Mount Waverley Secondary College

“Community – Choice – Engagement”

Senior Campus:
Lechte Road, Mount Waverley 3149
Phone: (03) 9803 6811
Facsimilie: (03) 9887 9308

Junior Campus:
Stephensons Road, Mount Waverley 3149
College Principal: Mr Mark Kosach

Phone: (03) 9887 9290
Facsimilie: (03) 9887 9231
Email: mount.waverley.sc@edumail.vic.gov.au
Website: www.mwsc.vic.edu.au
International CRICOS code: 00861K (DEECD)

<table>
<thead>
<tr>
<th>Student Information</th>
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<tbody>
<tr>
<td>Name:</td>
<td>Student Number:</td>
<td>Year Level:</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td>Postcode:</td>
</tr>
<tr>
<td>Telephone:</td>
<td>Email:</td>
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<tr>
<td>Year Level Co-ordinator:</td>
<td>Locker location:</td>
<td>Locker no:</td>
</tr>
<tr>
<td>Home Group/Class:</td>
<td>Home Group Teacher:</td>
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<table>
<thead>
<tr>
<th>Emergency Contact</th>
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<tbody>
<tr>
<td>Name:</td>
<td>Relationship to student:</td>
<td></td>
</tr>
<tr>
<td>Daytime phone:</td>
<td>Mobile:</td>
<td></td>
</tr>
<tr>
<td>Father’s name:</td>
<td>Work phone/mobile:</td>
<td></td>
</tr>
<tr>
<td>Mother’s name:</td>
<td>Work phone/mobile:</td>
<td></td>
</tr>
<tr>
<td>Medication:</td>
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Bell Times

Junior Campus

8:40 .................. Home Group
8:55 .................. Finish Home Group
9:00 .................. Period 1
9:45 .................. Period 2
10:35 .................. Recess
11:00 .................. Period 3
11:45 .................. Period 4
12:35 .................. Lunch
1:25 .................. Period 5
2:10 .................. Period 6
3:00 .................. Dismiss

Senior Campus

8:40 .................. Home Group
8:55 .................. Finish Home Group
9:00 .................. Period 1
9:45 .................. Period 2
10:35 .................. Recess
11:00 .................. Period 3
11:45 .................. Period 4
12:35 .................. Lunch
1:25 .................. Period 5
2:10 .................. Period 6
3:00 .................. Period 7 (VCE)
3:45 .................. Dismiss

2015 Term Dates

<table>
<thead>
<tr>
<th>Term 1</th>
<th>28 January (teachers start) to 27 March *</th>
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<tbody>
<tr>
<td>Term 2</td>
<td>13 April to 26 June</td>
</tr>
<tr>
<td>Term 3</td>
<td>13 July to 18 September</td>
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<tr>
<td>Term 4</td>
<td>5 October to 18 December</td>
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* Term One commences for students

<table>
<thead>
<tr>
<th>Year 7 and Year 12</th>
<th>Thursday January 29</th>
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<tbody>
<tr>
<td>Year 9 and Year 11</td>
<td>Friday January 30</td>
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<tr>
<td>Year 8 and Year 10</td>
<td>Monday February 2</td>
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</table>
Students should arrive at school by 8.30am. Parents need to telephone the College (before 10.00am) if their child will be absent:

- Junior Campus: 9887 9290
- Senior Campus: 9803 6811

A signed note of explanation must be brought from home on the day the student returns to College and handed to the Home Group Teacher. Unless a signed note is received, an official absence note will be sent out by the College requiring an explanation. By regulation, the College is required to follow this process. The College believes that all students attend a minimum of 90% of lessons in each subject if they are to achieve close to their potential. Research has indicated that poor attendance is a major cause of student underachievement.

Students who are away from school for 3 days or more will be issued a Student Absence Learning Plan which students are expected to complete, have their parents sign off and return to their Coordinator on returning to College. For further information, please check our Student Engagement and Wellbeing Policy on the College website.

**Early Leaving**

All students under 16 years of age are required to be collected by a parent/guardian. Students who need to leave the College early are asked to bring a signed note from their parent/guardian outlining the specific details. This should be signed by a member of the relevant sub-school. Before leaving the College, the student must ‘sign out’ at reception. If the student returns to the College the same day, the student must ‘sign in’ again at reception.

**Lateness**

Students who arrive late to College must ‘sign in’ and obtain a pass from General Office. A note of explanation for the lateness is to be handed to the Home Group Teacher during Home Group on the following day.

