Contents

Foreword 4
Our College Logo 4
Proposed Year 7 2017 Planner 5
Message from the College Principal 6
Welcome Year 7’s 7
Our College 8
  Transition to Year 7 8
  Junior Campus in Deer Park (7, 8 and 9) 8
  Senior Campus in St Albans (10, 11 and 12) 8
Student Responsibilities and Parent Information 9
  Schoolwide Positive Behaviour Support 9
Uniform 10
Student Planner 11
Homework 11
Lockers 11
Compass 11
Absences/Attendances 12
Sick Bay and First Aid at the College 12
Permission to Leave the School 12
Contacting the School 12
Teacher Contact 12
School Detention 12
Excursions/Sporting Events 13
Text Books 13
Essential Items 13
Canteen 13
Mobile Phones 13
Substances NOT to be used at School 14
Punctuality 14
Student Services 14
Bullying Survey 14
ICT 14
Parent Involvement 15
  Parent Newsletter 15
  Parent Participation 15
Assessment and Reporting 15
  Reporting to Parents 15
Specialist Programs 16
  Student Leadership 16
  Performing Arts 16
  Sport Academy 17
  Rugby Academy 17
Student Scholarships and Awards 18
Student Activities 19
  Inter-School Sports 19
  House Sports 19
  SRC 19
  Camps 19
  College Production 19
  Competition and Special Events 19
The Year 7 Program 20
Overview of Year 7 Curriculum 21
  Core Subjects 21
The Year 7 Curriculum 22
Foreword

At Victoria University Secondary College the vision, which our students, staff and parent community work towards each day, is

“Create The Future”

We work towards this vision by:

- Aspiring to Achieve
- Strengthening our Community
- Respecting ourselves and others

Our College Logo

The symbol is based on the appearance of a wreath. Wreaths are commonly associated with success and eternity. Each leaf of the wreath is intended to represent the school’s success and the success of the students.

The flowing movements of the leaves stand for the progressive journey of students. This is accentuated by the dots on the side, which gradually enlarge to indicate students going through each year of secondary school.

The final leaf separated from the wreath symbolises the successful students brought up by the school, who enter and strengthen our community. The fact that leaves fly to new and unknown places relates to the multitude of students’ aspirations beyond their secondary schooling.

Wreaths are also evergreen plants lasting throughout all seasons. The strength of these plants signifies the strength of the school community and the bond between teachers, students and their parents.
## Proposed Year 7 2017 Planner

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>30th January (student free day, teachers commence only) to 31st March</td>
<td>First Assembly — Introduction to Year 7</td>
</tr>
<tr>
<td></td>
<td>School Photos</td>
</tr>
<tr>
<td></td>
<td>Year 7 Immunisations</td>
</tr>
<tr>
<td></td>
<td>Swimming Carnival</td>
</tr>
<tr>
<td></td>
<td>Year 7 Camp</td>
</tr>
<tr>
<td></td>
<td>Interim Reports, Parent Teacher Conferences</td>
</tr>
<tr>
<td></td>
<td>Open House</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 2</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>18th April to 30th June</td>
<td>NAPLAN</td>
</tr>
<tr>
<td></td>
<td>Athletics Carnival</td>
</tr>
<tr>
<td></td>
<td>School Assembly</td>
</tr>
<tr>
<td></td>
<td>Student Opinion Survey</td>
</tr>
<tr>
<td></td>
<td>School Bullying Survey</td>
</tr>
<tr>
<td></td>
<td>Exams</td>
</tr>
<tr>
<td></td>
<td>Semester 1 Reports</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 3</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>17th July to 22nd September</td>
<td>Semester 1 Award Assembly</td>
</tr>
<tr>
<td></td>
<td>Year 7 Immunisations</td>
</tr>
<tr>
<td></td>
<td>Mathematics Competition</td>
</tr>
<tr>
<td></td>
<td>Science Competition</td>
</tr>
<tr>
<td></td>
<td>Literacy Week</td>
</tr>
<tr>
<td></td>
<td>School Musical Production</td>
</tr>
<tr>
<td></td>
<td>School Assembly</td>
</tr>
<tr>
<td></td>
<td>Interim Reports, Parent Teacher Conferences</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 4</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th October to 22nd December</td>
<td>Final Assembly</td>
</tr>
<tr>
<td></td>
<td>Promotion to Year 8</td>
</tr>
<tr>
<td></td>
<td>Transition Program</td>
</tr>
<tr>
<td></td>
<td>Awards Evening</td>
</tr>
<tr>
<td></td>
<td>Semester 2 Reports distributed to students</td>
</tr>
</tbody>
</table>

**Exact Dates to be Advised**

Please refer to Compass notices for more exact dates throughout the year.
Message from the College Principal

At Victoria University Secondary College we teach and learn within the College’s core values.

We expect students to:
Create the Future
by
Aspire to Achieve
Strengthening the Community
and
Respecting Themselves and Others

To provide students with strong foundations upon which to build the rest of their secondary schooling, we have a strong emphasis on developing students’ reading, writing and numeracy skills. Breadth is built in through studies in the Arts, Humanities, Sciences, Languages, Physical Education and the Technologies.

Students are encouraged to Aspire to Achieve through the AVID program, which extends from Year 7 throughout their secondary schooling. This program develops university readiness skills such as critical reading, focused writing, inquiry, analysis and questioning skills, organisation and communication skills. Our partnership with Victoria University, which sees university student ‘tutors’ conducting tutorials for our students twice a week, brings the reality of university life into our classrooms.

Opportunities to Strengthen the Community both within the College and the wider community are integral to our college program.

