



**HAWKESDALE  
P12 COLLEGE**

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**Prep – Year 4:**

Mr Frank Huglin

**Year 5 – Year 9:**

Ms Margaret Murnane

**Year 10 – Year 12:**

Mr Max Wines

**STUDENT WELFARE COUNSELLOR:**

Ms Tammie Morton

**BUSINESS MANAGER:**

Mrs Barbara Birthisel

For any queries please do not hesitate to contact any one of these people above at the school number ~ Ph: 5560 7225.

**NOTES**

# HAWKESDALE P12 COLLEGE

## PARENT INFORMATION

We would like to welcome all parents to Hawkesdale P12 College and hope that this will be the start of a happy and fruitful association with the school.

Our school aim is to provide each child with the best possible education, linking together the aspects of academic learning and personal growth.

Co-operation between teachers and parents is essential and we ask that you share in the education of your child. This can be done through showing interest in work brought home, stimulating interest in books and encouraging your child to develop a desire to learn.

Hawkesdale P12 College encourages parents to visit the school. We welcome parent helpers in class activities and in the canteen and we invite you to participate in our morning tea get together and parent/teacher interviews where you can meet your child's teachers.

This booklet contains valuable information about the way in which our school operates and should be kept as a useful reference. However, if you have further queries not answered in this publication, please ring the school.

Staff  
Hawkesdale P12 College

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**TERM DATES 2009**

TERM 1	28/01/2009 – 03/04/2009
TERM 2	20/04/2009 – 26/06/2009
TERM 3	13/07/2009 – 18/09/2009
TERM 4	05/10/2009 – 18/12/2009

***Easter***

10 April 2009 (Good Friday) to 13 April 2009 (Easter Monday)

**SCHOOL HOURS & BELL TIMES**

Locker Access	8.50 am
Form Group	8.56
Period 1	9.00
Period 2	9.55
Recess	10.50
Period 3	11.15
Period 4	12.05
Lunch	12.55
Period 5	1.50 pm
Period 6	2.40
Dismiss	3.30

Parents need to be aware that supervision of children by staff does not commence until 8.45am and all pupils must leave the school ground by 3.45pm. On the last day of each term, school is dismissed at 2.30pm. If you need to contact the school to speak to your child's teacher, please ring the school during the following times:

Before school:	8.30 - 8.50
Recess:	10.50 - 11.15
Lunch:	12.55 - 1.50
After school	3.30 - 4.00

Any major concerns should be addressed directly to the Principal. You can contact the school on 5560 7225.

**ENROLMENT**

We like to meet parents when students enrol so that any problems can be discussed and any questions can be answered. Parents will be asked to fill out an Enrolment Form, which provides necessary information for school records. An application for bus transport must also be made at the time of enrolment.

**BIRTH CERTIFICATES**

Please note that we must sight the original birth certificate – not a photocopy. If you need to obtain a birth certificate, forms are available from most Post Offices or on the internet at <https://online.justice.vic.gov.au/bdm/certificate-applications>.

### IMMUNISATION

Every child must have a School Entry Immunisation Certificate before they can begin school. Certificates may be obtained from:

- [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation);
- Medicare Offices;
- Your local council; or
- The Australian Childhood Immunisation Register (ACIR) – telephone 1800 653 809.

If, for any reason, your child has not been immunised, please contact the school office and they will let you know what you need to do.

### ATTENDANCE

Success in school is most difficult without regular attendance because the work goes on while the pupil is away. Every half-day's absence is a direct handicap to progress. Absences because of illness are inevitable and we realise that some absences will occur when pupils are taken for medical, dental or other necessary appointments.

All absences should be covered by a written explanation from parents. Please address and send such notes to the class teacher of your child. The notes are retained in the school, for reference and record purposes. If absences go unexplained a note will be sent home requesting an explanation.

Pupils absent for any period of time will need to make up any work missed. The sub-school leader will arrange for work tasks to be sent home for any students who are likely to be absent from school for more than 2 days. Parents are requested to contact the school as soon as they realise such a request may be necessary.

