



Year 7 Handbook 2016
Information for Families

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Welcome

I am very pleased to welcome you and your child to Pakenham Secondary College. The transition from Primary School to Secondary School can be a challenging and sometimes anxious time for both parents and child. It is our aim to make each child's enrolment into our school as straightforward, as it can be. If you have any questions regarding the school or the transition process, please do not hesitate to contact our Transition Co-ordinator, Mrs Jo-Anne Duggan, or the Assistant Principal in charge of Year 7, Ms Frances Dunlevie.

The Year 7 learning program is designed to provide all students with a solid foundation for their secondary education. It is our desire to provide an educational program that is beneficial to all students and provides them with the opportunity to follow their preferred career path upon leaving Pakenham Secondary College. Please take the time to read the information contained in this book.

Thank you for entrusting our College with the responsibility of providing a secondary education for your child. It is something we do not take lightly. My staff and I look forward to working with you throughout 2016 and beyond.

Mr Ray Squires
Principal

2016 Information Night

Monday 7th December, 2015

Our information night for the Year 7 class of 2016 is on Monday 7th December, 2015. You and your child are invited to attend this evening between 7:00pm and 8:30pm; this will give you the opportunity to meet staff, Team Leaders and myself, who will be involved in the care and education of your child for the beginning of their secondary education. It will take place in the Senior School Lecture Theatre.

The uniform shop will be open between 4:00pm and 7:00pm for the purchasing of uniforms. On this evening the College office will also be open until 7:00pm to allow for payments of subject contributions and camp etc.

The following day, Tuesday 8th December, 2015 is Orientation Day. Students will need to meet at the end of the Year 7 centre on the concrete, near the staff car park, for an assembly at 9:00am. After the initial welcome, they will be directed to their classes and activities for the remainder of the day. Please ensure your child comes dressed in their Primary School uniform, brings lunch (or money to purchase lunch at the canteen) and some paper, pencils and pens.

The uniform shop will also be open on Tuesday 8th December, 2015 at 8:30am to 10:00am and re-open 1:00pm to 4:30pm if you wish to purchase uniforms.

A copy of your child's birth certificate or extract if you are an Australian citizen, or a copy of your child's passport is required by the College prior to confirmation of enrolment. This is a requirement from the Department of Education and Training.

We look forward to meeting you and trust that the evening will be informative, useful and enjoyable.

Orientation Day

Tuesday 8th December, 2015

9.00am

STUDENT PROGRAM

9.00am – 9.30am	Welcome by Assistant Principal, Ms Frances Dunlevie and Transition Co-ordinator, Mrs Jo-Anne Duggan. Students will be placed into groups for the day's activities.
9.30am – 11.35am	Lessons in class
11.35am – 12.05pm	RECESS
12.05am – 1.25pm	Lessons in class
1.25pm – 1.55pm	LUNCH
1.55pm – 3.00pm	Lessons in class.
3.00pm	Assemble for buses
3.15pm	Home time

All Grade 6 students need to wear their PRIMARY SCHOOL UNIFORM and bring pens, pencils and paper. Students can bring lunch on the day or purchase it from our canteen.

Grade 6 students are to assemble on the concrete area at the car park end of Year 7 centre.

Laptop Program

Over the last decade significant changes have occurred in the way information and communication technologies (ICT) have been used, as a way of supporting each child's learning experience. A contemporary learning experience now very much involves the use of ICT. This has developed further as:

- Curriculum, pedagogy and assessment become more reliant on ICT.
- Teachers have become more confident in the use of ICT in the classroom.
- Students and parents expect more in terms of the use of ICT.
- Text books become increasingly available in ebook form.
- There has been an increase in the number of resources that are available on-line.

As a school, we are committed to providing each child with a learning experience that enables them to build a pathway to their future. This work is underpinned by the fact that our learners are 21st Century students and, as a contemporary school, we need to ensure access to a 21st Century learning experience. The common view is that students need to have their own computer and that this computer is something the child should bring to and from school. At its August meeting, School Council will finalise a decision on how this is to be implemented in 2016. We envisage rolling out the program over the next three years, so that eventually all students attending Pakenham Secondary College will have their own Netbook.

