Manuka Road, Berwick, Victoria, 3806

**College Principal** - Ms Kerri Bolch

**Assistant Principals**  Mr. Mark Woodbridge, Mr David Busteed, Mrs Alison Birkett, Mr James Doble

**Student Absent Lines** -  Chisholm, Frost, Hollows, Monash (03) 8768 1051
                          Dunlop, Flynn, Kenny, O’Donoghue (03) 8768 1086
                          Year 12 (03) 8768 1051 or 8768 1086

**General Enquiries:** (03) 8768 1000
**Principal’s Secretary:** (03) 8768 1002
**Business Manager:** (03) 8768 1015
**email:** berwick.sc@edumail.vic.gov.au
**website:** www.berwickcollege.vic.edu.au

**General Office Hours:**
Mon – Thu: 8.15 am to 4.30 pm  Fri: 8.15 am to 4.00 pm

**Finance Section Hours**
Mon – Fri: 8.30 am to 4.00 pm
<table>
<thead>
<tr>
<th>DAY</th>
<th>HG</th>
<th>PERIOD 1</th>
<th>PERIOD 2</th>
<th>RECESS</th>
<th>PERIOD 3</th>
<th>PERIOD 4</th>
<th>LUNCH</th>
<th>PERIOD 5</th>
<th>PERIOD 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>9.00-9.10</td>
<td>SINGLE</td>
<td>SINGLE</td>
<td>RECESS</td>
<td>DOUBLE</td>
<td>DOUBLE</td>
<td>LUNCH (1.15)</td>
<td>DOUBLE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9.10 - 10.00</td>
<td>10.00 - 10.50</td>
<td>25 min</td>
<td>11.15 - (12.02) - 12.49</td>
<td></td>
<td>1.41 - (2.28) - 3.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>9.00-9.20</td>
<td>DOUBLE</td>
<td></td>
<td>RECESS</td>
<td>SINGLE</td>
<td>SINGLE</td>
<td>LUNCH (1.20)</td>
<td>DOUBLE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9.20 - (10.05) - 10.49</td>
<td></td>
<td>25 min</td>
<td>11.14 - 12.04</td>
<td>12.04 - 12.54</td>
<td>1.46 - (2.30) - 3.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td></td>
<td>DOUBLE</td>
<td></td>
<td>RECESS</td>
<td>DOUBLE</td>
<td></td>
<td>LUNCH (1.04)</td>
<td>SINGLE</td>
<td>SINGLE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9.00 - (9.47) - 10.34</td>
<td></td>
<td>30 min</td>
<td>11.04 - (11.51) - 12.38</td>
<td></td>
<td>1.30 - 2.20</td>
<td>2.20 - 3.10</td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td></td>
<td>DOUBLE</td>
<td></td>
<td>RECESS</td>
<td>SINGLE</td>
<td>SINGLE</td>
<td>LUNCH (1.20)</td>
<td>DOUBLE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9.30 - (10.15) - 10.59</td>
<td></td>
<td>25 min</td>
<td>11.24-12.09</td>
<td>12.09-12.54</td>
<td>1.46 - (2.31) - 3.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td></td>
<td>DOUBLE</td>
<td></td>
<td>RECESS</td>
<td>SINGLE</td>
<td>SINGLE</td>
<td>LUNCH (1.15)</td>
<td>DOUBLE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9.10 - (9.57) - 10.44</td>
<td></td>
<td>25 min</td>
<td>11.09 - 11.59</td>
<td>11.59 - 12.49</td>
<td>1.41 - (2.28) - 3.15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A warning bell will sound 8 min prior to the end of recess and lunch

Times in brackets denotes half of double session or half of lunchtime
Berwick College Calendar 2017

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;br&gt; Su</td>
<td>Mo</td>
<td>Tu</td>
</tr>
</tbody>
</table>

- **Student’s 1st day back**
- **Curriculum Days – Student free**
- **Public Holidays**
- **Parent Teacher Interviews**
- **Athletics Carnival**
- **Swim Carnival**
- **Year 7 Camp**
2017 Curriculum Days:

- Monday 30th January
- Friday 10th March
- Wednesday 3rd May
- Friday 16th June

BERWICK COLLEGE EDUCATIONAL PHILOSOPHY

By the time students leave the College for the final time Berwick College wants its students to:

- Possess the life skills that enable them to face challenges with confidence, resilience, empathy and respect.
- Be adaptable to change and embrace on-going learning through problem solving, creativity and thinking critically.
- Have a continued sense of community, both locally and globally and an awareness of the importance of the environment.

COLLEGE STRATEGIC PLAN

At Berwick College we aim to provide a learning community through...

EXCELLENCE IN LEARNING: Berwick College fosters the pursuit of knowledge and skills. We strive to do our best, we consider new ideas and encourage best practice, and we select our learning opportunities.

RICH AND VARIED PATHWAYS: Berwick College aims to prepare each person for diverse pathway choices and to make a successful transition into further education, training and employment.

POSITIVE RELATIONSHIPS: Berwick College uses democratic processes in its decision making and promotes social justice and equality of opportunity. We treat others with consideration and understanding, we are truthful and trustworthy, and we work with others.

PERSONAL GROWTH: Berwick College values the unique qualities of each person and accepts their worth as individuals. We meet our expectations, we are accountable for our actions and we work with effort, energy and persistence.
PROMOTING A LEARNING COMMUNITY THROUGH EIGHT LEARNING TEAMS

The College has eight smaller learning communities or Learning Teams within the College. Each learning team is divided into seven Home Groups. All students and teachers belong to one of the eight learning teams. A Student Learning Leader works with their Home Group teachers and student leaders to develop and promote programs, policies and processes that foster personalisation, relational learning and community engagement. Home Group Teachers are responsible for the well-being of students in their home group acting as an advocate and an important link between home and the school.

Prominent Australians, who have made a significant contribution to the wider community, have been selected as the learning team patrons. Each Learning team is also represented by a different colour.

<table>
<thead>
<tr>
<th>CHISHOLM</th>
<th>DUNLOP</th>
<th>FLYNN</th>
<th>FROST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caroline Chisholm</td>
<td>Sir Earnest (Weary)</td>
<td>Reverend John Flynn</td>
<td>Dame Phyllis Frost</td>
</tr>
<tr>
<td>Topaz – Light blue</td>
<td>Dunlop Citrine – Yellow</td>
<td>Amethyst – Purple</td>
<td>Sapphire – Blue</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOLLOWS</th>
<th>KENNY</th>
<th>MONASH</th>
<th>O’DONOGHUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fred Hollows</td>
<td>Elizabeth Kenny</td>
<td>Sir John Monash</td>
<td>Lois (Lowitja) O’Donoghue</td>
</tr>
<tr>
<td>Peridot – Lime green</td>
<td>Ruby – Bright red</td>
<td>Emerald – Dark green</td>
<td>Cornelian – Orange</td>
</tr>
</tbody>
</table>

STUDENT CODE OF EXPECTATIONS

This Student Code of Expectations aims to provide all students with a safe and supportive learning environment. It encourages personal responsibility and self-discipline and clearly outlines the behaviour expected of students when they are at school, on a school activity or travelling to and from school.

The students of the College have developed the following non-negotiable behaviours that will operate within the College. Students will:

- Not engage in any type of bullying activities
- Resolve conflict in a non-aggressive manner
- Demonstrate respect for others as well as their local environment
- Work to the best of their abilities
- Use courtesy and appropriate language when dealing with members of the school and the wider community.

At Berwick College, we aim to provide a learning community through…

<table>
<thead>
<tr>
<th>“I SHALL GROW”</th>
<th>VALUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellence in Learning</td>
<td>Perseverance</td>
</tr>
<tr>
<td>Rich and Varied</td>
<td>Personal Achievement</td>
</tr>
<tr>
<td>Pathways</td>
<td></td>
</tr>
</tbody>
</table>

Berwick College fosters the pursuit of knowledge and skills. We strive to do our best, consider new ideas and encourage best practice, and we select our learning opportunities.
positive education, training and employment.

<table>
<thead>
<tr>
<th>Positive Relationships</th>
<th>Berwick College uses democratic processes in its decision making and promotes social justice and equality of opportunity. We treat others with consideration and understanding, we are truthful and trustworthy, and we work with others.</th>
<th>Integrity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Growth</td>
<td>Berwick College values the unique qualities of each person and accepts their worth as individuals. We meet our expectations, we are accountable for our actions and we work with effort, energy and persistence.</td>
<td>Resilience</td>
</tr>
<tr>
<td>Orderly Learning Environment</td>
<td>Berwick College aims to provide a safe, positive and respectful learning environment for all students to realise their learning potential.</td>
<td>Respect</td>
</tr>
</tbody>
</table>

Breaches of the Code may result in a range of sanctions that are consistent with the College’s Discipline and Welfare Policy and the Department of Education and Training Student Engagement Guidelines.

The College believes that student welfare and discipline is the collective responsibility of staff, students and parents.

---

Berwick College fosters the pursuit of knowledge and skills. We strive to do our best, we consider new ideas and encourage best practice, and we select our learning opportunities:

**Achievement**
Students will have the opportunity to achieve success and make the most of their learning opportunities. Student achievement will be recognised and celebrated.

**Learning Goals**
Students will be expected to set and strive to achieve their own personal learning goals and recognise and appreciate the strengths and achievements of others.
Preparedness
To maximise learning opportunities students will bring all appropriate equipment and resources to each class including the school planner.

Berwick College aims to prepare each person for diverse pathway choices and to make a successful transition into further education, training and employment.
Students will seek to maximise their achievements in both learning and extra curricular opportunities through monitoring their progress against their identified goals.

Berwick College uses democratic processes in its decision making and promotes social justice and equality of opportunity. We treat others with consideration and understanding, we are truthful and trustworthy, and we work with others.