The Performing Arts program offers students the opportunity to learn a musical instrument and participate in our wide range of concerts and our annual production by playing in the orchestra, building sets, acting or working ‘back stage’.

In sport, the Rugby Academy goes from strength to strength with our team being the GIO Cup State Champions and National Representatives, our Sports Leadership Program continues to provide leadership and coaching opportunities for our students within the community. We are excited by the implementation of our new Netball Program across the college. This program along with our soccer development and athlete development programs continue to provide sporting opportunities for our student athletes, but more importantly ensure they stay engaged in the classroom and with our college community.

In Leadership, students at each level participate in our Student Leadership program and senior students have the opportunity to become Beacon Ambassadors and work with our industry partners.

Our third value ‘Respect Yourself and Others’ relates to each student individually. We seek to develop a sense of responsibility in our students such that they have integrity, self-confidence and control and a genuine respect for others. This underpins a harmonious school environment and builds skills necessary for a happy and productive life.

On behalf of all the staff and students we would like to welcome you and your family to the college for what will be an enjoyable and rewarding experience and wish your child every success in the future.

Regards,

Genevieve Simson
College Principal
Welcome Year 7’s

High School is the place where you will spend only a short amount of time, however, it will ultimately be one of the most memorable and important times of your life.

High School will give you a great many joyful memories, lifelong friends, and opportunities to learn and develop yourself. If approached correctly, you are sure to become successful in the future with the help of your astute teachers and our supreme school.

The thought of transitioning from primary school to high school can at first be scary and an overwhelming. It is important to remember that everyone else is feeling exactly the same way you are and this school’s warm and welcoming environment will most definitely make you feel at ease.

Here at Victoria University Secondary College, there are many supportive teachers that will guide you during the process of your transition.

Your timetable will consist of 4 periods. Each lasts exactly 72 minutes and in these minutes it is important to always ask your teacher questions when in doubt and to be focused and organised.

If you are ever lost around campus or unsure about anything do not be afraid to ask for help from a teacher or peer, as our school’s community is very caring of one another and supportive.

What you will notice at our school is that there is a close bond between individuals in each year level. This is because strengthening the community is greatly emphasised at our school, the reason why is because one’s attitude and optimism can ultimately lead to greatness, not only for our peers, but also for ourselves.

Some advice for the first year of high school is to consistently be focused during each period. High school is much more advanced than primary school, so it is crucial that you adapt to the different structure of education. The way to do this is to be organised and positive at all times.

The key to having a successful year is to set goals and reach them, participating in VUSC’s learning strategies, supporting one another and pushing one another to reach your best.

Wearing our uniform with pride is advantageous because you will look striking and fashionable.

Take advantage of the resources and opportunities given to you that many other schools do not have. There is a wide range of extra-curricular activities that are highly beneficial for your education and development at our school. Talent is well recognised at our school. These skills you have can be supported and extended with the help of staff, teachers and your peers. If you are interested in fitness and physical recreation it is essential that you join the VUSC Sports Academy. If music and acting or directing entice you it is important that you join the school band or participate in the VUSC school productions. The VUSC debating team and the School Representative Council are also up for offer along with many other things; there are many options to select from; they just need to be chosen.

Your teachers, your peers and this school believe in you, however it is ultimately your responsibility to be diligent and committed to your education, and here at Victoria University Secondary College it is expected that you always aspire to achieve.

Chandu Senevirathna, Vanessa Ng, Mustafa Alanci
Victoria University Secondary College – Senior Campus School Captains
Our College

Transition to Year 7

The transition from primary school is seamless for our Year 7 students. Our orientation program brings Year 6 students into the College where they quickly begin to develop new friendships and familiarise themselves with their teachers. Students start the secondary school year with confidence, supported by the Year 7 Learning Village team.

At Year 7, each student works with their Home Group teachers, meeting with them each morning in their homeroom. The Home Group teacher also teaches that group throughout the week so that a strong and trusting relationship can be built. This enables teachers to take an active interest in each student’s wellbeing.

Students at Year 7 have the majority of their classes in a specialised area, with access to reading libraries and a vast range of ICT. Each student is provided with a locker in a separate area to the older students within the College, as well as being situated close to all of their classes and school facilities such as the Front Office and Canteen area.

Junior Campus in Deer Park (7, 8 and 9)

As students progress through Year 7 and 8, their curriculum is grounded in the areas of Literacy and Numeracy, with Information Communication Technologies also at the forefront of each subject area. Students undertake a breadth of discipline areas, allowing them to explore their interests. Working within the Year 7 and 8 Learning Villages and situated within open plan and flexible learning areas, life long learning skills such as good organisation, strong work ethic and a desire to achieve their full potential are promoted throughout these years.

Throughout Year 9, students have the opportunity to engage in exciting new programs within a range of electives and specialised classes. Students focus on developing their life skills by strengthening and engaging with the broader community. Students are also involved in a range of programs and initiatives designed to build their self-confidence, foster independent learning and develop a greater sense of respect for themselves as well as others. Through a teams approach, students prepare for the challenges and decisions they will make as they move into the final stages of their secondary education. The program ensures our students enter the Later Years with confidence and a clear sense of direction.

Senior Campus in St Albans (10, 11 and 12)

Victoria University Secondary College takes pride in guiding and supporting students as they travel through secondary school life and beyond. Our expert staff coordinates our Managed Individual Pathways (MIPS) and Careers programs. Together we help plan individual learning needs and preferences. Subject selection and VCE (Victorian Certificate of Education), VET (Vocational Education Training) and VCAL (Victorian Certificate of Applied Learning) programs are discussed with each student. Industry based work experience and structured workplace learning is also facilitated at all levels within the Later Years.