In 2016 all Year 7 students and Year 10 students will be asked to purchase a Netbook. Year 11 and Year 12 students will continue to have the option to use the Netbooks they currently have access to through previous arrangements. Year 8 and 9 students may have the opportunity to opt in, with a view to making it compulsory over the subsequent two years.

Laptops will be used to facilitate learning by allowing students to:

- Access, use, create and publish digital and online information
- Develop knowledge and skills through creativity, critical thinking and problem solving
- Collaborate with others
- Use the laptops as a tool to manage their work and learning
- Develop age-appropriate ICT skills, including the responsibilities of online citizenship
- Accept responsibility for their personal actions when using ICT and for the care of their laptop.

We would be suggesting that students purchase the following laptop package : Lenovo Think Pad 11e, Celeron (2.3GHz) processor, 4GB RAM, 120GB SSD hard drive, Windows 8, computer bag and 3 year onsite warranty currently priced at \$759.00 (inclusive of GST).

They will be able to be purchased on line and can be paid for in full using a credit card option, while some parents may choose to use the finance option, which will also be available. The price quoted is based on current figures. We are arranging for these to be purchased, by parents, from our preferred supplier, Network Neighbourhood, which is now owned by JB HiFi. This group is listed by the Department of Education and Early Childhood Development on its preferred supplier panel.

The benefits of students having the same device and purchasing the laptop from the preferred supplier are:

- Full on-site warranty for 3 years
- No cost for Microsoft Office: Word, Excel, Access, PowerPoint, Publisher and 80 educational software titles.
- Full onsite software support
- EBooks can be purchased instead of hard copy text books, which in turn can save hundreds of dollars over 3 to 4 years.
- Student only carries a small laptop computer, not a backpack full of textbooks.

Enhanced Learning Program

Aim

The aim of the Enhanced Learning Program at Year 7 is to extend the learning and personal development of more able students through the provision of a challenging and diverse program.

Identification and Selection of Suitable Candidates

Identification and selection of suitable candidates for the program occurs during Term 4 and is based on more than one method, to ensure a student's hidden talents are not missed.

Methods of identification include:

- Standardised testing
- Parent nomination and/or Grade 6 Teacher nomination
- Transition Information from the primary school
- AUSVELS level at the end of Grade 6

Selection of students is based on:

- Information collected in the identification process
- Parent and child interview (if required) with the Pakenham Secondary College Transition Co-ordinator and Year 7 Team Leaders.

Provision

Enhanced learning and personal development will be provided as follows:

In Class Provision

Enrichment and extension involving the study of topics at greater depth, the broadening of content, understanding, processes and skills beyond the core curriculum and the ability to integrate knowledge at a level appropriate to each student's developmental level.

Out of Class Provision

Participation in enrichment activities, such as, competitions, workshops and debating. Involvement in the wider school program e.g. Student Leadership Council, School Music Program and sporting teams.

Learning opportunities will facilitate:

- Development of independent learning skills i.e. student-centred rather than teacher-centred
- Development of skills in the areas of higher order thinking, problem solving, self-evaluation and co-operative learning
- Development of effective decision making skills
- Development of leadership skills

Monitoring and Review of Student Progress

Monitoring of student progress in the Enhanced Learning Program will be ongoing and will include:

- Standardised testing twice a year
- Regular teacher assessment of academic performance and work ethic

The information obtained from the monitoring process will be used to review student participation in the program and, if student progress is considered unsatisfactory, this may result in removal from the program. Should you require further information or would like to discuss the program, please feel free to contact the College on 5945 1433.

How to read the Timetable

Your name will appear at the top, followed by your student code and home group.

