



WESTALL
Secondary College

YEAR 7

2020



Westall Secondary College
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Clayton South 3169
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Dear Parents/Carers,

At Westall Secondary College, we strive to achieve the best possible result for every student. To do this, we take the time to get to know every student, both as a person and as a learner. This allows us to provide a personalised and tailored learning experience for every student. It is the positive relationships we establish with our students that sets us apart and this allows us to provide outstanding teaching based on each student's needs and interests.

We have a relentless focus on getting the best possible student outcomes and creating a learning environment that allows students and teachers to achieve excellence. Parents and the community are critical to this success and there is significant research that shows the more involved parents and the local community are with a school, the more successful that school will be.

A calm, orderly environment, consistency in expectations and a focus on continuous improvement are essential elements of a great school. You will see very positive things at Westall Secondary College in this regard, and in particular, the character and application of our students. I also want to recognise and comment on the excellent staff we have at Westall SC. Our teachers are the most valuable resource we have to support your children at school. Westall Secondary College teachers are passionate, committed and highly skilled which provides our students with the very best education.

Our values around 'CARE' drive what we do and it is this CARE for self, others, our learning and our environment that makes Westall Secondary College an outstanding school. Our College motto of "INTEGRITY and SERVICE" can be seen in the exemplary behaviour and character of our staff and students.

Congratulations on your interest in Westall Secondary College; a place where your child will feel connected, safe, happy and challenged to grow and improve every day they are here.

Warm Regards

Tristan Lanarus
Principal

**Welcome
to Westall**



Welcome to Westall Secondary College

We are pleased that you have chosen Westall Secondary College for your Child's education. Our College is a global and caring community as well as a leading provider of education. We are committed to the provision of comprehensive learning and the development of all students to become capable and ethical citizens of the world.

College Values

Westall Secondary College is a diverse and respectful Community where each person is highly valued. The College's aim is to create and maintain a safe and supportive environment for Learning and to promote behaviour and actions that reinforce these rights and the College values.

The College Community of students, parents/carers and staff are committed to the following values:

Care for yourself - Personal Worth

Every individual matters. All members of the college community are encouraged to display positive behaviours that contribute to their educational, physical, social and emotional development.

Care for Others - Respect and Courteous Relationships

The basis of all interactions within the College is the belief that all individuals, staff, students and parents have the right to be treated respectfully in a safe learning environment.

Care for your School – Respect your Environment

The College is committed to the provision of a learning environment that is safe, attractive and appropriate to its function.

Care for your Learning - Strive for Excellence

All individuals can learn and work towards achieving their full potential. The College is committed to providing engaging curriculum that will assist individuals in successfully achieving their goals within and through education.

Privacy Notice

Information about the Enrolment Form

Please Read This Notice Before Completing The Enrolment Form.

For accuracy and completeness, both the student seeking enrolment and a Parent/Carer should complete the form

This confidential enrolment form asks for personal information about the student, family members and others that provide care for them. The main purpose for collecting this information is so that Westall SC can register the student and allocate staff and resources to provide for their educational and support needs.

Health information is required so that staff at the school can properly care for the student. This includes information about any medical condition or disability the student may have, medication they may rely on while at school, any known allergies and contact details of the student's doctor. All relevant health information must be provided as withholding even minor details may put the student's health at risk.

We also require information about parents, guardians or carers, parenting arrangements, and any access restrictions that may be in place. We must be informed as soon as possible if there are any changes to these arrangements. Please do not hesitate to contact the Principal, if you would like to discuss any matters relating to family arrangements.

EMERGENCY CONTACTS

Should we be unsuccessful in getting in touch with you in times of emergency, we will need alternative contacts. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to the College.

STUDENT BACKGROUND INFORMATION

This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that we receive appropriate resource allocations for our students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth Government agencies for monitoring, reporting, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

VISA STATUS

This information is required to enable the College to process the student's enrolment.

UPDATING YOUR SCHOOL RECORDS

Please let the College know if your information needs to be changed by sending updated information to the school office via email: info@westallsc.vic.edu.au or by calling 95463233. During the student's time at Westall SC, we will also send home copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

ACCESS TO THE STUDENT RECORD HELD BY SCHOOL

In most circumstances, the student can access records about them that are held by the College. Please contact the Principal to arrange this. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this.