The Later Years staff work to ensure the individual success of every student, with extensive support for all to achieve their goals in the final years of their secondary schooling and beyond. They are supported by the Later Years Learning Village team, with a separate study area and continual support programs in the areas of study techniques, well-being, additional tuition and careers advice.

Students have access to a wide range of aspirational opportunities and partnerships. These include:

- The Kwong Lee Dow Young Scholars Program
- The Hall & Wilcox Aspirations Program
- Victoria University
- The Beacon Foundation
- Western Chances Scholarship Program
- Orchestra Victoria
- Sport and Rugby Academy

As students progress through to post-compulsory education, we look at every opportunity to pursue tertiary studies, traineeships and apprenticeships. Each step provides exciting new possibilities for the future of each of our students.
This handbook contains all of the information that students and their parents need to know about the Year 7 learning program at Victoria University Secondary College in 2016. We have created a curriculum that provides students with a broad range of learning experiences and allows them to begin to sample a range of subjects in order to recognise their talents and identify their own personal interests and strengths for future pathways.

### Student Responsibilities and Parent Information

#### School-Wide Positive Behaviour Support

The College has a focus on positive behaviour to encourage students to do their personal best. Introducing, modelling and reinforcing positive social behaviour is an important component of a student’s educational experience. Teaching behavioural expectations and rewarding students for following them is a much more positive approach than waiting for misbehaviour to occur before responding.

<table>
<thead>
<tr>
<th>AT VICTORIA UNIVERSITY SECONDARY COLLEGE</th>
<th>CLASSROOM / STUDY AREAS</th>
<th>COLLEGE ENVIRONMENT</th>
<th>COMMUNITY EVENTS</th>
<th>DIGITAL COMMUNICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Schoolyard</td>
<td>Lockers</td>
<td>Excursions</td>
<td>All electronic devices</td>
</tr>
<tr>
<td></td>
<td>Canteen</td>
<td>Oval</td>
<td>Assemblies</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sporting Events</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Information Evenings</td>
<td></td>
</tr>
</tbody>
</table>

#### Respect ourselves and others

- I am mindful of others’ feelings.
- I use positive language.
- I respect others’ right to learn.
- I give everybody the opportunity to contribute.
- I am punctual and I arrive to school and class on time.
- I follow all instructions.
- I use positive and respectful language.
- I am accepting of others.
- I help others who need assistance.
- I walk between class rooms quietly.
- I only go to the canteen when I have my own money.
- I arrive on time.
- I use a quiet voice.
- I display positive behaviours.
- I listen and follow instructions.
- I respect the environment we are in.
- I exhibit sportsmanship.
- I respect privacy.
- I am mindful of others’ opinions.
- I speak positively about others.
- I discourage the spreading of rumours.
- I use ICT according to the ICT agreement.

#### Aspire to Achieve

- I aim high by completing all tasks to the best of my ability.
- I pay attention to instructions.
- I bring all essential materials to class.
- I ask questions if I don’t understand.
- I act on feedback as provided.
- I use break times to complete unfinished work.
- I participate in study groups.
- I engage in college activities.
- I am a positive role-model.
- I accept consequences without arguing.
- I represent my school and work place positively.
- I participate in extra-curricular activities.
- I use my initiative to react positively to new and/or different experiences.
- I contribute to meaningful discussions.
- I use technology for enhancing my learning and understanding.
- I share digital resources to assist my classmates learning.
- During my time at school my use of digital devices is directly related to classroom learning.

#### Strengthen the Community

- I contribute to collaborative tasks.
- I encourage others to contribute.
- I line up and enter the classroom quietly.
- I look after the class room, including equipment provided.
- I am helpful and approachable.
- I share activity spaces with others.
- I make new friends.
- I contribute to a safe environment.
- I move safely between classrooms and in the yard.
- I take pride in our learning community by keeping it clean.
- I wear my school uniform correctly.
- I wear my school uniform correctly.
- I help others who need assistance.
- I am aware of others’ rights in public areas.
- I am an ambassador for my school, family and community.
- I return payments and permission forms on time.
- I maintain appropriate behaviour.
- I report inappropriate behaviour.
- I promote the school in a positive way.
- I look after others’ well being by letting some one in authority know if I am worried about someone.
## Uniform

College Blazer is compulsory for all students in Years 7 to 11. Students in Year 12 can choose to wear the College Blazer or the Year 12 College Jacket. The blazer and jacket must be worn every day to and from school including home group and periods 1 and 2.

