



Engage • Inspire • Enjoy



# ARARAT COLLEGE

## THE JUNIOR YEARS

*Handbook*

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## WELCOME

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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.

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

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### Ararat College Values

- We will treat each other with respect.
- Student wellbeing is a priority.
- Student achievement will be recognised.
- We will support the personal growth of all.
- We will be consultative in all decision making.
- We will take responsibility for our actions.
- We will communicate with honesty and integrity.
- We will provide a safe and caring environment.



Mr Geoff Sawyer  
Principal



Ms Janine Adams  
Assistant Principal

This is a friendly school where students have the opportunity to do well in many areas. We want you to participate enthusiastically in all aspects of college life and strive to do your best at all times.

**OUR SCHOOL MOTTO - 'ENGAGE INSPIRE ENJOY'**

# ROLE OF THE PARENT

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## ***WE WANT **YOU** INVOLVED IN **YOUR** 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.**

### **Times you may wish to attend:**

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

### **There are opportunities to volunteer within the school community including:**

- Canteen Volunteer
- College Council

### **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
- in helping at working bees

# COMMUNICATION

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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
- Parent / teacher / student nights
- Information evenings
- School website
- College Facebook

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

***Please avail yourself of this genuine offer.***

# PARENT PORTAL

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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 parent the ability to:

- View attendance and notify the school of a student absence
- Communicate directly with your child's teachers
- Make bookings for parent /teacher / student meetings
- Download and view progress reports
- View home work and assignments

# ATTENDANCE

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All students are expected to attend college 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.

Students are expected to remain in the college grounds during the school day, unless they have a lunch pass which allows them to go home for lunch or 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 students absences.**

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

This can be given:

- By using the attendance notification in the parent portal
- via a return SMS
- a phone call to the College
- a written note can be sent to explain an absence (blank notes are in the diary) on the day your daughter / son returns.

# TEACHING AND LEARNING

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## 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 classroom.

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 provide students with intellectual challenge at their point of need. We know that students will meet our expectations – whether they are set high or low.

If we have high expectations of students then we must ensure that we clearly scaffold their learning, make the learning manageable and identify for students the strategic knowledge that is essential for progress.

## CONSISTENT APPROACH TO HIGH QUALITY CLASSROOM TEACHING

In our classes, teachers will:

1. Display learning intentions that make the **aims** of the task clear, whether it be a skill, knowledge or understanding. Teachers will endeavour to have a large portion of learning intentions that promote higher level thinking, or more in-depth thinking. For example, comparing and evaluating as opposed to simply rote-learning/remembering. Learning intentions are not a statement of the task, they make clear the core learning that is intended by the task.
2. Provide students with success criteria at the beginning of major assessment tasks/projects/assignments.
3. Provide students with timely and formative assessment, and opportunities for students to act on that feedback.
4. Provide opportunities and build a classroom culture of student reflection/self-assessment so that students have a greater understanding of themselves as learners.



# WHAT SUBJECTS DO I TAKE?

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

CLASS TIMES			
<b>WARNING BELL</b>	<b>8.55am</b>		
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
<b>RECESS</b>	10.50 am	to	11.15 am
<b>WARNING BELL</b>	11.10 am		
PERIOD 3	11.15 am	to	12.05 noon
PERIOD 4	12.05 noon	to	12.55 pm
<b>LUNCH</b>	<b>12.55 pm</b>	<b>to</b>	<b>1.45 pm</b>
<b>WARNING BELL</b>	1.40 pm		
PERIOD 5	1.45 pm	to	2.35 pm
PERIOD 6	2.35 pm	to	3.25 pm
<b>FINISH</b>	<b>3.25 pm</b>		

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

**Students in years 9 and 10** must study core subjects of English and Maths for the entire year. All other areas of study are elective and are one semester duration. 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.

## STUDENT REPORTS

Student performance in each subject is assessed continuously. Assessment will be based on such tasks as classroom tests, assignments, completed models and projects. These items are listed in more detail in the Assessment guide on the school Website.

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

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

Reports will be sent home at the completion of:

- Week 6
- Week 13
- Week 20
- Week 27
- Week 33
- End of Year

Our reporting structure is designed to be a simple conversation starter. Parents are encouraged to attend parent teacher interviews after the reports are sent home for more detailed information in regards to their achievements.

**However, parents are welcome to phone the college at any time to arrange an appointment to discuss the progress of their child.**

We believe that increasing the frequency of feedback of student progress will lead to a more constructive and positive learning environment for your child.

