Handbook

Respect, Endeavour, Achievement, Pride
Principal’s Welcome

We are excited to be welcoming you to your new Secondary College. Our teachers and the Year Level Teams are currently hard at work preparing exciting and engaging programs for next year, as we know that the first experiences at your new school are crucial to your ongoing education as a young adult. Our program emphasises building relationships with each student and providing them with any support, monitoring or extension needed, through the efforts of small, dedicated teams of teachers. Yarra Hills is particularly successful in providing a seamless transition from previous schooling and a solid foundation for all secondary years in its program.

Students commencing their schooling at Yarra Hills Secondary College should also be excited that they will be undertaking their studies in a small school setting, but with the opportunities and experiences available to them as part of a larger multi campus college. I am confident in saying that all staff build strong relationships with their students at our school and the students similarly know and respect the staff. The Mooroolbark Campus has recently completed a major building program and the Mt Evelyn campus is currently in the process of redevelopment and rejuvenation, with improved amenities and updated resources and infrastructure coming online over the next 12 -18 months. It is an exciting time to be starting your next educational journey at our school.

Over recent years, the school has developed and refocussed its energies in providing extensive opportunities for its students. Today, the school is known for its professionalism and ability to serve the individual personal educational needs of its students. We believe that we are now a leading school in the area and a major part of the community that we serve.

Working together, we will establish a very successful foundation for the future. Again, we welcome you to Yarra Hills Secondary College and look forward to having you as a part of our College community.

Yours sincerely
Contacting the school

Families need to contact the school of any change of address, email, home telephone or work numbers and/or emergency numbers as well as any change to the primary carer. Notification of restricted access must be presented to the school as we are required to keep a copy of court papers pertaining to such matters so that we act in accordance with these orders. Parents wishing to contact the school regarding student matters, please email the relevant Home group teacher or Year Level Coordinator. Any other matters, please contact the office, who are only too happy to help.

Office Hours: Monday to Friday 8.30am to 4pm

Position

| College Principal               | Darren Trippett | trippett.darren@yarrahills.vic.edu.au |
| College Business Manager        | Jane Kuipers    | kuipers.jane@yarrahills.vic.edu.au   |
| Mooroolbark Campus              |                |                                        |
| Campus Principal                | Greg Cowan      | cowan.gregory@yarrahills.vic.edu.au   |
| Campus Assistant Principal      | Rachel Lynch    | lynch.rachel@yarrahills.vic.edu.au    |
| Head of Junior School           | Margaret Prentice| prentice.margaret@yarrahills.edu.au |
| Year 7 Coordinator              | Matthew Sheaves | sheaves.matthew@yarrahills.vic.edu.au|
| Year 8 Coordinator              | Fiona Plant     | plant.fiona@yarrahills.vic.edu.au    |
| Year 9 Coordinator              | Amy Cahill      | cahill.amy@yarrahills.vic.edu.au     |
| Year 10 Coordinator             | David Audesho   | audesho.david@yarrahills.vic.edu.au  |
| Year 11 & 12 Coordinator        | Courtney Jordan | jordan.courtney@yarrahills.vic.edu.au|
| Head of Senior School            | Brenton Millott| Millot.brenton@yarrahills.vic.edu.au |
| Careers Leader                  | Debbie Deriboklou| Deriboklou.debbie@yarrahills.vic.edu.au |
| Head of Wellbeing                | Catherine Strempel| strempel.catherine@yarrahills.vic.edu.au|
| Wellbeing Coordinator            | Virginia Stacey | Stacey.virginia@yarrahills.vic.edu.au|
| Mt Evelyn Campus                |                |                                        |
| Campus Principal                | Robyn Dew       | dew.robyn@yarrahills.vic.edu.au       |
| Campus Assistant Principal      | Rebecca Dunn    | dunn.rebecca@yarrahills.vic.edu.au    |
| Head of Junior School           | Shane Hart      | hart.shane@yarrahills.vic.edu.au      |
| Year 7 & 8 Coordinator           | Nicky Waterson  | waterson.niccola@yarrahills.vic.edu.au|
| Year 9 & 10 Coordinator          | Demos Koullacas | koullacas.demos@edumail.vic.gov.au    |
| Careers Coordinator             | Angie Bondarenko| Bondarenko.angeline@yarrahills.vic.edu.au|
| Well Being Coordinator           | Jayne Lauder    | lauder.jayne@yarrahills.vic.edu.au    |

Mooroolbark Campus

16 Reay Rd, Mooroolbark 3138 Tel: 9839 8800

Mt Evelyn Campus Address

15 Burdap Dve, Mt Evelyn 3796 Tel: 9736 3650

Yarra Hills Postal Address

PO Box 42 Mooroolbark 3138
Communication
For Students:  
**Compass Newsfeed:** Students can read the newsfeed for information relevant to them. Staff may also deliver information during home group.

For Parents:  
**Campus Newsletters** are uploaded to Compass every fortnight for all families to access. The Newsletter includes report from the College Principal, Campus Principals as well as news, college activities, important dates, and advertisements about relevant programs offered by other agencies and important information about future events.

**Compass:** Parents are welcome to email staff using compass if they have any concerns or queries at any time. Parents are also welcome to contact the school via telephone. Staff are not always available when parents request, therefore it is necessary to make an appointment.