Students arriving late or leaving early are required to sign an *Attendance Book* which is located in the Office.

### FINANCIAL ASSISTANCE

Please enquire about assistance available if you are finding it difficult to meet the cost of schooling. Three forms of assistance are currently available:

1. **Youth Allowance** - Students 16 years and over
2. **Education Maintenance Allowance** - Students under 16
3. **Conveyance Allowance** - Students living more than 4.8 kms from the nearest bus route and travelling to their closest government school.

#### 1. Youth Allowance – (available from Centrelink for 16 years and above)

As the eligibility requirements for Austudy are quite complex it is recommended that parents contact their accountant or financial adviser to see if they are eligible to receive this allowance.

#### 2. Education Maintenance Allowance

To be eligible for receipt of the EMA, the claimant must:

- be a parent or guardian of a primary or secondary school student up to the age of sixteen; **and**
- be an eligible beneficiary of a Centrelink pension, allowance or benefit within the meaning of the State Concessions Act 2004 **or** be a Veterans Affairs (TPI) pensioner **or** be a foster parent; **and**
- submit their application to the school by the due date.

The eligibility criteria must be met as at the first day of Term 1 for the first instalment and the first day of Term 3 for the second instalment. Any applications based on Centrelink payments that are not income tested are not eligible unless the claimant, in their own name, complies with the second dot point above. Students turning sixteen during the year will be paid on a **pro rata basis** up to and including the month in

which they attain the age of sixteen. EFT payments can **only** be made to the parent's bank account - for parent's choosing the EFT payment option.

### **3. Conveyance Allowance**

If any parent has to drive more than 4.8 kms to the bus stop AND their child is attending their nearest government school, they may claim the Conveyance Allowance. This allowance is claimable at the end of each term. Application forms are available from the school. Claims are made each half year. If any parents feel that they may be eligible for assistance please contact the school for further information.

## **PARENT CHARGES**

The Department of Education and Early Childhood Development has recently released guidelines on parent contributions. The school has used these guidelines to review the parent payment structure for 2009. These can be found at <http://www.eduweb.vic.gov.au/edulibrary/public/schacc/parentpayments-pol-oct2007.pdf> or you can obtain a copy from the school on request.

Warrnambool Books will act as an agent for the school by collecting parent payments, as is the practice of other schools in our region. The parent payments are outlined on the booklist and have been categorised according to government guidelines. The essential items listed are items that are considered to be essential to the normal student program offered at the school. The new structure attempts where possible, to limit the need for families to have to provide extra money during the year. The parent payment includes the cost of buses to most sporting events, cost of visiting productions and other important needs of your child's education.

The school is aware that many families have trouble finding the money to pay for books, parent payments and uniform as well as a variety of other needs that the modern child requires. While arriving at the parent payment schedule every attempt has been made to limit the cost to families. In addition to the essential items the school has two voluntary items that allow the school to build up funds for the upkeep of the stadium and the purchasing of special equipment.

It is important to note that the annual magazine has been included on the book list; it is up to parents to decide if they wish to purchase a magazine. You may wish to purchase one per family or one per student that is your choice. You must select and pay for the magazine if you wish to receive one at the end of the year.

Where appropriate the cost of food required for cooking classes has also been included on the booklist; this enables the school to correctly budget for these classes and removes the need for families to pay on a weekly basis. Students undertaking Food units in the Year 9 and 10 elective program are expected to pay for the cost of the materials that they are using.

The booklist outlines a number of payment options for parents; every attempt has been made to make this as convenient as possible. For example you are able to submit and pay online and have the material delivered to your home if that is more convenient for you. On the 23rd of January parents have an opportunity to collect booklists from the school and complete any other paperwork such as EMA applications and any uniform requirements. It is hoped that this "One Stop" approach will make this whole process easier for all involved.