If you have any concerns about the confidentiality of this information, please contact the Principal.

The Westall Way: Expected Learning Behaviours

The Westall Way Learning Behaviours are a set of expectations that bring together the College's Values, as well as the existing Code of Cooperation for Junior School, Middle School and Senior School. The learning behaviours are not a set of traditional school rules, but a set of agreed behaviours that all students should endeavor to demonstrate in College life.

The Westall Way Learning Behaviours have been created by College Leadership team and the Student Representative Council, in consultation with the wider College staffing body.

Students will be rewarded for consistently displaying the learning behaviours and likewise, the learning behaviours framework will form the basis for conversation in an instance where a student is not displaying the expected behaviours in class or around the College.

	<i>In the Classroom: Learn- Eng</i>	<i>In the Community</i>
Care For Yourself: Personal Worth	<p>I will demonstrate personal worth by:</p> <ul style="list-style-type: none"> Being organised by having the correct books, writing materials and computer equipment for EVERY lesson Regularly attending school and being on time for classes Taking pride in wearing correct school uniform and wearing it with pride Looking after my physical and mental health, and seeking support if it is needed Being mindful and focussing on the present moment Taking responsibility for my own learning and actions, not focussing on the behaviour of others Celebrating my success and the success of others Always pushing myself to do my best or "Aim High" 	<p>I will demonstrate personal worth by:</p> <ul style="list-style-type: none"> Taking pride in wearing my school uniform around the college and in the wider community Moving around the College grounds in a calm and considerate way, encouraging peers to do so along the way Using positive, encouraging language at all times when engaging with others Monitoring my own mental, physical and social wellbeing and seeking support if needed Being mindful of the wellbeing and mental health of others and encouraging others to seek support if needed Carrying myself in a respectful manner when representing the College
CARE FOR Others: Respectful Relationships	<p>I will demonstrate respectful and courteous relationships by:</p> <ul style="list-style-type: none"> Making everyone feel welcome and comfortable at all times Communicating clearly with others in a positive manner Actively listening and ensuring that I listen to others point of view respectfully Acknowledging and valuing differences within the classroom Always being open to ideas and not be judgemental of others Showing integrity and kindness towards teachers and all students Supporting peers and encouraging them to become successful and communicate their opinions and ideas Communicating in English in the classroom 	<p>I will demonstrate respectful and courteous relationships by:</p> <ul style="list-style-type: none"> Supporting my parents or guardians and being a positive role model for siblings in and out of school Doing my best to develop friendships and making sure NOBODY is left alone in the yard and during break times Showing loyalty and working cooperatively as a team Saying hello or good morning to staff and students as they pass them in the corridor Doing my best to build positive relationships with the broader community Showing tact and restraint before sharing an opinion, especially through comments and posts on social media

The Westall Way: Expected Learning Behaviours

	<i>In the Classroom: Learn- Eng</i>	<i>In the Community</i>
CARE FOR Your School: Respect Our Environment	<p>I will demonstrate respect for the learning space by:</p> <ul style="list-style-type: none"> Entering the classroom on time in a calm manner and being ready to learn Treating classrooms with respect and maintaining a clean and productive environment Utilizing the visual displays in the classroom and treating them with respect Treating all furniture and learning materials with respect Striving to have my work displayed around the school and share successes with all 	<p>I will demonstrate respect for the College environment by:</p> <ul style="list-style-type: none"> Using school resources respectfully Representing the school in an honest and respectable manner, both in the college and the broader community Using bins provided, pick up any items of rubbish I see and encouraging my peers to do the same Reporting damaged equipment or buildings to teachers to ensure the College is always cared for Supporting and attending College events to celebrate the great work of the College Having pride in my school and celebrating achievements with the wider community
CARE FOR Your Learning: Strive For Excellence	<p>I will strive for excellence by:</p> <ul style="list-style-type: none"> Actively participating in all class activities and following the Westall Classroom Norms Completing all homework and assignments on time and giving it my best effort Taking every opportunity that is offered to always aiming high and me! Staying positive in tough times Seeking feedback from teachers and using the feedback to improve my learning Developing different skills and taking ownership for my learning 	<p>I will strive for excellence by:</p> <ul style="list-style-type: none"> Making positive contributions and comments on social media and promoting the College in a positive way Encouraging parents to engage in College life, follow College events on Facebook and monitor progress on the Compass system Organising my time well, allowing plenty of time for study to achieve the best outcomes that I can Following my passions and participating in all College activities Listening carefully and participating in assemblies, interacting with speakers and other guests of the College Improving English by taking every opportunity to practise the English language Working/learning with others to grow and developing success together