**College Magazine** is a highlight at the end of every year which illustrates the many events that have occurred throughout the year. It also showcases the many talents of our students in the different learning areas. Student work is always featured as well as reports from staff members highlighting the achievements of our students in the many activities performed. In an effort to capture every aspect of the year, our College Magazine is available for students at the commencement of the following year. This magazine must be pre-ordered at the start of every year.

Our Values

**Respect** – We value diversity and consideration for self and others

**Endeavour** – We encourage positive risk taking and best effort in all that we do

**Achievement** – We strive for excellence and success

**Pride** – We take pride in our work, our actions and ourselves

A Team Approach

At Yarra Hills, we value a team approach to student learning which includes students, parents and staff. Establishing an open communication between parents, students and staff means we can work together as a team for the benefit of all students learning. Through a variety of professional learning teams, Staff further support student learning to improve their own teaching craft. It is an opportunity to explore new innovations in teaching including ICT, Literacy skills and introduce such initiatives to the class room to further enhance student learning.
We want our students to: Learn, Teach, Read, Calculate, See, Wonder, Feel, Contribute, Listen, Enjoy, Relate, Grow, Meet, Imagine, Touch, Share, Perform, Achieve, Imagine, Create, Play, Dance, Act, Write, Support, Collaborate, Reach, Think, Respond, Cooperate, Evaluate, Change, Nurture, Transform, Excel, Know, Care, Do, Aspire.

Students will be regularly tested in regard to their numeracy and literacy skills using On Demand Testing. These results indicate to staff, student’s strengths and weaknesses and allow staff to make the necessary adjustments in their teaching to address any issues. NAPLAN data as well as individual testing in classes also contributes further information for staff.

Our Teaching and Learning Program will include:
- Personalised Teaching and Learning based on the use of data, observation and interpretation and interpretation of the context of that information
- The use of Professional Learning Teams to share knowledge and expertise and to provide peer to peer mentoring, coaching and collaborative planning.
- The raising of expectations and aspirations of students and their families
- A focus on literacy and numeracy across the curriculum
- A focus on what matters most
- Professional development
- Leadership training and development
- Pride in the school

Compass
Compass School Manager is the platform Yarra Hills use for our school community. Students and staff are able to use this for accessing and recording important information including attendance, as well as communicating with parents/guardians. All students are given a Compass Student photo ID card at the beginning of the year which students are expected to carry at all times. This is the card they will sign in and out with in the event students arrive to school late or need to leave early for appointments.

Compass Kiosk
In the office at each Campus we have a sign-in computer kiosk. This allows students and visitors to be able to sign-in and record their attendance at the college. Students who arrive late or who are required to leave early will use the Compass Kiosk to record their arrival and departure from the college using their Compass Student ID Card.

Compass Parent Portal
The Compass Parent Portal provides parents with access to school news, events, booking of Parent/Student/Teacher interviews and our Ready to Learn & Ready to Reflect interviews. Using our parent portal you are able to:
- Access your child’s Interim (Term-based) & Semester Reports
- Book your Parent/Student/Teacher interviews. This includes the Ready to Learn & Ready to Reflect interviews.
- View up-to-date class and school attendance information
- Approve or enter upcoming or past absences for your child
- Update your registered email and mobile number (used for SMS alerts) details
- Give permission and pay for all excursions and camps
- Contact Staff using the Compass Email system
- View Chronicle entries from teachers posted to your child’s Compass page
- Read important news items related to your child (e.g. excursions, events, camps, co-curricular activities)
At the beginning of 2017 you will be able to logon onto Compass at: https://yarrahills.vic.jdlf.com.au using your unique login (username and password) that will be given to you. You are able to change this password to whatever you wish. **Parents are asked to keep this password secure.** You will be provided instructions that will help you navigate and understand Compass Parent Portal. This username and password will be the same for Compass and Moodle. Training sessions for parents will be available in February to understand how to use these platforms better. Parents will be emailed early in 2017 for specific dates.

**Moodle**
Moodle is an e-learning management system that creates a dynamic learning environment for curriculum. It is the platform that houses the curriculum for all year levels. It can be accessed online 24/7 from almost anywhere. So your child can keep up to date with work even if they are able to be at school. They can see the work that is due along with the completion date and they can submit their work through Moodle.

As a parent you will be provided with a log in that is linked to your child. That means you will be able to see the work, due dates, if the work has been submitted online, marks given and feedback from the teacher.

So how do you get started? At this stage you can go to the Yarra Hills Moodle site on the internet; www.courses.yarrahills.vic.edu.au then scroll down the home page to the Parents access to Moodle icon, click on this and it will open to a username and password screen. If you do not have the access information, you are welcome to log in using the guest button. This will give you access to the short video that shows how to log in and the PDF document that contains all instructions. Once you have been emailed your password and username you will be able to follow these instructions to access our Moodle pages.