Respect
Students will respect the rights of others to learn without distraction.
Students will treat everyone fairly and with respect.
Students will show care and compassion for others.
Students will be polite, co-operative, honest, tolerant and non-discriminatory in dealing with all members of the school community.

Relationships
Students will encourage and welcome the participation of all.
Students recognise and appreciate the strengths and achievements of others.
Students will develop positive relationships with fellow students and staff.
Students will participate and work in a productive manner in class.
Students are to use self-discipline to resolve all conflict in a non-aggressive manner.
A restorative approach will form the basis of resolving conflict

Safety
Students will recognise the rights of everyone to feel safe at school. Students will not be involved in any conduct of a physical, sexual, verbal, or racist nature which, is unwelcome, uninvited, unreturned or repeated.
Students will not be involved in direct physical and verbal bullying e.g. hitting, tripping, and pushing or damaging their property, name calling, insults, homophobic or racist remarks, verbal abuse.
Students will not be involved in indirect bullying e.g. lying and spreading rumours, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude someone, damaging someone’s social reputation and social acceptance, cyber-bullying, which involves the use of email, text messages or chat rooms to humiliate and distress.
Students and/or parents are encouraged to make early reports of such behaviour to class or home group teachers, learning team leaders or welfare staff.

Smoking / Drugs / Alcohol
Students are not permitted to smoke, use drugs or alcohol at school or at a school event or on the way to and from school or a school event.
Students are not permitted to bring cigarettes, drugs or alcohol to school or a school event.
Follow instructions
Students follow any clearly communicated instruction of any staff member the first time the instruction is given.
Grievances can be discussed, at a later time, with the teacher, a Home Group Teacher, Student Learning Leader, Principal Class or Student Welfare staff.

Berwick College values the unique qualities of each person and accepts their worth as individuals. We meet our expectations, we are accountable for our actions and we work with effort, energy and persistence.

Berwick College aims to provide a safe, positive and respectful learning environment for all students to realise their learning potential.

Attendance and Punctuality
To maximise learning opportunities students are required to attend all classes, home group and assemblies on time.

Pride
Students will take pride in themselves, the school and their environment.

Responsibility
Students are responsible for their own property and will not interfere with the school environment or the possessions of others.
Students take responsibility for their actions and behave in a manner that ensures the physical safety and emotional well-being of themselves and others.
Students are responsible for selecting learning opportunities that reflect personal strengths and interest, taking into account advice from parents and teachers.

Uniform
Students will wear full School Council approved uniform at, to and from school and as required at, to and from school events.

Electronic devices
Mobile phones, i-pods, etc must be turned off and out of sight when in class and other educational activities such as assemblies, exams and in the library.
Students may be permitted to use mobile phones, i-pods, etc, with class teacher approval in class, if their use is part of the learning program.
Mobile devices should not be used to make audio or video recordings or take photos, in change rooms, toilets, classrooms and the school grounds that may cause discomfort or embarrassment to other students, staff, visitors and/or the College. Mobile devices should not be used to harass others.
In some circumstances, the College reserves the right to exclude these devices from school activities like theatre productions and excursions with high security etc. Students who choose to bring these items to school do so at their own risk. The College does not take responsibility for items lost or stolen.
Students should not leave such items in change rooms during physical education or sport classes. Students should store securely in their locker or hand to their class teacher for safe storage.
Students will not bring dangerous or “banned items” to school or a school event.

Use of such items in class will result in the item being confiscated. The item will be held at the General Office for student and/or parent collection after school. Additional consequences may apply.
Dangerous equipment
Students will not bring dangerous or “banned items” to school or a school event.

Bags
Students are not permitted to bring bags, including handbags, to class with the exception of classes where students are required to change into a specific uniform. e.g. Physical Education, Dance, Automotive.

- Follow directions given by staff on first instance.
- Speak politely. No teasing, swearing or put down jokes.
- Be safe - keep your hands, feet and any objects to yourself. Do not throw items!
- Stay within the College grounds and know the areas that are ‘out of bounds’ to students.
- Care for the environment. Do not litter, graffiti or interfere with others’ property.
- No bikes/skateboard use in school grounds. Students should not bring skateboards to school as the College cannot provide suitable storage facilities.
- No loitering in locker bays or toilet areas.
- No smoking or other substance abuse.
- Sports and ball games to be played on the sports fields/designated areas.
- Only students ACTIVELY playing sport can access sports fields or basketball courts.
- Stay away from places where cars are parked and do not sit in driveways.
- Do not encourage outsiders to come to or remain in the College.

At the end of the school day students are to make their way home and should not loiter in the locker bays or school grounds. Students who wait for buses or other transport should do so in the designated bus bays under teacher supervision.

CONSEQUENCES FOR MISBEHAVIOUR

As a general rule, teachers, Student Learning Leaders and Assistant Principals may detain students for part of recess or lunchtime (up to half) as a consequence for misbehaviour both in or out of class. During this time students may be asked to do schoolwork or other tasks like environmental duty.

For serious misbehaviour the following consequences may apply:

- **One or more after school detentions/Saturday detentions:** As a general rule, students will be detained until 4.20pm. Parents will be informed at least one day in advance so that alternative travel arrangements can be made where necessary. This detention time may be extended in consultation with parents. Student should bring appropriate private study or homework to do. Those who attend without appropriate work may be asked to do environmental duty under teacher supervision.

- **Suspension:** An out of school suspension is a serious consequence, which is reported to the student’s parents, the Department of Education and the College Council. The student is excluded from school and is directed to complete their schoolwork at home for one or more days. In certain cases, the College may allow the student to serve the suspension “in-school” under Student Learning Leader or Assistant Principal supervision. These in-school suspensions may occur on non-school days or pupil free days.
A condition of a student’s return to school is that they meet with an Assistant Principal to sign the following agreement: “I undertake to follow the school rules at all times. I agree to abide by the Student Code of Expectations at all times”.

STUDENT RIGHTS AND CLASSROOM RULES

At Berwick College we have established a set of classroom rules to protect the rights of all students and to help all students to achieve their best.

Student rights

- ✓ The right to learn without distractions from others
- ✓ The right to feel safe
- ✓ The right to be respected and receive fair treatment

Classroom rules

Must be followed by all students in all classes

- 😊 Arrive to class on time
- 😊 Bring appropriate equipment to all classes
- 😊 Listen when the teacher is speaking and follow instructions the first time they are given
- 😊 Show courtesy at all times to all members of the class
- 😊 Attempt all tasks to the best of my ability
ABSENCE, EARLY DEPARTURE AND LATE ARRIVALS

A signed note from parents is required when a student is absent for a day or part thereof. Absence notes should be handed to the Home Group Teacher on a student's return to school.

Students who arrive late to school should also have a note from parents and must sign in.
Students in Chisholm, Frost, Hollows and Monash sign in at C1. Students in Dunlop, Flynn, Kenny and O’Donoghue sign in at F10. Students in Year 12 sign in at the Senior School.

**Absence Hot Line** If a student is absent parents are to ring the following Absence Lines by 8.50 am. Student in Chisholm, Frost, Hollows and Monash - 8768 1051. Students in Dunlop, Flynn, Kenny and O’Donoghue - 8768 1086. Students in Year 12 - 8768 1051 or 8768 1086.

Students who leave the school early and miss timetabled classes must have a signed note from parents. The note should be shown to the home group teacher at the start of the day and then presented at the appropriate office (see above) when the student officially signs out.

Students who need to depart early due to illness must report to the Health Centre. The school nurse will arrange for parents to collect their child from the centre via the General Office.

**Student are not to contact parents directly.** As the school needs to be aware of each student’s wellbeing, students are not to contact parents directly to be collected from school. Students are responsible for catching up on missed work. They should ask their teachers about work on their return to school.

**Assessment**
Each unit will have a series of common assessment tasks. These could be tests, assignments, projects, written exercises or collections of work such as workbook, practical exercises or folio. Students in Years 7-10 will also be graded against the Australian Curriculum and Victorian Essential Learning Standards (Aus VELS).

**Late Work**
Late work will be penalised for each day the work is late (including non-school days). However, after five days, no work will be accepted. Late work may avoid penalty if a note is submitted with an adequate reason.

**Student’s Own Work**
All work submitted must be entirely the student’s own. Where students willingly allow their work to be copied, it will be treated as a serious discipline matter involving student co-ordinators and parents and penalties may apply.

**Extensions**
Extensions will be granted if the student produces a note with good reasons. However extensions cannot be given beyond the date when the work is to be handed back to the class.

**Handing in of Work**
All work must be handed directly to the subject teacher (not put on a desk or pigeon-hole). If the teacher is absent, the work may be submitted to a Student Learning Leader or Domain Leader.

**Students Absent for an Extended Period of Time**
Where students are absent for an extended period of time and thus unable to complete certain Assessment Tasks, there will be no penalty for the missed work.

**Assessment Task Excursions**
If students do not go on excursions for reasons outside their control, alternative Assessment Tasks will be set.

**Promotion**
Student who don’t satisfy the College’s Promotion Policy (refer to College website) may be required to complete a Redemption Program at the end of the school year. Students who don’t satisfy the Redemption Program may be required to repeat the year level.

**ASSESSMENT AND REPORTING TO PARENTS**
Mid-Semester and end of semester reports are available to parents and students online via the Parent Portal. Access codes are issued to students on enrolment.

**BICYCLES**
Bikes should be stored in the bike shed during the school day. Shed use is at the bike owner’s risk. The shed is usually locked from 9.10 to 3.10 each day and students are advised to secure their bike in the shed with a chain and lock. Students must exercise utmost care when riding their bikes on arrival and departure from school.

