INTRODUCTION:

Point Cook Senior SC opened for Year 10 students and families on 30 January 2008, located in the fast growing and multicultural Point Cook area of Wyndham in Melbourne's west. From a small beginning Point Cook Senior now offers students a broad range of VCE, VCAL and VET studies as well as select entry programs in Maths/Science and Commerce/ Law, an AVID stream and an Elite Sports (AFL) Program.

The learning spaces of the school include the Learning Resource Centre, Design Technology facilities for Textiles and Wood, a Gymnasium, Food Technology, Music and Drama spaces, and a Science & Technology centre. We have also taken possession of a new Trade Training Centre which hosts VET studies in Furniture, Automotive and Avionics.

Learning in every study is undertaken in large blocks of learning time allowing students and staff to conduct large scale investigations and practical exercises in every session. Students experience five areas of study every semester, and have access to accelerated studies in VCE units from the beginning of Year 10.

In a short period of time our college has also become a leader in a variety of areas, including becoming a Centre of Excellence for pre service teacher training, a VCE, VCAL and VET teacher network facilitator, a key member of the Victorian Senior Schools Forum, the Hobsons Bay Network and the Point Cook Precinct.

Point Cook is a growing community and it will be important for students to take a leading role in helping to develop the area they live in. To aid this we undertake one semester of Community Action Projects in Year 10. Students work in small teams to investigate areas of community need, and to complete projects which will be of direct benefit to the residents of our college and the Point Cook community. Students are assessed against employability competencies and present a record of their projects in a digital portfolio to an audience including staff, community members and peers.

In Years 11 & 12 students access a full range of pathways options including studying VCE and VCAL units, school based apprenticeships, VET studies and accelerated tertiary studies in areas like mathematics, law and information technology as negotiated with local university providers.

A key value of our college is the strong emphasis we place on relationships and on developing the whole person. This is evident in our Advisory program which operates for 30 minutes each day and is based around a program which embraces Pathways counselling, literacy, study skills, mental health and adolescent wellbeing activities.

Point Cook Senior is defined by:

Strong relationships between staff and students.
Strong community links.
Individual learning and pathways plans.
Technology based research and presentation.
Best practice teaching strategies.
A young adult environment and culture.

Point Cook Senior will be an exciting place to be as it continues to develop over the coming years.
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AN ALPHABETIC GUIDE TO POINT COOK SENIOR

ADVISORY

Advisory is a thirty minute, daily meeting time where staff and small groups of students meet to undertake a wide range of personal, organisational, well-being and future planning tasks. These will include:

- Individual Learning Plans
- Pathways Planning Tutoring
- Project Assistance
- Learning Preferences
- Communication, Organisation and Relationships

Advisory staff will be responsible for all aspects of student well-being and management, and will be the first point of contact for families. Attendance, submission of work requirements and general referral issues will each be channelled through the Advisory teacher who will also maintain and update a detailed student tracking interface.

ATTENDANCE POLICY

Students are expected to be punctual for all lessons and assemblies.

Following an absence from the college, a note of explanation from a parent or guardian must be returned to the Attendance Officer. Students must not have more than 8 sessions of unexplained absence in a subject, or they will be at risk of not meeting the attendance requirements.

If your son or daughter is not going to be attending school please advise the school by 9:30am on the day of the absence. After this time the college will notify you of the absence by SMS.

If an assessed task (SAC) is missed due to absence, a medical certificate is required to be presented to the subject teacher and Attendance Officer. Failure to do so will record a score of zero for the assessment item.

The direct attendance phone line is 9395-5157.

LATE ARRIVAL AT SCHOOL PROCEDURES

The following procedures will apply to students who arrive at School after 9:00am.

Students must report immediately upon arriving to school to the Attendance Officer. These students will also be issued with a LATE PASS which will be recorded on their attendance record as an 'Unexplained Late' and will affect their 90% attendance requirement. Students must present the late pass to subject teachers when arriving at class.

Students who do not have a note explaining their late arrival and are more than 15 minutes late will be issued with a 25 minute YEAR LEVEL DETENTION during lunchtime on the day of late arrival. Students who are less than 15 minutes late will be required to do make-up time with the subject teacher.