**Student Exit Procedure**

If you are leaving Mount Waverley Secondary College you must give notice, in writing to your Head of School. The letter must be signed by your parent or guardian and state the date of your last day of attendance at the College. You will then be required to complete an Exit form prior to the issue of a Transfer Note.
VENTURA BUS LINES

Parents/ guardians are advised to check the Ventura website before planning a journey to or from the College – www.venturabus.com.au

Telephone : 9488 2100  Public Transport Victoria: 1800 800 007

Route No. 1018 Poath Road / North Road 7.40am
Leaves Poath Road facing Chadstone via Princes Hwy, Middle Road, Warrigal Road, Waverley Road, Huntingdale Road, Highbury Road ending in Stephensons Road arriving at 8.20am

Route No. 1007 Centre Road South Oakleigh 7.43am
Leaves Centre Road turning left at Clayton Road to Clayton Railway station. Leaves Clayton Station at 7.45 and travels via Clayton Road ending in Stephensons Road at 8.13am

Route No. 1015 Oakleigh Railway Station 7.50am
Leaves Oakleigh Station travelling via Portman Street, Hanover Street, Atherton Road, Huntingdale Road, Ferntree Gully Road arriving Stephensons Road at 8.25am

Route No. 1005 Oakleigh South 3.10pm
Leaves College running express to Ferntree Gully Road, then following stops in line with route 733 via Monash University arriving South Oakleigh at 3.49pm

Route No. 1026 Mackie Road / Centre Road 3.15pm
Leaves College travelling left at Highbury Road, Huntingdale Road to Salesian College (3.25pm) then continuing via Route 767 to corner of Mackie Road and Centre Road at 3.46pm

Route No. 1016 Monash University / Oakleigh South 3.20pm
Follows route 733 express to Waverley Rd via Monash University. Arrives Oakleigh South 3.47pm

Route No. 1004 Oakleigh South 3.20pm
Leaves College running express to Waverley Road then all requested stops via Stephensons Road, Clayton Road and Centre Road. Arrives South Oakleigh 3.50pm

Route No. 1010 Forster Road 3.10pm
Leaves College heading left at Ferntree Gully Road, Waverley Road. Arrives Forster Road Notting Hill at 3.25pm
EASTRANS BUS SERVICES

Parents/ guardians are advised to check the Eastrans Bus Services website before planning a journey to or from the College. www.cdcvictoria.co.au (Ph: 8545 6000)

**Route No. 623** (South East side of school): Leaves Glen Waverley Station at 8.00am travelling via Waverley Road to Mount Waverley Shopping Centre. The return service departs from Mount Waverley Shopping Centre at 3.20pm and 3.50pm.

A special 623 service departs from Glen Waverley at 7.55am and links with a special bus from the corner of Huntingdale and Waverley Roads (the buses meet at Mount Waverley Shopping Centre). The return service departs from Simpson and Stephensons Road at 3.06pm for Mount Waverley Shopping Centre linking with the Route 623 bus arriving at Glen Waverley at approximately 3.20pm.

**Route No. 623** (South West side of College): At the corner of Waverley and Huntingdale Road at 8.05am a special bus will travel the Route 623 to Mount Waverley Shopping Centre, linking with the Route 623 bus from Glen Waverley, then travel onto the College.

**Route No. 624** (South West side of College): Leaves Oakleigh Station at 7.55am travelling Route 624 to the corner of Waverley and Huntingdale Roads linking with the Route 623 special service via the Mount Waverley Shopping Centre. The return journey bus departs from Simpson Road at 3.06pm. Students transfer at Waverley and Huntingdale Roads for the return journey.
All students are required to wear the specified College uniform in a neat and tidy manner to and from school.

- Hair should be kept neat and tidy and colour should be as natural as possible.
- Jewellery: Other than watches, strictly one small plain earring (silver/gold stud or sleeper) per ear. No other jewellery is permitted; including any facial/body piercings. Any piercings worn for religious or cultural reasons should be approved by the Campus Principal.
- Make-up and coloured nail polish must not be worn
- Students not in uniform may be sent home to change (parents of Year 7-10 students will be contacted) and may not be permitted to participate in excursions where uniform is required.

If for any reason a student is unable to wear the College uniform, we expect that a note will be forwarded by a parent/guardian to the sub school Leader before school, and a Uniform Pass will be issued.