## Attitude and Effort Descriptors for Student Progress Reports Year 7 - 10

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

These descriptions are meant as guidelines for judging students for 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.

# COLLEGE PROGRAMS

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## PUBLIC PERFORMANCES

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

The students have the opportunity to participate in the college production. This has been held annually since 1984. All students in our music program and have the opportunity to perform at College events and community occasions. We also establish part-time bands for special occasions such as the college production.

## ILLUMINATE

Illuminate is a targeted reading program for students in Years 7 to 10. All students in these year levels will participate in. During this time, a range of reading and comprehension skills are explicitly taught in a series of mini lessons. Students are provided with opportunities to practise these skills through independent reading. 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 lunchtime.

## STUDENT LEADERSHIP

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

## 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 7/8	Tour to Queensland in Term 4 held biannually
Year 7/8	Camp to Anglesea held biannually
Year 9	Melbourne Camp
Year 10	Ski Camp
Year 10-12	Outdoor Education - a range of camps and outdoor camping experiences
Year 11	Motivational Camp to Melbourne

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

## HOUSE AND LUNCHTIME ACTIVITIES

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

- **Sports training, athletics, swimming etc**
- **House activities**
- **Basketball**
- **Computers**
- **Gym activities**
- **Magazine – graphics, printing, journalism**
- **Band rehearsals**
- **College production rehearsals**
- **Student Leadership Initiatives - meetings and activities**

## STUDENT RECOGNITION PROGRAM AND POSITIVE BEHAVIOUR AWARDS

The college has a student recognition program that operates on a semester basis and a scholarship program awarded at the end of the year. Students who achieve excellent academic results are eligible for Academic Awards, while those who display excellent conduct and effort become eligible for an A Team Award or Positive Behaviour Awards. We believe these awards serve not only as recognition but also as evidence that students can use at interviews for employment and/or course entrance.

## **MUSIC PROGRAM**

Ararat College offers a strong music program with over 100 students participating. Instruments offered include Brass, Woodwind, Guitar, Bass guitar, Drums and Piano/Keyboard.

### **TUITION - Music tuition is incredibly affordable at Ararat College.**

Tuition costs \$100 per year and covers insurance of instruments, purchase of all music for lessons and bands, repairs of instruments for general wear and tear, and part of the costs of accompaniments for exams. This amount is actually less than the cost of a single tutor (Music book) for the beginning drummers!

### **HIRE OF INSTRUMENTS**

Ararat College does not hire instruments and recommends purchase of instruments to parents who would like their son/daughter to have their own. However, parents who would prefer to hire an instrument can contact a reputable hire company through the College. Parents contemplating the purchase of instruments should also obtain advice before purchasing instruments to avoid buying a poor quality instrument.

Ararat College has a reasonable number of instruments available for free loan to students in Years 7 and 8, so that parents can find out if their child wishes to continue before making a purchase.

### **A.M.E.B. EXAMS**

Some students choose to take Australian Music Examinations as a way to structure their learning and to also 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.

## **SPORT**

You will:

- learn and practise skills in physical education.
- Have the opportunity to represent your college at inter-school, Regional and State level competitions.

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

Every student is expected to participate in our Athletics sports. Our inter-school teams are selected from the place getters 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 such as football, netball, tennis, cricket, hockey and basketball.

## **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 required to 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

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## PUNCTUALITY

Please ensure that 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 with a late arrival.

## 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 pupil will be required to contribute towards the repair or replacement.

## HEALTH / AMBULANCE

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

## EXCURSIONS

For a student to participate in an excursion it is essential that they provide the excursion coordinator with a signed permission form before the date of the excursion or camp. Verbal permission does not meet the Department of Education guidelines or College guidelines for excursions. To avoid your child being disappointed please ensure that permission forms and money are submitted as soon as possible so your child may participate.

## PERSONAL GOODS BROUGHT TO COLLEGE

**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 college.** Personal goods brought to college are at owner's risk. Neither the college nor the Department of Education will accept responsibility for any loss.

The College has extensive Occupational Health and Safety policies and procedures to limit the 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.

## STUDENT LOCKERS

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

### **Please note carefully;**

- It is your responsibility to look after the combination lock.
- If you forget your combination please see a coordinator.
- Your locker must be kept clean and tidy at all times.
- If you have any problems, see your home group teacher.
- 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.

## STUDENT DAILY ORGANISER/DIARY

Each student has been given an Ararat Community College Diary. Daily organised homework details should be recorded in the diary. This promotes systematic work.