<table>
<thead>
<tr>
<th>BOYS UNIFORM</th>
<th>WINTER UNIFORM – To be worn Term 2 &amp; 3 ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER UNIFORM – To be worn Term 1 &amp; 4 ONLY</td>
<td>WINTER UNIFORM – To be worn Term 2 &amp; 3 ONLY</td>
</tr>
<tr>
<td>College Shorts or College Long pants</td>
<td>College Shorts or College Long pants</td>
</tr>
<tr>
<td>College Short Sleeve Shirt</td>
<td>College Long Sleeve Shirt</td>
</tr>
<tr>
<td>College Jumper (Optional)</td>
<td>College Jumper (Optional)</td>
</tr>
<tr>
<td>College Tie (Optional)</td>
<td>College Tie</td>
</tr>
<tr>
<td>Plain Black Socks</td>
<td>Plain Black socks</td>
</tr>
<tr>
<td>College Baseball Cap Only Permitted (To be worn in outdoor spaces only)</td>
<td>College Scarf Only Permitted</td>
</tr>
<tr>
<td>Black Leather Lace up School Shoes to be worn all year round. Lace up or slip on boots (that is, any shoe above the ankle) are not permitted to be worn.</td>
<td>Black Leather Lace up School Shoes to be worn all year round. Lace up or slip on boots (that is, any shoe above the ankle) are not permitted to be worn.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPORTS UNIFORM</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE SPORTS UNIFORM MUST BE WORN FOR ALL SPORT/PE CLASSES</td>
<td></td>
</tr>
<tr>
<td>• College Rugby Top</td>
<td>• College Micromesh Shorts</td>
</tr>
<tr>
<td>• College Track Pants</td>
<td>• Sport footwear</td>
</tr>
<tr>
<td>• College Polo Shirt</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GIRLS UNIFORM</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER UNIFORM - To be worn Term 1 &amp; 4 ONLY</td>
<td>WINTER UNIFORM – To be worn Term 2 &amp; 3 ONLY</td>
</tr>
<tr>
<td>College Summer Dress or College Summer shorts or College Long Pants</td>
<td>College Winter Skirt or College Long Pants</td>
</tr>
<tr>
<td>College Short Sleeve Blouse</td>
<td>College Long Sleeve Blouse</td>
</tr>
<tr>
<td>College Jumper (Optional)</td>
<td>College Jumper (Optional)</td>
</tr>
<tr>
<td>College Tie (Optional)</td>
<td>College Tie (Optional)</td>
</tr>
<tr>
<td>Plain White Socks</td>
<td>Long Plain Black Socks or Black Tights</td>
</tr>
<tr>
<td>College Baseball Cap Only Permitted (To be worn in outdoor spaces only)</td>
<td>College Scarf only permitted</td>
</tr>
<tr>
<td>Black Leather Lace up School Shoes or T-Bars that fully enclose the toes to be worn all year round. Lace up or slip on boots (that is, any shoe above the ankle) are not permitted to be worn.</td>
<td>Black Leather Lace up School Shoes or T-Bars that fully enclose the toes to be worn all year round. Lace up or slip on boots (that is, any shoe above the ankle) are not permitted to be worn.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPORTS UNIFORM</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE SPORTS UNIFORM MUST BE WORN FOR ALL SPORT/PE CLASSES</td>
<td></td>
</tr>
<tr>
<td>• College Rugby Top</td>
<td>• College Micromesh Shorts</td>
</tr>
<tr>
<td>• College Track Pants</td>
<td>• College Spray Jacket</td>
</tr>
<tr>
<td>• College Polo Shirt</td>
<td>• Sport footwear</td>
</tr>
</tbody>
</table>
**Student Planner**

All students are required to purchase and use the school planner. This planner is to be used exclusively for school related matters. It is not a personal planner. If this planner is not maintained in good condition, free of stickers, graffiti and personal annotations, the planner must be replaced.

This planner is a very important document and our students are expected to take this to each class. The planner outlines important information. It contains detailed information on uniform requirements, school policies, student goals, study plans, class timetables and other information relevant to our students.

The planner is used to record all HOMEWORK.

Parents are asked to check the planner each night for homework and notes from teachers. The planner can be used as a means of communication with teachers, if parents wish to write messages back to the Coordinator, the Home Group Teacher or the Class Teacher.

**Homework**

Homework is an important part of education. It is designed to provide enrichment to class work, practice and revision. It may take a number of forms: finishing off class work, revising, completing set tasks, researching, redrafting, homework assignments or completing class assignments, practising an instrument and reading.

All students are expected to review their Cornell Notes taken during the days classes every evening. This process may only take a few minutes for each class. Students will be taught the process of reviewing Cornell notes over the course of their first semester at the College. All students are expected to do thirty minutes of reading each night, this might include reading with a parent, reading a school text or reading a book the student has chosen for fun. Students have regular library lessons to ensure they have an appropriate book to read.

Year 7–9 students are expected to complete at least 30–60 minutes of homework daily.

**Lockers**

All students are issued with a locker. On entry to the school, students are requested to pay $10 to the General Office where they will be issued with a combination lock.

Students are required to keep their bags in their lockers at all times. They are not permitted to carry their bags into class or at recess and lunchtime.

For security reasons, students are not permitted to go to their lockers during class time unless they have signed permission in their diary from their classroom teacher.

**Compass**

The school uses a service to communicate with parents called Compass School Manager. Compass helps you communicate with the school and access information about your child and their learning. You can use Compass to:

- Look after absences from school.
- Update your contact details
- See what classes and events your child has this week.
- See what assessment tasks and homework your child has
- Book parent-teacher conferences
- Access school reports

You can access Compass through the link on the school website at www.vusc.vic.edu.au. Each family has a unique login and password which will be provided to you or can be reset at the front office of the school. Parents have their own login which allows them to approve absences and access other features which are not available to students. Compass can be accessed through a home computer or through an App downloaded to most mobile phones.
Absences/Attendances

All students are expected to be punctual and regular in their attendance. Students are required to maintain a minimum 90% attendance rate at school. Parents are required to notify the College if their child is absent. If your child is absent from school and we have not been informed by parents you will receive an automatically generated text message reminding you to contact the school and explain the absence.

Parents may call the Student Absence Hotline on 9363 9727 in the morning on the day of the absence. A follow up note and/or medical certificate must be given to the General Office upon the student’s return.

Dental or doctor appointments should not be made during school times unless absolutely unavoidable.

If your child is away for an extended period of time, work can be sent home. Please contact your child’s Year Level Coordinator.

Sick Bay and First Aid at the College

First aid assistance is available to deal with minor injury or illness. It is College policy that if students require medication during the school day parents/guardians should notify the College and leave the medication at the General Office.

