



Respect ▪ Responsibility ▪ Excellence



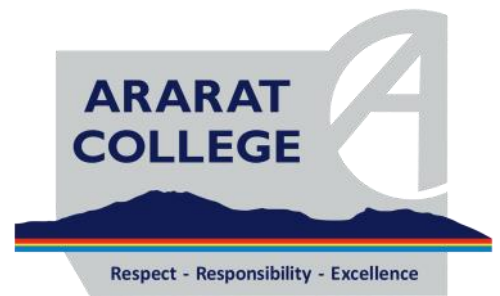
ARARAT COLLEGE

THE JUNIOR YEARS

Handbook

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WELCOME

Ararat College respectfully acknowledges the Traditional Custodians of Country throughout Victoria and pays respect to them, their culture and their Elders past, present and emerging.

Ararat College believes strongly in the development of partnerships between students, staff and parents in achieving quality outcomes for young people. The college has high expectations of its students and prides itself on its academic, extra curricular and cultural offerings.

We provide an education that empowers young people to find their voice and thrive in any endeavour with respect, responsibility and excellence.

Ararat College is committed to child safety (Ministerial Order No. 870) and takes all reasonable steps to ensure that the safety of our students is paramount.

OUR VALUES

Respect

- *We are inclusive of all and celebrate diversity*
- *We take pride in ourselves and our physical and social community*
- *We show kindness to each other*

Responsibility

- *We are accountable for our own actions*
- *We resolve differences in constructive ways*
- *We contribute positively to our community*

Excellence

- *We aspire to exceed our potential*
- *We challenge ourselves to be continuously improving*
- *We embrace opportunities*

OUR SCHOOL MOTTO - 'Nothing without effort'

ABOUT THIS HANDBOOK

Our information handbook is designed to give parents and students a general overview of the principles, programs and expectations that we have at Ararat College.

This document is produced in good faith and whilst we endeavour to keep our information current, there may be circumstances where programs or information may have to be varied beyond our control.

INFORMATION FOR PARENTS AND STUDENTS

COMMUNICATION

The college strongly believes in keeping parents informed as to what is happening. Formal channels exist to promote better communication between the college and home.

These include:

- SMT Parent Portal
- A weekly newsletter – **Concord** – is emailed each Friday (or posted by mail on request). The enrolment form has a section for this.
- Progress Reports - 6 each year
- Student / Parent / Teacher / Conferences
- Information evenings
- School website
- College Facebook / social media accounts

Our college has a policy of easy access. If there is a matter causing concern, please don't hesitate to phone the college and make an appointment. Speak with the level coordinator or sub-school leader for any matters relating to behaviour or counselling, or you may wish to contact our youth worker. If there are any other matters of concern please contact the Assistant Principal or the Principal.

Please avail yourself of this genuine offer.

PARENTS - We need your ASSISTANCE

- in monitoring homework
- in monitoring your child's diary
- in helping supervise sports teams
- in honouring College values
- in enforcing college rules (especially uniform)
- in ensuring punctual, regular attendance

Times you may wish to attend:

- Parent / Teacher conferences
- Sports days
- Students' performances
- Award ceremonies
- Information Evenings

There are opportunities to volunteer within the school community including:

- Canteen Volunteer
- College Council

We Want you involved in our College

The vital role of the parent in a child's education is recognised universally.

"Research indicates that the more the parent supports the child and the college, the more positive the child's attitude and the greater the likelihood of success."

XUNO PARENT PORTAL



Your Gateway to strong Communication!

All parents at our college have access to an online parent portal giving you the capacity to track your child's progress. The portal is password protected and secure, and gives parents the ability to:

- View attendance and notify the school of a student absence
- Communicate directly with your child's teachers
- Make bookings for student /parent /teacher conferences
- Download and view progress reports
- View homework and assignments
- View student timetables
- Excursion/Camp permission approval
- Receive notifications
- Access school calendar

Accessing The Parent Portal

- by installing the mobile App available free from the App Store or Google Play.
- Via the website <https://smttool.araratcc.vic.edu.au>

A username, password and school code will be provided to you on commencement at the school.

Parents or guardians who would like assistance in setting up or using the portal are strongly encouraged to contact the college office. Our friendly staff will be more than happy to assist you with any issues you may have in using this essential communication platform.

XUNO STUDENT PORTAL

All students at the school have access to the Xuno Online Student Portal. Like the parent portal, the program is password protected and gives students the capacity to :

- Communicate directly with their teachers
- Access their timetable
- Access and view lessons, assignments, tasks and due dates
- View results and achievements, including reports
- Access calendar of events
- View their attendance record
- Up to date news items

ATTENDANCE

All students are expected to attend school every day and arrive at all scheduled lessons and activities on time. Rolls are marked electronically by all staff for each lesson of the day. Parents can monitor their attendance live via the Xuno parent portal.

Students are expected to remain in the college grounds during the school day, unless they have a **note** signed by a parent and a year level coordinator giving permission to attend an appointment.

- **All** students must sign in or out via the kiosk at the General Office.
- Students **will not** be given permission to go down the street for the sole purpose of buying lunch.
- **The Department of Education requires a valid reason be given to the school for ALL student absences.**

If your child is absent an SMS will be sent to your mobile phone asking for an explanation.

This can be given:

- via attendance notification in the parent portal
- via a return SMS
- Via a phone call to the College
- via written note explaining an absence (blank notes are in the diary) on the day your child returns.

"It's Not Okay to Be Away"

PUNCTUALITY

Please ensure your child develops a habit of being punctual. A latecomer not only misses valuable work, but also interferes with the learning of others when he/she disrupts the class by late arrival.

CAMPS AND EXCURSIONS

It is **compulsory** for electronic or written permission to be provided by a parent or legal guardian before a student can attend an excursion or camp. Verbal permission **does not** meet the Department of Education guidelines or College guidelines for off campus activities.