# **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.
4. Interaction.

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, gesture, exclusion or isolation, it can be planned or it may be unintentional, it may involve groups or individuals.

## **RATIONALE:**

- The school 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 of 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 the use of digital technologies such as social network sites, websites 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 School's model.
- An Online confidential Incident report is available on the college website to report any incidents.

# **WELLBEING & WELFARE SUPPORT**

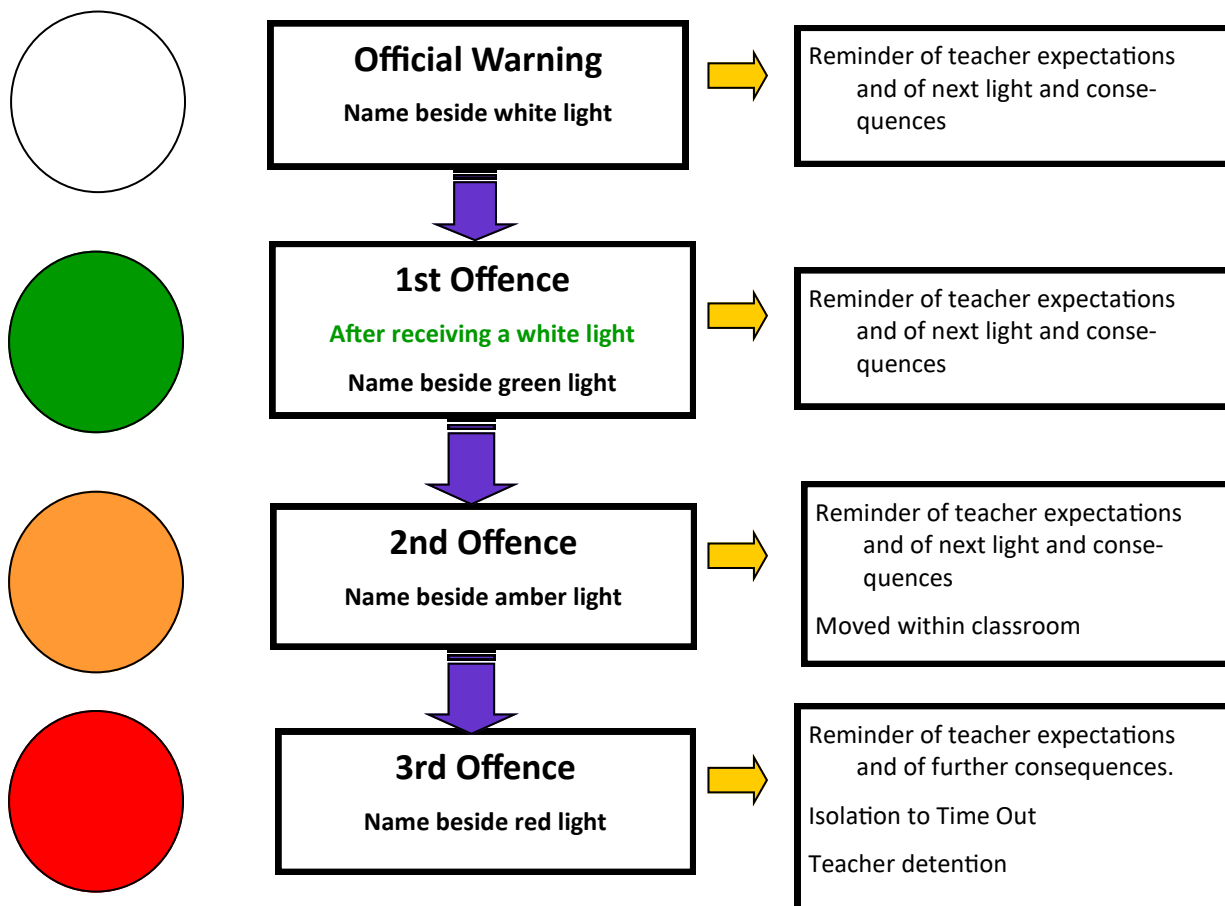
For organisation, welfare and discipline purposes, the college is divided into year levels. A Year Level Coordinator will be in overall charge at each Year Level. The Level Coordinators will assist you and help to make certain that your experiences at school are worthwhile and pleasant. Year Level Coordinators are assisted by a Junior and Senior School Coordinator.