Year level (07),
Subject (SC: Science)
1 (home group)

07SC1: GREK S2

The teacher's initials

The room where the class will take place

The school day is broken up into four 75 minute periods. The timetable shows:
BS: Before School
1: Period 1
REC: Recess
2: Period 2
3: Period 3
LU: Lunch
4: Period 4
AS: After School

BLOGGS, Joe [BLO0001] 7-1					
	Mon	Tue	Wed	Thur	Fri
BS					
1	07SC1: GREK S2	07FT-A1: TAYL A3	07FT-A1: TAYL A3	07MA1: TOLS 7A	07EN1: KIED 7A
2	07MA1: TOLS 7A	07PE1: MATB SPT1	07MA1: TOLS S2	07SC1: GREK B1	07MU-B1: BANS PA1
3	07EN1: KIED 7A	07EN1: KIED 7A	07EN1: KIED 7A	07PE1: MATB GYM2	07HU1: HENL 7A
4	07MU-B1: BANS PA1	07MA1: TOLS 7A	07HU1: HENL 7A	07LT1: DELS S1	07LT1: DELS A11
AS					

Core Subjects	Art/Tech Subjects
EN- English	FT – Food Technology
MA-Maths	WT – Wood Technology
SC- Science	IT – Information Technology
HU -Humanities	VC – Visual Communication
PE- Physical Education	2D – 2D Art
LT- French (except 7.7)	3D – 3D Art
	MU – Music
	TE - Textiles

The subject codes are translated for you here.

Senior School Programs

As students enter secondary school, it seems like a long time before they will have to begin making decisions about subjects, careers and choosing between VCAL (the Victorian Certificate of Applied Learning) and VCE (the Victorian Certificate of Education). However, these choices come along all too soon and by the middle of Year 9 students are deciding if they want to study a VET (Vocational Education and Training) subject or possibly a VCE subject as part of their Year 10 course.

The information on senior secondary courses given here is general and is not intended to give all the answers to specific questions, but it will provide a starting point for you and your family on which to build your knowledge.

VCE - The Victorian Certificate of Education	<ul style="list-style-type: none"> • The traditional academic program • It leads to university, other tertiary programs and the workforce
VET(iS) - Vocational Education & Training (in Schools)	<ul style="list-style-type: none"> • Often a Certificate II TAFE subject • Delivered at schools or TAFE by trained staff • A VETiS subject can be part of a VCE or a VCAL program
VCAL - The Victorian Certificate of Applied Learning	<ul style="list-style-type: none"> • The 'hands on' option for students who prefer applied learning • It leads directly to apprenticeships, some tertiary courses and the workforce

The Victorian Curriculum and Assessment Authority is the government organisation that oversees each of these programs, not only what is taught, but also the setting of examinations, verifying student work and outlining the rules and regulations for each subject and course. If you wish to find out specific information on any course the information is on their website: www.vcaa.vic.edu.au



Year 7 Career and Pathways

It is essential for young people to take an active role in their career development, starting from a young age. In Year 7, 'I Discover' is the main focus in Careers and Pathways. This focus is designed to give students the opportunity to discover their strengths and interests, enabling them to develop a positive self-image. This provides a foundation for future pathway planning. Students also develop an awareness of the importance of social and interpersonal skills, as they take these into their future work roles. Each student will complete a Career Action Plan, in which they will explore and start to plan their career learning goals. This plan will be reviewed each year, as the student grows and develops. The Careers and Pathways Team within the school helps students to develop their learning and work decision-making skills, build resilience to manage change and provide a foundation for career management skills.

Sport

Pakenham Secondary College run a number of division sport days for students in Years 7 to 12 throughout the year. We compete in the Casey North Division against schools such as Lakeside Lutheran, Berwick, Gleneagles, Nossal, Kambrya, Hallam, Fountain Gate, Timbara and Doveton. If we progress through to the next round we enter the Southern Metropolitan Region and then through to State. We offer a number of sports for both girls and boys such as Cricket, Volleyball, Tennis, Baseball, AFL, Netball, Soccer, Badminton, Table Tennis, Hockey and Basketball. We also have whole school sport Carnivals for Athletics and Swimming. Cross Country is also run in our Physical Education classes. The winners from these carnivals also progress through to the next stages.

Origins of House Names of Pakenham Secondary College

Henty

Thomas Henty originally bought "Pakenham Park" around 1865. This property includes the site of the Pakenham Secondary College.