Permission can be granted by using the Xuno Parent Portal (electronic) or by signing and returning a permission form by the due date. To avoid your child being disappointed please ensure permission and payment (if applicable) are submitted as soon as possible.

ANNUAL LOCAL EXCURSION PERMISSION

Local Excursion Permission covers a range of local activities, including visits to venues like the Ararat Performing Arts Centre, Alexandra Oval or those that are within walking distance of the College. Consent is only valid for one year and must be renewed at the commencement of each school year.

WELLBEING & WELFARE SUPPORT

For organisation, welfare and discipline purposes, the college is divided into Sub Schools. A Coordinator is in overall charge of each Sub School. The Coordinators will assist you and help to make certain that your experiences at school are worthwhile and pleasant. Sub School Coordinators are each assisted by a Sub School Leader.

Ararat College has also developed a broad wellbeing team. The wellbeing team works together to ensure that our students are prepared for the best possible educational outcomes.

The services we have available are:

- School Counsellor
- Youth Welfare Officer
- School Nurse

DOCTORS IN SCHOOLS

Ararat College is a member of the Doctors in Secondary School Service. This is a Victorian Government initiative making sure young people are receiving the health support, advice and treatment they need. The program aims to have a doctor and nurse attend the college on a regular basis throughout the year. Consultations are free and available to any secondary student who requests it. The program is subject to the availability of health professionals.

HEALTH AND SAFETY

The College has extensive Occupational Health and Safety policies and procedures to limit injuries to students, but incidents do occur. If a student is injured at school the parents are liable for the costs unless negligence can be proved.

For both financial and safety reasons all parents are strongly encouraged to take out appropriate health care and ambulance cover.

STUDENT DIARY

Each student is given a College diary. Daily organised homework details should be recorded in the diary. This promotes systematic work.

The diary is an essential part of developing students' time management skills. It also acts as a means of communication between subject teachers and home. Students must carry their diary at all times. Replacements can be purchased from the college office.

LAPTOPS

All students will need access to a laptop while attending school. Parents may choose from three alternatives for how this is delivered.

Lease to Buy

Parents purchase a laptop through the College with the device stored at school until 66% of the item has been paid for. Once this threshold has been reached it can be taken home and the laptop once fully paid it remains the property of the student.

Library Laptop

Students collect their laptop from the library each morning and return it at the end of the day. They will be allocated the same laptop for the year and it must remain at school. A small laptop maintenance fee is applicable.

Bring Your Own Device

Parents have the option to arrange their own laptop for their student to bring to school. **PLEASE NOTE:** Laptops must meet certain specifications and there will be an extra expense as parents will have to pay for software, insurance and repairs. We advise parents **MUST** contact the college before they purchase any laptop with the view to using it at school.

STUDENT LOCKERS

A locker will be allocated to your child upon commencing school, together with a combination lock.

Students please note carefully;

- It is your responsibility to look after the combination lock as you will require it for up to 6 years.
- If you forget your combination please see a Year Level Coordinator / Sub-School Leader.
- Your locker must be kept clean and tidy at all times.
- If you have any problems, see your Year Level Coordinator / Sub-School Leader.
- Students who misuse or damage the lockers may have the privilege withdrawn.
- No student may interfere with the lock or locker of another student.
- Do not leave any valuables in your bag; put them in your locker and lock it.

PERSONAL ITEMS AT SCHOOL

Parents and students are reminded that there is no insurance by the college or the Department of Education to cover loss of private property brought to school. Personal goods brought to the college are at owner's risk. Neither the college or the Department of Education will accept responsibility for any loss.

DAMAGE TO SCHOOL PROPERTY

Any damage to the buildings, equipment, furniture or material is to be reported immediately. If the damage was caused as a result of wilful or irresponsible behaviour, the student will be required to contribute towards the repair or replacement.

SUBJECT SELECTION

Year 7	Year 8
Art	Art
English *	English *
Indonesian*	Food
Drama	Indonesian *
Graphics	Graphics
Health *	Health *
Physical Education *	Humanities *
Mathematics *	Mathematics *
Music	Music
Humanities *	Physical Education *
Science *	Science *
Technology	Technology
Food	Textiles
Information Technology	Drama

Students have six lesson periods per day this includes a combination of core subjects (*) and subjects that run for a single semester only.

Students in years 9 and 10 Please refer to the Middle Years Handbook for subject information.

Students in years 11 and 12 Please refer to the Senior Years Handbook for details of curriculum and subject selection.

CLASS TIMES

WARNING BELL	8.55 am		
Illuminate	8.55 am	to	9.10 am
PERIOD 1	9.10 am	to	10.00 am
PERIOD 2	10.00 am	to	10.50 am
RECESS	10.50 am	to	11.15 am
WARNING BELL	11.10 am		
PERIOD 3	1.15 pm	to	12.05 pm
PERIOD 4	12.05 pm	to	12.55 pm
LUNCH	12.55 pm	to	1.45 pm
WARNING BELL	1.40 pm		
PERIOD 5	1.45 pm	to	2.35 pm
PERIOD 6	2.35 pm	to	3.25 pm
FINISH	3.25 pm		

MENTOR GROUPS

Mentor groups are conducted each Monday from 12.55pm to 1.10pm with a shortened lunch break.

EDUCATIONAL EXPENSES

PARENT PAYMENTS

The college has annual contribution charges which cover the cost of essential student learning items. These are items used in the standard curriculum program. College Council has approved the education expenses in line with the Department of Education policy.

These items include:

- Stationery pack
- Annual textbook hire
- Online learning subscriptions
- Consumables - where the individual student takes possession of a finalised articles (e.g. home economics, art, woodwork, catering).
- General materials including internet and computer printing, photocopying, etc.

There are also optional items parents may wish to purchase.