Students who fail to attend a detention or make-up time will be issued with two Year Level detentions and a phone call will be made to parents by the Advisory teachers as well as a ‘Failure to Attend Detention’ letter being sent home by the Year Level Leader.

Students who have a note explaining the reason for their late arrival will be issued with a LATE PASS which will be recorded on their attendance record as an ‘Explained Late’ and will not affect their 90% attendance requirement. These students will not be issued with a DETENTION NOTICE. Students who arrive late at school because of Public Transport must produce a valid card for that day’s travel; these students will still be required to get a LATE PASS but will not be issued with a DETENTION NOTICE.

Where a student records a pattern of consistent lateness to school the Advisory teachers will contact the parents/guardians and discuss the reasons for the lateness to school and work with the student and parents/guardians to develop a strategy to resolve the issue.
LATE ARRIVAL AT CLASS PROCEDURES

The following procedure will apply to students who arrive late to class after recess and lunchtime. Students will be issued with a ‘make-up time detention’ by the classroom teacher that can be for lunchtime or after school. The ‘make-up time’ issued is at the discretion of the classroom teacher. If the ‘make-up time’ is issued as an after school detention, notification to parents/guardians will be made through the student diary.

Where a student records a pattern of consistent lateness to class the classroom teacher will inform the Advisory teachers, who will contact the parents/guardians and discuss the reasons for the lateness to class and work with the student and parents/guardians to develop a strategy to resolve the issue.

ASSESSMENT AND REPORTING

The college provides comprehensive mid-year and end-of-year reports, along with five-weekly check reports in the middle and end of each term. Parent/Student interviews will be conducted after the five-weekly reports at the end of Terms One and Three.

Parents are invited and most welcome to speak to teachers at any time of the year. Please contact the college to make an appointment.

AVID

AVID (Advancement Via Individual Determination) is a program to help students be more organised and excel throughout their senior schooling years. In AVID, students are taught many strategies to assist them, including a procedure called ‘tutorial process’ that helps students who have difficulties in a certain subject and assists them to figure out the answer with the help of other group members.

BICYCLES

We encourage all forms of student exercise and riding a bike to school is an excellent idea. However, to ensure the safety of everyone:

1. Bicycles should not be ridden in the school grounds.
2. All bicycles must be placed in the bicycle rack and securely locked.
3. No person is permitted to bring a bicycle onto the school grounds unless he or she is wearing a bicycle helmet.

BOOK SUPPLIES

Booklists will be distributed in Term Four every year once subject selection has been confirmed. In some areas parents will not be required to purchase expensive texts, but will instead be asked to pay a material charge for the subject. This charge will be compulsory as it will cover the costs of providing the learning materials for the study.

Some studies which require more materials than others will have higher charges involved.

VET programs and any other activities offered by external schools or providers are subject to their fees and in some cases these will have to be paid before students undertake the course of study or activity.
CAFETERIA

The college cafeteria is open at recess and lunchtime; lunch orders can be placed at the cafeteria at recess. All school canteens must adhere to the healthy eating guidelines published by the Department of Education & Training.

CAMPS

Students will be offered the opportunity to participate in a camps program featuring different levels of activity and travel. These could include interstate and local locations, and the option of adventure activities/hiking and transport/accommodation packages.

Camps will run dependent upon numbers and venue availability.

CHARGES AND FEES

As well as the compulsory charges included on the booklist there will be a voluntary college contribution of $100. This fund will be used to help us to establish facilities and extra-curricular activities for the benefit of current students in their time at the college.

All students are expected to pay an essential material fee of $200 – in addition to optional subject levies and VET fees. This fee is for items that are purchased by the school and provided to the students.

For elective subject material fees and VET fees please read charges associated with elective subjects before making selections. This information is in the back of the course selection booklet.

Please Note: All elective subject costs must be paid on course confirmation day to confirm placement in the selected subjects. If the invoice is not paid or alternative arrangements have not been made, the student will be asked to select another subject that does not attract material or activity charges.

COMMUNITY ACTION PROJECTS

Point Cook is a rapidly developing community, and as such it is important that the students growing up there develop strong symbolic and personal links with the area and its people and institutions. For two terms in Year 10 students in small teams will devise and implement Community Action Projects which must have a product that is of direct benefit to the college or community in which we are placed. As part of their project, students may need to leave college grounds; this will require an independent excursion form to be signed.