**Parent Payment Policy**
The Education and Training Reform Act 2006 ensures the provision of free instruction in the standard curriculum program, and empowers school councils to charge for goods and services used in the course of instruction and to raise funds. The standard curriculum program includes the core learning and teaching activities associated with the curriculum and senior secondary certificates such as the VCE including VET in Schools programs. School councils are responsible for developing a school-level policy which covers essential education items, optional extras and voluntary financial contributions. These payments fall into three categories:

1. Essential education items which parents and guardians are required to provide or pay the school to provide for their child (e.g. for stationery, ID Cards and all electives as outlined in the curriculum handbooks).
2. Optional extras which are offered on a user-pays basis and which parents and guardians may choose whether their child accesses or participates in (e.g. for school magazines or extra-curricular programs or activities).
3. Voluntary financial contributions which parents and guardians may be invited to donate to the school (e.g. for additional computers, Building, Building Maintenance and Library Funds).
4. Yarra Hills Secondary College School Council can request payments from parents for student materials and services charges and for voluntary financial contributions.
1. Essential Education Items
Parents and guardians can be asked to pay for essential education items. This includes:
- Items which students take possession of, including text books and student stationery, ID Cards.
- Materials for learning and teaching where your child consumes or takes possession of the finished articles (for example: all electives as outlined in the curriculum handbooks).
- Travel costs incurred in the course of receiving the instruction from a teacher or other person.
- Essential services associated with, but not considered to be part of, 'instruction' in the standard curriculum program, such as costs associated with camps and excursions which all students are expected to attend (for example, transport and entrance costs).

2. Optional Extras
Optional extras are those that are provided in addition to the ‘standard curriculum program’, and which are offered to all students. These optional extras are to be provided on a user-pays basis and if you choose to access them for your child you will be required to pay for them. These items include:
- Instructional supports, resources and administration beyond the provision of the standard curriculum program.
- Extra-curricular programs or activities offered in addition to the standard curriculum program (for example, instrumental music tuition).
- Entry fees for school run performances, productions and events.
- Materials for subjects where the payment sought is the difference between the basic materials or services required for the standard curriculum program and higher cost alternatives which may be more desirable (for example, the use of more expensive materials).
- Materials and services offered in addition to the ‘standard curriculum program’ (for example, school magazines or school photographs).
- School facilities and equipment not associated with provision of the ‘standard curriculum program’, and not otherwise provided for through the School Resources Package (for example hire/lease of equipment such as musical instruments or purchase of laptops).

3. Voluntary Contributions
Yarra Hills Secondary College encourage voluntary financial contributions for the following:
- Contributions in support of the educational needs by school curriculum leaders,
- General voluntary financial contributions or donations to the school.
- Parent details of contribution or non-payment will be confidential.
- The Principal and school council has the responsibility of making sure that no student is disadvantaged if parents are unable to pay the voluntary contribution.
- A range of support options are available, including: Access to State Schools’ Relief Committee support via the Wellbeing Team which can assist with school uniform.
Yarra Hills Secondary College
is
a stimulating and supportive environment
where ALL can Learn and Succeed

Through

Personal Growth

A supportive community
Valuing

- Respect
- Pride
- Caring
- Responsibility
- Integrity

Building resilience and confidence

Learning

The Global Classroom
Valuing

- Endeavour
- Knowledge & understanding
- Creativity
- Enjoyment in learning
- Cooperation & collaboration
- Opportunity & experience
- Personalised programs

Engaging & Empowering

Achievement

A Reflective Culture
Valuing

- Pride
- Excellence
- Quality work
- Determination
- Effort
- Challenges
- Self-evaluation
- Continuous improvement
- Persistence

Leading to achieve

Ongoing Learning and Success for all
Parent support during transition

As a parent you can help to make your child’s transition successful by assisting them to get used to a varied schedule and greater independence, planning strategies for making new friends, providing support with homework and assignments, attending parent teacher interviews, Ready to Learn and Ready to Reflect interviews as well as encourage your child to become involved in extra-curricular activities.

It is also important for parents to be well informed of College policies and procedures throughout the school. Parents are encouraged to be familiar with the curriculum, school structure, uniform, school charges and other important dates and information, all of which is available on our website.

Ready to Learn and Ready to Reflect

Ready to Learn is an arranged interview at the beginning of every year between parents, students and staff. This interview is a healthy discussion to ensure everything is in place to adequately prepare every student for a successful year. It allows for clarification of any procedural matters as well as concerns addressed that students, parents and staff may have. They are very positive discussions which empower students to own their learning. The Ready to Learn interviews also allows parents, students and staff to work as a team to put goals and strategies in place for the benefit of student learning. Ready to Reflect interviews take place early in term 3 again with parents, students and staff reflecting on first semesters progress, looking at what worked, what didn’t work and what strategies need to be in place for a successful second semester. Both these interviews are very powerful for students to take ownership of their learning and empower parents and staff to be the necessary support for students.
College Uniform Policy
By having a compulsory uniform the College aims to:

- Promote a positive image of our school in the community
- Encourage a sense of pride and belonging amongst our students
- Identify our students as belonging to the College

Expectations
All students of Yarra Hills Secondary College are expected to wear correct school uniform every day. The uniform must be worn to and from school, at lunchtime and recess, and on all school excursions. The manner in which the uniform is worn reflects pride in the College, and therefore we ask that the uniforms be:

- Clean and in a good state of repair
- Appropriately fitted
- Worn without non-uniform garments being visible

Implementation
If, for any reason, a student attends school out of uniform, they must report to their Year Level Coordinator with a note of explanation from a parent. The Head of Junior School and Year Level Coordinators will conduct regular uniform checks. If a student is out of uniform without a note, the following practices will be put in place:

- Non uniform items may be confiscated for the week
- Parent/guardian will be contacted to inform them of the uniform infringement. Multiple issues of the uniform infringement will have increasingly serious consequences.
- Where there is a long term difficulty the school will work with parents to find a solution.
- The student may be provided with emergency clothing for that day and will need to be in full school uniform when they return to school; returning the borrowed item cleaned.