Students who feel ill must have their diary signed to leave class and report to the General Office. The school will contact the parent or guardian before sending the student home. Students are not permitted to go home unless the school has contacted the parent or guardian. Students are not permitted to use mobile phones to contact parents if they are unwell, without permission from a staff member.

It is important that when students are enrolled at the school, emergency phone numbers are provided as well as a contact number for the parent/guardian. It is also important that these phone numbers are kept up to date and changes are noted through the General Office.

If contact is not possible it may be necessary to use a taxi or ambulance to obtain medical assistance; in this case the costs must be met by the parent/guardian. The costs can be significant; parent/guardians are urged to take out a subscription with the ambulance services.

Permission to Leave the School

Students are not permitted to leave the school grounds during the school day without official permission. If it is necessary for a student to leave the school during school hours, they need a parent note to be signed off by either their Home Group Teacher or Year Level Coordinator prior to submitting the note to the General Office.

Contacting the School

If you have any enquiries regarding your child’s program or progress, please contact your child’s Home Group Teacher who will either answer your queries or direct you to the appropriate person. The Home Group Teacher and Year Level Coordinator closely monitor all students in their care, so it is important to notify them of anything which may affect your child’s progress at school.

Teacher Contact

Parents are invited to contact teachers via the General Office, however if you wish to see a teacher, parents must ring and make an appointment. Please be aware that teachers are not always available as they have classes, meetings and other commitments during the school day.

School Detention

An official detention runs from 3.10pm until 3.40pm. Students required to attend an after school detention will be issued with a detention notice and parents will be given 24 hours’ notice.
Excursions/Sporting Events

All activities that involve students leaving the school grounds require parent/guardian permission in writing. It is the student’s responsibility to ensure the appropriate forms are taken home, completed with all relevant contact numbers, and returned by the due date (with monies if there is a cost) to the organising teacher. If this is not done, students may miss the opportunity to be involved in the activity/excursion.

Text Books

We are aware of the cost to our parents in educating their child. We take particular care not to have an extensive book list so that we can reduce the cost for our parents. It is important that all our students have the necessary textbooks for all their subject areas. Second hand books are available on the sustainable school shop website, www.sustainableschoolshop.com.au

VUSC requires that each student have direct access to their own computer that they take with them to all classes and then home to complete their work and to further their studies. VUSC recommends that parents purchase the prescribed computer through our nominated supplier as this represents the best value and support available. Full details will be outlined in a letter accompanying this handbook.

Essential Items Charge

The College Essential Items Charge provides a range of essential education items, which will be used in the course of instruction in the standard curriculum program. These items include materials that each individual student takes possession of, including student stationery and materials for learning and teaching where the student consumes or takes possession of the finished articles. This overall payment will also include payment for the student planner.

A minimum deposit is required prior to the start of term one. The Student Planner, Locker and Combination Lock will be available upon receipt of deposit. The deposit also covers half of the Food Technology charge and will ensure student inclusion in this elective. The balance of the Essential Items Charge must be paid in full by the end of term one 2017.

Alternatively parents may wish to establish a payment plan prior to the 24 February 2017.

For payment plans please contact our Business Manager Kerri Trevaskis on 9363 1155.

Canteen

The College provides a complete canteen service to students and follows the Healthy Food program. Lunches can be pre-ordered by students in the morning or purchased at the canteen at lunchtime. Drinks, fruit, rolls, sandwiches, salads, wraps, toasted sandwiches, hot food and daily specials are available at the canteen. There is no credit available for students who forget to bring their lunch or money. Students can see their Year Level Coordinator if they have forgotten their lunch.

Students are not permitted to go home or leave the College grounds at recess or lunchtime.

Mobile Phones

Private phone calls and messages may not be made or received during class-time. Mobile phones are to be switched off or on silent. iPods/MP3 players must be turned off, unless it is part of the set classroom activity, as directed by the teacher.

Unauthorised or inappropriate use of these devices will lead to them being confiscated for the remainder of
Substances NOT to be used at School

Whilst students are at school, travelling to and from school, attending any school function or wearing school uniform they are:

- NOT permitted to have or use any tobacco products.
- NOT permitted to use or process, sell or be under the influence of alcoholic beverages, mind altering substances or illegal substances.

Punctuality

We expect all our students to be punctual to school and class. All students begin the day with a home group session. Students are expected to be at school by 8:45am so that they can collect their books from their lockers.

Students who arrive late may face disciplinary procedures.

<table>
<thead>
<tr>
<th>School Bell Times</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Group</td>
<td>8:52am</td>
</tr>
<tr>
<td>Period 1</td>
<td>9:00am</td>
</tr>
<tr>
<td>Period 2</td>
<td>10:12am</td>
</tr>
<tr>
<td>Recess</td>
<td>11:24am</td>
</tr>
<tr>
<td>Period 3</td>
<td>11:49am</td>
</tr>
<tr>
<td>Lunch</td>
<td>1:01pm</td>
</tr>
<tr>
<td>Period 4</td>
<td>1:51pm</td>
</tr>
<tr>
<td>End of Day</td>
<td>3:03pm</td>
</tr>
</tbody>
</table>

Student Services

Victoria University Secondary College has the services of the following:

- Student Welfare Coordinator
- Health Nurse
- Educational Psychologist
- Youth Worker
- Integration Program

The College has a Student Well Being Team that meets regularly to discuss programs for individual and groups of students.

Bullying Survey

Harassment is any behaviour, verbal, or physical, which is unwelcome, dangerous, intrusive, violent, abusive or discriminatory in nature or offensive to a person. Harassment towards students or staff will not be tolerated in any way.

The school conducts an annual survey of students to:

- Ascertain the level of the problem
- Identify areas of the school where students feel less safe
- Identify students who bully, and provide appropriate consequences and support. The College anti-bullying policy is available on our website.