Any other questions should be directed towards the school. The school has a number of options available to families who are having trouble paying the parent payments. Anyone having difficulties are invited to contact the Principal at the school. Many parents choose to pay using their EMA money or arrange for regular direct debit from their bank account. The school is very aware that families for a variety of reasons may not be able to pay full amounts on time; we simply request that some arrangements are made to avoid the need to send home reminders that can be embarrassing for all involved. Please don't hesitate to contact the school if assistance is required.

## **STUDENT INTERNET ACCESS**

Each term students will be allocated internet and printing money. Their account will be debited when they access the internet or print. Students can add to this account by paying at the general office. The school has security programs in place to restrict access to sites that are inappropriate. The school monitors recent website history to ensure that inappropriate sites are not slipping through the security program. Students sign an acceptable user agreement that outlines their responsibility at the beginning of each year.

## **STUDENT PLANNERS**

**All students** are issued planners as part of student requisites. This is largely a means of communication between school and home. Parents may use the planner to explain absences instead of a separate letter. Teachers may use the planner to inform parents of a coming event, concerns with a child or work requirements. Parents are encouraged to become familiar with using the planner and to use it as a means of communicating with teachers. If planners are lost we expect parents to purchase a replacement as soon as possible to maintain continuous communication. A replacement may be purchased through the General Office.

## **SCHOOL UNIFORM**

The school has a specified uniform policy that has been ratified by school council. All students are expected to be in full uniform and that uniform needs to be neat and tidy.

The school will insist that pupils are personally neat and clean. School uniform, if kept in good condition, can help students to achieve this. **Please mark all clothing with names so that lost items can be returned.**

### ***Boy's Uniform***

SHIRT:	sky blue cotton shirt or school polo shirt (available from school only)
TROUSERS:	grey
TRACK PANTS:	navy (P-6)
SHORTS:	navy cord
SOCKS:	navy or white
SHOES:	black polishable boots or shoes (No logo. Plain black only)
SPORTS SHIRT:	school navy monogrammed polo (available from school only)
SPORTS SHORTS:	plain navy basketball shorts

### ***Boys and Girls***

WINDCHEATER:	navy blue – Years Prep - 6 only
JUMPER:	woollen navy jumper with Hawkesdale P12 College logo
HAT:	Navy blue P – 6 available at school.

### ***Girl's Uniform***

SHIRT:	sky blue cotton shirt or school polo shirt (available from school only)
TIGHTS:	navy blue only (leggings are not allowed to be worn under winter skirt)
TROUSERS:	navy blue
TRACK PANTS:	navy (P-6)
SOCKS:	white or navy
SHOES:	black polishable shoes (No logo. Plain black only)
SUMMER DRESS:	The dress for Year 7 -12 is available readymade at school Prep to Year 6 - blue and white gingham school dress
WINTER SKIRT:	navy tartan pleated skirt (available at school)

(must order by State-Wide Orientation Day for an April delivery)  
SHORTS: navy blue gabardine (available at school)  
SPORTS SHIRT: school navy monogrammed polo (available from school only)  
SPORTS SHORTS: navy basketball shorts

### ***Optional Items***

- ❖ A school monogrammed Jacket - no other jackets are to be worn while in school uniform.
- ❖ School sports track pants
- ❖ Students may elect to purchase a school blazer

*All optional items can only be purchased through the school and require a 50% deposit with the order.*

### ***Hats***

Hawkesdale P12 College is a **Sun Smart School**. This program is sponsored by the Anti Cancer Council and endorsed by the Department of Education and Early Childhood. The policy requires all students and staff to wear a hat at all times when outdoors during the summer months. Hence all students are required to wear a hat during Term One and Term Four. All P-6 students must wear the school hat which each new student is provided with. Additional hats can be purchased from the office. If students are without a hat they will be required to spend their recess and lunchtime under shelter. If their class is outside for an activity and they are without a hat they will not be able to participate in the activity and alternative arrangements will be made for the duration of the lesson.