<table>
<thead>
<tr>
<th>SUMMER UNIFORM</th>
<th>WINTER UNIFORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grey shorts or pants (male)</td>
<td>Grey shorts or pants (male)</td>
</tr>
<tr>
<td>Navy blue tailored shorts or pants (female)</td>
<td>Navy shorts or pants (female)</td>
</tr>
<tr>
<td>Navy blue polo shirt with school logo</td>
<td>Winter Skirt (female)</td>
</tr>
<tr>
<td>Navy blue windcheater with school logo</td>
<td>Navy blue polo shirt with school logo</td>
</tr>
<tr>
<td>White shirt with school logo</td>
<td>White shirt with school logo</td>
</tr>
<tr>
<td>School Tie</td>
<td>Navy Blue windcheater/woollen jumper with school logo</td>
</tr>
<tr>
<td>School Blazer</td>
<td>School Tie</td>
</tr>
<tr>
<td>Black, grey or white socks with no logos</td>
<td>School Blazer</td>
</tr>
<tr>
<td>Summer Dress (female)</td>
<td>Black, Grey or white Socks with no logos</td>
</tr>
<tr>
<td>Plain Navy blue baseball cap</td>
<td>Navy blue or black tights</td>
</tr>
<tr>
<td>Hat – plain navy blue baseball style cap</td>
<td>School Jacket</td>
</tr>
<tr>
<td>Black polishable shoes either lace up or T Bar with small heel (runner style not acceptable)</td>
<td>Black polishable shoes either lace up or T Bar with small heel (runner style not acceptable)</td>
</tr>
</tbody>
</table>

NB: All shorts, skirts must be at a respectful length. Students with skirts or dresses deemed too short will be asked to lower the hem. Pants are to be hemmed above the shoe line to avoid drag.

Shoes
All students will be expected to wear plain black polishable shoes with small heel. T bar as shown are acceptable for females. There must be no logos, other colours on the shoes or edge of the sole. Runner style shoes are not acceptable.

**Shoes for Sport & PE Only – Not to be worn to and from school or in general classes.**

Yarra Hills Secondary College requires students to wear appropriate footwear for Physical Education classes. The style of the footwear is to be that of a cross training or running shoe that provides appropriate heel support and cushioning. Below are examples of appropriate shoes:

Shoes such as Dunlop volleys and canvas shoes of this style are not appropriate nor are shoes such as skate shoes. Examples pictured below.

It is a requirement that students are in full uniform for all Physical Education classes. Students in breach of the uniform policy will be pursued through our discipline policy process. Inappropriate footwear can detract from their own physical performance and from others learning opportunities. It may also mean greater risk of injury, both short and long term.

It is the recommendation that all students during Terms 1 and 4, need to wear a hat to outdoor Physical Education classes. This is very important with regards to sun protection. It is recommended that students wear a broad brimmed hat, however a baseball cap style will be accepted.
Optional Uniform

The uniform committee agreed to introduce optional extras as part of the Yarra Hills uniform. They include: Blazer with school logo, white shirt that will suit a tie and a school tie. If students wish to purchase and wear any of these items, it is expected that the tie is worn correctly at all times or not worn at all.

Hats, scarves & hair attire
School baseball caps are permitted to be worn outdoors only. Blue or White Scarves may be worn and hair attire must be moderate. The entire hair must be of a natural colour and extreme hair styles are not permitted.

Jewellery/Makeup
Facial piercings are not permitted at Yarra Hills Secondary College. If students already have a facial piercing then they may wear a small discrete style clear plastic piercing to keep the hole open. No more than one existing facial piercing is permitted. Earlobe stretchers are not permitted. Metal facial piercings must not be worn under any circumstances. No more than two pairs of earrings may be worn in each ear and earrings must be of a 5c piece or smaller. A watch with one small sentimental bracelet may be worn as well as one small sentimental necklace. Excessive jewellery will be removed and may impose a uniform breach. Make-up must also be minimal.

Extra Clothing for warmth during winter
Students are welcome to wear extra tee shirts underneath their polo shirt; however they must not be seen either at the neckline or at the bottom of the shirt or sleeve. The school jacket is the only acceptable jacket to be worn over the top of uniform. Leggings are not part of the uniform and therefore not acceptable. If students wish to wear socks for extra thickness over their tights, then these must be the same colour as the tights.

Length of skirt, dresses and pants
Skirts and dresses must be of a respectful level above the knee. If staff deem that skirt lengths are too short, then students will be asked to lengthen them. Quick unpicks will be provided to do so. Pants must be hemmed above the shoe line to avoid drag.

Labelling of uniform
We encourage all uniform to be labelled so if in the event they become misplaced, then they can be returned to their owner.