TEXT BOOK HIRE

Ararat College **does not** require students to purchase text books. Students are provided with all text book requirements and parents are asked to pay this levy to fund the program. This levy is **included** in the Annual Essential Student Learning items listed above and is not an additional charge.

Please note The educational expenses for each student can vary greatly depending on the year level and subjects selected. Full explanation of our essential expenses, optional items and other expenses can be viewed by going to the publications link on the college website. Comprehensive details for each year level for the current school year are detailed.

Expenses for the 2022 school year will not be confirmed until later this year.

PAYMENT PLANS AND OPTIONS

All parents are given the option to pay educational contributions, camps, excursions, laptops and other expenses by instalment throughout the year.

In late January, all parents are encouraged to attend the college office where our staff will give details of all expenses you would expect through the school year and an opportunity to set up a payment plan that is right for you.

There are a number of payment options available including instalment plans via direct debit, Centrepay and Bpay. For further information please contact the Business Manager or the college office.

CAMPS AND EXCURSIONS

The college offers a range of camps, excursions and other extra curricular activities that may have a cost involved.

The college will always give parents as much notice as possible before an excursion occurs to allow for payment.

SCHOOL CAMPS

Camps can be expensive and we endeavour to provide information several months before the event as follows:

- **Expression of interest** - Parents are given details of the proposed camp and an estimate of cost and parents indicate if they would like their child to attend.
- **Financial obligation commitment** - Once the camp details are finalised, parents are asked to commit to the camp by paying a non refundable deposit. Parents are given a timeline for payment dates and dates after which refunds cannot be given..

It is expected that camps be completely paid for before a student may attend. The exception to this is if a parent has arranged a payment plan.

FINANCIAL ASSISTANCE

There are a number of support options available for parents including but not limited to;

- Second hand uniform (if available)
- Camps, Sports & Excursion Funding (CSEF) if provided by the government in 2021
- State Schools Relief (SSR) support available for uniforms/footwear/calculators
- Local community supports

CONSIDERATION OF HARDSHIP

The College understands that families may experience financial difficulties or hardship at times and may be unable to meet full or part payments as requested. Families are invited to contact the Business Manager to make payment arrangements or alternatively can contact the College Principal for a confidential discussion and information regarding support options.

As with all parent payments to the school, Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the Principal.

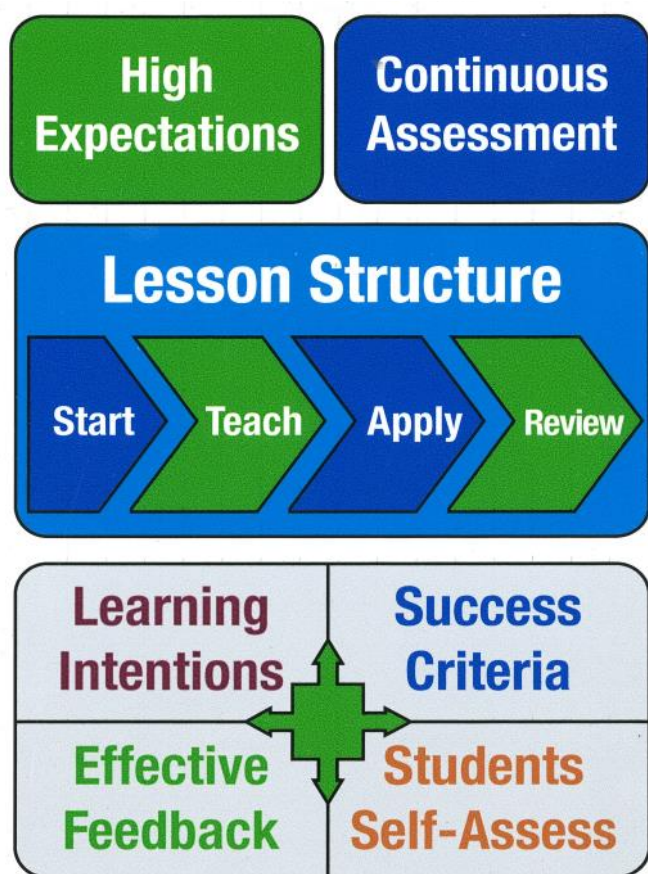
If you have any questions regarding educational expenses please do not hesitate to contact the college office or the Business Manager.

TEACHING AND LEARNING

OUR INSTRUCTIONAL MODEL

An instructional model describes how we teach at this school. It describes the evidence-based practices that are most likely to lead to effective teaching and learning. It aims to reduce the variability between classrooms, while still allowing teachers to be individuals and to respond to the needs of their students.

At Ararat College we have high expectations of all teachers and students. We expect teachers to actively support and monitor student progress, to clearly communicate their expectations and to provide students with intellectual challenge at their point of need.



STUDENT CODE OF CONDUCT

All staff and students at Ararat College have a right to work in a pleasant and caring environment in which discipline and welfare are interrelated. Students have the right to learn, and teachers have a right to teach in an atmosphere of order, cooperation and mutual respect. Consequently, students are expected to adhere to the Student Code of Conduct, and to accept their responsibility for maintaining a productive educational environment. Parents have an obligation to support the College and staff in its efforts to implement the Student Code of Conduct and the Principal and staff have an obligation to implement the Code of Conduct in a fair and consistent manner.

COLLEGE EXPECTATIONS

Our college has an expectation that students conduct themselves in a manner that reflects the values on page one. Some examples include:

- Respect property
- Respect the rights of others
- Obey instructions from staff
- Students may only leave the college grounds with permission
- Smoking, drinking alcohol or bringing dangerous/illegal materials to school is forbidden
- Students are expected to wear full college uniform
- Students are expected to complete all set work on time
- Normal college rules apply on all extra-curricular activities with the college, on the way to and from school and whilst in school uniform.

APPROACH TO DISCIPLINE

Our College considers that a consistent, positive approach to behaviour is desirable to foster a climate within which personal responsibility and self-discipline are developed. The College implements the code within DET guidelines.