## **SPECIAL NEEDS AND ILLNESSES**

If your child suffers from any physical or emotional disability which may impact on their schooling or which may require attention please make this known to the Principal by letter. It would be wise to keep the school informed as circumstances change. If a pupil becomes ill or is injured during the school day it is usual to contact parents by telephone unless minor treatment at school or an hour or so of rest in the first aid room seems to be the appropriate action. If we believe that immediate medical treatment is necessary and are unable to contact parents, an ambulance will be requested and doctor contacted as shown on the admission form. **Parents should ensure that they have current membership of an ambulance scheme, as ambulance fees are extremely high.** The school is not responsible for ambulance costs. For information concerning exclusion from school regarding infectious disease, refer to the back of this booklet.

## **MEDICATION**

Schools are not permitted to issue analgesics to children without the written permission of the parents. When medication is sent to the school with children, this must be clearly labelled with the dosage rates and the frequency with which it is to be taken. This medication must be left with the classroom teacher or at the general Office.

### ***Asthmatic Students***

Parents of asthmatic children will be required to complete an **Emergency Action Plan** form and are asked to ensure that their child carries their asthma medication and spacer at all times. Asthma emergency kits are accessible throughout the school for emergency use. It is the school policy that if a student is having an asthma attack that is not responding to medication, an ambulance will be requested.

**INFECTIOUS DISEASES**

## Instructions for Control

*\* Please note if your child has been enrolled without full immunisation, you will be notified if exclusion is required with the report of a disease/condition.*

<b>DISEASE OR CONDITION</b>	<b>EXCLUSION OF CASES</b>	<b>EXCLUSION OF CONTACTS</b>
Chicken-pox	Until fully recovered or at least one week after the eruption first appears	Not excluded
Conjunctivitis (Acute Infections)	Until discharge from eyes has ceased	Not excluded
Diphtheria	Until a receipt of a medical certificate of recovery from infection	Domiciliary contacts excluded until investigation by Med. Officer of the Dept. and shown to be clear of infection
Giardiasis (Diarrhoea)	Until diarrhoea ceases	Not excluded
Hepatitis (Infectious)	Until receipt of a medical certificate of recovery from infection, or on subsidence of symptoms	Not excluded
Hepatitis B	Until recovered from acute attack	Not excluded
Impetigo (School Sores)	Until sores have fully healed. The child may be allowed to return earlier provided that appropriate treatment has been applied and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings	Not excluded
Leprosy	Until receipt of a medical certificate of recovery from infection	Not excluded
Measles	Until at least 5 days from the appearance of rash or until receipt of a medical certificate of recovery from infection	Non-immunised contacts must be excluded for 13 days from the first day of appearance of rash in the last case, unless immunisation within 72 hours of first contact
Meningococcal Infection	Until receipt of a medical certificate of recovery from infection	Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for at least 24 hours
Mumps	Until fully recovered	Not excluded
Pediculosis (Head Lice)	Until appropriate treatment has commenced	Not excluded
Pertussis (Whooping Cough)	Until 2 weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.	Domiciliary contacts must be excluded from attending a children's service centre for 21 days after the last exposure to infection if the contacts have not previously had whooping cough or immunisation against whooping cough
Poliomyelitis	Until at least 14 days after onset of illness and until receipt of a medical certificate of recovery from infection	Not excluded
Rotavirus (Diarrhoea)	Until diarrhoea ceases	Not excluded
Rubella	Until fully recovered or at least 5 days after onset of rash	Not excluded

Scabies	Until appropriate treatment has commenced	Not excluded
Shigella (Diarrhoea)	Until diarrhoea ceases	Not excluded
Streptococcal infections including Scarlet Fever	Until receipt of medical certificate of recovery from infection	Not excluded
Tuberculosis	Until receipt of a medical certificate from a health officer of the Dept. that the child is not considered to be infectious	Not excluded
Typhoid & Parathyroid	Until receipt of a medical certificate of recovery from infection	Not excluded unless the Medical Officer considers exclusion

### **EMERGENCY INFORMATION**

It is essential that the Confidential Student Information form be completed accurately when each child enrolls and must be kept up to date. The school must be notified of any change of information, such as change of emergency contact, change of telephone, change of address, etc immediately.