**Students are required by law to wear a bike helmet.**

**BUSES**
An information booklet containing each bus route is available from the general office. Students should behave appropriately when travelling on school buses or waiting at bus stops. Any student who misses their bus or experiences other difficulties after school should report to the general office. For information on bus routes including maps visit [www.berwickcollege.vic.edu.au/bus_routes.html](http://www.berwickcollege.vic.edu.au/bus_routes.html)

**CANTEEN**
Managed by Juda Fina Foods, the canteen is open from 8:10am to 2:00pm. Orders should be lodged before school or at recess. Students without a lunch, for any reason, should report to the Student Welfare Co-ordinator by morning recess. Special arrangements can be made.

**CAREERS INFORMATION**
General information is available at [www.berwickcollege.vic.edu.au/careers.htm](http://www.berwickcollege.vic.edu.au/careers.htm) or tel: 8768 1060. The Careers Centre is available to **ALL** students and is open at recess, lunchtime and after school. The Careers Advisor/s are available to assist students in the following ways.

- Counselling for subject choice, career choice, post secondary courses and apprenticeships.
- Assistance with work experience or structured workplace learning arrangements.
- All students over the age of 15 will have a Managed Individual Pathways (MIPs) appointment during the year. Excursions, guest speakers and industry visits will also be available.
COLLEGE CONTACT AND COMMUNICATION

The College welcomes parent contact. Staff will try to respond to your query, compliment or concern in a prompt, and courteous manner. Please keep in mind that teachers are in the classroom for most of the day and may not be able to respond to your voicemail or email message immediately. To ensure a positive College-parent partnership, parents are asked to:

- ensure that the College has up to date parent contact details.
- report issues and seek information or assistance early. Telephone relevant staff or use the College’s email address for written communication.
- discuss calmly any issue or concern, particularly if you are anxious or upset about an issue. Provide as much information as possible so that the receptionist can direct your issue to the most appropriate person.
- always enter the College via the General Office. Please do not seek out staff without booking an appointment. The College is not a public place and any behaviour that is considered threatening to staff or students may lead to action for trespass and/or intervention orders from the courts.
- If your issue is not resolved to your satisfaction, contact an Assistant Principal or seek advice from the Principal.
- If the matter is still unresolved, contact the South-East Regional Office of the Department of Education and Training (Dandenong) on (03) 8765 5600.

For further information refer to the College website for the Parent College Communication Policy.

The College tries to keep parents informed about College activities and operations via:

- The Student Planner.
- The College newsletter (approx three per term).
- Parent reference groups, College Council and sub-committees.
- Mid semester progress reports (posted home) are issued prior to Student/Parent/Teacher interviews at the end of Term 1 and Term 3.
- End of semester reports issued at the end of Term 2 and Term 4 online.

COMMUNITY SERVICES

Students are encouraged to take an active part in making our community a better place. Learning teams will generally structure a range of activities to promote student collaboration and involvement. These activities are often linked to service learning or community projects. Students can also participate in fundraising or community service via a range of College based programs – for example – World Challenge, VYDP and VCAL projects. In addition, all students are expected to care for their environment and to pick up litter as required.

COMPUTERS

All digital devices such as laptops, ipads and notebook computers are an integral part of learning. Students must take particular care and responsibility for these devices. Students must exercise special care to safeguard these valuable items.

COURSES OF STUDY

Where possible, the College tries to offer programs that suit a range of learners. Information about student courses at each year level is available in the “Curriculum Guide” for Students, Parents and Teachers which is available on the College website. This guide is also used for course counselling purposes.
DAILY BULLETIN
Important notices are published on the daily bulletin, which is posted on notice boards and is available on the College Intranet.

DAILY MONITORS
The College curriculum tries to address all aspects of personal growth and development. As part of this curriculum, students in Years 7 & 8 join the College Administration team for one day per year. They do general office duties and assist with College operations. Students must wear school uniform on this day. It is hoped that this experience will provide students with an opportunity to:

- learn the location of specialist areas in the school and have contact with a range of staff.
- work with the principal class in keeping with the pastoral care ethos of our College and to develop a sense of belonging.
- experience being a contributing member of the College community.
- develop team building and negotiation skills when working with others and negotiating the completion of tasks throughout the day.
- develop initiative, self esteem, confidence and responsibility as they successfully complete tasks.

ENVIRONMENT DUTY
While all students are asked NOT to litter the College grounds there is still the need to conduct a whole school clean up involving students and teachers at the end of each term. Special circumstances may require a whole school clean up session at other times during the year.

EQUAL OPPORTUNITY
At Berwick College, Equal Opportunity is concerned with creating an atmosphere where every member of the school community will be able to develop his or her capabilities to the greatest possible extent.

EXCURSIONS AND FIELDWORK
Excursions are arranged at various times during the school year. The teacher will always notify parents directly, or through the school newsletter, of all official excursions. It is essential that the parents' written permission is received and excursion charges be paid before the student leaves on the excursion. Swimming and athletics sports carnivals for the whole school are paid for in school levies at the beginning of the year. The principal reserves the right to refuse permission for a student to participate in such activities.

ENROLMENTS AND EXITS
Enquiries about new enrolments should be directed to the Junior School Leader or the Senior School Leader who will discuss a prospective enrolment with parents/guardians taking into consideration the College Neighbourhood Zone and the choice of curriculum available at the time of enrolment. Students intending to transfer to another school or
leave school altogether should inform the College well in advance and complete an exit form. Parents are to contact the Student Learning Leader or Year 12 Co-ordinator to organise an exit interview. Parents must complete the exit forms prior to the student leaving. If transferring to another school a transfer note will be sent to the new school on return of the exit form.

EXTRA-CURRICULAR ACTIVITIES
The school supports and encourages a wide variety of extra-curricular activities in areas such as Crafts, Debating, Drama, Music, Public Speaking, Sport, Camps and Excursions. Where there is demand and available teachers, these will be continued.

FEELING SAFE
Get the facts
This fact sheet has been designed to give you the facts about child abuse. It includes advice on what to do if you have been abused, are being abused, or are at risk of being abused. This fact sheet also provides you with advice if you know someone who has been abused, or is at risk of being abused.

What are your rights?
Everyone has the right to feel safe and be protected from abuse.
No one is allowed to threaten you, hurt you, or touch you in a way that makes you feel uncomfortable, unsafe or afraid.
This includes all adults, other teenagers and children – it includes everyone from family members, coaches, teachers, to friends and strangers.
Every relationship should be respectful. No one should ever involve you in sexual activity without your consent, and no one should behave in a way that makes you feel unsafe or afraid.
You don’t have to deal with abuse on your own. Talk to a trusted adult. Teachers and other adults at your school can support you to get help.

What is child abuse?
Child abuse includes physical abuse, sexual abuse, emotional or psychological harm, neglect, and family violence.
Child abuse can also include grooming. This is behaviour where an adult tries to establish a relationship or other emotional connection with a child, to prepare them for a sexual relationship. Child abuse does not have to involve physical contact or force. It can include: controlling a child through threats exposing a child to sexual material and sexual acts exposing a child to family violence. Child abuse can be perpetrated by any member of a community or a family member. Abuse can impact anyone and it is never the victim’s fault. For more information on sexual abuse and sexual assault visit Youth Central:


What should I do if I have been abused or I feel unsafe?
You should talk to an adult you trust. If you have been abused, or feel unsafe or threatened in any way you don’t have to deal with this on your own. Abuse is never your fault and you should tell a trusted adult so you can get the help and support you need to feel safe and protected. Talking to someone won’t get you in trouble. You can tell a teacher or any adult at your school. They will be able to help you.

What should I do if I think someone I know has been abused or is unsafe?
You should talk to an adult you trust. Any staff member at your school will be able to help. You can also help your friend by encouraging them to tell a trusted adult.

What if my friend doesn’t want to tell an adult?
You should still tell an adult you trust on your friend’s behalf. Even if your friend has specifically asked you not to tell an adult, you still should. It is more important to make sure that your friend is helped and feels protected.

What will happen if I tell an adult at the school that I feel unsafe, or that I know someone who is unsafe?
You will be helped. Teachers and other adults at your school must listen to your concerns and help you. The information will not be shared with the person who is making you feel unsafe.
Information will only be shared with people who can support and protect you. In some cases the people helping you are
required by law to tell the police, the Department of Health and Human Services’ Child Protection services and/or your family to prevent any further abuse, or risk of abuse.

What if I don’t feel like I can talk to anyone at my school?
You should still find a trusted adult to talk to. Abuse or feeling uncomfortable is too big to deal with on your own.

There are many people who can support you to feel safe and protected. You can:
contact eHeadspace for advice online visit:
www.eheadspace.org.au/

Call 1800 650 890
Call or visit your local police station or call 000.
Talk to your doctor, psychologist, social worker, welfare officer, or another trusted adult.

FINANCIAL ASSISTANCE
Camps, Sports & Excursions Fund (CSEF). CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. If you hold a valid means-tested concession card or you are a temporary foster parent, you may be eligible for CSEF. The allowance will be paid to the school to use towards expenses relating to camps, excursions, or sporting activities for the benefit of your child.

FIRST AID AND ILLNESS
All students must report to the College Health Centre if they are unwell. Facilities in the Health Centre are limited so parents should not send students who are already unwell to school. Students who are injured or become unwell during the day may be sent home. Parents will be contacted to arrange transport and to ensure there is sufficient supervision at home. As the College needs to be aware of each student’s wellbeing, students are not to contact parents directly to be collected from school. Please ensure the College nurse is aware of student allergies and any medication taken. Both parent and family doctor contact details must also be kept up to date. Medical assistance or an ambulance will be used where necessary. Ambulance transport will not be paid by the College. The College is not responsible for costs associated with student illnesses or accidents and parents should consider school accident and/or health insurance and ambulance cover. Students should report to the General Office when the health centre is unattended.