Learn the
WESTALL WAY

Year 7 Charges and Contributions 2020

Westall Secondary College relies on, and appreciates, the financial commitment made by all parents to meet some of the costs of their children's education. The costs are met jointly by:-

1. The State Government through the Student Resource Package and special purpose grants.
2. Family Contributions through Essential Education Items and Voluntary contributions.

In 2020, the **Essential Education Items** charge, as set by the College Council, is \$410. This is used towards the provision of essential educational materials and resources to the students, which are beyond the services for which the government provides funds.

The second type of charge is a specific **Subject/Elective Charge** that is used for materials, activities and equipment that are required for a specific subject/elective beyond the scope of Government funds (refer to itemised subject charges list).

Camps and Excursions attended by students throughout the year incur an **additional cost**.

Students who select to participate in the Instrumental Music Program will be required to pay specified charges for the hire and use of instruments.

***Families are invited to donate a Voluntary contribution (eg. \$10, \$20, \$30, \$50) to the school's building fund which is used towards the improvement of school facilities.
This donation is TAX DEDUCTIBLE.***

School Council is offering the following options for payment of the 2020 Charges and Contributions:

- Option A: Full amount at the beginning of Term 1
- Option B: Payment at the beginning of each Term (4 Instalments)
- Option C: Half yearly payment: beginning of Terms 1 & 3 (2 instalments)

In case of financial difficulties, an appointment with the Principal or Assistant Principal can be made to discuss payment

Year 7 Charges and Contributions 2020

I. Essential Education Items (All students are to pay these charges)

The College Council has set the Essential Education Items charge, common to all students for 2020, at \$410. This will pay for the following essential educational items :- Supplementary class and homework materials, Email account, Internet download, Printing (start up access), Sporting affiliation, Course Handbooks, Subject handouts and Class sets, Library resources, and:		
Student Diary	\$ 20	
Student ID Card	\$ 10	\$ 410.00
SUB TOTAL		\$ 410.00

2. Optional Extras

A. Instrumental Music (<i>see Instrumental Music handout</i>)	\$
B. Year 7 Transition Day at Arthurs Seat on 4th February 2020 ALL Year 7 students are expected to participate	\$ 50.00
C. Junior School Camp (Camp Rumbug - 3 days)	\$ 310 .00
D. Combination Lock for Locker	\$ 15.00

3. Voluntary Contributions

Voluntary Contribution to the Building Fund & Specific Student related services Tax Deductible eg \$10, \$20, \$30, \$50	\$
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4. Total Charges

1. Essential Education Items including: Student Diary \$ 20 Student ID Card \$ 10	\$ 410.00
2. Optional Extras	\$
3. Voluntary Contribution (Tax Deductible)	\$
TOTAL PAYABLE	\$

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 I.**

The first instalment should be paid within the first three weeks of term I. The last instalment should be paid by March 30th, 2020.

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 clark.rodger.a@edumail.vic.gov.au

Rodger Clark
Instrumental Music Coordinator

Music Program

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 30th, 2020**.

Instruments must be returned, in perfect condition, by December 7th, 2020.

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.