### **ACCIDENTS AT SCHOOL**

If a child has an accident or suffers injury at school the following procedures take place:

1. Notify duty teacher, class teacher and school first aid officer. In the case of a student needing first aid, they must report to the Office staff.
2. First aid is administered and in the case of minor accidents or injuries the child returns to their normal routine.
3. If the child needs medical attention, or suffers inconvenience, a parent is contacted to come and collect their child. If parents are unavailable, the emergency contact nominated is contacted.

### **AMBULANCE COVER**

In the case of accidents or illness which staff feel are outside of their first aid training, an ambulance will be called and parent notified. The college strongly advises parents to ensure that they have current ambulance coverage as the cost of an ambulance transporting a student to hospital can be as much as \$2000. Please note that those parents who hold a current health care card are covered under the conditions of the card and do not need ambulance coverage. Application forms can be obtained from most post offices or online at <http://www.rav.vic.gov.au/Membership.html>.

### **THE MID-WEST COMPLEX**

The school is a member of the *Mid-West Complex*. This is an association of five small schools in the centre of the Western District. The schools are: Hawkesdale P12 College, Derrinallum P12 College, Mortlake P12 College, Lake Bolac P12 College and Beaufort Secondary College. This complex draws together those smaller schools, which have similar student profiles and interests. It has been functioning for over two decades, and has formalised strategies to cope with the problems faced in today's educational environment. Our communities are predominantly rural, are some distance from large urban areas, and have much smaller access to all types of social services and amenities. Four of the five schools are P - 12 schools. Total secondary level enrolment over the five schools is about eight hundred students. The Complex conducts inter-school activities for pupils, teachers and school counsellors.

These activities include inter-school athletics, swimming, and a range of winter sports. Each year a study camp for all Year 12 students is conducted at the Ballarat University. During the week at Ballarat, students experience what it is like to attend university by attending lectures and staying in the Halls of Residence. This is an activity which is highly regarded by students, teachers and parents and is looked on with envy by many of the larger government schools. Various other student based activities take place during the year.

### **WORK EXPERIENCE**

*Work Experience* is a vital part of the curriculum at this school. It is not simply "trying out a job". The various programs aim to enhance students' general career awareness, give them greater insight into what it means to work, increase their confidence and ability to cope in social situations and to prepare students for the many major decisions they have to make during their teenage years. In classes students begin looking at various careers that might suit them. Later this initial work is followed up by a local work experience. Class work is undertaken to prepare students for the experience and as a follow up on return to school. This is a vital part of the program. In Year 11, students are given the chance to undertake work experience in Melbourne for two weeks. An important feature of this experience is that it gives students the chance to orientate themselves in the city. It makes the transition from school to work much less frightening and it is an excellent social experience for the students at this age.

### **SPECIAL PROGRAM**

Students are given the opportunity to experience a variety of plays, musicians and performers as part of the school's *Special Program*. This is usually one performance per term with exposure to varied performing art forms. The selection of the type of performance is made considering a number of factors, including age appropriateness, previous performances and cost.

### **CAMP PROGRAM**

The camp program provides students with the opportunity to experience outdoor activities away from their home environment. To this end students will be provided with the opportunity to acquire skills needed for outdoor activities, and to extend such skills away from the school environment.

#### ***Objectives of the Camps Program***

- To develop a more sensitive appreciation of the environment
- To develop an understanding of urban versus natural environments
- To give the opportunity for students to be exposed to experiences, educational or social, which they would otherwise not have
- To extend the classroom into real life situations
- To enable individuals to develop confidence and independence
- To promote communication, tolerance and understanding within social groups

#### ***Considerations:***

- Camps are expensive in terms of staff, time, cost and effort therefore they need to be effective in achieving the aims and should be offered in such a way as to ensure equal access to all students throughout their time at school
- Staffing of camps should be coordinated to ensure that participation is equitable. The professional development of all staff should also be considered (whilst noting that some camps require specific staff expertise)
- The cost per student should be reasonable

- The timing during the school year should be coordinated with other activities, to minimise student disruption and maximise effective use of staff and effectiveness of camp

## **Junior School**

### ***Prep, Year 1 & Year 2***

It is anticipated that the children in Prep / One / Two will be grouped according to their maturity each year. It would usually be expected that the Prep students participate in part of the program.