HOME STUDY AND CLASSWORK
Students are expected to demonstrate a willingness to learn. They should come to class equipped, pay attention, carefully follow instructions, politely ask for assistance, participate fully in class activities and record in their planner the details and due dates of required work.

Students should design a home study timetable, taking into account subjects to be covered and outside commitments, including recreation. In some practical subjects it is not possible to set homework. When specific homework is not set, students may do:

<table>
<thead>
<tr>
<th>PRACTICE EXERCISES where students apply or review new knowledge or skills by:</th>
<th>PREPARATORY HOMEWORK where students gain background information so they are better prepared for future lessons by:</th>
<th>EXTENSION ASSIGNMENTS where students can pursue knowledge or use what they have learnt imaginatively by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• completing consolidation exercises for Mathematics</td>
<td>• organising workbooks.</td>
<td>• writing a book review.</td>
</tr>
<tr>
<td></td>
<td>• completing work not making or designing an art</td>
<td></td>
</tr>
<tr>
<td>– such as memorisation of tables, doing Maths Mates.</td>
<td>finished in class.</td>
<td>work.</td>
</tr>
<tr>
<td>• practising spelling words.</td>
<td>• reading background material for different subjects.</td>
<td>• completing Science investigation exercises.</td>
</tr>
<tr>
<td>• practising words or phrases learnt in a LOTE.</td>
<td>• reading English texts for class discussion.</td>
<td>• researching local news.</td>
</tr>
<tr>
<td>• reading for pleasure.</td>
<td>• researching topics for class work.</td>
<td>• finding material on the Internet.</td>
</tr>
<tr>
<td>• planning/drafting written work or assignments.</td>
<td>• reading newspaper articles on current issues.</td>
<td></td>
</tr>
<tr>
<td>• practising and playing musical instruments.</td>
<td>• revising information about a current topic.</td>
<td></td>
</tr>
<tr>
<td>• practising physical education skills.</td>
<td>• studying for tests.</td>
<td></td>
</tr>
</tbody>
</table>

Since students work at different rates and have different strengths and weaknesses, the following times per weeknight are recommended as a guide to parents and students.

- Years 7-9 will generally do from 45 minutes to 90 minutes home study per weeknight.
- Year 10-12 will require from 1-3 hours per weeknight, with up to 6 hours on weekends during peak VCE periods.

**INTERNET/INTRANET** An agreement must be signed before authority is given to use the equipment. Any student using the equipment must do so in a responsible, ethical and lawful manner. An appropriate consequence will apply for breaches of the agreement. *(See page xiv)*

**INSTRUMENTAL MUSIC**
The music program at Berwick College includes the option of instrumental lessons including drums, guitar, brass and woodwind instruments during class time. Out of hours classes may be negotiated with individual instrumental music staff. Some teachers are not employed directly by the College but are employed by the Department of Education and Training. A charge per lesson has to be made. Wind instruments are available for hire within the program. Guitar students must have their own instruments.

**IPADS**
In 2017 Year 7-9 students will undertake a fully integrated ipad program with e-books and an ipad tailored curriculum. Apps are used in certain subjects and students use a communication tool to talk to teachers about their work.

**LATE PASSES**
Students, who arrive late to school, must bring a note and obtain a Late Pass before going to class from the following offices:
C1 : Students in Chisholm, Frost, Hollows and Monash
F10 : Students in Dunlop, Flynn, Kenny and O'Donoghue.
Senior School Centre : Students in Year 12

LIBRARY
Opening Hours: 8.30 a.m. – 4.00 p.m. (except recess and staff meeting times).
Borrowing Limits:
- Years 7, 8 & 9 – 3 items
- Years 10, 11 & 12 – 6 items
Students are required to return or renew books on or before the due date, so that other students have access.
Invoices will be sent to parents for overdue books. Please consult the computer catalogue for books available for borrowing. Photocopying is available for students using their Student I.D. number and personal identification number (PIN). Students create their PIN with assistance from library staff. Students are required to use their ID card for all borrowing including laptops.
A Library Pass is required for research during classtime.
Students must have an individual pass signed by their class teacher when sent to the library to undertake research. (See library pass at the back of this planner).
The Library is connected to the Internet for student use.

LOCKERS
Each student is allocated a locker and is required to purchase a master combination lock. These are available from the school and Lamont (book supplier) for approximately $15. Padlocks are not permitted due to problems with lost keys. The combination code is to be given to the College so it is available to a student (subject to ID) in cases of emergency or where the student forgets the code. Students should not share their combination code with other students. Lockers should be kept tidy and any damage should be reported immediately.

LOST PROPERTY
When articles are either lost or found, the officer in charge of lost property should be contacted. All personal property should be marked clearly with its owner’s name.
The officer in charge of lost property is the school nurse.

LUNCH PASSES
Students may be permitted to go home regularly for lunch if a note is sent to the Student Learning Leader. Only those with passes are permitted to leave the school grounds during school hours.

MONEY COLLECTION
Money for excursions, camps or other activities should be placed in the DROP BOX before school, at recess or during the first half of lunchtime. The drop box is located at the General Office. All payments to be in an envelope with student name, I.D. number, amount, what the payment is for and teacher’s name where appropriate. Individual receipts will be issued. Requests for students to bring money will always be in writing and signed by a teacher. Students should not keep large amounts of money in lockers or bags.

MOBILE PHONES
Student use of mobile phones during school hours is restricted to lunchtime and recess only.
NEWSLETTER
A newsletter is posted on the College website three times a term. Parents are sent an email message when each Newsletter is posted. This contains information about past and coming events and details of changes in school policy. The newsletter is also available on the College website.

PARENT PORTAL
Parents can access information on homework, attendance and their child’s timetable via the Parent Portal. The Portal can be accessed on the College website. (Password required)

PARENTS / STUDENT / TEACHER INTERVIEWS
These are held at the end of term 1 and term 3. Parents make appointments using an online appointment system.

PHONE CALLS
Students will not be permitted to accept phone calls at school but urgent information will be passed on at recess, lunchtime, or after school. Only in cases of emergency will they be able to make calls using a school phone.

RESTORATIVE PRACTICES
A ‘just’ school is a place where victims and wrongdoers and their respective communities of care are actively involved in the fair resolution of an issue or dispute. Both sides are able to tell their stories and are asked to understand the other’s point of view. Finally, ways are sought to ensure the incident does not reoccur. Teachers are asked to use restorative practices in their discipline strategies. The College may involve parents in this process where necessary. In some cases, a Student Well-being Coordinator may help students resolve an issue through a restorative mediation. Both students and teachers can request mediation and parents are usually informed of the outcome. In serious cases, the College may convene a community conference where students, parents and teachers can discuss their experiences and feelings openly in a controlled environment.

SPORT AND SPORT EDUCATION
The major aims of the school sporting program are to achieve maximum participation of students, and to foster sport
and sportsmanship in competition with other schools. There are an extensive number of sporting events held during the year at the Inter-School, Casey Division, Southern Zone and State Levels. The College also has an established volleyball program.

STUDENT LEADERSHIP
Within each learning team, student leaders have an opportunity to work with their Learning Team Leader and the students in each home group to build leadership skills, plan activities, motivate others and take action to make things happen. The College also elects two female College Captains and two male College Captains in Term 4 each year in preparation for their official duties in the following year.

STUDENT WELLBEING SERVICES
The staff of the school includes a Student Wellbeing Co-ordinator (S.W.C), a social worker and School Chaplain. Welfare issues can also be discussed with Student Learning Leaders. The S.W.C. is available to students and their families for advice on personal or family problems, especially those affecting a child's social or academic development. The S.W.C. can also help individuals/families to make contact with various community or government agencies. Individual interviews and counselling are confidential and are usually conducted during class time or out of school hours.

TIQBIZ
Tiqbiz is an app based communication tool downloadable onto Android and Apple devices. Regular updates to daily College events and advanced notifications are issued throughout the app directly to phones, tablets etc.
www.tiqbiz.com

UNIFORM
For all uniform information refer to pages xvi, xvii, xviii

UNIT CHARGES AND CONTRIBUTIONS
The Government provides a curriculum allowance for each student attending the College. This allowance however, is insufficient to cover all the class materials, books, curriculum activities, textbooks, computer software and electronic media which parents, teachers and the College Council regard as essential to give our students the maximum opportunity for success. Some subjects have an additional Unit Charge due to the expensive nature of materials used or excursion costs.
Unit charges are compulsory and must be paid in advance otherwise students will have to select another subject.
VALUABLES

The College prefers that valuables are not brought to school (iPods, mobile phones, jewellery) and does not take responsibility if these items are lost or stolen. These items may be confiscated if used inappropriately or in contravention of the uniform code. Large sums of money should be handed into the Bursar (at the General Office) for safe-keeping. Students should exercise special care to safeguard valuable items permitted at school (calculators, USB keys, watches and wallets, laptops, ipads, notebook computers).

VISITORS TO THE SCHOOL

All visitors must report to the General Office. They will be asked to sign in and wear a visitor’s pass. As a general rule, ex-students will NOT be given permission to visit their friends during recess or lunchtime. Exstudents wanting to visit teachers must first book an appointment. Students must not encourage outsiders or intruders to enter the College grounds or to loiter near the College perimeter.

BERWICK COLLEGE ACCEPTABLE USE AGREEMENT FOR INTERNET AND DIGITAL TECHNOLOGIES

Berwick College believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no-one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

The Crimes Legislation Amendment (Telecommunications Offences and Other Measures) Act (No. 2) 2004 (to amend the Criminal Code Act 1995) states that it is an offence to use a telecommunications carrier to menace, harass or cause offence to another person.

Access to the school network and the Internet will only be granted after this Agreement has been signed and returned to the school.

Part A - School support for the safe and responsible use of digital technologies
Berwick College uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed. The filtering implemented by our Internet Service Provider is our first level of protection, and we also have an on-site threat management gateway which is regularly updated by our ICT Technicians.