PSW Uniform Shop
Shop Hours: Mon – Fri 8:30 – 5:00, Sat 9:00 – 5:00 (Term 1 & 4) Sat 9:00 – 1:00 (Term 2 & 3)
On-line ordering is available at www.psw.com.au
Unit 8A, 51 Lusher Rd Croydon 3136    Tel: 9725 4664
**Bell Times Monday, Tuesday, Wednesday, Friday:**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>BEGINS</th>
<th>ENDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll Call</td>
<td>9:00am</td>
<td>9:07am</td>
</tr>
<tr>
<td>Period 1</td>
<td>9:07am</td>
<td>10:19am</td>
</tr>
<tr>
<td>Period 2</td>
<td>10:19am</td>
<td>11:31am</td>
</tr>
<tr>
<td>Recess (20 minutes)</td>
<td>11:31am</td>
<td>11:57am</td>
</tr>
<tr>
<td>Period 3</td>
<td>11:57am</td>
<td>1:09pm</td>
</tr>
<tr>
<td>Lunch (54 minutes)</td>
<td>1:58pm</td>
<td>3:10pm</td>
</tr>
</tbody>
</table>

**Bell Times Thursday**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>BEGINS</th>
<th>ENDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 0</td>
<td>9:00am</td>
<td>9:50am</td>
</tr>
<tr>
<td>Period 1</td>
<td>9:50am</td>
<td>10:40am</td>
</tr>
<tr>
<td>Period 2</td>
<td>10:40am</td>
<td>11:31am</td>
</tr>
<tr>
<td>Recess (20 minutes)</td>
<td>11:31am</td>
<td>11:57am</td>
</tr>
<tr>
<td>Period 3</td>
<td>11:57am</td>
<td>1:09pm</td>
</tr>
<tr>
<td>Lunch (54 minutes)</td>
<td>1:58pm</td>
<td>3:10pm</td>
</tr>
</tbody>
</table>

**Lockers**

All students are allocated a locker and need to purchase either a combination or key lock. Please do not purchase a hardened steel lock as these can be very difficult to cut off if students lose their key. A spare key or the combination code should be kept with home group teachers or the Office. Lockers must be kept in a clean condition and not misused or damaged. Student valuables should not be brought to school however their electronic device must be kept locked in their locker when not in use.

**Sick Bay**

Students who are ill should not be sent to school. For those who become ill throughout the school day, must first report to the office where staff will contact parents. Students are not to contact parents via mobiles first to indicate they are unwell. The school will only allow the student to leave with a parent/guardian or their emergency contact noted on the enrolment form. A medical information form is required to be filled in by parents at enrolment. Parents are asked to keep this record up-to-date by informing the College of any significant injuries or illnesses which occur, especially if student is anaphylactic or has severe asthma. These conditions require an action plan provided by parents which will be posted at school for staff to access.

**Travelling to and from School**

Students walking to and from school are expected to use safe measures in their travels such as using pedestrian crossings. Students riding their bicycles to and from school must wear a bike helmet and can store their bicycles in the school bike shed at their own risk. Students must not ride their bicycle on school grounds. **Skateboards are not to be brought to school** as they are unsafe for the users and for others in their path. Students travelling by bus are expected to behave in a respectable manner at all times. A pre-requisite for travelling on a contract school bus is the return of ‘*Conditions of Bus Travel – safety requirements*’ document.

It is expected that every student travelling on a contract bus carries a student bus pass to allow them on the bus. In the past, students have been refused entry to a bus without this pass. If a bus ticket is lost, students must see the Office for a replacement ticket which will incur a small cost.
Canteen
The canteen offers a wide, inviting range of healthy and snack food items. The canteen is open daily at recess and lunchtime. Lunch can be ordered at recess and collected at lunchtime. Students are expected to behave in a respectful manner when being served at the canteen. Any unruly or disrespectful behaviour will be forwarded to the relevant Coordinator.

Lateness / Absences
If students are late to school, parents can either sign them in at the office, write a note or approve the lateness using the Compass portal. Students without such approval for their lateness necessitates a lunchtime detention.

Parents are asked to please notify the school if their child is going to be absent for the day. Approval for absences can also be done using the Compass Portal. A message can be left on the answering machine before school hours, otherwise a dated note to explain your absence needs to be handed to home group teachers the next day. An SMS will be sent to parents in the morning if students are absent from school.

If families are aware of either anticipated or unanticipated extended absences, the office must be informed as soon as possible. This will allow class teachers to be informed and arrange suitable work during or prior to the absence. This work will be emailed either directly to parents, given to the student or handed to the office for a parent or guardian to collect.

Leaving school early
Students are expected to stay within the boundaries of the school grounds from the time they arrive in the morning until they leave at the end of the school day. No student is permitted to leave the school grounds during that time without written notification from parents/guardians. Students who need to leave school early for such things as appointments, need to bring a note from home and present it to the office before school. Students will be given an ‘early leavers’ pass to show their teacher when it is time to leave. We ask that parents do their best to make appointments outside of school hours so that learning is not interrupted. Students are not permitted to leave the school early with anyone other than parents or persons listed as emergency contacts.