**GIRLS UNIFORM**

**Summer - Years 7-10 - Term 1 and Term 4**

- MWSC summer dress of modest length
- MWSC jumper (green)
- MWSC waterproof jacket (optional)
- Socks: white (must cover ankle or knee length)
- Hair ribbons - **White or dark green**

**Winter - Years 7-10 - Term 2 and Term 3**

- MWSC skirt of **modest** length
- MWSC approved College navy trousers (only available from the official MWSC school uniform suppliers)
- MWSC jumper (green)
- MWSC waterproof jacket (optional)
- White College shirt or white cotton roll neck skivvy (but not both)

Girls may wear the College shirt with logo or the girls’ white blouse. The College shirt, with logo, is designed to be worn outside of the trousers.

- Socks: Navy knee high (Yrs 7-12)
- Tights: Kayser Opaques - ‘Carlton’ navy
The College Uniform

BOYS UNIFORM

Years 7-10

- Grey long College trousers (only available from the official MWSC school uniform suppliers)
- College grey walk shorts (purchased from the official uniform supplier)
- White school shirt with College logo (The College shirt, with logo, is designed to be worn outside of the trousers.)
- MWSC jumper (green)
- MWSC waterproof jacket (optional)
- Grey socks (must cover ankle)

Girls and Boys Uniform

- Shoes: Black leather with black stitching and plain black laces (not T-Bar, suede, boots or runner styles). Heel height is to be no more than 2cm. (Non lace up styles are not permitted).
- School Bag: All students are required to use a plain black or College logo black backpack for a school bag.
- Sun Hat (Black MWSC Slouch Hat) during Term 1 and 4 (compulsory for Years 7–10) when outdoors in accordance with the College Sun Smart Policy on the College extranet.
- In cold weather plain white tshirts without writing or logos are permitted under shirts.

PE Uniform - Boys and Girls

- Polo shirt with logo (new style introduced in 2011) compulsory for Years 7–10
- Plain black College approved unisex shorts or black college approved tracksuit pants (no leggings or lycra pants)
- White socks (must cover ankle)
- Sport shoes with non-marking rubber soles
- Hat as per summer uniform
- Tog Bag: all students are required to have a tog bag and to use it. It must be taken home each week so that all sports gear may be properly laundered.
Optional and Recommended Extras

Scarf: Navy scarf with winter uniform only

Casual Dress Day - Dress Code

On casual dress days, the College has certain expectations about dress so that school programs are not disrupted. The following examples are provided as a guide to students when selecting clothing for Casual Dress Day:

1. Clothing must be worn in such a manner so as not to reveal undergarments and/or an excessive amount of bare skin.
2. Skirts, dresses, and shorts must be of an acceptable length.
3. Footwear must be appropriate to the activities undertaken during class time. For example, covered shoes in science laboratories and in technology classes.
4. Jewellery/body piercing (for example: spiked jewellery, chokers, rings, bracelets) that pose a health or safety risk should not be worn. Teachers may ask students to remove such items.
5. Hats, baseball caps or beanies are to be taken off during specific lessons or at request of teachers.
6. Exceptions for medical reasons may be considered by the Campus Principal.

The school administration reserves the right to disapprove any items not addressed in the list but are deemed obscene, sexually suggestive, a danger to health and safety or promotes the use of illegal substances. Where there are breaches of these guidelines, students may be removed from classes and/or sent home to change and to return to the College appropriately dressed.
Values, Rights and Responsibilities
Mount Waverley Secondary College recognises that these values underpin the College Code of Conduct:

- Integrity
- Learning
- Excellence
- Accountability
- Respect
- Nurturing

The following rights and responsibilities, or shared expectations, apply within the College environs, while travelling directly to or from school, or while engaged in any official activity that takes place outside of school. The use of the term ‘parent’ includes other legal positions such as guardian and caregiver.