At Berwick College we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide access to the Department of Education and Training search engine [www.education.vic.gov.au/secondary](http://www.education.vic.gov.au/secondary) which can be used to direct students to websites that have been teacher recommended and reviewed
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)

**Part B - Student Agreement**

When I use digital technology at school I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users’ intellectual property and how I use content posted on the internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games (unless permission is given by the teacher), to the school or run them on school computers.

When I use my mobile phone, iPod or other mobile device I agree to:
• keep the device switched off and out of sight during classes and other educational activities such as assemblies, exams and in the library, unless I am required to use it as part of an approved lesson.
• protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS)
• not make audio or video recordings or take photos in change rooms, toilets, classrooms and school grounds that may cause discomfort or embarrassment to other students, staff, visitors and or the college
• seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
• seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
• be respectful in the photos I take or video I capture and never use these as a tool for bullying. Mobile devices should not be used to harass others.

The College prefers that valuables such as mobile phones, iPods etc are not brought to school, and does not take responsibility if these items are lost or stolen. These items may be confiscated if they are used inappropriately.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked, and may result in further disciplinary action.

Student Name (Print clearly) -
Year Level -
Student Signature -
Parent/Carer Signature -
Date -

This agreement will be valid for the period of time your child is enrolled at Berwick College or until the College chooses to amend the policy, at which time a new agreement should be signed.

For further Support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline 13 22 89 or visit http://www.cybersmart.gov.au/report.aspx

---

UNIFORM AND GROOMING POLICY

<table>
<thead>
<tr>
<th>TITLE</th>
<th>UNIFORM &amp; STUDENT DRESS CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>VERSION/YEAR</td>
<td>4/2016</td>
</tr>
</tbody>
</table>
BERWICK COLLEGE POLICY

PURPOSE:
• To ensure that Berwick College policies and procedures accurately reflect the College operations, directions, educational philosophy and goals and meet all legislative, compliance and duty of care requirements.
• To provide policy and procedure direction to all staff, students, parents and volunteers of Berwick College.

BACKGROUND:
• Berwick College seeks to establish and maintain a high level of professional standards in relation to all activities within the College. This policy is in accord with the College’s ‘Mission Statement’, ‘Values’ and ‘Service Standards’.

RELATED DOCUMENTS:
• DET Student Dress Code

RATIONALE:
A uniform policy and student dress code is a requirement of the community to address the issues of health and safety, equality and identification and to minimise expense and competition. The College believes a uniform policy and student dress code should enhance the students’ pride both in their appearance and in the College as well as reinforcing a sense of community.

AIMS:
• To promote a sense of equality in appearance
• To make Berwick College students distinguishable from youths who are not enrolled at the College. Students need to be readily identifiable both on and outside the College grounds.
• To minimise competition in terms of student dress and fashion.
• To provide a uniform which is hardwearing, comfortable and affordable
• To provide a uniform which engenders a sense of pride and belonging amongst the students
• To provide a uniform that complies with current occupational health and safety guidelines

IMPLEMENTATION:
• Berwick College Council through the policy and planning subcommittee shall develop a student dress code (Appendix A) which meets the aims of this policy.
• After consultation with all stakeholders of the College community, the policy and planning committee will make a recommendation to the College Council of revisions to the uniform policy and student dress code.
• The dress code applies during school hours, travelling to and from school and when on school excursions (unless casual dress is more appropriate for an excursion).
• Summer and winter uniform, as well as a physical education and sport uniform will be prescribed and required to be worn. Basketball and Dance Academy students have specific and additional uniform items that are included in the program fees.
• The uniform policy and student dress code will be published in the Berwick College Staff handbook, Year 7 Handbook, Senior School Information Handbook, The Green Book and website.

• The College Principal, staff members and parents will be responsible for the implementation of the uniform policy and student dress code in a manner consistent with the College’s ‘Student Code of Conduct’.

• An expectation of the College is that parents ensure that their children respect and abide by the uniform policy of the College. All students must wear the appropriate full uniform with pride and are expected to keep their appearance neat and tidy, especially while wearing the college uniform.

• Parents seeking exemptions to the uniform policy and student dress code due to religious beliefs, ethnic or cultural background, student disability, gender, health condition or economic hardship must apply in writing to the College Principal.

• There is a series of graduated consequences for those students who choose to not adhere to the uniform requirements. These consequences range from communicating with parents, lunchtime detention, after school detention to a full day external suspension. The College may send home any student who is out of uniform (as appropriate).

• Where a student is out of uniform they must have a letter from a parent or home group teacher, and carry that letter with them.

• Students who do not have a letter may be given appropriate consequences e.g. after school detention.

• Where economic hardship prevents a family from complying with the student dress code, the College will look to support the family through State School’s Relief.

UNIFORM SUPPLY ARRANGEMENTS:

Berwick College Council is responsible for approving the arrangements for the supply of school uniform items. Berwick College has a standard written agreement with Noone Imagewear who is the appointed Uniform Supplier and Retailer

A complimentary blazer is provided to each elected College Captain.

SECOND HAND UNIFORM:

Berwick College is mindful of the cost of education and of improving levels of recycling and reuse within the school. The College subscribes to the Sustainable School Shop which assists parents and students with buying and selling all their good quality second-hand uniform to other parents within the school.

EVALUATION:

• This policy will be reviewed as part of the College’s three-year review cycle.

BERWICK COLLEGE UNIFORM DRESS CODE

The uniform should be worn correctly, neatly and in clean condition. All students from years 7 to 12 are expected to wear full school uniform from the time they leave home to the time they return home.
Due to safety issues, staff must be able to recognise Berwick College students.

To reinforce College policy, parents who wish to enrol children at Berwick College are required to give an undertaking to abide by the school uniform policy (Student Enrolment Information - Permission Return Slip)

All students out of uniform should have a note from their parent/guardian and report to their home group teacher before school commences. Referral is made to the Student Learning Leader for major uniform breaches.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Boys – Academic uniform</th>
<th>Girls – Academic uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL JUMPER</td>
<td>Pullover or Vest with Berwick College logo</td>
<td>Pullover or Vest with Berwick College logo</td>
</tr>
<tr>
<td></td>
<td>Royal blue: Year 7, Year 8 &amp; Year 9</td>
<td>Royal blue: Year 7, Year 8 &amp; Year 9</td>
</tr>
<tr>
<td></td>
<td>Navy blue: Year 10, Year 11 &amp; Year 12</td>
<td>Navy blue: Year 10, Year 11 &amp; Year 12</td>
</tr>
<tr>
<td>SHORTS</td>
<td>Grey Melange shorts with Berwick College logo</td>
<td>Berwick College Summer Dress <em>(knee length)</em></td>
</tr>
<tr>
<td>DRESS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHIRT</td>
<td>White Short Sleeve Shirt with Berwick College logo</td>
<td>Long Sleeve White Opaque Blouse with Berwick College logo. To be worn with the skirt</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White Long Sleeve Shirt with Berwick College logo</td>
<td></td>
</tr>
<tr>
<td>SKIRT</td>
<td></td>
<td>Berwick College Winter Skirt <em>(knee length)</em></td>
</tr>
<tr>
<td>TROUSERS</td>
<td>Grey Melange Trousers with Berwick College logo</td>
<td>Navy Slacks with Berwick College logo</td>
</tr>
<tr>
<td>TIE</td>
<td>Tie with Berwick College logo</td>
<td>Tie with Berwick College logo</td>
</tr>
<tr>
<td></td>
<td>Not compulsory but recommended</td>
<td>Not compulsory but recommended</td>
</tr>
<tr>
<td>SOCKS / TIGHTS</td>
<td>Plain (no logo) short grey socks <em>(above ankle)</em></td>
<td>Plain <em>(no logo)</em> short white socks <em>(above ankle)</em> with the summer dress</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Navy Tights or short plain navy socks <em>(above ankle)</em> with winter skirt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: Tights or navy socks are NOT to be worn with the summer dress</td>
</tr>
<tr>
<td>BLAZER</td>
<td>Blazer with braid and Berwick College logo</td>
<td>Blazer with braid and Berwick College logo</td>
</tr>
<tr>
<td></td>
<td>Not compulsory, but highly recommended</td>
<td>Not compulsory, but highly recommended</td>
</tr>
<tr>
<td>JACKET</td>
<td>Navy / White / Royal Jacket with Berwick College logo</td>
<td>Navy / White / Royal Jacket with Berwick College logo</td>
</tr>
<tr>
<td>SHOES</td>
<td>Traditional black hard leather ‘oxford style’ round toe school shoe.</td>
<td>Traditional black hard leather ‘oxford style’ round toe school shoe</td>
</tr>
<tr>
<td></td>
<td>Black laces. No other style of footwear is acceptable.</td>
<td>OR buckle style. Black laces. No other style of footwear is acceptable.</td>
</tr>
</tbody>
</table>