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 Psychologist
- Doctor & Practice Nurse
- Student Welfare Officer
- School Nurse

# Consistent Approach to Classroom Management Steps



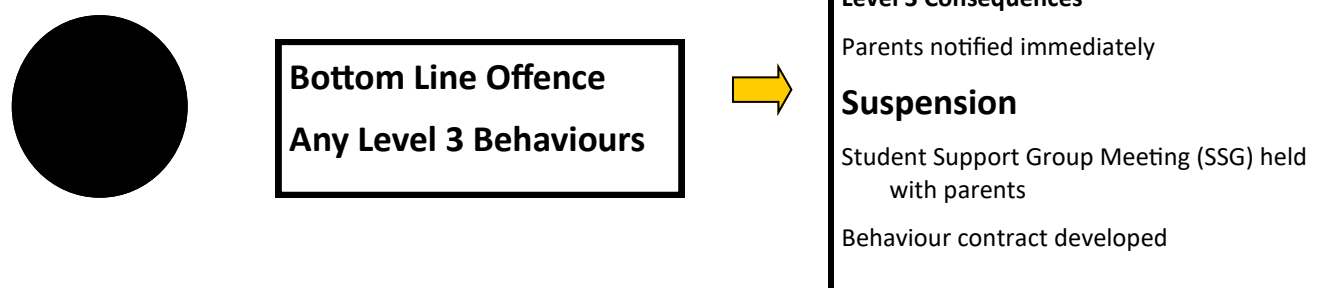
Refusal to go to time out is a Level 2 behaviour and the student is to be sent to coordinator

Student is to return to classroom when the teacher invites them back. This can also be negotiated with the class.

If a student reaches a third red light within a week this it is considered to be a Level 2 offence and will be sent to the coordinator.

A fifth red light for the term will result in a behaviour management contract.

Every lesson each student begins with a clean slate



## **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 seen as essentially 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 share of 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 their Code of Conduct in a fair and consistent manner.

## **COLLEGE EXPECTATIONS**

- 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 while 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 will be 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.

### ***Level Coordinators***

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

### ***Junior School and Senior School Coordinators***

- 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.

# HOMEWORK

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 - eg. students learn to make decisions and use their initiative to solve problems independently.
- it complements, reinforces and extends classroom learning.
- it provides extra learning time - particularly for students who have difficulty keeping up with classwork.
- 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 for VCE.

## WHAT IS EXPECTED?

Parents should be aware that ALL students need to undertake homework regularly. Students should record homework requirements in their diary and ensure that they complete work by the set date. Set homework tasks may include:

- research activities - surveys, interviews, collection of resources, questionnaires
- reading texts, novels, newspapers.
- watching/listening - news/current affairs
- revision for tests
- completion of set tasks eg. learning spelling, assignments, work-sheets
- family discussions eg. on current affairs
- practical exercises eg. solving maths problems, continuing a project in art, woodcraft, textiles, metal-craft, graphics, rehearsing routines in gym or music.
- parents can assist students by taking an active interest in their work. This might involve discussion of their work and acting as a sounding board for their ideas and concerns. Parents can also assist students with their personal organisation.

In addition to the set homework tasks, students should be encouraged to do further enrichment type activities which will complement the work done in the classroom and broaden their general knowledge, e.g. reading the newspaper, watching/listening to news and current affairs program, reading novels.

Students need to learn to use their homework time productively. It is not just the amount of time allocated to homework but what is achieved in that time that is important. The amount of work required and the time allocated to each area of study varies according to the individual needs of each student.

## TIME ALLOCATIONS!

As a general guide, the Teaching and Learning Committee recommends the following time should be scheduled for homework on set homework tasks.

Year Level	Approximate Time
7	2 hours a week
8	2.5 hours a week
9	3 hours a week
10	3.5 hours a week
VCE	set work and revision
10/11	2 hours a week per unit/subject
12	3 to 5 hours a week per unit/subject

From time to time students may need to spend more time to ensure that topics are well understood and projects are completed to the best of their ability. Students should use their diaries to prepare a homework plan for each week to help to organise their time wisely and to ensure the completion of all tasks. It may not be possible to stick to a rigid plan, but some plan is better than none at all.

# 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.

## MAJOR PROVIDER OF UNIFORM Fosters Mensland (Ararat)

### GIRLS' UNIFORM

- Blue check summer dress or Navy tailored shorts
- Navy tailored slacks
- Tartan Kilt
- College woollen jumper with logo
- College polar fleece
- White Polo Top
- White socks, black socks or navy tights
- Plain black school shoes (fully enclosed)
- Sports Polo Shirt (purchased at College)

### BOYS' UNIFORM

- Grey trousers or Grey shorts
- White socks or black socks
- Plain white Polo Top, short or long sleeve
- College woollen jumper with logo
- College polar fleece
- Plain black school shoes
- Sports Polo Shirt (purchased at College)
- White button up shirt (long or short sleeve)

## 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.

## JEWELLERY

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

## 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 upon 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.

## CORRECT UNIFORM

Parents please ensure that that your son/daughter is in full uniform as he/she departs for school each day. Students who wear incorrect uniform for consecutive days will be provided with a spare uniform to borrow for the day.