Lecky

In 1845 James Lecky leased 7,000 acres east of the Cardinia Creek, about three miles south of the current town of Officer. The property was called Gin Gin Bin.

Jamieson

Dr William Kerr Jamieson, the first settler of the Pakenham area took up a lease of nearly 13,000 acres in 1838. Known as IYU, the property extended almost to Nar Nar Goon. The gate to the Homestead was on McGregor Road.

Patterson

Alexander Patterson took up the St Germain run of 6000 acres in 1848. The property on the west bank of Cardinia Creek extended almost to Clyde.

Activities

Aerobics

Aerobics aims to introduce students to basic Sport Aerobics movement patterns, to foster a connectedness to school and to improve fitness. The Pakenham Secondary College Aerobics Team participates in fitness training once a week that focuses on strength, flexibility and cardiovascular endurance, as well as routine training once a week. Routine training will focus on teaching the students a set AEROSkools routine to music. Students can enter competitions during the year, as a member of the School's Aerobic Team.

Joining the Pakenham Secondary College Aerobics Team is a great way to get fit, have fun and make friends. Students are welcome to join the team for training only, or they can participate in competitions. There is a cost associated with competitions.

Art Club

Art Club is held every Tuesday and Thursday at lunchtime. This club provides students with the opportunity to develop their painting and drawing skills.

Chess Club

The PSC Chess Club was formed in 2012; the main goal of the program is to provide a fun and intellectually stimulating social activity. There are several studies that have been conducted which prove the vast benefits of having a chess program in schools. The benefits include:

- Chess help students to concentrate and develop
- Chess creates a pattern of thinking that helps in problem solving.
- It accommodates all levels of learners
- A learning environment based on games builds confidence and social groups

Pakenham Secondary College also conducts Regional Chess Tournaments three times a year; several government and non-government schools participate. On average, in any tournament, there are around 85 students competing. Everyone is welcome to join the club and it is run by Mr De Lima and Mr Ampongan every recess Monday to Friday.

Student Promotions Policy

School Purpose

Pakenham Secondary College is committed to providing all students with learning opportunities designed to develop socially responsible citizens, building pathways to their future.

This means that there is a belief that all students have the ability to learn and they are at the centre of all that we do. As a school, it is our goal to provide a variety of learning opportunities for all students, with a focus on the development of the whole student and creating viable options for their future.

This is underpinned by our SOAR values:

- S** Social and personal responsibility.
- O** Opportunities for all.
- A** Achieving personal best.
- R** Respect and relationships.

Promotion from Year 7 into Year 8, from Year 8 into 9 & Year 9 into Year 10

For the majority of students, promotion to the next year level is automatic, based on the successful completion of their current year of study. The determination of successful completion is based on:

1. Achievement
2. Classroom effort
3. Work habits
4. Study habits
5. Attendance
6. The display of maturity, appropriate to the year level
7. Any other relevant factors

In circumstances where progress has been unsatisfactory, a review of progress will need to be undertaken. This review will involve the student and their parent/guardian to determine the best study program, that will maximise the student's opportunities for success in the next year of study.

The review will involve one or more of the following people:

- Subject teacher
- Educator
- Assistant Principal of the particular year level
- Relevant Support Staff

The review will be based on all relevant information including:

- Formal reports
- Academic results
- Attendance
- Teacher comments
- Student and parent information
- Any other special circumstances

In The Event of Unsuccessful Completion of a Year Level

Options will be tailored to individual needs and might include, but are not limited to:

- Promotion to the next year level with a modified course of study.
- Placement in flexible learning programs offsite (e.g. Alternative Settings, Structured Work Placement).
- Completion of non-submitted work either after school hours, during school time or in the school holidays.
- Depending on year levels and availability, a hybrid course of study based on progression in subjects where the student has been successful and repeating subjects where the student was unsuccessful.
- Repeat the year level for two timetable cycles, followed by a review of progress aimed at determining if improved performance justifies promotion.
- Repeating the year level for a whole year.