**NB:** In technology classes strong leather shoes are required to protect feet from falling objects.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Boys – Sports Uniform</th>
<th>Girls – Sports Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOP – Sports</td>
<td>Navy / White / Royal Sports Polo with Berwick College logo</td>
<td>Navy / White / Royal Sports Polo with Berwick College logo</td>
</tr>
<tr>
<td>SHORTS - Sports</td>
<td>Navy Sports Shorts with logo</td>
<td>Navy Sports Shorts with Berwick College logo</td>
</tr>
<tr>
<td>TRACKPANTS -</td>
<td>Navy/ White / Royal MicrofibreTrackpants with</td>
<td>Navy/ White / Royal Microfibre Trackpants with</td>
</tr>
<tr>
<td>Sports</td>
<td>Berwick College logo</td>
<td>Berwick College logo</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td><strong>RUGBY TOP – Sports</strong></td>
<td>Navy / White / Royal Rugby Top with Berwick College logo</td>
<td>Navy / White / Royal Rugby Top with Berwick College logo</td>
</tr>
<tr>
<td></td>
<td>It must not be worn with the standard uniform and is not seen as an alternative to the school jumper</td>
<td>It must not be worn with the standard uniform and is not seen as an alternative to the school jumper</td>
</tr>
<tr>
<td><strong>FOOTWEAR</strong></td>
<td>Appropriate sports footwear e.g. runners (not skate shoes)</td>
<td>Appropriate sports footwear e.g. runners (not skate shoes)</td>
</tr>
<tr>
<td><strong>Accessories/Appearance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPORT HAT</strong></td>
<td>Hat or cap for sun protection</td>
<td>Hat or cap for sun protection</td>
</tr>
<tr>
<td><strong>SCHOOL BAG</strong></td>
<td>Navy school bag with Berwick College logo</td>
<td>Navy school bag with Berwick College logo</td>
</tr>
<tr>
<td></td>
<td>No other bag allowed – Compulsory</td>
<td>No other bag allowed – Compulsory</td>
</tr>
<tr>
<td><strong>PERMISSIBLE JEWELLERY</strong></td>
<td>All allowable jewellery is worn at the owner’s risk. Students are permitted to wear: one watch, one plain bracelet (removable), one plain finger ring (removable), one neck chain (worn under clothing), two plain ear studs or sleepers per ear. One piece of discreet facial jewellery, as defined by the Principal class of the college, such as eyebrow studs, chin studs, nose studs. Nose rings, septum bars and ear spacers are not permitted. Note: Jewellery that does not comply with the above or is considered a health and safety risk will be required to be removed, e.g. large rings, jewellery with spikes.</td>
<td></td>
</tr>
<tr>
<td><strong>PERMISSIBLE MAKE UP/HAIR COLOUR.</strong></td>
<td>Natural coloured cosmetics only. Excessive make-up is not permitted. Only natural hair colour tones are acceptable.</td>
<td></td>
</tr>
<tr>
<td><strong>TATOOS</strong></td>
<td>All tattoos must be covered by an item of clothing and must not be visible.</td>
<td></td>
</tr>
</tbody>
</table>

Students must have a parent note when out of uniform. Please note: parent notes are NOT acceptable for jumpers or jackets. Students can borrow a clean jumper/polo fleece for the day from the College nurse.

Student out of uniform with a parent note
• This note must be shown to the Home Group Teacher for authorisation. The note will indicate the number of days the student is authorised to be out of uniform. Maximum 3 days. If longer than 3 days the student will be referred to the Student Learning Leader.
• The student must keep the note with them throughout the day as any teacher may ask to see it.
• The Home Group Teacher will contact parent/s if the issue is not rectified within a reasonable or agreed time.

**Student out of uniform without a parent note**

• Students out of uniform without a parent note will be issued an afterschool detention.

**Inappropriate items**
Students wearing inappropriate items such as, OH&S (e.g. thongs), provocative outfits, etc even if the student has a note from parents will be required to remove or cover the item or, if this isn’t possible, be sent home or removed from all classes, recess and lunch. In such circumstances students will complete their class work away from other students and have lunch and recess at a different time to other students.

**Free Dress and Sports days**
Students must wear appropriate items of clothing on ‘free’ dress & sports days (see above)

All class teachers have the responsibility to check that students who are not wearing correct uniform have a parent note. Students without a note are to be referred to the Student Learning Leader.

---

**BERWICK COLLEGE UNIFORM**

is available from:

**Noone Imagewear**

We work closely with Australian manufacturers to ensure the highest quality and performance standards are met in the manufacture of all our school wear garments

Shop 4
Beaconsfield Hub
52-62 Old Princes Highway
BEACONSFIELD 3807
Telephone: 9769 9093
Fax: 9769 5345
Email: beaconsfield@noone.com.au

TRADING HOURS: Monday to Friday 9am – 5pm
Saturday 9am – 1pm

CREDIT CARDS & EFTPOS

All major cards accepted and in-store EFTPOS facilities available
Research shows that students who are successful at school display four characteristics:

1. Possess good ORGANISATIONAL skills
2. Are PERSISTENT in their studies
3. Have CONFIDENCE in their ability
4. Are able to GET ALONG with their peers and teachers

How YOU can become better ORGANISED:

✓ Having a study schedule or weekly timetable.
✓ Writing down class assignments including when they are due.
✓ Breaking down a large assignment into smaller parts or steps.
✓ Scheduling the various steps of an assignment far enough in advance so that you don’t rush your work.
✓ Following the information directions written down on the board.
✓ Keeping class notes and handouts in an organised notebook with dividers.
✓ Handing in homework on time.
✓ Studying high priority material before working on less important material.
✓ Setting a goal.
✓ Using a checklist to complete an assignment.
MANAGING YOUR TIME TO MAKE THE MOST OF IT:

As a student you have the same amount of time as everyone else, but some people tend to complete more than others. The experts tell us that most of what we do is based on habit. By practising some good “time management” habits you can begin to achieve all the things that you need and want to do.

Complete the table below.

Managing time in the classroom

- Record all homework tasks on the day they are given
- Record longer term tasks and the day they are due
- Record assignment/test results in your planner
- Ensure that you record full details of tasks/projects set

Managing time after school/at home

- Arrange your work in order of priority (use 1,2,3)
- Check off assignments/tasks when they have been completed
- Organise your time into half-hour blocks
- Take time to review work returned by your teacher
- Commit yourself to a revision schedule and stick to it

Managing time to complete tasks

- Prepare a schedule that also includes regular leisure time
- Take a short break or reward yourself after completing a task
- Do not try to memorize all facts or details for a test at one time
- Divide lengthy or difficult assignments/tasks into short manageable units
- Wait a day before editing the rough draft of a written assignment
- Transfer all unfinished tasks to a future date
- Reflect regularly on how you are using your time; set priorities for your work

STUDY SKILL STRATEGIES THAT WORK!

B strategy involves using a plan of action to achieve a certain goal. To achieve success you will need to use a variety of strategies, such as those listed below. Go over the strategies listed below.

Strategy 1 – Listen Carefully

- Concentrate on what is being said and ignore other noise
• Ask questions if something is not clear
• Listen for the meanings and ideas behind the words

Strategy 2 – Take clear notes

• Write down only important facts and ideas
• Use your own words rather than those of the teacher

Strategy 3 – Choose the right place

• Try to do your work in the same quiet place
• Ensure that your work place is well lit to avoid tiring your eyes
• Keep your workspace tidy and use a firm chair

Strategy 4 – Go further

• Make it a habit to do some homework every day
• Identify and regularly use additional references

Strategy 5 – Revise effectively

• Be specific and stick to your revision timetable
• Revise in short bursts: stop when your mind begins to wander
• Try to reproduce notes on paper rather than just reading books

BERWICK COLLEGE SENIOR SCHOOL PATHWAYS : CERTIFICATION

VCE : Victorian Certificate of Education

Certificate
Statement of Results
The minimum requirements for obtaining the VCE is satisfactory completion of 16 units including:

• At least 3 units of English or English Literature
• At least 3 sequences of units 3 and 4 other than English

Note: A unit is equal to a semester and approximately 100 hours duration.
VTAC advises that for the calculation of a student’s ATAR (Australian Tertiary Admission Rank), satisfactory completion of both Units 3 and 4 of English or English Literature is required.
VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY (VCAA) RULES FOR STUDENTS

The VCAA has set down six rules which students must observe when preparing work for assessment. These rules apply to all assessment tasks. They are:

- Students must ensure that all unacknowledged work submitted by them is genuinely their own work.
- Students must acknowledge all resources used. This includes text and source material, the name(s) and status of the person(s) who provided assistance, and the type of assistance received.
- Students must not accept undue assistance from any person. Undue assistance would include providing actual adjustments or improvements to a student’s work, or dictating or directing a student to include particular text.
- Students must not submit the same piece of work for assessment more than once.
- Students who knowingly assist another student in a breach of rules may be penalised.
- Students must sign a general declaration that they will observe the rules and instructions for the VCE and accept disciplinary provision.

USE OF COMPUTERS

A student who uses a computer to produce work for assessment is responsible for ensuring that:

- there is an alternative system available in case of computer or printer malfunction or unavailability;
- hard copies of the work in progress are produced regularly; and
- each time changes are made the work is saved onto a back-up file which should not be stored with the computer.

Computers are not to be used for coursework unless organised by the subject teacher or approved by a Senior School/Curriculum Leader.

VCE RULES

In addition to observing these rules of the VCAA, students must also observe the rules of their school.

Schools are responsible for administering the VCE rules and instructions. It is up to the school to develop courses that will provide opportunities for students to satisfactorily complete the units of their VCE studies and to complete the required graded assessments.

Students must understand:
- the work they need to do;
- deadlines for submitting work;
- the minimum class-time attendance;
- how to obtain an extension of time;
- how to submit work;
- internal school appeal procedures.

SATISFACTORY COMPLETION OF A UNIT

For satisfactory completion of a unit, a student must demonstrate achievement of each of the outcomes for the unit as specified in the study design. This decision will be based on the teacher’s judgement of the student’s performance on assessment tasks designated for the unit. The key knowledge and skills included in the study design will assist teachers in making this judgement.
Achievement of an outcome means:
(a) the work meets the required standard;
(b) the work was submitted on time;
(c) the work is clearly the student’s own; and
(d) there has been no substantive breach of rules.

If all outcomes are achieved, the student receives S (Satisfactory) for the unit. If any of the outcomes are not achieved, the student receives N (Not Satisfactory) for the unit. Where the student has completed the work but there has been a substantive breach of class attendance, the student may be awarded N.