Home study
Study at home is a very important feature of the Yarra Hills Secondary College Curriculum. It encourages development of organisational skills and positive home study habits as well as parent participation in the learning process. Study at home also provides additional learning time for:

- Revision of previously learned work
- Reinforcement of skills and techniques developed at school
- Preparation for in-school learning
- Research to support and/or enhance in-school learning
- Completing work missed due to absence

It is expected that all students will complete several hours of study at home each week according to their year level and learning needs in each subject areas. To assist each student in developing a successful balance between school expectations and personal life activities, the following study times are suggested as a minimum.

<table>
<thead>
<tr>
<th>Year</th>
<th>Study Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7 – 8</td>
<td>3 – 5 hours per week</td>
</tr>
<tr>
<td>Year 9 – 10</td>
<td>7 – 9 hours per week</td>
</tr>
<tr>
<td>Year 11 – 12</td>
<td>10 – 12 hours per week</td>
</tr>
</tbody>
</table>
Homework Help
Homework help is available to provide students with a friendly supportive environment in order to complete homework. Computer facilities are available as well as staff assistance. Days and times are established at the beginning of every year.

How can parents help?
Parents can assist with study by:
- Checking that the diary is being used correctly
- Checking that set work is completed by the due date
- Checking Moodle for any extra resources
- Encouraging your child to produce work to the best of his/her ability
- Ensuring your child understands the set homework. If difficulty exists, contact should be made with the relevant teacher
- Provide an appropriate area and environment for your child to study as well as an appropriate time to complete this work

Library
The school Library is open from 8.15am till 4.15pm including recess and lunchtime every day. There are particular Library rules that students must abide by that are in addition to Yarra Hills Secondary College’s classroom rules (noise level restrictions, borrowing rules, food etc). Appropriate use of the resources (books, computers, equipment and furniture) is essential to maintain a reliable and efficient library service for all students and staff. Students in Years 7 – 12 can borrow a maximum of five resources at one time for two weeks. Books can be renewed, provided there has been no request made for the same resource by a student or staff member. Overdue notices are given to students throughout the term on a regular basis. Bags are not permitted to be taken into the Library.

Use of computer facilities and internet at school
Year 7-12 students have their own electronic device (7 – 9; iPads, 10 – 12; laptops) which are configured to use the school network during the school day. It is expected that students provide an adequate casing to protect their device and secure it in a locked locker when not in use. It is also student’s responsibility to ensure these devices are charged each day as there will be no access for charging at school. These devices will be used in many lessons but not every lesson; therefore students need to ensure they are only accessed when instructed by their teachers. For occupational health and safety reasons, devices with cracked screens are not to be brought to school and must be repaired in a timely fashion.

The school provides students with password protected computer access to the school intranet, and the internet as well as allocating students a Yarra Hills Secondary College email account, OneDrive account and access to Office 365 (Word, Excel, PowerPoint and OneNote). The College retains the right to collect and/or inspect iPads and netbooks at any time and to alter, add or delete installed software or hardware. Students are given a logon and password for access and it is essential that students keep their passwords secret and change them at regular intervals. Students are not permitted to give their password to another student. By accessing all computers, including their own (laptop or iPad) students agree to follow Yarra Hills Secondary Colleges ICT Policy. The agreement can also be found on our website: www.yarrahills.vic.edu.au.
Terms of Agreement

1. The college network including wireless access is for school use only.
2. It is the responsibility of each student to keep their password secure. No student may give another student permission to use their account details.
3. No student may use another user’s account or attempt to gain access to another user’s account.
4. It is the responsibility of each student to maintain their own files on the network and their device and to regularly make backups of their work. The College accepts no responsibility for lost or damaged data.
5. Each student is responsible for any damage deliberate or caused through negligence.
6. No student may install software on the College desktops, or run software from removable media, the Internet or other sources without the permission of the Network Managers. Students take responsibility for any apps they install on their devices.
7. The playing of computer games during class time is not permitted unless permission is given by their teacher.
8. No food or drink is permitted in the computer room.
9. No student may access, store, transfer, email redistribute or use files or web sites that:
   - are illegal
   - are pirated
   - contain offensive, harassing, obscene or abusive language.
   - involve pornographic images, sounds or text
   - are considered offensive by the College.
   - contain information of a dangerous or immoral nature such as hacking guides, terrorist Handbooks etc
   - enable them to alter the network or to gain full or partial access to the network beyond those files supplied specifically for student use by the College.
   - are owned by another person or organization without the permission of that person or organization.
   - are normally blocked by the college filters.
   - allow the college filters to be bypassed.
10. No student may use College computers to receive or send email or other electronic messages, create or maintain a World Wide Web site, download programs or similar files, or take part in “chat” sessions without the permission of the Network Managers or their teacher.
11. No student may access or attempt to access the College network at levels of access above those granted to the student by the College.
12. Hardware may not be altered, removed or transferred between computer stations. All damage must be reported to the Network Managers.
13. Students will list any downloaded material used in the preparation of assignments in a bibliography and clearly indicate where material has been directly quoted from another source.
14. Students will not reveal personal information including names, addresses, credit card details and telephone numbers of themselves or others via the Internet or school network unless instructed to do so by the College.

Students who violate any of the terms of this agreement will face disciplinary action as determined by the College

Mobile Phones and other electronic devices

All students have the right to learn in an uninterrupted environment just as teachers have the right to teach free from interruptions. See The Mobile Phone Policy for further information. Mobile phones must be turned off or put on silent and not seen or heard throughout the school day including recess and lunchtime. If mobiles are seen or heard, they will be confiscated and students may collect these from the office at the end of the school day. Repeat offenders will face more serious consequences and parents notified. Occasionally mobile phones are used in the context of the lesson. This is only when Staff have given permission to do so.