- Evening after school (until 8.00 pm for Preps)
- Sleep-over at school for Years 1 and 2

### ***Years 3 & 4:***

May be up to 3 days away - catered or non-catered depending on location.

## **Middle School**

### ***Years 5 & 6:***

5 day camp - catered, part catered or non-catered depending on location.

### ***Years 7 & 10:***

The camp program for years 7 – 10 changes slightly each year to offer students a variety of opportunities and experiences.

## **Senior School**

### ***Year 11:***

Year 11 students participate in a work experience camp in Melbourne; this provides students with the opportunity to experience a variety of occupational placements not available locally.

### ***Year 12:***

Year 12 students participate in the Mid West Complex VCE Study Camp at Ballarat University. Students in year 12 join students from other small schools in a balanced program of academic, life skills and motivational sessions, and social interaction.

## **HOMEWORK POLICY**

Homework aids students by complementing and reinforcing classroom learning, fostering lifelong learning and student habits and providing an opportunity for students to be responsible for their own learning. It is the professional opinion of the staff of this school that a homework policy is at best a guide to both parents and students and should not be interpreted narrowly in terms of suggested time and number of nights per week.

Homework itself is open to interpretation. It not only covers specific set work for class, but also refers to home study, revision, assignments, wide reading, research and the completion of unfinished class work.

To assist in guiding students with homework tasks, it is important to use the student planner. It is suggested that you check your child's planner frequently to ensure that full recording of work is being done. It is hoped that planners will enable students to organise their use of home time better and so avoid those nights when they say they have to stay up late to finish work. We attempt to ensure that class teachers do not all make requests at the same time for work to be completed.

Where possible homework for the particular study area will be set on the night of the class taken that day. If the student has made a genuine attempt to complete homework requirements but due to

circumstances he/she failed to do so, please record this in their planner or directly communicate this to the teacher with a note.

It is SUGGESTED that the each year level requires an allocation of time per week dedicated to homework. The time allocation increases as students move through the year levels. We have listed recommendations for homework time below:

***Years Prep to 4***

The junior sub-school homework follows the recommendations of the Department of Education and Early Childhood Development. For Years P-4 it is strongly recommended that a regular period be set aside for school related work. All students should have a daily reading time. This includes having stories read to them, reading to someone at home or reading quietly to themselves. We would encourage up to 20 minutes allocated to one activity or a combination of activities. Other homework is set by the class teacher and may include completion of class tasks, follow-up work to class tasks and/or project work. Homework requirements are usually communicated between school and home via the student planner, thus it is important to frequently check planners to keep informed of any requirements. On occasions the class teacher will send a letter home explaining homework requirements. This is usually associated with a project. Years 3 and 4 should also spend some time practising maths number facts and tables.

***Years 5 and 6***

These year levels are recommended to spend up to 30 minutes daily. The homework will similar to years P-4, but may often include a weekly set range of tasks.

***Years 7 and 8***

It is recommended that from 30 to 45 minutes per night, 5 nights per week, be allocated to homework. Students are advised to distribute their time evenly to all subjects over a 2-week period. Reading for enjoyment should be an additional time commitment.

***Years 9 and 10***

It is suggested that 1 hour per night for 5 nights per week be allocated to homework. Students are advised to distribute their time equitably to those subjects which regularly require homework to be completed. Reading for enjoyment should be considered additional to those previously mentioned figures.

***Year 11***

Two hours per night is seen as the minimum amount of time which students at this level should devote to home studies. The distribution of this time must be given equally to each of the subjects. Five (5) nights per week are suggested. Students are encouraged to allocate some time on weekends to study.