Sanctions

- The college will always strive to recognise positive behaviour.
- There will be a set of consequences for inappropriate behaviour.

Classroom Discipline Plans

- These will be used to protect and enhance the learning environment for students.

Teachers

- Set class rules - follow consistent approach which consists of two warnings and then student is sent to time out

Sub-School Coordinators

- Consult with teachers
- Interview the student
- Discuss with parents as required
- Take action to solve the problem
- Keep records

Sub-School Leaders

- Promote a positive, supportive atmosphere
- Consults with level coordinators
- Interviews students and parents
- Takes action, perhaps suspension
- Extreme cases of misbehaviour are referred directly to the Assistant Principal and Principal.

STUDENT PROGRESS REPORTS

Student performance in each subject is assessed continuously. Assessment will be based on teacher observations and discussions as well as tasks such as classroom tests, assignments, completed modules and projects.

Formal examinations will be conducted for students completing VCE subjects / senior subjects and will be a part of a school based assessment schedule and also the VCE requirements.

Teachers will provide information in regards to students' achievements as well as their effort and behaviour.

Reports and Assessment Guides will be available via the Xuno parent portal at the completion of:

Semester 1	Semester 2
Week 6	Week 27
Week 14	Week 33
Week 20	End of Year

Our reporting structure is designed to be a simple conversation starter. Parents are encouraged to attend Student / Parent / Teacher conferences after the reports are sent home for more detailed information in regards to student achievements. We believe that increasing the frequency of feedback of student progress will lead to a more constructive and positive learning environment for your child.

Parents are welcome to phone the college at any time to arrange an appointment with the Sub School Coordinator or the Sub School Leader to discuss the progress of their child.

ASSESSMENT GUIDES

An assessment guide is made available each reporting cycle to be read in conjunction with the reports. These guides give a more detailed description of the topics covered and tasks required for assessment.

ATTITUDE AND EFFORT DESCRIPTORS FOR STUDENTS

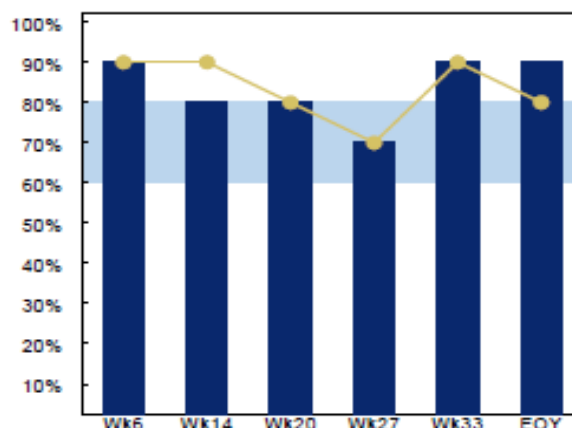
These descriptions are meant as guidelines for judging a student's attitude and effort for the Student Progress Report. For a student to score at a specific level they should be displaying most of the characteristics described at that level.

Achievement Score: The gold dot indicates your child's achievement score for the subject at that time.

Attitude and Effort Score: The dark blue bar shows your child's score for attitude and effort in the subject.

School's Expected Level of Achievement: The shaded light blue band across each progress report indicates the expected level of achievement.

100%	A student at this level: <ul style="list-style-type: none"> Requests teacher feedback and incorporates it into their work Actively seeks enrichment or extension Actively promotes inclusion and tolerance in class Demonstrates active interest in content through curiosity or questioning Initiates discussion in class
90%	Has shown improvement in the characteristics described at 80 but not yet at the level above.
80%	A student at this level: <ul style="list-style-type: none"> Incorporates teacher feedback into their work Joins in class discussions/activities without being prompted Responds respectfully to points of disagreement Always brings necessary materials Always arrives on time to class
70%	Has shown improvement in the characteristics described at 60 but not yet at the level above.
60%	A student at this level: <ul style="list-style-type: none"> Completes class and homework efficiently Participates in class discussions/activities when prompted by teacher Responds respectfully to other students Usually brings necessary materials Usually arrives on time to class
50%	Has shown improvement in the characteristics described at 40 but not yet at the level above.
40%	A student at this level: <ul style="list-style-type: none"> Arrives late on numerous occasions Distracts other students from their work Becomes distracted when completing class work Demonstrates no sign that feedback is incorporated into their work Is reluctant to participate in class discussion/activities
30%	Has not yet reached the level above
20%	A student at this level: <ul style="list-style-type: none"> Is chronically late without explanation Persistently avoids participation in class, or engagement with course content, even when directed Shows disregard for teacher feedback Has displayed aggressive or intimidating behaviour towards other students or teachers



COLLEGE PROGRAMS

ILLUMINATE

Illuminate is a targeted reading program for all students in Years 7 to 10. All students in these year levels will participate in a range of reading and comprehension skills that are explicitly taught in a series of mini lessons. Students are provided with opportunities to practise these skills exercises through independent reading for 15 minutes at the start of each day.

Teachers engage in regular conferencing sessions with students to monitor their application of the skills and their understanding of the text. Students are taught how to identify books that are 'just right' and goals are set between the teacher and student which are to be monitored through regular discussion. Students who are late to Illuminate will be expected to make up the reading time during recess.

MENTOR GROUPS

Each week all students attend Mentor Groups. This 20 minute session is held each Monday and is aimed at social and emotional development and increasing students strategies to become independent learners.

STUDENT LEADERSHIP

The college places a great deal of emphasis on our student leadership. Our Student Leadership Team consists of School Captains, Vice Captains, Year Level Representatives and House Leaders. The team meets regularly and has considerable input into a variety of elements of Ararat College. It also runs many activities and raises funds for both Ararat College's needs and outside charities.