For Year 12
Students receive S or N plus grades for coursework. Outcomes are to be assessed by work done in class and by coursework.

For Year 11
Students receive S or N plus a global grade of which an exam is worth 25-50%, the actual percentage to be determined by the faculty for each unit. In some units, the exam may be a performance exam. (eg. Dance; Music; Theatre Studies).

Outcomes are to be assessed by work done in class and by exams. Outcomes are to be assessed by a variety of tasks, one of which must be an exam.

Redemption of an Outcome
Teachers may offer a student the chance to redeem an outcome by doing a different task, by resubmitting work, by undertaking an oral exam or by exam performance. Redemption of this nature is for S/N only; the original grade for the work stays. Such opportunities for redemption are the responsibility of the teacher, but must be applied consistently.

COURSEWORK
Coursework assesses each student’s level of achievement based on a selection of the assessment tasks designated in the study design.
Coursework assessment must be part of the regular teaching and learning program and must be completed mainly in class. Coursework must be completed within a limited timeframe and the scope of each task is restricted. The VCAA provides advice for teachers on the scope of the assessment tasks, the conditions under which they are to be completed and the criteria to be used for assessment. This advice is provided to limit student and teacher workload. It is the school’s responsibility to ensure consistency and fairness and to manage student and teacher workloads.

Task Selection for Coursework
In most studies teachers select from a range of tasks designated for assessment of unit outcomes. Teachers may decide that all students will do the same task or they may give students some choice. Where there is a choice offered, the assessment tasks must be of comparable scope and demand. Task selection is a school decision and should be based on what suits the teaching program, the resources available and the needs and interests of students.

Time Allowed for Coursework Assessment
The VCAA provides advice on the amount of time each assessment task should take to complete and the timeframe over which the task should be completed. In most cases the times are expressed as ranges, rather than in absolute
terms, and schools need to take into account their timetable arrangements when setting these tasks. Therefore, where there is more than one class in a subject, the tasks may be done on different days.

Specific details of tasks, such as topics, should only be given to students just prior to the start of the task. This is to avoid potential problems of workload and authentication which may arise if students spend longer on the task than is specified.

**Word Ranges**
The scope of most tasks is described as a word range. The range is sufficient to allow students to demonstrate achievement without requiring an excessive quantity of material. For coursework, there are no formal rules for what should and should not count in the word range. Word ranges for similar tasks in different subjects are consistent to ensure comparability of workload.

**Conditions for Coursework Assessment**
Most tasks are to be completed mainly in class time. This does not preclude some of the work being completed out of class, for example where students are using computers to produce the work. In allowing students to complete any work out of class, teachers must be able to authenticate that work. Authentication is the responsibility of the student. It is the decision of the teacher whether to allow any coursework to be done out of class.

There are specific rules for student absence from coursework. These are detailed in the section on Attendance.

**Drafting**
The nature of coursework means that teachers should not be looking at draft material. Teachers are not required to formally sight drafts or to record their completion.

Teachers must not mark or provide comments on any draft of work that is to be submitted for coursework assessment.

**Timelines and Deadlines**
Schools are responsible for setting completion dates for coursework assessments and school-assessed tasks. The Senior School/Curriculum Leader will oversee this process. If a student does not submit work by the due date, the school may refuse to accept the work and award an NA (Not Assessed).

**Submission of Work**
Students must submit work by the due date set by class teachers. In the event of illness or other factor making it impossible to complete work punctually, the student should seek an extension from the appropriate subject teacher or Senior School/Curriculum Leader.

**Absent for a SAC (School Assessed Coursework)**
A student who is absent from a SAC must submit a Medical Certificate to the Senior School. Students will do the SAC after school within a week of the absence. Students will be supervised under SAC conditions in the Senior School.

**Initial Assessment of Coursework**
The school is responsible for the initial assessment of coursework. The basis for this is the teacher’s rating of the performance of each student. The school provides the VCAA with the student’s score. Where there is more than one class in a particular subject, teachers will ensure comparability of assessments.

**VCE SCHOOL ASSESSED TASKS (SATs)**
Some subjects have SATs as part of their assessment. These count towards a student’s Study Score and ultimately towards a student’s ATAR in the same way as coursework.

SATs are practical tasks involving products or models completed over a long period of time. They exist in the following subjects: Art; Studio Arts and Visual Communication and Design.

Students must observe all rules outlined by teachers relating to SATs. In particular this applies to word lengths (where stated by the VCAA) and submission of the final work by the due date. Extensions will be granted only by the Senior School/Curriculum Leader and only for exceptional circumstances. (Computer or printer problems will not be accepted as grounds for extension.) If work is not submitted by the due date, it will not be accepted and NA (Not Assessed) will be awarded.

SATs must be completed so that teachers can authenticate the work. Authentication is the responsibility of the student. Drafts and work in progress must be sighted by the teacher on a regular basis. Students will be required to sign a declaration stating that unacknowledged work is their own.

**Initial Assessment of SATs**
The school is responsible for the initial assessment of SATs. This is based on criteria published by the VCAA. The school provides the VCAA with the student’s score.

**ASSESSMENT AND MODERATION**
Assessment of work for meeting outcomes is not moderated by the VCAA unless it is coursework or SATs.

Within the school, consensus of marking between teachers of the same subject is based on sampling and cross-marking.

Teachers’ assessment of coursework is moderated by the VCAA against the performance of the class(es) of each subject in the external examination(s) and the GAT. This takes the form of statistical moderation based on the spread and level of scores.

Assessment of School Assessed Tasks is moderated against the GAT and reviewed by the VCAA if necessary.

**The VCAA retains the right to sample student work and to undertake authentication checks. For this reason, students must retain all their work until they receive final results at the end of the year.**

**VCE REDEMPTION OF A UNIT RESULT**
Redemption may be offered to a student who has failed to satisfactorily complete only one unit in a semester.

Redemption will require the student to complete additional work to a satisfactory standard, as determined by the class teacher, in order to pass the unit.

Redemption may be offered provided that the student:
(a) has made a sustained effort throughout the semester;
(b) has completed all, or nearly all, the required assessment tasks;
(c) has maintained a satisfactory attendance record in the unit concerned (in accordance with the College attendance policy);
(d) would no longer be able to fulfil the VCE or ATAR requirements in the minimal time; and
(e) has not previously received redemption in a unit in the same subject.

The decision to offer redemption will be made by a Senior School/Curriculum Leader in consultation with the class
teacher, Student Learning Leader and the Principal. There will be no opportunity to resubmit coursework for
assessment.

**ASSESSMENT: FEEDBACK TO STUDENTS**

Most students will not receive any results from the VCAA until the end of the year. This is because internal
assessments are statistically moderated against the external examinations and the General Achievement Test (GAT).
However, the VCAA recommends that schools provide results of coursework and SATs to students with the proviso
that students are informed that results may be adjusted.

Individual teachers will give students results of coursework once the results are finalised. Feedback will be in written
form on a subject-based criteria sheet with optional descriptive comments. Unless the VCAA indicates otherwise,
students’ work will be returned to them at the same time.

**Student Appeals**

A student who receives N for a unit may appeal to the Principal for a review of the decision to award an N. The
student must have substantial grounds for the appeal and must have abided by all school and VCAA rules in relation
to assessment. A student may further appeal to VCAA against a school decision relating to school based assessment.
VCAA regulations relating to appeals can be obtained in writing from the appropriate Later Years Leader.

**SPECIAL PROVISION**

Special Provision arrangements allow schools and the VCAA to acknowledge that a student has completed work
under conditions of significant hardship.

Significant hardship may include:
(a) illness;
(b) disability;
(c) environmental factors (including family problems).

Such students may be assisted by:
– extra time to complete work;
– assistance from aides;
– alternative forms of assessment;
– revised expectations of assessment;
– special arrangements for completing examinations.

For school based assessment, the school determines the final score, taking account of the nature and extent of the
hardship and of any assistance received.

For externally assessed examinations, students can receive assistance in special circumstances or they can apply for
a Derived Examination Score. Such a score takes account of student performance on the GAT, school assessed work
and any other available information.
Students whose studies have been affected by chronic disadvantage (such as disability, long term illness, difficult family circumstances or disadvantaged socio-economic background) and who wish to apply for entry to university or TAFE, can apply to VTAC for consideration by tertiary selection officers.

Application for Special Provision of any type must be made to the appropriate Senior School/Curriculum Leader who will make decisions in conjunction with Student Learning Leaders, subject teachers and the Principal. Evidence of the nature, extent and effects of the disadvantage must be provided.

---

**VET : VOCATIONAL EDUCATION AND TRAINING PROGRAMS**

**What is VET?**
Vocational Education and Training (VET) in the VCE or VCAL allows students to include vocational studies within their senior secondary certificate. Students undertake nationally recognised training from national training packages which may contribute to their VCE and/or VCAL.

**VET qualifications offered at Berwick College include:**
- Certificate II/III Applied Fashion Design
- Certificate II Automotive
- Certificate II Building & Construction
- Certificate II Community Services
- Certificate II Electrician Pre-Apprenticeship
- Certificate II Engineering Studies
- Certificate II Outdoor Recreation
- Certificate II Small Business
- Certificate II Visual Arts

Student may access courses at other training organisations but will need to arrange their own transport.

**VET Certificate:**
Students who satisfactorily complete a VET program will receive a certificate for the qualification achieved. This certificate will be provided by their Registered Training Organisation (RTO).

Students may select more than one VET.

**Pathways Programs**
**Statement of Attainment**
Pathways Programs recognise the work achieved with a Statement of Attainment. Students can use these statements to gain credit when completing further tertiary studies.

**VET TRANSPORT**
Students are expected to organise their own transport to and from TAFE or RTO.
VCAL : VICTORIAN CERTIFICATE OF APPLIED LEARNING

Includes VCAL Certificate / Statement of Results / VET Certificate and or Statement of Attainment – where appropriate

Satisfactory completion of an Individual Learning Program equals

- 10 Credits.
- 1 Credit = 1 VCE unit or 100 nominal hours accredited VET or FE program.