***Year 12***

Three hours per night are recommended with a strong suggestion that time allocation be equitable between attempted subjects. Further advice is given regarding school based assessment. The school has attempted to ensure that student's SAC work is spread throughout the year, as evenly as is possible, and further, that SAC work should be covered where possible within classroom time. For students at this year level, class periods are available as 'spares' and students should maximise their use of this time to seek help and advice from appropriate subject teachers.

Students at this level are very strongly advised to draw up their own timetables to ensure that they cover all subjects appropriately throughout the week. If this is not done the natural human tendency is to concentrate on the subject they like or find easiest and leave the others until last. Once a timetable is developed, it should be adhered to. This timetable should also recognise activities such as sport, TV watching and social activities. It is important that these activities be maintained throughout the year. A well-balanced timetable will still allow for a student to be able to enjoy these activities. A member of staff will help draw this up if support is needed.

There is an expectation that specific homework set shall either be taken up and corrected and returned promptly to the students, or corrected in class. Most teachers use homework as one of the means by which students are assessed.

## **FIRE SAFETY**

Following the fires in February 1983 some extended discussions on aspects of fire safety have taken place. The simple rules given below have been discussed with Regional Fire Officers and adopted by our school council.

### **For Students**

Fire drill evacuations to be practised 3 times each year.

#### **A. Fires in the building:**

1. Learn where fire hoses are situated, most fires can be put out quickly. Fire hoses are located in the corridor.
2. If a fire develops:  
Teachers will notify the Office and direct students from the building by the nearest available door. Move calmly from the room and assemble in year groups at the assembly area. Rolls will be checked. Teachers are required to close windows and doors on leaving the classroom. No student will be permitted to go to lockers.
3. A hand held air horn is used to warn of a fire.

#### **B. Major Grass Fires:**

If a major fire approaches the school building provides a safe refuge. All windows will be closed. Remain in your classroom unless you are ordered to leave by a teacher. If the fire occurs during recess or lunch, go immediately to your classroom. A short series of blasts on the air horn is a signal to move to your roll call rooms.

### **For Parents**

1. Children should be safe at school if a major fire threatens Hawkesdale. Regional fire officials consider that the school building and grounds provide a safe refuge and students will be kept inside until the danger has passed.
2. Parents would be advised not to try to collect children from school as the school is a safe refuge and all students will be well cared for during such a crisis. **Students will only be released to a PARENT or LEGAL GUARDIAN on such occasions.**
3. Buses will be held at school if there is known to be any danger along bus outlets. Parents should expect delays if fires are running and may obtain information by ringing the school or local fire brigade communications officers or by listening to 3HA and 3YB for announcements. Please contact the school if you know of possible dangers along a bus route.
4. Bus drivers have instructions to stop and seek information if they see evidence of fire. They will not drive through smoke and will seek a safe refuge if there is any possible danger. Children will not be left at bus stops when there seems to be potential danger from fire unless someone is there to collect them.
5. If buses are delayed we will attempt to contact parents, but please remember that it is not always possible to make these telephone contacts.

### **DISCIPLINE POLICY**

Hawkesdale P12 College discipline policy is based on respect for people and property and focuses particularly on preserving an environment where learning may most effectively take place. The policy outlines the expectations the school community has of students, parents and staff in regard to discipline and explains the various levels of responsibility regarding disciplinary procedures. Also included are strategies employed by the school to overcome specific problems and the course of action to take when a suspension is considered. Copies of the complete discipline policy are available upon request from the General Office

#### **For Students**

As a member of the Hawkesdale P12 College community you are expected to:

1. Respect the rights of all members of the school community including teachers, parents, students, ancillary staff and visitors to the school
2. Accept responsibility for your actions
3. Display courtesy, honesty and respect towards others and expect this to be returned as a fundamental right
4. Demonstrate 'fair play' in all school activities whether in the classroom, on the sports ground, or in your general dealing with others
5. Act positively towards preserving an environment where learning and personal and social development are likely to occur
6. Remember that you are a member of the Hawkesdale P12 College community and attempt to actively preserve and maintain the school's good name and reputation at every opportunity
7. Obey all reasonable demands and request made of you by the staff of the school.
8. Actively seek to maintain a safe environment for all school community members

#### **To The Parents**

The success of any code of behaviour at school is dependent, to a large degree, on the support of all members of the school community. It is hoped that the following may provide some practical guidelines on what you, as parents, may do in order to actively support the school in the education of your children.