ICT

Students are expected to bring their own networked device to the school. Details about the schools prescribed device(s) as well as how to obtain one will be provided separately. Students are expected to read and adhere to the College’s Computer Use Policy that is detailed in their planner, during the use of any ICT equipment at school.

Students need to pay for their printing. Top ups for printing: $1, $2 and $5. This needs to be paid at the General Office either before school or at Recess or Lunchtime.
**Parent Involvement**

At Victoria University Secondary College we strongly promote a partnership between parents and staff in order to provide the best education for each individual child. An important aspect of this partnership is to keep our parents informed about the progress of their child and the events that are occurring at school. We do this in a variety of ways:

**Parent Newsletter**

The newsletter is issued regularly through the Compass School Manager. The newsletter informs parents of the events taking place in the school. Please read this newsletter, as it will keep you up to date with all the important events and activities that are going on in the school.

The newsletter and important dates can also be found on the school website: www.vusc.vic.edu.au.

**Parent Participation**

There are many ways parents can be more involved in the College programs. These include many of the committees that operate within the School. Please let the staff at the General Office know if you are interested in being a member of the School Council or its various Sub Committees.

**Assessment and Reporting**

**Reporting to Parents**

Parents are invited to contact their child’s Home Group Teacher to discuss their progress at any time. Teachers may contact the parent via the diary, e-mail or by making a phone call to the parent.

Formal reporting of a child’s progress occurs four times a year, at the end of each term.

At the end of Term 1 and Term 3, Interim or Progress Reports are issued and Parent Teacher Conferences are conducted.

At the end of Term 2 (Semester 1), a detailed report is provided.

At the end of Term 4 (Semester 2), a detailed report is posted to parents.
Specialist Programs

Student Leadership

Student leadership development is a priority of the College and is strongly supported by the school community. Through a ‘student voice’ focus, students are encouraged to have an input into programs and decisions. Students actively engage in school leadership through the Student Leadership Team, College Captains, House Captains, Year Level and Class Captains, as well as Sport and Music Captains.

Performing Arts

Victoria University Secondary College has a long-standing reputation for excellence in the Performing Arts. Through a multitude of performance ensembles and vigorous theatrical productions incorporating drama, dance, voice and instrumental music, we encourage our students to develop their individuality and increase their self-confidence.

Our unique and innovative music curriculum provides students with numerous live performance opportunities. Students perform in a variety of contemporary and classical ensembles, both small and large. These include:

- Junior Concert Band
- Senior Concert Band
- Stage Band
- Rock Bands
- Chamber Ensembles
Sport Academy

Sport, Health and Physical Education play an important part in an individual’s holistic growth and development. In order to develop these skills further, students require specialised and specific support to create a pathway for further sporting success. The purpose of the Victoria University Secondary College Sport Academy is to encourage positive educational outcomes for all students through sport and recreation.

The Victoria University Secondary College Sport Academy includes the:

• Junior Development Program — a foundation program providing sporting opportunities for our young athletes to better equip them with personal and physical skills in order to achieve success.

• Athlete Development and Sport Leadership Program — an intermediate and senior program where students are provided with the opportunity to further develop their skills through specialist sporting activities and training.

• Netball development Program – The school has a new netball development program which we are launching in 2017. This allows students to receive specialised coaching and develop their skills whilst competing in the St Alban’s and Caroline Spring netball association.

• Soccer Sport Development Program – this is a specialised select entry program which provides opportunities for students in Years 7–12 in the soccer field to further develop their skills and development through a specialist soccer program. Students work closely with trained Victoria University Secondary College staff and Victorian Institute of Sport personnel to develop their skills and expertise. Further development of skills is supported through strong partnerships with state sporting organisations such as Melbourne Victory.

Rugby Academy

This is a specialised select entry program which provides opportunities to students in Years 10–12 to further develop their rugby skills and development. Students work closely with trained Victoria University Secondary College staff and Melbourne Storm personnel to develop their skills and expertise.
Victoria University Secondary College is committed to ensuring that students are recognised and rewarded for their achievements and contributions within the school community. Students are encouraged to maintain a portfolio of evidence that demonstrates achievements and successes in areas such as:

- Academic
- Sport
- Leadership
- Performing Arts
- Community
- Arts

At the end of each year a student may qualify to be a recipient for an award in any one of the following categories:

- Academic Excellence
- Contribution to the community
- Artistic Excellence
- Sporting Excellence

The students of Victoria University Secondary College are also fortunate to directly benefit from the many organisations and educational institutions that share partnerships with our College. The following are examples of scholarships offered as a result of such partnerships.

1. The Hall and Wilcox (Law Firm) Scholarship Award - this is awarded to a Year 12 student who has demonstrated dedication to their studies in the area of Legal Studies.

2. The Victoria University Achievement Scholarship - this is awarded to a Year 12 student who has excelled in the area of Law.

3. Defence Force Long Tan Awards – these awards are presented to Year 10 and 12 students for excellence in leadership and teamwork.

4. Kwong Lee Dow Young Scholars Program at the University of Melbourne (the Kwong Lee Dow Young Scholars Program is an academic enrichment program designed to support high-achieving Victorian school students in realising their full potential. The program provides access to events, activities and resources to give them a head start into university. It also creates a community of students to allow scholars to network and make new friends) – this is awarded to Year 10 students.

5. Rotary Scholarship – this is awarded to a Year 10 student who has demonstrated a strong commitment to their studies. The scholarship follows this student through to the end of their secondary schooling and is designed to encourage them into future studies and endeavours beyond Year 12.