Promotion from Year 10 into Year 11 and from Year 11 into 12

Year 10 and Year 11 students generally study twelve semester units throughout the year.

Promotion into Year 11 and 12 will be based on the number of semester units successfully completed in Year 10 and Year 11.

Under normal circumstances, students will not be enrolled in subjects at a higher level, if they have not successfully completed the subject at the previous level.

1. Automatic Promotion requires ten or more units successfully completed out of twelve including two Units of English.
2. Non-Automatic Promotion Level is less than ten units successfully completed out of twelve.
Students who are successful in less than ten units for the year will not be awarded a 'Year 10 pass' or a 'Year 11 pass' and will not be directly promoted into the following Year Level.
For these students, a review of progress will be undertaken involving the student and their parent/guardian. The review is aimed at determining a program that maximises the student's chance of success in the following year. Options may include:
 - Promotion to the next year level with a modified course of study.
 - Placement in flexible learning programs offsite (e.g. Alternative Settings, Structured Work Placement).
 - Completion of non-submitted work after school hours, during school time or in the school holidays.
 - Partial progression based on successful subject areas together with redemption of unsuccessful subject areas by repeating specific subjects.
 - Repeat the year level for two timetable cycles, followed by a review of progress aimed at determining if improved performance justifies promotion.
 - Repeating the year level for a whole year.
 - Repeating specific subjects for a semester.

Redemption for Unsuccessful Completion of Subjects

Opportunities for redemption of subjects that have not been successfully completed will be available (subject to VCAA requirements) and these opportunities may include:

- Completing unfinished or additional work after school hours, during school time or in the school holidays.
- Completing unfinished or additional work after students, who have successfully met the criteria for promotion, have been dismissed for the year.

Identification of Students at Risk of a Progress Review - Background Information

During the course of the year, parents will be provided with Interim Reports, Semester Reports and the opportunity to discuss student progress with teachers at formal Parent Teacher Interviews. This information underpins decisions on student progression.

Students with achievement concerns at course selection time will be advised to undertake a course based on their current achievement and advised that the course is subject to review in Term 4 when their final results are known. This may involve choosing a repeat course at their current year level.

Right of Appeal

Parents, guardians and students who are unsatisfied with the outcome of a Progress Review may appeal directly to the Principal for a review of their situation.

Uniform Policy

Rationale:

All students wear full uniform. The wearing of the uniform and personal presentation is a valuable factor in reinforcing College values. It promotes a sense of identity with the College and equality between students.

A number of items are regulation, meaning that the style, fabric or manufacture, has been determined by the College Council. The main uniform supplier is the Pakenham Secondary College Uniform Shop located on site.

Implementation:

BOYS:

Shorts	Summer, grey tailored regulation style
Trousers	Winter, grey tailored regulation style
Shirt	College green polo shirt long/short sleeve regulation style or plain white long or short sleeved business style shirt
Jumper	Black College jumper or black College polo fleece top
Shoes	Plain black, polished leather, lace up
College Jacket	Regulation style

GIRLS:

Dress	Summer, regulation style.
Skirt	Winter, green and grey check, regulation style.
Shorts	Summer, tailored regulation style black shorts (closer to the knee than the hip)
Trousers	Winter, black regulation style
Shirt	College green polo shirt long/short sleeve regulation style or plain white long or short sleeved business style shirt
Jumper	Black College jumper or black College polo fleece top
Shoes	Plain black, polished leather, lace up.

Physical & Sport Education

Shirt	Gold polo regulation style
Shorts	Black, no pockets
Socks	Plain white
Shoes	Runners
Tracksuit	Black (optional)

General Items

All uniform items need to have the College Logo.

Jumper	Black College regulation style
Jacket	College regulation style
Scarf	Black
Gloves	Black
Socks	Plain black or white
Blazer	Optional item, black regulation style

Hairstyles and Hair Colours

Hairstyles and hair colours considered to be extreme in colour, length or style are not acceptable and could result in the student being sent home. Students with hair that is dyed should have a colour that resembles a natural hair colour.

Jewellery/Piercings

All jewellery needs to be discrete and earrings should be sleepers or studs. All other facial and body piercings should be transparent. Visible / non transparent facial or visible body piercing is not permitted at school.