Earpieces used to listen to these devices should not be used in class unless students have the express permission by their classroom teacher. Students must understand this is a privilege not a right.
Other Policies
All Yarra Hills Secondary College Policies are located on our website for parents to access:
www.yarrahills.vic.edu.au

Photocopying Services
Students are issued with an initial amount on the card for photocopying and printing; once exceeded they will have to purchase further credit from the general office. Students can scan to PDF to copiers at no cost.
Copying costs are as follows: A4 Black .08c Colour .40c A3 Black .16c Colour .80c

Assemblies
We aim to run assemblies every term to show case the talents of our students as well as invite guests to speak on a range of different topics. To recognise the academic and endeavour achievements of our students as well as the effort students put into their studies, we hold a very special assembly early term three. Parents and friends are welcome to attend any of our assemblies and will be notified of such events.

Sports House System
There are 4 houses:
• Red Back Spiders
• Blue Dolphins
• Gold Eagles
• Green Dragons
Competitions between houses include the Swimming, Athletics Carnivals and cross country.
Parents are welcome to attend any of these events.

School Camp
Camps are offered every year in conjunction with the same year level at both campuses. The purpose of all camps is for students to increase their self-esteem, build solid relationships with their teachers and classmates; learn to interact within a group and to develop communication and leadership skills. Many camps involve new experiences for students and often with educational purposes.

Extra-Curricular Programs
Our College offers extra-curricular activities designed to complement and enhance the learning provided by the core curriculum and electives. Being involved in extra-curricular activities gives students the opportunity to develop their connectedness to the school community, establish friendships from all campuses and participate in many levels of competition and performance. Students who participate in our extra-curricular programs are often recipients of participation awards.

Instrumental Music
Flute
Clarinet
Saxophone
French Horn
Trumpet
Trombone

Round Robin Sport
Soccer
Table Tennis
Badminton
Volleyball
Tennis
Netball

General Interest
Production
Lunchtime activities
Lunchtime Clubs
Euphonium  Football
Tuba  Cricket
Drums / Percussion  Basketball
Voice
Piano
Guitar / Bass Guitar

Students who choose to be involved in the Instrumental Music Program are expected to participate in one of the College Bands and will have many opportunities to perform both within and external to the school to harness their skills.

Student Leadership
We believe that leadership develops personal confidence, responsibility and self-esteem, and offers enhanced job prospects in the future. Many positions of leadership are available for students across all year levels.

- Captains in Sport, Performing Arts (Music and Drama), Junior School and College
- Ambassadors
- Student Representative Council
- Peer Support

Code of Conduct Policy
Yarra Hills Secondary College Code of Conduct Policy aims to maintain basic rights for all members of the school community to ensure everyone is safe. In order to have these rights, all school community members must be committed to accepting the responsibilities that go with them, which include:

- Common sense and safety
- Mutual respect for one another
- Equal Opportunity
- Freedom to express opinions
- Gender Equity
- Courtesy towards others
- Respect for the property of individuals, School Community and the local community
- Access to effective learning
- A sense of good order about Yarra Hills Secondary College
- The community’s expectations for Yarra Hills Secondary College

The school rules that flow from these responsibilities seek to help our students to develop responsibility and self-discipline and to protect the rights of others regardless of gender, ethnic origin, religion or disability. See Code of Conduct Policy and other related policies on the Yarra Hills website for further information.

PEOPLE
- To be polite and courteous at all times and to all people
- Not to be involved in harassment or bullying of others
- Not to be involved in, or encourage others in fighting
- Avoid being involved in anti-social and dangerous behaviour
- Not swearing at other students, teachers or others
- Complying with teacher instructions at all times
PROPERTY
- Not to be involved in the theft of other people’s property
- Not deliberately damage other people’s belongings
- Not graffit or vandalise school buildings or equipment
- Use rubbish bins to avoid littering school buildings or grounds

REGULATION AND COMMUNITY EXPECTATION
- Arrive at school on time and be punctual to class
- Follow classroom management rules in all classes
- Remain under school supervision during school hours and not be in an out of bounds areas without permission from a teacher. See On Site Supervision and Duty of Care Policy
- Not to possess or smoke cigarettes and not to use or possess alcohol or illegal substances and paraphernalia at school, on excursions or on school camps
- Wear the school uniform or other clothing described in the school’s Uniform policy and Sun Protection policy

Consequences for behaviour
Staff will use a Restorative Practice approach when dealing with student conflict or poor behaviour. This allows students to reflect on their own behaviour and the impact it has had on others. Students will then have a better opportunity in learning from the mistakes they may have made. Depending on the nature and seriousness of the behaviour resulting in a breach of these rules, any of the following consequences may result:

- Apology for actions taken
- Clean up graffiti
- Repairing damage done
- Yard Duty
- Lunchtime or after school detentions
- Confiscation of items
- Loss of privileges; eg: access to computer network
- The 4 R Procedure *
- Parent/Coordinator/Principal Conference
- Internal Suspension
- External Suspension
- Expulsion from the College

In addition to the range of consequences listed above, counselling using the Restorative Practice approach will form a significant component of the action taken by the Student Management and Welfare Teams.