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: _____

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

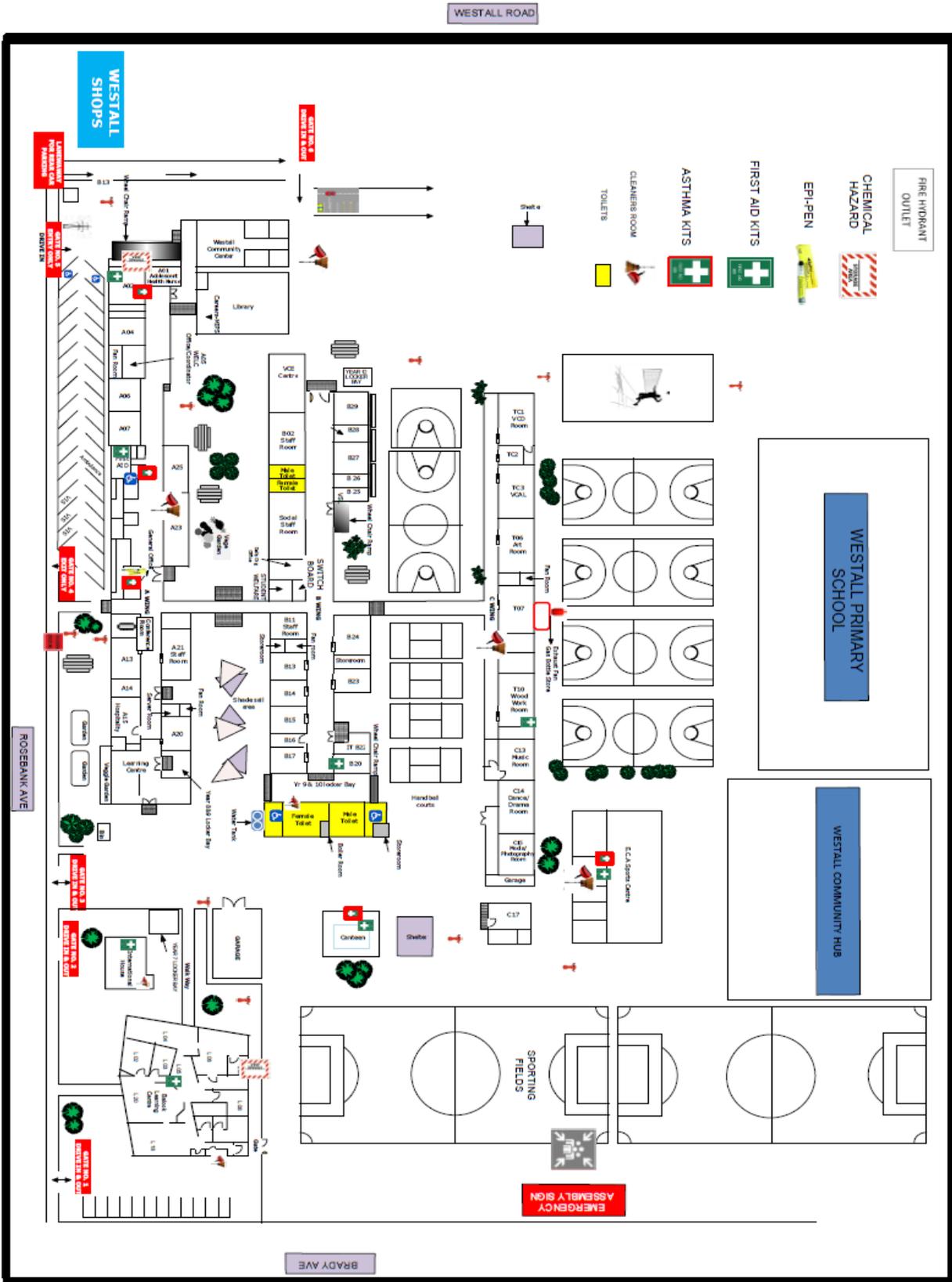
College Uniform Supplier

PSW Quality Apparel
1 Age Street
Cheltenham, 3192
Tel: 9583 3287
www.psw.com.au

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

College Map




Westall Secondary College Map
MELWAYS 79 - G7

FAIRBANK AVE

Bus Routes

Bus No.	Route	<i>Bus Company</i>
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	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.	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

	Start Time	End Time	Duration
Locker Bell	8:55 am	9:00 am	5 mins
Period 1	9:00 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		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

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: _____