1. Everyone has the responsibility to respect self and others
   - All members of the College community are valued and treated with respect and courtesy.
   - Students need to listen with understanding and empathy and manage their impulsivity when dealing with other people.
   - Polite behaviour and speech are expected at all times: rudeness and defiance will not be accepted.
   - Obscene, racist or sexist language, or any form of discriminatory behaviour will not be accepted.
   - Everyone has a right to work in a secure environment where, without intimidation, bullying (including cyberbullying) or harassment they are able to fully develop their talents, interests and ambition.
   - Bullying, fighting and other forms of violence and/or intimidation are not acceptable at the College.
   - The possession of dangerous implements at school is prohibited. This includes materials such as steel rulers unless supplied by teachers.
   - Cigarettes, cigarette lighters, matches, tobacco, drugs, alcohol and other illicit substances are not permitted at school.
   - Students cannot invite people who have no legitimate purpose for being at the College on to school property.
2. Rights and Responsibilities, concern and care for others and the learning environment

❖ Teachers have a right to teach and students have a right to learn in an orderly and cooperative environment

❖ Students need to be punctual to every class and be prepared with all necessary materials and equipment. Teacher permission is required before entering a room

❖ Students cannot go to lockers between periods and cannot be out of class without a diary entry signed by the teacher

❖ All set class and home work must be completed and in the case of absences, it is the student’s responsibility to catch up on any work missed

❖ School bags cannot be taken into the classroom

❖ Food and drink, other than water, cannot be taken into classrooms without teacher consent

❖ When speaking to other members of the College, students should make sure they do so in a polite and non-argumentative manner by managing their impulsivity and by listening with understanding and empathy

❖ Students must comply with all instructions from staff. Students wishing to question any instruction or decision of staff, will do so in private and at a time convenient to all involved

❖ Bicycles, skateboards, roller blades or similar are not to be ridden in the school grounds. Bicycles will be locked securely in the bike shelter

❖ Students should help to maintain the good order of the College environment by putting all rubbish in the bin

❖ Chewing gum, liquid paper and marker pens are not permitted

❖ Spitting, shouting, pushing and running around the grounds recklessly is not allowed

❖ Electronic audio devices must not be used at school
3. Everyone has the responsibility to act with honesty, integrity and trust

Students, parents and staff will work together to sustain a supportive and caring learning environment

ивать Students are required to be in correct school uniform and to be neat and tidy in their appearance at all times

ивать Students not in the correct uniform must

♦ Bring a note of explanation signed by a parent/guardian and obtain a ‘Uniform Pass’.
♦ Students cannot leave the College grounds without a signed note from home or without a teacher’s permission
♦ Parents/Guardians need to inform the College if their child will be absent for two or more days or if they arrive late to school in the morning
♦ Students will not be permitted to attend out of school activities unless all necessary documentation is signed and received by the College
♦ All lost property will be handed in to the appropriate person.
♦ Stealing, vandalising, graffiti or defacing College property or the property of others is not acceptable.
♦ Any valuables items including sums of money that need to be brought to school will be handed in to staff for safekeeping
♦ Mobile phones cannot be used at school (refer to the College’s mobile phone policy)
♦ Students driving motor vehicles to school must adhere to the ‘VCE students driving to school’ policy
♦ Plagiarised material will not be accepted for assessment.
♦ Consequences for breaches of this rule will be dealt with in the first instance by the subject teacher, or in the case of VCE studies, by the Senior School Managers.

These rules may be modified throughout the course of the year. The College Community will be notified of any changes.
Policy on Mobile Phones

Rationale
The increased ownership of mobile phones requires that this school and parents take steps to ensure that mobile phones are used responsibly. This policy is designed to ensure that potential issues can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

Mount Waverley Secondary College accepts that parents give or allow their children to have mobile phones to protect them from everyday risks involving personal security and safety.

There is also ever-increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child quickly at any time.

This policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities.

Responsibility
It is the responsibility of students who bring mobile phones onto school premises to adhere to the guidelines outlined in this document.

With regards to mobile phones, this is a “not seen, not heard” policy.

- Mobile phones must be switched off at all times within the school grounds.
- Unless express permission is granted to the contrary, mobile phones must not be used to make calls, send SMS messages, surf the internet, take photos, video or any other application
- Mobile phones are not permitted into rooms where an assessment or examination is taking place, under any circumstances
- Exceptions may be permitted in exceptional circumstances, should the parent/guardian specifically request it. Such requests will be handled on a case-by-case basis, and should be directed to the relevant sub-school Manager.
- Parents are reminded that in cases of emergency, the school General Office at each campus remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in any appropriate way
- Students are required to mark their mobile phone clearly with their names
- In order to reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and secure and not ‘advertise’ they have them.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones belonging to students who lose or have their mobile phones stolen while travelling to and from school. The Department of Education and Early Childhood Development does not hold insurance for personal property brought to schools and it will generally not pay for any loss or damage to such property. Students should think very carefully before bringing valuable items such as mobile phones to school.
It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g., by other students, or if stolen). Students must keep their password/pin numbers confidential.