*The 4 R Process
If a student’s behaviour in class is unacceptable in class then staff will take appropriate steps to change this behaviour. In the event the behaviour does not change, then a step by step process called the ‘4 R Process’ will be followed. This is where a student is:

- Reminded of class expectations
- Refocus student back to the class task
- Relocate the student to another seat within the class room
- Remove the student to a room designated by the teacher

If students are asked to remove themselves to another room, they will then complete a Class Removal Reflection Sheet. This will form the basis of a discussion at a later time (before the next class) between the teacher and the student to resolve the behaviours that led to this removal. Restorative Practice forms a large part of this discussion. The relevant classroom teacher will contact parents to
discuss the matter. Students are then expected to discuss the issue with the teacher before the next timetabled class. If the student accumulates three Class Removals within a semester, this will result in an internal suspension.

**Detention**

Lunchtime detentions may be issued by staff or Coordinators for the following reasons:
- Uniform infringements
- Arriving to school or class late
- Poor behaviour or being ill-prepared for class
- Failing to work in class
- Failure to submit work on time

In each instance, parents will be notified and it is student’s responsibility to attend the detention. It is expected students bring the necessary work to complete.

**Parent Roles and Responsibilities**

Yarra Hills Secondary College has endeavoured to develop a positive and open communication between families and school and created the links that actively involve parents in their child’s education. We ask parents to view home-school collaboration as a mutual responsibility.

As teachers and parents share the responsibility of encouraging, modelling and reinforcing appropriate behaviour, it is important that parents understand their role in the development and establishment of these behaviours.

We ask parents to partner with us and support their child and the College by:
- Demonstrating a positive attitude at home about school, teachers and the importance of education.
- Maintain open communication with their child’s teacher, coordinator and the Campus Principal discussing any concerns they may have. This helps to address any issues while they are small and maintains a positive learning and social environment.
- Monitoring homework and assignments to make sure they are completed well and on time and encouraging their child to work to the best of their potential, academically and socially.
- Demonstrating respect and good manners towards all members of our school community.
- Do the best of their ability, to provide proper sleep patterns and nutrition for their child, as these are extremely important if they are to function well at school.
- Making themselves aware of their child’s performance at school and be open to a mutual sharing of concerns.
- Being a positive role model when visiting the school.

**Helping Out**

Parents are invited to contribute to the school in the following ways:
- Attendance at all interviews
- Attendance in sporting events such as College Swimming and Athletic sports
- Helping their child with homework especially with reading or maths skills
- Providing learning space at home for their child
- Checking Moodle regularly for their child’s curriculum
- Contacting the relevant staff if their child is experiencing any problems
- Parents of music students participating in the Bravo Committee
- Participating on School Council
- Participating on Parents and Friends Association
- Participating in fundraising activities
- Helping in the canteen
Parents are invited to contact the Campus Principal to discuss how they can further become involved in the school.

**School Council**
School Council is the elected body of parents, students, teachers and the Principal, appointed to manage the school in accordance with Government policies and guidelines. Elections to join the School Council are held each March. All Victorian Government schools have a school council. They are legally formed bodies that are given powers to set the key directions of a school within Departmental provided guidelines. In doing this, a school council is able to directly influence the quality of education that the school provides for its students.

Any parent of a child enrolled at the school is eligible to stand for election as a parent member. Department of Education and Training (DET) employees can be parent members at their child’s school as long as they are not employed at the school. The council also includes DET employee members and community members.

Parents on school councils provide important viewpoints and have valuable skills that can help shape the direction of the school and contribute to its success, and to that of each student. Yarra Hills Secondary College has been fortunate to have the support of very keen and dedicated parents willing to take on the responsibilities of council membership.

No experience is needed, only a keen interest in your child’s school and the desire to work in partnership with others to help shape the school’s future. Elections for school council memberships are held in February and March each year. Information about elections is sent home to parents.

Parents are welcome to attend as visitors and should give prior notice to the College Principal if interested.

**School Procedures during hot weather**
Students are not sent home early on days of extremely high temperatures. Parents are encouraged not to collect students during the day if the weather becomes too hot. This decision needs to be made before the start of the day. Every attempt is made to keep rooms as cool as possible. Most classrooms are fitted with fans and/or air conditioners. Activities are also adjusted in keeping with the conditions.

Students are constantly reminded to bring school hats, sunscreen (available at the office) and clear water bottles. They are encouraged to stay in the shade during breaks. Students will not be permitted to make phone calls home requesting parents to collect them early. If there is a medical problem caused by heat, then they are to come to the office where first aid will be administered and parents contacted if necessary.

**School Procedures during extreme and code red fire danger periods**
Yarra Hills Secondary College have an emergency management plan, which is rehearsed throughout the school year. Mt Evelyn Campus is in a fire risk zone and may be subject to code red fire danger periods. Staff will advise parents of plans to close if weather conditions on CODE RED days are forecast. We will provide up to three days’ notice and confirm by 12 noon the day prior to a planned closure. Please note that contract buses will also stop on Code Red days. A comprehensive Emergency Management Plan is updated every year and is available for parent perusal.