STUDENT RECOGNITION AND POSITIVE BEHAVIOUR AWARDS

The college has a program that, on a monthly basis, recognises and gives students awards for positive behaviour and attendance. Each semester students who achieve excellent academic results are eligible for Academic Awards, while those who display excellent attitude and effort become eligible for an A Team Award and Positive Behaviour Awards. At the end of the year, as part of our Annual Presentation Evening, students are also awarded scholarships to recognise their personal development including academic, attitude, effort, citizenship and special accomplishments. We believe these awards serve not only as recognition, but also as evidence students can use at interviews for employment and/or course entrance.

CAMPING PROGRAM

BE KEEN TO PARTICIPATE!

Our College believes that camping and outdoor education are important educational experiences. Our program is constantly changing to allow students to have a diverse range of experiences. Currently our camping program consists of:

- Year 7 Orientation Camp Grampians
- Year 8 Tour to Queensland in Term 4
- Year 9 Melbourne Camp (to be confirmed)
- Year 10 Ski Camp
- Year 9-12 Outdoor Education
- Year 11 Year 12 Prep Camp to Melbourne
- Year 12 Retreat

If there is interest from the students we also offer a G'Day USA program – which is a 19 day cultural exchange of the United States of America and also a NEPAL trip.

SCHOOL PRODUCTION

Our college provides students with the opportunity to display their talents through public performances.

Each year our college presents a musical in which up to 100 students participate. Held annually since 1984, the Ararat College production allows students the chance to participate in a live theatre production. Students may participate in all areas including acting, makeup, backstage and set construction and musical items. Staff and students of the college have written some of the musical items performed.

HOUSE & LUNCHTIME ACTIVITIES

The college runs a diverse program of lunchtime activities. In the past, the following have been offered.

- Sports training, athletics, etc
- House activities
- Basketball
- Computers
- Gym activities
- Magazine – graphics, printing, journalism
- Band rehearsals
- College production rehearsals
- Student Leadership Initiatives - meetings and activities
- Lego /Animae/Book Clubs

MUSIC PROGRAM

Ararat College offers a strong music program with over 100 students participating.

Instruments offered include Brass, Woodwind, Guitar, Violin, Bass Guitar, Drums and Piano/Keyboard.

Tuition costs \$100 per year and is non refundable once a student commences lessons.

MUSICAL INSTRUMENTS—HIRE OR PURCHASE

Students who wish to learn guitar, drums or keyboards will need to have their own musical instruments at home or have access to an instrument outside of school tuition. Parents contemplating the purchase of instruments should also obtain advice before purchasing instruments to avoid buying a poor quality instrument.

Ararat College has number of brass, woodwind and string (excluding guitars) instruments available for hire. These can be extremely expensive items so parents can find out if their child wishes to continue with the instrument before making a purchase. The cost of hire varies with each individual instrument and is also subject to availability of the instrument requested.

A.M.E.B. EXAMS

Some students choose to take Australian Music Examinations as a way to structure their learning and to also a receive external assessment by Australia's premiere music examination body.

Please note that A.M.E.B. charge a fee for each exam that a student undertakes. The fees for these exams are an additional charge and are not covered by our annual music tuition cost.

PUBLIC PERFORMANCES

Our music program gives students the opportunity to perform individually or as part of a group. Students are given the opportunity to travel with music groups and gain much from the experiences. Participation in the bands can result in a massive improvement in ability throughout a student's total education. Participation in the school bands can be exciting and rewarding and often students choose to perform in a variety of ensembles both small and large including our school band.

RECORDING STUDIO

Students have access to a professional quality recording studio. This facility can cater for solo performances right through to a 14 piece band. Students can use any musical instruments allowing them to have a permanent record of their musical abilities.

BREAKFAST CLUB

Ararat College operates a breakfast club each morning from the Trade Training Centre from 8.15 am to 8.45 am serving a variety of foods including toasties, milo and fruit. The program is open to any students who wish to have breakfast at the school.

SPORT

Our sports program allows students to learn and practise skills in physical education and have the opportunity to represent our college at inter-school, regional and state level competitions.

Our college sport is based on a three house competition – (Grampians, Pyrenees, Hopkins) in athletics and cross country and is run in age groups. One whole day is devoted to our athletic sports, and the cross country is completed in an afternoon.

Every student is encouraged to participate in our athletics sports. Our inter-school teams are selected from the results at the House Sports to compete in the Black Ranges Regional competition.

Winners at this level will qualify to compete at the Greater Western Regional Championships. Winners at this level go on to compete at the All Secondary Schools State Championships.

A number of other interschool sport competitions are held depending on student interests. These include football, netball, tennis, cricket, hockey, basketball and other sports.

COLLEGE CANTEEN

The College canteen provides both students and staff with a varied menu of delicious foods, prepared by our canteen staff and parent volunteers. Volunteers are a valued part of this service and assist from 10:00 am to 2:00 pm on a roster basis on the day of their preference, approximately every four weeks.

Duties for volunteers may include:

- Serving students at recess and lunch time
- Making lunches for students and staff

This is a good way to become involved in the College community, to observe students in the College environment and get to know staff on an informal basis.

Any parent who is able to help in the canteen please phone the College on 5352 4177.

RULES AND EXPECTATIONS

BULLYING AND HARASSMENT

BULLYING

A person is bullied when someone, or a group of people, deliberately upset or hurt another person or damage their property, reputation or social acceptance on more than one occasion. There is an imbalance of power in incidents of bullying with the bully or bullies having more power at the time due to age, size, status or other reasons. For behaviour to be considered bullying, it has to meet certain criteria:

1. Repeated
2. Intention to cause harm
3. Targeted

A one off incident is still an incident, but not bullying.

HARASSMENT

Harassment is an abuse of power. It is an act of aggression causing embarrassment, pain or discomfort to another. It can be physical, verbal, a gesture, exclusion or isolation, it can be planned or it may be unintentional, it may involve groups or individuals.