Contain components from:

- VCAL units
- VCE units
- VET/VCE units
- VET programs

Include:

- A minimum of 2 VCAL units.
- One credit for Literacy and one credit for Numeracy.
- One credit for each of the remaining strands.
- Include 6 credits at the level of the VCAL award, of which one must be for Literacy and one must be for a VCAL Personal Development Skills unit.

WORK PLACEMENT

Students are responsible for establishing their own work placement. This must be obtained by week 3 of 2017.

ATTENDANCE VCE & VCAL

RATIONALE

It is a requirement that students attend all timetabled classes so that teaching and learning opportunities are maximised. Attendance in class provides opportunities for student work to be authenticated by teachers. Work which cannot be authenticated will not be accepted for assessment.

The VCAA has stated that “where a student has completed work but there has been a substantive breach of class attendance, the student may be awarded N.”

VCE & VCAL Attendance rules

- Parents must explain all absences.
- A student absent from classes for part of a day must sign in or out at the general office.
- A medical certificate must be provided for any absence of three or more consecutive days.

Approved Absences

Approved absences are defined as follows:
• Any absence supported by a medical certificate.
• Any absence due to family/welfare circumstances supported by a Student Learning Leader, Senior School/Curriculum Leader, Principal class or welfare staff – eg: funeral, family illness, family holiday.
• Any absence to attend an approved educational activity like sports, excursions, camps, tertiary information seminar.

It is a student’s responsibility to:

• Ascertain what work has been missed, to obtain any handouts and to complete the required work as soon as possible after an absence.
• Provide teachers with suitable evidence related to absences. Students should keep any notes, medical certificates and approved absence slips in their planner. These must be shown to the class teacher and Home Group Teacher within three school days of the absence.

It is the class teacher’s responsibility to:

• Monitor attendance accurately differentiating between approved and unapproved absences.
• Inform the Student Learning Leader when a student's number of unexplained absences is up to four periods.

Redemption of absences
Students are required to redeem absences for each unit of study. Approved absences do not require redemption. However, parent explained absences are subject to redemption as follows:

• Students can have up to and including six parent explained absences per unit per semester without the need for redemption.
• Students with seven to twelve parent explained absences per unit per semester are eligible for redemption.
• Students with more than twelve parent explained absences per unit automatically fail the unit. Redemption classes will be run on two Saturday mornings in Term 2 and Term 4 from 9.00 am to 12.45 pm. For each period to be redeemed, 45 minutes must be spent in redemption class. Students will be able to redeem absences only once for any one unit. The teacher in charge of redemption class will inform the relevant Student Learning Leader who will inform the class teacher when a student has completed their redemption class. Students who fail to complete the required redemption or have more than twelve parent explained absences in a unit of study will fail that unit. This will be indicated on the report with at least one outcome fail for that unit.
• The Home Group Teacher, Student Learning Leader or Senior School/Curriculum Leader, will deal with any absence not covered by these rules.
• Students must attend all timetabled classes when they are at school. Failure to do so will result in after school detention/s of an equivalent length of time missed.

Period 0
Some Year 11 classes and a few Year 12 classes may be scheduled before school (Period 0) so that students can be released one day per week to undertake VET programs.

Period ‘0’ begins at 8.10 am and continues until the locker bell. Attendance at these classes is compulsory. A student who finds attending at this time a severe hardship may apply for an exemption from the College Principal.

Extended Absence
An extended absence due to illness is covered under Special Provision arrangements.

**Attendance In Class For Official Coursework**

The main internal assessment in Units 3 and 4 is coursework which is usually undertaken in class under time restrictions.

Teachers will give at least one week’s notice of the actual period(s) in which coursework will be undertaken.

The class teacher will inform the appropriate Student Learning Leader and Senior School/ Curriculum Leader of any absence(s) and the student(s) concerned must explain the absence to these leaders.

A student absent for any period(s) of coursework for medical reasons must produce a medical certificate to explain the absence. The certificate must be shown to the appropriate Senior School/Curriculum Leader and then shown to the class teacher to arrange a suitable time to complete the coursework. If the absence is not for medical reasons, the student should consult their Learning Team Leader.

Provided the reason for the absence is acceptable, the student will be permitted to undertake the coursework (either the same task or a similar task) within the same time restrictions and under supervision. This will occur after school and be supervised by a Senior School/ Curriculum Leader. Students cannot complete coursework in private study periods or at lunchtimes. This must be completed within one week of their return to school.

If the reason for the absence is not acceptable, the student will not be permitted to undertake the coursework. The student shall have the right of appeal to the Principal against such a decision.

**CLASSWORK AND HOMEWORK**

It is the responsibility of students to pay attention, follow instructions and involve themselves in their classes. They must record in their planners the details of all set work and due dates.

Students are also responsible for organising their own time in order to complete their school commitments. This means you must complete work within the timeframe determined by teachers. Students should draw up a homework timetable, taking into account subjects to be covered as well as outside commitments, including recreation. When specific work has not been set, students are expected to study and summarise notes, read books, and practise skills.

As students work at different rates and have different strengths and weaknesses, the following times, per weeknight are recommended:

**Year 10 - 12** will require from 1-3 hours per weeknight, with up to 6 hours on weekends during peak VCE times.

Students who waste time in class or fail to complete work by the due date without genuine reason, may be disciplined by teachers and/or have their marks downgraded.

Students who experience difficulty with organisation and time management should seek assistance from a Senior School/Curriculum Leader, Student Learning Leader or Year 12 Co-ordinator.

**PRIVATE STUDY**

Private study periods are to be used for school work and students will be in the Senior School Centre or the
library. Students must use this time quietly and effectively.

The Senior Centre is open from 8.15 am to 5.00 pm each day for private study for senior students.

**SUBMISSION OF WORK**

All work must be submitted by the due date as set by the class teacher. Work must be handed to the teacher in class or at the teacher’s office. If the teacher is absent, the work may be handed to a Senior School/Curriculum Leader at the Senior School Office.

Work for assessment must not be handed in to another teacher at the main staffroom or left on a teacher’s desk.

For coursework, extensions of time can be given by the Senior School/Curriculum Leaders only. For other work, class teachers may grant extensions of time.

No work will be accepted more than five days after the due date.

**VET STUDENT COMMITMENT**

There are many advantages for students who choose to do a VET program. Berwick College is committed to doing all that it can to ensure that students gain entry to and are successful in the VET program of their choice.

Students need to be committed to their VET program. They will be expected to:

- Meet application deadlines, prepare for and attend interviews on time.
- Attend classes on time and on a regular basis.
- Notify the school, Registered Training Organisation (RTO) or TAFE of an impending absence.
- Always act in a responsible manner at school, RTO, TAFE or work place.
- Abide by the rules of an RTO or TAFE.
- Always be prepared for classes and have the necessary equipment required.
- Organise and complete work placement when required.

Promptly notify Berwick College’s Careers, VET and Business Partnerships Leader whenever problems or queries occur.

**PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Students are encouraged to participate in extra curricular activities but must balance this against class requirements. It is important that students do not over-commit themselves.

Senior School students are not permitted to participate in more than one school sporting team each term. Similarly, involvement in Student Leadership activities, social service, music and theatre needs to be sensibly controlled.

**SENIOR SCHOOL CENTRE**

The Senior School Centre is open between 8:15 am and 5:00 pm each school day. During class time, the “common room” area is to be used for private study and must remain quiet.

The upstairs classrooms are out of bounds at recesses and lunchtimes unless permission is received from a Senior School/Curriculum Leader.

The Senior School Centre is available for student use under the following conditions:
• all areas (including classrooms) are kept clean and rubbish is placed (not thrown) in bins or recycling containers;
• there is no graffiti of any sort on walls, noticeboards, furniture etc.;
• care is taken with all facilities at all times;
• furniture is left in place;
• the “kitchen” area is kept clean at all times;
• bags are not brought into the building (except after school);
• there are no ball games or inappropriate behaviour in any part of the building.

Students are asked to report any damage or equipment malfunctions to a Later Years Leader.

If these conditions are not met, students will be denied access to the building before school, at recess and at lunchtime.

Teachers will not provide change, paper for printers, staplers etc. Students must ensure that they are properly prepared and have whatever equipment they require. It is a good idea for students to keep some printer paper in a plastic pocket in their folders.

This is your building; use it properly and make the most of the facilities it offers.

STUDENTS’ CARS

DEECD Policy Regulation no. 4.10.6.3 ‘Prohibition on use of student cars’ states that:

“Students are not permitted under any circumstances to transport other students in private cars in connection with any school program or function whether held during normal school hours or at other times.”

In addition Berwick College requires that...
Students who have their driver’s licence are permitted to drive to and from school provided that

• Details of the vehicle are registered with the Later Years Leader/s.
• Cars are parked in the lower car park.
• Cars and the car park are out of bounds during school hours.
• Students driving to and from school are not permitted to leave during the day until after their final class for that day.

Transport of siblings by student drivers: Parents are required to apply in writing to the Principal.
An appropriate consequence will apply in cases where students do not abide by these guidelines.
Students should not remain in the following out of bounds areas during school hours or times adjacent to the school day (unless accompanied by a teacher).

- The area behind the Old Uniform Shop extending to the front gate on the top drive.
- The maintenance facilities and other storage area/s.
- The grass area behind F Block and the Senior School Centre.
- Behind the stadium, hockey fields and basketball courts.
- The Berwick Athletics/Football/Netball clubrooms and coaches boxes.
- The Leisure Centre car park during school hours.
- The areas to the side and back of the Leisure Centre.
- The area in front of the College beyond the front fence line.