Breaches of this policy will result in disciplinary action which may include confiscation of the mobile phone, and for more serious breaches, suspension from school.

**Consequences for the use of mobile phones and audio devices**

**First offence**
- Confiscated
- Student reminded of the rule and consequences
- Handed in to Year Level Coordinator (YLC) and kept until the end of the day
- Name recorded

**Second offence**
- Confiscated
- Student reminded of the rule and consequences
- Handed in to Year Level Coordinator (YLC) and kept until the end of the day
- Name recorded
- Parent contacted
- Parent and student reminded that the third offence will result in an exclusion from class.

**Third offence**
- Confiscated
- Handed in to Year Level Coordinator (YLC) and kept until the end of the day
- Name recorded
- Parent contacted
- Exclusion from class

**In assessments**
- Confiscated
- Handed in to Year Level Coordinator (YLC) and kept until the end of the day
- Name recorded
- Parent contacted
- Assessment consequence (determined in consultation with teacher and/or Curriculum Leader)

**NB** Mobile phones/audio devices which are used, seen or heard during class time may result in a suspension, as determined by the relevant sub-school Principal.
All students must behave in an orderly and responsible manner within the school boundaries. The operational guidelines for DISPLAN must be followed in all emergency situations and evacuations.

1. Students should not enter a classroom without teacher permission
2. All students will be clearly instructed on safety rules and, where appropriate, safe procedures for the safe handling of equipment.
   2.1 Students must not use equipment until authorised by their teacher
   2.2 Any equipment malfunction must be reported immediately to the teacher in charge and not used again until it has been checked and declared safe by the teacher.
3. No food or drink except water is to be taken into the class work space area
4. Appropriate dress must be worn by all students and students must come prepared for class. Eg. All practical classes. The correct footwear and restraints for long hair should be worn in practical subjects
5. No student may behave in any way which will endanger the physical or emotional well-being of others. Eg. Mishandling furniture, doors, windows, throwing items, intimidating others
6. Any student who has had a serious and/or infectious medical complaint must bring written permission from his/her parent/guardian (where appropriate supported by medical advice) before resuming normal class participation
7. Any injury must be reported immediately to the class teacher who will arrange for appropriate treatment
8. Students are to come to class with their books for the adjoining timetabled class and are only to go to lockers during recess or lunch breaks
9. Students are not to leave the class work space area until dismissed by the teacher. If a student is required to leave class in an emergency, the teacher will issue a pass and arrange for a suitable companion to accompany the student
10. Prior to the end of all classes any equipment must be packed away and the class work space area left prepared for the next class
11. Students must walk, not run, in corridors and around the school buildings to ensure safety.

Other College Policies
Other College policies are located on the College extranet including

- Not In Our School – Antibullying Policy
- ICT Policy
- Anaphylaxis Policy
- Food Services Policy
- Student Engagement and Wellbeing Policy

These are outlined to students at the start of each year.
Careers welcomes enquiries from students and parents on career and pathways opportunities, career pre-requisites and available tertiary courses.

In Years 7 and 8 Career Plans will be developed in Semester 2.

In Year 9 you will start planning for Year 10 Work Experience.

This planning will give you valuable skills allowing you to apply for courses and part-time jobs when you are older.

Use this planner to record important dates and timelines for Year 10 Work Experience and also to record the dates of tertiary open days.

**Work Experience Placement**

You can never plan your Work Experience Placement too early! Do not leave the process until the last minute. Finding a placement takes time, patience and effort – similar to the process of finding a long term job. Don’t forget that you can seek assistance and support from the Careers Office (during your breaks) as well as family and friends.

As you work towards gaining a placement, record your activities as evidence of your progress.

**e.g.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Who did you contact</th>
<th>How did you contact</th>
<th>Response</th>
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<tbody>
<tr>
<td>12/8/2015</td>
<td>Max Smeeth (weekend casual)</td>
<td>Phone 555 7898 Obtained number from my father</td>
<td>Call back next week to speak to the manager</td>
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</tbody>
</table>

**If you need help with Careers and Pathways**

The Careers Coordinator welcomes enquiries from students and parents on career and pathways opportunities, career pre-requisites and available tertiary courses.