like my child, \_\_\_\_\_ of Year: \_\_\_\_\_ to participate in the Instrumental Music Program.*

*The instrument my child would like to learn is the \_\_\_\_\_.*

### **Parent Declaration**

*I have read, understood and accept the conditions associated with instrumental tuition as outlined in the Instrument Hire Agreement.*

*Signature of Parent/Guardian: \_\_\_\_\_*

### **Student Declaration**

*I understand that I am making a commitment to attend all instrumental lessons for a full year, to behave sensibly during lessons, to practise regularly, to make myself available for band/ensemble rehearsals and performances as required.*

*Signature of Student: \_\_\_\_\_*

# Bus Routes

Bus No.	Route	Bus Company
824	Moorabbin Station, Station St, South Rd, Warrigal Rd, Old Dandenong Rd, Bourke Rd, Clayton Rd, Centre Rd, Thomas St, Houghton Rd, Main Rd, Oakes Ave, Wordsworth Ave, Rosebank Ave, Brady Ave, Fairbank Rd, Westall Rd, Heatherton Rd, Clarke Rd, Paterson Rd, Darren Rd, Henderson Rd, Corrigan Rd, Kingsclere Ave, Parkmore.	Moorabbin Transit Ph: 9585 0322
705	<b>Mordialloc Station, Albert St, McDonald St, Barkly St, Bear St, Park St, Governor Rd, Industrial Dr, Baxter Dr, Jarrah Dr, Malcolm Rd, Boundary Rd, Lower Dandenong Rd, Redwood Dr, Garden Boulevard, Heatherton Rd, Clayton Rd, Fairbank Rd, Westall Rd, Osborne Ave, Queens Ave, Springvale Rd.</b>	Quinces Ph: 9568 1122
631	Mitcham Station, Culcutta St, Mitcham Rd, Canterbury Rd, Terrara Rd, Hanover Rd, Cathies Lane, Hight Street Rd, Gallaghers Rd, Waverley Rd, Springvale Rd, Railway Parade North, Coleman Parade, Blackburn Rd, Wellington Rd, North Rd, Clayton Rd, Centre Rd, Springs Rd, Bunney Rd, Clarinda Rd, Old Dandenong Rd, Kingston Rd, Warrigal Rd, Bernard Rd, Southland	Quinces Ph: 9568 1122
733	Oakleigh Station, Golf Links Ave, Cameron Ave, Centre Rd, Clayton Rd, Clayton Station, North Rd, Dandenong Rd, Monash University	Ventura Ph: 9568 1122
703	Middle Brighton Station, Church St, Centre Rd, Clayton Rd, Clayton Station, North Rd, Dandenong Rd, Monash University.	Ventura Ph: 9568 1122
821	Mordialloc Station, Barkly St, Warren Rd, Parkers Rd, Parkdale Station, Como Pde, Mentone Station, Swanston St, Nepean Hwy, Cheltenham Rd, Southland, Chesterville Rd, Bernard St, Warrigal Rd, Kingston Rd, Clayton Rd, Clayton Station.	Moorabbin Transit Ph: 9568 1122
822	Murrumbeena Rd, North Rd, Marlborough St, Centre Rd, Boundary Rd, Rowans Rd, Nepean Hwy, Southland, Park St, Jack Rd, Bay Rd, Sandringham Station.	Moorabbin Transit Ph: 9568 1122

# Bell Times

	<b>Start Time</b>	<b>End Time</b>	<b>Duration</b>
Locker Bell	8:55 am	9:00 am	5 mins
Period 1	9:00 am	10:15 am	Period 1 – 75 mins
Period 2	10:15 am	11:30 am	Period 2 – 75 mins
Recess	11:30 am	11:50 am	Recess – 20 mins
Locker Bell	11:50am	11:55 am	5 mins
Period 3	11:55 am	1:10pm	Period 3 – 75 mins
Lunch	1:10 pm	1:55pm	45 mins
Locker Bell	1:55 pm	2:00 pm	5 mins
Period 4	2:00pm	3:15 pm	Period 4 – 75 mins