Uniform Pass

If students are out of uniform they need to bring a note from their parent or guardian explaining why they are out of uniform. This note should be given to the Team Leader or Educator before the start of the day; students will then receive a uniform pass for the day. Students who are out of uniform without a pass or who fail to provide an acceptable reason for being out of uniform will attract a consequence. These consequences may include:

1. Being asked to obtain parental permission to return home to change.
2. Withdrawal from timetabled classes.
3. More serious consequences will apply to students who repeatedly wear the incorrect uniform and deliberately break the College's uniform regulations.

Students are not permitted to wear hooded jackets/hoodies at any time during class or in the school yard; uniform passes will not be given for these items.

Uniform Shop

Our uniform shop is located on the grounds of the school behind the gym and it is the only shop that sells our uniform. Payment can be made by cash or EFTPOS or credit card. The shop does not accept American Express or Diners Card. Lay By is available for a maximum of one term, with payments to be made at least monthly. The manager can be contacted on 5940 2912.

The shop is open every

Saturday morning 9am-12pm (except middle Saturday of holidays)

Tuesdays 1:00pm - 4:30pm.

Acceptable Items



Examples of Unacceptable Uniform Items



Jeans



leggings



two toned or monogrammed



High top shoes



ballet flats



non polish-able shoes

General Office Information 2016

Address: 1020 Princes Highway
Pakenham 3810

Telephone: (03) 5945 1433

24 Hour Absence line: (03) 5945 1444

Facsimile: (03) 5941 3581

Email: pakenham.sc@edumail.vic.gov.au

Web Address: <http://www.pakenhamsc.vic.edu.au>

Bell Times

Locker Bell	8.52am
Period 1	9.00am
Recess	10.15am
Period 2	10.50am
Period 3	12.10pm
Lunch	1.25pm
Period 4	2.00pm
End of day	3.15pm

Student Term Dates 2016

Term 1
29th January 2016 – 24th March 2016

Term 2
11th April 2016 – 24th June 2016

Term 3
11th July 2016 – 16th September 2016

Term 4
3rd October 2016 – 20th December 2016

Students commence Friday 29th January 2016

School Contributions

Payment of school contributions can be made by cash, EFTPOS, BPay, Centre Pay and Credit Cards

Students Returning Forms and Money

When students are returning excursion forms, money in sealed envelopes or paperwork to the General Office, it should be placed in the letterbox located in the wall next to the Student Window. Parents and Guardians can return these items to reception.

Parent Teacher Interviews and Reports

Parent / Teacher interviews are held in the last week of Term 1 and Term 3. Interim Reports are mailed to parents in the week before Parent/Teacher interviews. Interview times are booked using an online booking system 'SOBS - Schools Online Booking System'. Semester Reports are mailed out at the end of Terms 2 and 4.

Newsletter

The College will email the newsletter to families three times a term. Families who don't have email access can request a paper copy to be mailed out. The newsletter is also available on the College website.

Personal Items Brought to School

If students bring bikes, scooters or any personal items, including mobile phones and iPods to school, it is at the owner's risk. The College accepts no responsibility for any lost or stolen items. The College will lock the bike shed each day, but cannot guarantee complete security; we recommend students bring their own locks to secure bikes and scooters.

Library

The College library is open every day at 8:30am for students to use before school and until 4:00pm after school. It is also open every lunchtime.

Canteen

The school has a Canteen on site that is available for students to purchase hot and cold food before school and during recess and lunchtime. Students are not permitted to visit the canteen during class time.

Breakfast Club

All students are welcome to come to the Year 7 Breakfast Club. Toast and milk/milo will be provided Monday to Friday between 8:15am and 8:45am in the Year 7 centre.

Homework Club

The College operates a Homework Club in the library one afternoon between 3:30pm and 4:30pm. No bookings are necessary and all year levels are welcome. Teachers supervise the session and are available to offer assistance as needed. Students do not need to stay for the full hour, just as long as they need to. No paperwork is required and students can simply arrive at the allocated time. The day is to be determined by staff available at the start of the year. This will be published in the College Newsletter.