RATIONALE:

- Ararat College will provide a positive culture where bullying and harassment is not accepted, and in doing so, all will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in their school environment at all times.
- Our college is committed to ensuring a caring learning environment, which promotes personal growth and positive self-esteem for all.

AIMS:

- To reinforce within the school community what bullying is, and the fact that it is unacceptable.
- To alert everyone within the school community to the signs and evidence of bullying and harassment, and to ensure bullying is reported to staff whether a person is an observer or a victim.
- To ensure that all reported incidents of bullying and harassment are followed up appropriately.
- To seek parental and peer-group support and co-operation at all times.

IMPLEMENTATION:

- Bullying and harassment may consist of physical harm, verbal insults or hurtful remarks, or actions designed to hurt somebody's reputation, social standing or to cause humiliation. Bullying may be carried out directly or indirectly, and may include using digital technologies such as social network sites or on-line chat rooms.
- Our school has adopted a zero tolerance position on bullying and harassment.
- Our school will combat bullying by providing a safe, secure and stimulating learning environment based on the Effective Schools model.

ONLINE INFORMATION TECHNOLOGY

NETWORK & INTERNET USE ACCEPTABLE USER AGREEMENT

The Ararat College School network, internet and electronic mail are provided for educational purposes only. While students are using the Ararat College network, internet and electronic mail they must agree that:

- They WILL use the computer resources and their internet account solely for educational purposes.
- They WILL observe all copyright laws, including those that relate to computer software and material published on the internet.
- They WILL respect the rights and privacy of other users.
- They WILL report any obscene or offensive material they encounter.
- They understand the logs of their internet and email access will be kept and could be scanned at any time
- They should report any computer damage or internet usage issues, as outlined above, immediately.

THEY WILL NOT

- Use the school computers to play games, excepting educational games under the direction of a teacher
- Tamper with the system (which includes the network or workstation) and its desktop in any way including, but not limited to, the storage of unauthorized software.
- Bypass the proxy server to access internet sites that have been banned or restricted.
- Use another student's account or tamper with another student's account in any way.
- Allow anyone else to use their account or give their password to anyone else.

- Attempt to retrieve, view or disseminate any obscene, offensive, pornographic or illegal material.
- Threaten or abuse any other user.
- Send offensive, racist or sexist messages.
- Send anonymous or falsely addressed email.
- engage in any activity online that suggests that they are authorised by the school.

They realize that if they do not abide by the above rules:

1. Their internet and internal email access may be withdrawn.
2. Their device will be confiscated.
3. They may be subject to other disciplinary action.
4. They may not be able to continue with subjects in learning areas which require regular computer access.

MOBILE PHONES

Below is an outline of the Ararat College Mobile Phone Policy. The full version of this policy is available on our college website.

In accordance with the Department of Education Mobile Phones Policy issued by the Minister for Education, personal mobile phones **must not be used** at Ararat College during school hours, including lunchtime and recess, unless an exception has been granted. Ararat College understands that students may need to bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Ararat College:

- Students who choose to bring mobile phones to school must have them **switched off** and securely stored in their lockers during school hours (8:55am – 3:25pm). All students are provided with a combination lock for their locker when they commence school.
- Wearable devices may be worn during the school day but the notifications must be switched off.
- Exceptions to this policy may be granted if certain conditions are met. Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.
- Exceptions can only be granted by the School Principal.
- Parents are able to contact students by ringing the College office. The office staff will then immediately contact the students in any urgent situation. Students have access to school phones in an emergency.

CONSEQUENCES:

Students who are in breach of this policy at Ararat College will be issued with the following consequences which are consistent with our school's existing Student Engagement Policy.

1st Offence

Phone or wearable device will be confiscated and can be collected by the student from the front office at the conclusion of the school day.

2nd Offence

Phone or wearable device will be confiscated and needs to be collected by a parent or guardian from the front office at the conclusion of the school day or when practical.

3rd Offence

Phone or wearable device will be confiscated and needs to be collected by a parent or guardian from the front office.

Further consequences will result and could include but are not limited to the following:

- Isolation from the yard during recess and/or lunch.
- Lunch and/or after school detention
- More specific restrictions around the mobile phone and/or personal device.
- Suspension

At Ararat College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly the use of a mobile phone or wearable device:

- In any way that disrupts the learning of others.
- To send inappropriate, harassing or threatening messages or phone calls.
- To engage in inappropriate social media use including cyber bullying.
- To capture video or images of people, including students, teachers and members of the school community without their permission.
- To capture video or images in the school toilets, changing rooms, swimming pools and gyms.
- During exams and assessments.

HOMEWORK

Homework is learning activities, related to school curriculum, which teachers expect students to complete outside class-time.

WHY DO HOMEWORK?

Homework is an essential ingredient for success at school. Some students complain that there is too much! Some parents say that their children never have any homework.

The advantages of doing homework include:

- it helps to develop effective learning techniques and routines - e.g. students learn to make decisions and use their initiative to solve problems independently
- it complements, reinforces and extends classroom learning
- it provides a regular link between learning at home and at school and encourages parental involvement
- it reinforces the notion that learning does not stop and start at the school gate
- it helps prepare students for the enquiry based learning and personal time management required in the senior years

WHAT IS EXPECTED?

Junior School – Year 7 & 8

Homework in the junior school is generally kept to core subjects only, with tasks from other subjects required from time to time. For the purposes of this policy, core subjects at junior school level are English, Mathematics, Science and Humanities. Students are encouraged to set aside one night each week for the allocated time specified above, to complete a specific subject.

Middle School – Year 9 & 10

Homework in the middle school has a focus on core subjects, with additional elective subjects setting tasks as required. For the purposes of this policy, core subjects at middle school are English, Mathematics, Science and Health and Physical Education. Students in Year 10 may be studying a senior subject, which requires a greater level of study and commitment, and should be factored in when planning study schedules each week. Students in Year 10 studying a senior subject should refer to the senior school homework allocation of time for reference on the suggested amount of study.