6. Economy Glass Scholarship (is donated by Economy Glass, they have a particular interest in encouraging students that are making exceptional efforts in their school work. These students are showing that they are working hard and achieving greatly improved results in all their work) – this can be awarded to any student in the college.

7. Alumni Award – this is awarded to Year 11 students

8. AMEB Award (AMEB is the Australian Music Examinations Board and it is an exam system for instrumental students to sit exams) – this is awarded to students that excel with high achieving results.

9. Wiltronics Award - this award is given to a student who has excelled, and will continue to excel in their science and technology subjects.

10. PSW Awards – PSW is our college’s uniform supplier and have kindly offered awards to students in Years 7 – 10 who have shown commitment to their studies.

11. Caltex All-Rounder Awards – this award is presented in recognition of student’s excellence in academic, leadership, sporting and community service activities.

12. Sporting Excellence Awards (This award is sponsored by Brad Gibbons from Sunbury Accident Repair Centre) this is awarded to one student in each section (Junior, Intermediate and Senior), who has demonstrated sporting commitment, fair play and success in their section, while representing the College.

13. Western Chances Scholarships – this scholarship supports motivated young people who have an obvious talent and who may not otherwise have an opportunity to pursue their education and their dreams.

14. Rugby Academy Scholarships – these scholarships are awarded to students that are excelling both academically and in rugby league.
Student Activities
The College offers our Year 7 students the opportunity to be involved in a number of activities throughout their time in the school. These include the following:

Inter-School Sports
The whole school participates in a number of sporting events and students are encouraged to be involved in any of the school’s sport teams. Students interested in a particular sport should attend the information meeting and any practice sessions outside class hours as required by the coach of that team. Parents are most welcome to attend any of the sporting events. Information concerning the times of training sessions is published in the Students Daily Bulletin and is also available from the HPE Department.

House Sports
All students are allocated a House Team and participate in the annual Swimming Carnival and Athletics Day.

SRC
The School Representative Council is an active body in the school with students participating in decision-making processes on important issues relating to students.

Camps
Year 7 students will attend a 3-Day Pastoral camp at the Phillip Island YMCA at the start of Term 1. Information and permission slips will be sent to parents early in the term.

College Production
The College will be performing a musical production in 2016. This production involves selected students from both the Junior and Senior Campuses. The standard of performance is very high and productions incorporate singing, dancing, musical performances, stage building and backstage work.

Competition and Special Events
Throughout the year, students have the opportunity to participate in a variety of competitions and special events. All students are encouraged to participate in these extra curricular activities as they provide an opportunity for students to practise their abilities in public forums and gain knowledge for their talents.

These Special Events include:
- Westpac Competition — Mathematics
- A range of Sporting Events
- Guest Speakers
- Literacy and Numeracy week
- School Musical Production/Play
- Subject Competitions
- Personal Development Days
- Multicultural Day
The Year 7 Program

Yearly Subjects
- English / EAL
- Mathematics
- Enhanced Literacy
- Humanities
- Science
- Health and Physical Education

Semester Subjects
- Art
- Information Technology
- Food Technology
- Music

Languages
- Chinese
- Italian

Co-Curricular
- Camps
- Inter-School Sports
- House Sports
- Musical Production
- Music program/Band
- Instrumental Music Lessons
- SRC
- Guest Speakers
- Subject Competitions
- Personal Development Days
- Public Speaking
Overview of Year 7 Curriculum

Core Subjects

The structure of the Year 7 learning program is intended to provide students with a balanced, rigorous and engaging curriculum. All students will study Mathematics, English, Science, Humanities, Languages (Chinese and Italian) and Health and Physical Education for the entire year. All core subjects other than Health and PE and Languages have been developed to reflect the Australian Curriculum. All subjects will be assessed using the Australian curriculum system called AusVELS.

The table below gives an overview of the Year 7 curriculum and indicates the number of periods per week allocated to each subject or Key Learning Area. Each period is of 72 minutes duration.

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Year 7 Semester Periods per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>Enhanced Literacy or AVID</td>
<td>2</td>
</tr>
<tr>
<td>Humanities</td>
<td>2</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>2</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>LOTE- Chinese, Italian</td>
<td>2</td>
</tr>
<tr>
<td>Food / Information Technology (Elective)</td>
<td>2</td>
</tr>
<tr>
<td>Art / Music (Elective)</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL</td>
<td>20</td>
</tr>
</tbody>
</table>
**The Year 7 Curriculum**

**English**

The study of English combines the necessary literacy skills of reading, writing, speaking and listening. Students will be introduced to overarching thematic studies, building the skills to interpret and construct a variety of text types for different audiences and purposes. They will develop a deeper level of comprehension in analysing different texts, including poetry, speeches, articles and short stories and begin understanding formal approaches in responding to these texts. Students will also have the opportunity to work in small independent groups in their discussions surrounding their own selected text for Literature Circle studies, whilst building their independent reading skills and interests throughout the year. Students will learn important comprehension skills in studying fiction, non-fiction and visual representations as well as the fundamentals of grammar, punctuation and spelling.

**EAL**

The EAL program is designed to meet the unique and varied needs of students for whom English is not the mother tongue. These are small, specialised classes, provided in addition to mainstream English classes and are designed to meet individual student needs. The focus is learning how English functions in the Australian context. Students explore how to use their English to enable effective communication. Students utilise the four language modes; speaking, listening, reading and writing to express and exchange knowledge, attitudes, feelings and opinions. They examine language patterns including spelling, grammar and punctuation at the word, sentence and extended text levels. Students learn to reflect upon their own speaking and writing, enabling them to continue to improve upon their use of English.