## DRESS AND GROOMING

All students are encouraged to develop pride in their appearance.

## 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.

## ‘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

If there are financial difficulties in providing a student with a uniform, assistance may be sought through the Chaplain or Year Level Coordinators.



# ONLINE INFORMATION TECHNOLOGY

## **NETWORK AND INTERNET USE ACCEPTABLE USER AGREEMENT**

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 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. They may be subject to other disciplinary action
3. They may not be able to continue with subjects in learning areas which require regular computer access

## **MOBILE PHONES**

There are several issues around mobile phones that make them inappropriate to have at school:

Mobile phones can now be used to photograph situations in schools which can be either an invasion of privacy or be construed as cheating. Mobile phones can now be used to film people and their activities without their knowledge and/or permission in the school grounds. Mobile phones can often be used in class to play games, send text messages or receive messages/phone calls which naturally distract from class work. Mobile phones are expensive electronic devices and are subject to theft when left in bags and lockers. **DET does not hold insurance for personal property brought to schools and it will not pay for any loss or damage to such property.**

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.

***Students are required to place their phone in their designated pocket located at the front of the classroom at the start of each lesson. Students then collect their phone at the end of class.***

***Students of Ararat College are not permitted to use a mobile phone in class unless given permission to do so by a staff member. This policy applies to school excursions, camps and extra curricula activities, unless otherwise directed by the organizing staff.***

### **Consequences:**

If a staff member sees a mobile phone being used by a student without permission, then the phone will be confiscated by the teacher. A parent/guardian will be required to collect the phone from the general office/level coordinator/Assistant Principal

# FEES AND CONTRIBUTIONS

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The college has annual contribution charges which cover the cost of essential education items. These are items used in the course of instruction in the standard curriculum program. College Council has approved the education contributions in line with the memo 'S381-2007 Parent Payments in Victorian Government Schools'. It outlines parents financial responsibility for the costs associated with Essential Educational items.

These items include:

materials that the individual student takes possession of, including text books and student stationery materials for learning and teaching where the student consumes or takes possession of the finalised articles (e.g. home economics, art, woodwork, catering); general materials and services including stationery book pack, internet and computer printing, photocopying, student lockers etc.

<b>Parent Contributions for years 7-8</b>	<b>(2019)</b>	<b>\$440</b>
<b>Parent Contributions for year 9-12</b>	<b>(2019)</b>	<b>\$460</b>

## 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 Parent contributions listed above and is not an additional charge.

**Please note** amounts quoted are **estimations only** as fees for the coming year are not set until December each year. Full details and explanation of charges can be obtained from the General Office.

## FINANCIAL ASSISTANCE

Family support options

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 2019
- State Schools Relief (SSR) support available for uniforms/footwear/calculators/textbooks
- 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 requested. Families are invited to contact the Business Manager to make payment arrangements or alternatively can contact the Principal Geoff Sawyer 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.

## PAYMENT OPTIONS

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.

## COLLEGE UNIFORM

If there are financial difficulties in providing a student with a uniform, assistance may be sought through the Year Level Coordinators.

**IF YOU HAVE ANY QUESTIONS ON THE ABOVE PLEASE CONTACT THE COLLEGE TO DISCUSS THE MATTER WITH EITHER THE PRINCIPAL OR THE BUSINESS MANAGER.**

# STARTING SCHOOL

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## 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.

Proper 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. If you are unsure ask a friend/teacher.

## WHAT DO I DO IF.....

### I BECOME ILL OR INJURED?

You must report to the staff room, Level 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 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?

Place your bicycle/scooter in the bike racks before classes. The bike rack enclosure is locked at 9.00 am and is reopened at 3.25 p.m. Bikes and Scooters are not to be ridden in the school grounds. It is requested that students walk their bikes/scooters once they enter the school grounds. *The wearing of a helmet is compulsory.*

### I LOSE SOMETHING?

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

**Make certain that all your possessions are clearly labelled with your name.**

### I AM OUT OF UNIFORM?

Before classes, report to the coordinators, with a note, and you will be given a uniform pass.