Senior School – Year 11 & 12

The homework load for students in senior school increases from middle school. As students progress through Year 11 and into Year 12, the expectations and requirements of outside of school study increase as well as the need to complete homework and revision tasks set by teachers. All subjects at Years 11 and 12 level are considered core subjects to students, as these subjects go directly towards their completion of a VCE or VCAL certificate.

Non completion of homework actions

As part of the shared expectations and responsibilities of students, homework should be completed in a timely manner and submitted by the due date set by subject teachers.

When students do not submit homework without a valid reason, the following steps are taken:

1st Offence:

Student attends the homework catch up room during a lunchtime nominated by the subject teacher.

A 'Homework- Detention' action is logged on XUNO.

2nd Offence:

Student attends the homework catch up room during lunchtimes, until the homework is completed.

A 'Homework- Missed Task' action is logged on XUNO by the subject teacher. This action notifies parents and guardians of homework non-completion.

A 'Homework- Detention' action is logged on XUNO as per the process for a first offence.

3rd Offence:

Subject teacher completes a 'Homework- After School Catch Up' action on XUNO. This action notifies parents and guardians that homework has been consistently not completed, and an after school catch up session is required.

The Sub-School Coordinator contacts parents/carers and arranges a suitable time for the after school catch up session.

The relevant Sub-School Coordinator notifies the student and subject teacher of the session arrangements.

TIME ALLOCATIONS!

Please remember to contact teachers through our Xuno student or parent portal if you need help or support.

TIME ALLOCATIONS (Total per week for all listed subjects)	
Year 7 Subjects	45 min - 1 hour - 3 nights per week English, Maths, Science
Year 8 Subjects	1 hour - 4-5 nights per week English, Maths, Science, Humanities
Year 9 Subjects	1 - 1.5 hours - 4- 5 nights per week English, Maths, Science, Health and P.E.
Year 10 Subjects	1.5 hours - 5 nights per week English, Maths, Science, Health and P.E.
Year 11 Subjects	1.5 - 2 hours - 5 nights per week All subjects
Year 12 Subjects	2.5 - 3 hours - 5 nights per week All subjects

STUDENT UNIFORM

It is the policy of the college that all students will wear the correct uniform whilst attending school and travelling to and from the college. The policy determined by the College Council reflects accurately the findings of numerous surveys and the recommendations of representative committees including student input. Wearing correct uniform demonstrates pride and respect towards our school.

CORRECT UNIFORM

Parents please ensure that your student is in full uniform as they depart for school each day. Students who wear incorrect uniform for consecutive days will be provided with a spare uniform to borrow for the day. We are more than happy to assist with uniform, please just get in touch.

Students who are continually out of uniform, with no valid reason, risk losing time in the yard at recess and lunch.

SPORTS UNIFORM

All students are required to wear the College PE navy blue polo shirt or House Sports top and navy blue shorts for Physical Education classes.

OPTIONAL

The college **encourages** students to buy the following items of uniform but they are not compulsory;

If students wish to wear T-Shirts under their shirts for warmth, those T-shirts must be white.

- Kilts – Approved kilts only available from Foster Mensland.
- Scarves/Beanies –Only those available from Fosters Mensland with logo are approved.
- Waterproof all weather coat available from Fosters Mensland.

HATS

Students at Ararat College are encouraged to wear a broad brimmed hat when out in the sun during Terms 1 & 4. Year 7 students are supplied with an Ararat College hat during their first day of Year 7. These can be purchased from the office if another one is required. Hats of any type are not to be worn in class.

SHOES

Shoes should be plain black and fully enclosed on the foot. Please do not purchase shoes that have white markings of any sort on them. White or coloured runners and slipper type shoes are not acceptable under any circumstances.

DRESS AND GROOMING

All students are encouraged to develop pride in their appearance.

JEWELLERY

Students with pierced ears may wear sleepers or studs. (No other jewellery may be worn).

'HOODIES'

Unless it is a specified 'out of Uniform Day', **Hoodies are unacceptable attire and are not permitted to be worn to school.**

FINANCIAL DIFFICULTIES

State Schools' Relief is a not for profit organisation that supports the needs of underprivileged Victorian government school students by providing new school uniforms.

State Schools' Relief can only respond to requests from Principals, Assistant Principals and Wellbeing/Welfare Coordinators. If you are struggling to provide your child's uniform, please make an appointment with the school Assistant Principal to discuss your situation.

BOYS' UNIFORM

- Grey trousers or grey shorts
- White socks or black socks
- Plain white or royal blue polo top, short or long sleeve with logo
- College woollen jumper with logo
- Navy soft shell jacket with logo
- College polar fleece
- Plain black school shoes (fully enclosed)
- Sports polo shirt (purchased at College)
- White button up shirt (long or short sleeve)