CAPs may take on many forms and may be linked to learning in other areas of study. An example might be that students undertaking Information Technology studies discover that the local football club does not have a website of its own. As a Community Action Project they contract to produce one after working with the club and its officials to discover the sort of information required, the costs associated with maintaining a site and the protocols for access. With regular contact with the club officials the website is maintained throughout the year and becomes a source of information and promotion for the club and its members.

Students will discover and manage their projects through a problem-based learning structure and will prepare and present a digital portfolio of their project and a reflection on their efforts. They will present their efforts at round table presentations to an audience of their peers, staff and community members, and will be assessed against the employability competencies.
CONTACT DETAILS
Contact the college via email on point.cook.senior.sc@edumail.vic.gov.au
School No 8847
Phone: 9395 9271
Fax: 9395 4964

Point Cook Senior S.C.
PO Box 6520
POINT COOK VIC 3030

EXCURSIONS
Student excursions will be organised and administered by staff in individual learning areas. There is a generic permission form that can be found on the college website under the ‘forms’ tab. [http://www.pointcookenior.vic.edu.au/forms.html](http://www.pointcookenior.vic.edu.au/forms.html). Students will not be able to attend excursions without the written permission of parents/guardians.

At times, students will go on a local excursion to the Point Cook Town Centre as part of classes, including Advisory. Parents will be asked to sign a Local & Independent Excursion Permission Form at the start of each year to give blanket approval for these activities. The local permission form does not include out-of-school activities for CAP.

Students who meet established criteria will gain access to opportunities to undertake study outside of the college at certain times. This information will be referred to parents via the Advisory teacher who will monitor student progress in all areas.

Students wishing to participate in extra curricula activities such as tours/camps, excursion trips, dinners, instrumental music, etc. must meet the full cost of the activity and be up to date with all non-voluntary school charges before being able to participate.

HEALTH PROBLEMS
The college should be informed in writing of any illness or disability which may affect students at the college. The college should also be informed if a student is required to take medication.

Students can only be given paracetamol with written permission.

Students are to lodge any medication that they bring to school at the General Office.

It is most important that the college has up-to-date telephone numbers (home, business and mobile numbers) and also two emergency numbers in case parents cannot be contacted.

When the college considers a student too sick to be at school, parents will be asked to take him/her home.
HOMEWORK & HOME STUDY GUIDELINES

Homework tasks will be set to allow the completion of class work and outcomes in all areas of study. This might take a variety of forms. In English, for example, homework might consist of pre-reading texts that are about to be covered in class. In Maths, students might be required to complete a range of problems relating to the skill they are covering in class. This homework will not be scheduled, but will come naturally from the learning process. As a rule of thumb, each area of study will only set a homework task on one occasion each week.

The college encourages regular scheduled study to reinforce classroom learning and prepare for examinations. This can take the form of condensing notes, re-reading texts or completing research. Advisory teachers will teach study skills as a part of the Advisory program, and each semester study days will be declared. On these days teachers will be available for individual assistance, and students will be set definite independent study tasks to complete at home. Students who are behind in submission of work or attendance will attend the college on these days to complete catch up classes.

INDIVIDUAL LEARNING PLANS

Each student and family will team with Advisory teachers to develop an Individual Learning Plan. This document will form the framework for developing a study plan and goals that will form the foundation of every student's program.

Family reporting will be based around the goals and aims established in the ILP, and students will lead presentations which focus on their progress and the learning program that they have undertaken.

Goals from ILPs will form a part of all written reporting to parents and will be a major tool when students and families are selecting courses of study and considering tertiary study and careers.

LEAVING THE COLLEGE GROUNDS

Year 10 and 11 students are not permitted to leave the college grounds during recess or lunchtime. Year 12 students will have access to a privilege card that they can use to access the Town Centre during lunch time.

NEWSLETTER

The college newsletter will be published twice a term to inform parents of college activities, important dates and functions. Distribution will be by email and the latest edition will also be found on the college website.