Privacy Consent

The College values the privacy of every individual and is committed to protecting all personal information we collect. In Victoria, the primary law that outlines privacy requirements is the Information Privacy Act 2000(Vic). This law sets out what we must do when the College collects, uses, handles and destroys personal information.

The College will be collecting information throughout the year to be used in its communications to the school community and broader public and in promotional materials such as the College Newsletter, local and Melbourne based newspapers, the College website and promotional material which will be distributed to local primary schools and members of the General Public.

Parents and/or Guardians will be requested to provide their consent at the beginning of the school year.

You may request for your consent to be withdrawn at any time by writing to the College

Sick Bay

The College provides a service where we provide temporary support to students, provide first aid where applicable and return students back to class when it is safe to do so. We are not able to provide medical treatment or assessment or administer medication unless previously arranged with parents.

When deemed necessary, we attempt to contact parents or other listed emergency contacts; in very serious cases we may need to arrange for an ambulance.

Parents must ensure that they let the school know when their contact details change and to ensure we have other emergency contacts listed on our system. It is important that we can readily contact parents / guardians or other emergency contacts, if a medical issue arises.

Medication at School

The College must have completed paperwork for all medication that is left at school. All medicine must be in the original packaging with the students name clearly labelled. No medication may be administered without written consent from a Parent or Guardian.

Medication forms are available from reception or the school First Aid Officer.

Students with Anaphylaxis or Asthma

The College has specific paperwork that parents and guardians must complete for students who have either of these medical conditions.

Any medical concerns or conditions that the school should be aware of, can be discussed with the school First Aid Officer or the General Office.

Anaphylaxis and asthma forms are available from reception or the school First Aid Officer.

Pakenham Secondary College Policies

The College has numerous policies that comply with Government regulations and a number of these are available on the school website. All policy documents are available to families by contacting the General Office.

Student Absence Line

When students are away from school, parents or guardians are requested to ring the absence line on 5945 1444. This is a dedicated phone number for absences only and is available 24 hours a day 7 days a week.

Please leave the following details:

Students name and home group

Date of the absence and the duration of the absence

The College will send families a text message each morning to follow up any unexplained student absence for that day. Please reply to the text message with the student's name and reason for their absence.

Leaving Early From School

If a student needs to leave school early they must be signed out via Reception. Students need to bring a note from home, which they need to give to their Team Leader before school; the Team Leader will then issue an early leavers pass. This approval slip will allow the student to leave class and sign out at reception. If the student needs to leave unexpectedly, the parent/guardian can come to reception to sign the child out or phone the school to provide approval for the child to leave.

Students can only be signed out by adults who are listed on the student's file. In all other cases approval will be needed from a parent/guardian. Families are strongly encouraged to keep their information up to date to avoid any delays in allowing a child to leave.

Arriving Late To School

Students who arrive late to school need to provide a note for the late attendance and obtain a late pass from the Student Window, which is located behind reception.

Buses

While parents/guardians have primary responsibility for transporting their children to and from school, the School Bus Program assists families in rural and regional Victoria by transporting students to school. The program services both government and non-government schools.

Categories of eligibility determine whether a student travels at no cost or travels upon the payment of a fare. Students wishing to access a seat on a bus must complete an application form and parents/guardians must agree to the conditions of travel including, if applicable, the payment of a fare.

To access a school bus at no cost, government and non-government primary and secondary school students must attend their closest school/campus by the shortest practicable route appropriate to their year level and be residing 4.8km or more from the school. The school bus service is from home to school ONLY and not to be used for recreational purposes or to get students to afterschool employment.

If a student changes residential address, a new application must be made to the coordinating school and assessed against all criteria.

Students may ONLY access ONE bus service. Students who live in a shared custody situation are only eligible to travel at no cost to their closest school from their primary residential address. If students need to catch a different bus to school from their secondary residence, they may only catch that bus subject to approval from the coordinating Principal and upon payment of the designated bus fare.

Families can obtain the application form from the College.