**Humanities**

Year 7 Humanities includes History, Geography and Economics units. In the History component, students explore the ancient civilizations of Egypt and China. They interpret primary and secondary sources and present historical research. In Geography, students learn skills in representing and interpreting geographic data. They apply these skills to a range of spatial data including maps, photographs and graphs. Students learn about the concept of the ‘global citizen’ and investigate Australia’s aid program with a particular focus on responses to natural disasters. In the Economics component, students learn about budgeting and explore the benefits and challenges of effective money management. Throughout Year 7 Humanities, there is a focus on developing students’ academic vocabulary and their skills in the interpretation of data.

**Maths**

In Year 7, a significant amount of time is devoted to fundamental number skills and the consolidation of understanding our number system and how it works. The concept of patterns and the language of algebra to describe these patterns is introduced, as well as the graphing and solving of linear relationships. This forms the basis for Semester 1.

In Semester 2, measurement and geometry, including the properties of triangles and quadrilaterals as well as angle measurements, are studied for approximately 10 weeks.

Interpreting data and the study of probability (assigning numerical values to chance) take up the remainder of the year.

**Science**

In Year 7, students are introduced to working in a laboratory safely and learn how to use a variety of equipment. They learn how to classify living things and the interactions between them and humans. They will explore the differences between pure substances and mixtures and how to utilise a variety of separation techniques. They will investigate predictable phenomena such as the motion of the Earth and moon and look at what is meant by renewable and non-renewable resources, as well as the cycling of water through the environment. They also explore Earth’s gravity and the effects of force on objects. Students will conduct experiments to explore relationships between components in systems. They will also make predictions and propose explanations, drawing on evidence to support their views.
Health and Physical Education

This subject has two major components: Health and Physical Education. In our Health unit Year 7 students explore their individuality and begin to develop an understanding of themselves and others. They explore what it means to be healthy, understanding their identity, establishing and challenging their values and influences on their sense of right and wrong. As students’ individual understanding develops further, students explore the changes to the body and relationships during adolescence, physical changes for boys and girls, factors that influence development and make them unique, and learn ways to seek help and advice in regard to their health and development.

Enhanced Literacy

The Enhanced Literacy course intends to support the development of literacy skills that can be applied across subject areas. In Year 7, students learn how to use a range of graphic organisers to improve reading comprehension. They learn how to establish and maintain a writers’ notebook and are introduced to the writing process. Students develop skills in conducting research and learn how to write and self-evaluate a procedural text. They apply these skills when creating a ‘recipe for success.’

Languages Year 7 and 8 Italian

In Years 7 and 8 Italian students will be given an introduction to the language and culture of Italy. Both language and culture will be taught through a series of topics relevant to teenage experience such as Food and Sport, and will include a variety of learning activities such as games, songs, role plays, films and documentaries, and vocabulary and grammar based activities. Emphasis is placed on all four language skills of listening, speaking, reading and writing.

Languages Year 7 and 8 Chinese

The study of an additional language provides students with an opportunity to broaden their horizons. Chinese offered in Year 7 and 8 not only introduces them to the actual language, but also lets them explore the country of the language, through exposing them to many aspects of China, including music, history, food, important events and festivals, and major cities/regions.

Food Technology

In Year 7 Food Technology students learn to design, select, produce and evaluate products for design projects. They also learn about the correct and safe use and function of food utensils and appliances. They use recipes, and learn about the format and abbreviations commonly used. Students are shown how to prepare, process and cook food in a safe and hygienic manner. They are also taught about the relationship between the nutritional value of foods and health.

Art

Students explore and experience the creation and making of artworks. Students learn how design elements are used to draw people, animals, places or objects and how to combine these art elements to express and communicate ideas about their world. Students experience a variety of mediums such as pencil, charcoal, paint, pastel and clay, and practice techniques thereby improving and broadening skill levels in the use of these materials.

Students research artists and learn to recognise how artists from the past and how contemporary artists use the same art elements, which they themselves are studying to create artworks. Students will access the internet for their research, write and combine visual data to present assignments based on the chosen artists to be studied.
Materials

Year 7 Materials is an introductory course and covers topics such as correct workshop safety, workshop practice, hand tool use, knowledge of materials and acceptable finishing techniques. Students will also learn about aspects of the design process such as drawing, record keeping, investigation and evaluation. Students will cover an introduction to limited machine use. At the completion of the course students will have gained experience in the wood, metal and plastic work technology workshop by completing several small projects.

Music

During their studies students will experience music in a variety of different ways including performance, active listening, analysing and creating. They will learn beginner keyboard and use these skills to play contemporary music and create their own original music. They will become familiar with practical theory and instruments of the orchestra and apply this understanding to make instruments of their own. They are exposed to a variety of different learning scenarios including performance, presentations, written work and using computer software to create original music and even sound effects to synchronise with film footage. They will discover the origins of rock and popular music and use this information to better evaluate genres of music both past and present.

AVID

AVID (Advancement Via Individual Determination) is a teaching system that provides students with the academic skills that prepare them well for university.

Students who successfully apply for the AVID program are encouraged to take the most difficult subjects in the later years of their schooling and are taught the skills to be successful through their junior years. Statistics have shown that students who study in the AVID program have triple the success rate of getting into and completing university.

AVID students are grouped together to study core subjects of English, Maths, Science and Humanities. AVID trained teachers teach these subjects. AVID students are further extended in their learning through an AVID elective subject that runs two times per week.

Victoria University Secondary College enjoys a partnership with Victoria University, which provides the College with the use of university students who attend the AVID elective classes once per week to run small group tutorial sessions.
Correspondence To:
PO Box 83
St Albans Victoria 3021
Email victoria.university.sc@edumail.vic.gov.au
www.vusc.vic.edu.au