PATHWAYS & CAREERS

Students entering the college will have individual interviews based on course selection as a part of the intake process. Families will be notified and asked to identify an appropriate time for the interviews to occur. For students at Carranballac College these interviews and course selections will also be informed by current Year 9 core teachers.

After entering the college, Advisory teachers will be the prime source of information for students in terms of pathways planning and careers. To assist this process every student will develop an Individual Learning Plan in their first term of Year 10, and this will be regularly updated throughout the year.

The Careers Counsellor will also be available to all families and will take a leading role in equipping staff and families in the VCE and VCAL course counselling process.
PHONES AND OTHER PROPERTY

All private property should be clearly marked with the owner’s name.

A protocol has been developed for the use of phones, iPods and other electronic equipment within the college. As an adult learning environment, PC Senior encourages the appropriate use of all technology within a framework of accepted practice.

In normal circumstances phones and other electronic equipment should be turned off in class, except if direct permission has been sought from the staff member concerned. In a classroom situation the use of iPods to listen to music while completing other tasks is not encouraged, as conversation and personal interaction are important to the learning process. The exception to this will be student or staff prepared podcasts.

During independent learning activities these restrictions may be relaxed.

One exception to the rule involves the use of video and audio recording devices within phones or PDAs. Under no circumstances will the capture of images or sound of any other individual within, or travelling to or from the college, be allowed without the direct permission of the principal class or team leaders. Students who capture images of others without this permission risk facing significant suspension or expulsion processes.

SCHOOL HOURS

A day will again consist of five periods each of 50 minutes, plus 30 minutes of Advisory (Pastoral Care).

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<tr>
<th>Period</th>
<th>Time</th>
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<tbody>
<tr>
<td>1</td>
<td>9:00 – 9:50</td>
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<tr>
<td>2</td>
<td>9:50 – 10:40</td>
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<tr>
<td>Recess</td>
<td>10:40 – 11:10</td>
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<tr>
<td>3</td>
<td>11:10 – 12:00</td>
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<tr>
<td>Advisory</td>
<td>12:00 – 12:30</td>
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<tr>
<td>lunch</td>
<td>12:30 – 1:20</td>
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<tr>
<td>5</td>
<td>1:20 – 2:10</td>
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<tr>
<td>6</td>
<td>2:10 – 3:00</td>
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</tbody>
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The school day ends at 3:10pm.

STUDENT CODE OF CONDUCT: THE BIG FOUR

When considering behaviour, the college expectations are based around four simple questions (The Big Four):

Is it safe?
Could anyone’s safety or well-being be affected by this action? Do responsible people know where you are?

Is it fair?
Does this action treat some people differently to others?

Is this action designed to make some people sad, angry or uncomfortable?

Is this action based on someone’s gender, size, appearance, race, age, colour or behaviours? Is the learning of others being affected?

Is it helping our school and community?
Does this action help our community and school develop a positive reputation? Is the property of our community being respected?

Is it the right choice?
Are there other options?

Have you thought of other ways of acting? Have you tried to get advice?
THE FOUR STEPS

If the college code of conduct needs to be reinforced the following FOUR STEPS will be implemented.

STEP 1: AWARENESS

Staff will make students aware of the effect of their actions.

STEP 2: TIME OUT

Students will be timed out for five minutes and then have a negotiated re-entry.

If a student's behaviour has escalated to the point where a classroom teacher requires assistance the Principal or Assistant Principal can be contacted and will remove the student from the class. The following actions may occur;

1. The student will be returned to class after a period of five or more minutes after a negotiated re-entry discussion with the Principal/ Assistant Principal.
2. The student will be supervised by the Principal/Assistant Principal for the remainder of the session. At the conclusion of the session the classroom teacher will resume the resolution process.

STEP 3: MAKE UP TIME

In the event that the inappropriate behaviours continue or escalate students will be required to make up for their actions by giving thirty minutes of their own time to a college task.

Parents will be informed in the diary

Should a student fail to attend this 'make-up time' the classroom teacher will inform the Year Level Leader who will place the student on Year Level Detention and the Advisory teachers will be informed. The 'make-up time' will be doubled at this stage.

If a student develops a pattern of attendance at year level detention, behaves inappropriately or fails to attend year level detentions then the Year Level Leader will contact parents/guardians and organise a meeting between the YLL, Advisory teachers, parents/guardians and the student to resolve the issue.