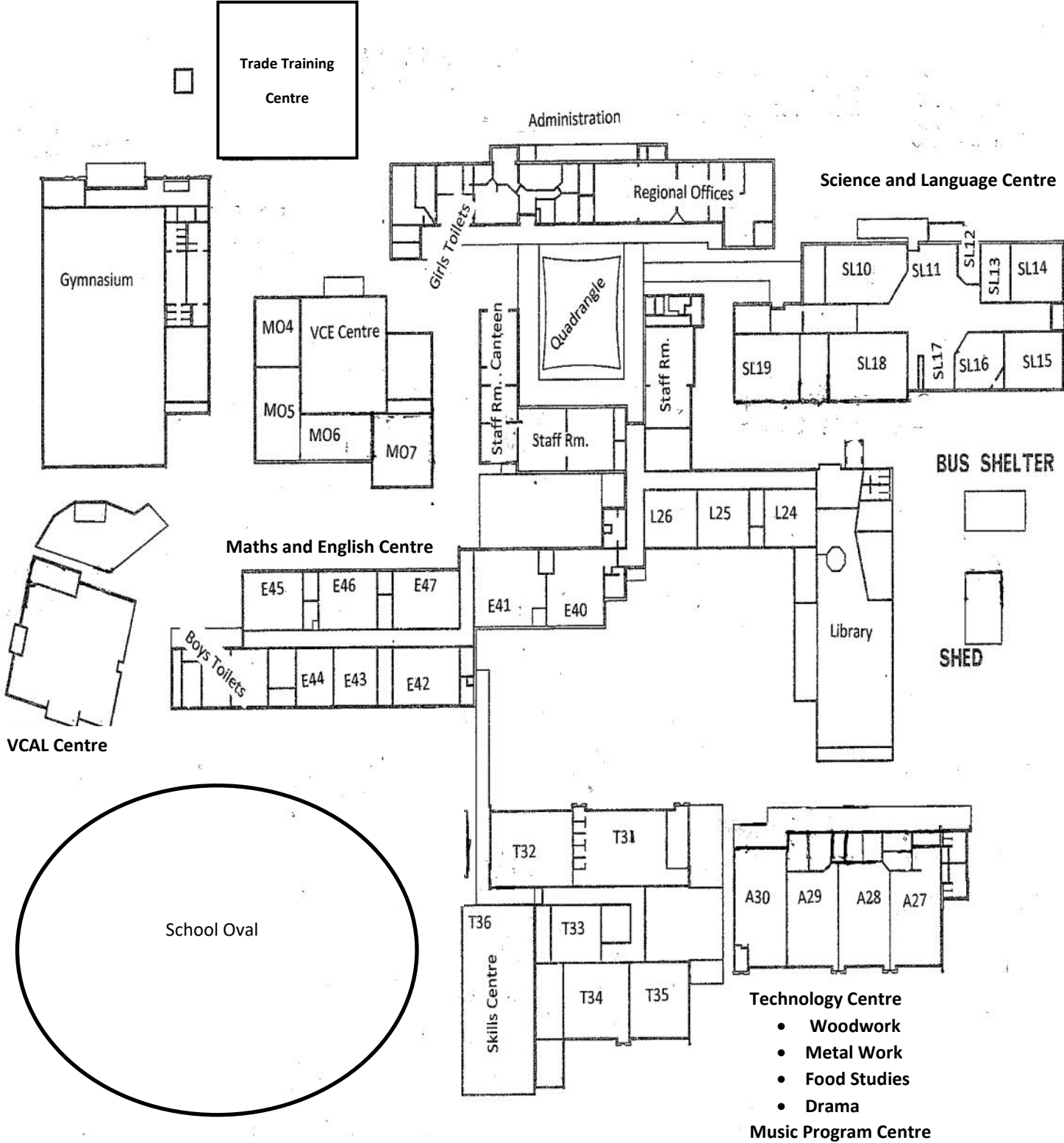
GIRLS' UNIFORM

- Blue check summer dress or navy tailored shorts
- Navy tailored slacks
- Tartan kilt
- College woollen jumper with logo
- Navy soft shell jacket with logo
- College polar fleece
- Plain white or royal blue polo top, short or long sleeve with logo
- White socks, black socks or navy tights
- Plain black school shoes (fully enclosed)
- Sports polo shirt (purchased at College)
- White button up shirt (long or short sleeve)

MAJOR PROVIDER OF UNIFORM Fosters Mensland (Ararat)

COLLEGE CAMPUS MAP

Barkly Street



FREQUENTLY ASKED QUESTIONS

How Do I?.....

CATCH THE BUS?

- At the end of the school day move promptly to the bus stop in Laby street.
- There are many buses, and their routes will be explained to you.
- Town students are required to purchase a ticket.

Respectful and safe behaviour must be maintained on and near buses, otherwise permission to travel on a bus may be withdrawn. The bus code of conduct must be followed at all times.

FIND OUT WHERE I SHOULD BE?

The timetable shows the subject and the room where you should be each period, as well as your teacher. You will be given a copy of your individual timetable and it is also accessible through the Xuno student and parent Portal. If you are unsure ask a friend or teacher.

WHAT DO I DO IF?.....

I BECOME ILL OR INJURED?

You must report to the staff room, Sub School Coordinator's Office or General Office. The college has the services of a number of first aid assistants. Either these people or another member of staff will care for students and contact parents.

I AM LATE?

Go straight to the front office and sign in via the electronic kiosk. If you have a valid reason, a note or contact from a parent explaining this is required.

I NEED TO LEAVE SCHOOL DURING THE DAY?

Bring a note from your parent and hand it to one of your Coordinators before classes and the note will be signed. You will go to the office before you leave to sign out of the school via the electronic kiosk.

I AM ABSENT FROM SCHOOL?

It is a legal requirement that all absences from school be accounted for. If you are away for any reason an explanation **MUST** be provided to the school. This can be done via written note, SMS, email, phone call or by logging into the parent portal. This should be done as soon as you are aware you are going to be absent.

I RIDE MY BICYCLE/ SCOOTER TO SCHOOL?

The bike/scooter enclosure is located next to the gymnasium and is supervised using video surveillance. Place your bicycle/scooter in the bike racks before classes, remembering to take your safety helmet with you to be stored in your locker.

Bikes and scooters are not to be ridden in the school grounds **under any circumstances** and students should walk their bikes/scooters once they enter the school grounds. Students are reminded that the wearing of a helmet is **compulsory** when riding bikes and scooters.

I LOSE SOMETHING?.

Firstly, you must retrace your steps and search hard. If you still can't find the item, go to the Coordinators.

All of your possessions should be **clearly labelled** with your name, including school uniform.

I AM OUT OF UNIFORM?

Before classes, report to the Sub School Coordinators with a note from a parent, and your reason for being out of uniform will be recorded.