STEP 4: OUT TIME

Students will be asked to complete detentions or be removed from the college immediately for more serious or repeated behaviours. Parents will be informed by phone.

*Behaviour monitoring systems may be used to track student behaviour if problems occur on a consistent or widespread basis.

Suspension will occur for - violence, refusal to follow instructions (which then endangers the safety of staff or students), bullying and harassment, alcohol, tobacco or illegal substances.

STUDENT DIARY

Each student is issued with a diary as part of their booklist. Replacement diaries can be purchased at the office.

Note: Correct use of the diary is essential. It is designed to provide a daily record of homework, reminder of dates, etc. and acts as an organisational and planning tool.
STUDENT LEADERSHIP

College Leaders will be selected in Term One every year. College Leaders will undertake leadership training and be required to demonstrate their leadership in many ways, from running college assemblies and representing the college at external events to organising social functions and charitable events.

Importantly, College Leaders will be a very important student voice, and will meet with the Year Level Leaders, Principal and Assistant Principal to carry messages from the student body about improvements which could be made to the operations of the college.

Nominations for College Leaders will be taken from students, parents and staff. Nominated candidates will then be asked to present to a selection panel made up of parents, students and staff that will assess candidates on communication skills, service to school and citizenship.

TEACHING & LEARNING STRUCTURE

Students and staff will work closely together to develop skills and develop the knowledge required by each area of study. Students will then put this to use in undertaking individual or small group learning tasks linked to their skill and knowledge development that will be negotiated with staff. These projects or research tasks can be integrated to cover more than one area of study and will be a major assessment task for each term.

An example might be that students in their English study undertake critical issue analysis by examining how a certain topic is covered by newspapers and the television media. Working closely with their teacher they develop an understanding of how language and images can be used to affect the way an audience relates to a certain topic and how certain persuasive techniques are used by those who seek to gain support. As the students are also undertaking studies in Art/Media they also study the effect of camera angle, presentation and imagery in video broadcasting.

Negotiating as a small team with their Media and English teachers they contract to produce a series of articles and video clips based around an issue of their choice. They seek out those who may be involved in the issue, write newspaper articles and prepare excerpts for broadcasting based on well-established news and current affairs formats. These will be presented to an audience of their peers and assessed by staff against an agreed set of criteria. The learning is personalised, autonomous and directly related to the skills that students would need to develop to pursue a pathway or career in these areas.

WORK EXPERIENCE

In Year 10 there will be a one week block of work experience organised throughout the year. Students will work with the Pathways Coordinator and Advisory teachers to arrange experiences in industries of their choice, make contact with employers and prepare a workplace learning task that will require a detailed log of activities and assessment of performance.
UNIFORM

At Point Cook Senior SC uniform will be selected from a prescribed range of garments; these can be purchased from a commercial outlet at Rushfords of Werribee.

The compulsory aspects of the uniform are:

1. Footwear will be black, polishable school shoes with a low heel (not boots above the ankle, not skate or canvas shoes or any other variation of sport shoe).

2. During Terms Two and Three the outer garment worn to and from the college must be either the blazer, jumper or spray jacket from the range. Blazers can be retained by students coming to the college from Carranballac, but must be re-pocketed with the PCSSC logo. During Terms Two and Three students may also wear the college scarf.

3. Socks must be plain white or navy blue and must cover the ankle bone. During Terms Two and Three girls have the option of wearing navy blue or black tights.

4. Ties are to be worn at all times (except for girls wearing summer dresses), except when students are directed to remove them in the case of warm weather.

5. If a hijab is worn, it must be white. No coloured headwear is acceptable. When a hijab is worn the student can then be excused from wearing a college tie.

Due to the requirement to ensure student safety from the sun a hat is recommended to be worn at any time that students are exposed to the sun in Terms One and Four.

All levels of the college community have been consulted in the selection of uniform and it will be checked on a daily basis. Students who fail to meet the uniform requirements will face a range of sanctions included in the Uniform Code which may include being asked to return home to change.

Any family facing financial difficulty in supplying the uniform should contact the college directly so that support, if available, can be provided.