1. Read the school newsletter each week and ensure that any circulars, forms, etc. which are sent home with your child are completed and returned promptly
2. Speak to your child about their day at school and encourage them to complete all homework or any other associated activities
3. Ensure that a reasonable and sensible balance is achieved between schoolwork, sporting/leisure activities and social life in general
4. Attend parent/teacher nights in order to demonstrate support for the school and positive concern for your child's progress
5. Where possible create an environment at home which is intended to encourage and support your child in their studies. This could include the provision of a suitable study area, praise for work which has been well-done and active participation in helping your child develop suitable study methods
6. Offer constructive criticism to the school in areas where you think improvements could be made
7. Refrain from criticising staff while in the company of your child
8. Contact the school immediately any concern or problems arise so as to prevent possible distortions of any issue
9. Actively support the staff at the school in order to preserve an environment of harmony and efficiency
10. Offer assistance to the school, where possible, in areas in which you have particular expertise or resources

*The full Discipline Policy appears in the Handbook as Appendix A.*

## **BUS TRAVEL**

After completing enrolment and bus application forms no special permission need be obtained for new pupils to use the bus services, providing the child's home is 4.8km (3 miles) from the school and the child will be travelling on the bus each day.

Students who wish to travel temporarily on a different bus service are not eligible to do so unless **written permission** has been requested to the Office. This is predicated on a space being available on the alternative bus route. Alternate temporary arrangements such as being collected by parents in cars **must** also be notified. Parents must accept full responsibility for their child's/children's safety and conduct. School buses are for travel to and from school and are not to be used for any other purposes.

All bus drivers have been instructed to deliver students directly to school or home. No intermediate destination is allowed unless the Principal gives instructions to the driver.

## **CONDUCT ON SCHOOL BUSES**

A heavy responsibility falls on the driver of school buses and pupils are required to maintain high standards of conduct. In any case in which the unsatisfactory conduct of a pupil may cause a distraction to the bus driver and thereby endanger the other children in his/her charge, the child will be suspended from further travel until the Principal has received a firm assurance from the parents that all necessary standards of conduct will be observed. Please ensure that all travellers are familiar with the rules listed below.

## **RULES FOR SCHOOL BUS TRAVELLERS**

- For safety, quiet, orderly travel is essential to enable the driver to give full attention to his/her driving and to the road ahead.
- The driver is responsible for supervision of pupils on the bus. His/her directions must be obeyed promptly and courteously.
- Do not talk to the driver while the bus is in motion.
- Pupils must enter and leave the bus in an orderly fashion. They must remain in the seats allocated to them for the whole of the journey and must not leave their seats until the bus stops.
- No part of the body should protrude from the bus.
- Pupils must not throw litter from the bus and must not throw anything inside the bus.
- Pupils may talk in a normal manner but should talk quietly. They must not call out to anyone outside the bus. Bad language will not be tolerated.
- Wrestling, horse play or bullying in any form are prohibited. No pupil may interfere with the clothing or belongings of any traveller.
- No pupil may smoke or be in the possession of cigarettes, tobacco or alcoholic drinks.
- Passengers must avoid any action which may cause damage to the bus. The bus should be left in a clean condition.
- **Pupils leaving the bus must wait for the bus to move off before crossing the road. Parents should meet children on the side of the road that the children are getting off the bus.**
- No student is to alight from the bus at any destination other than their home or school without the Principal's or the bus co-ordinator's prior approval.

## **SCHOOL CANTEEN**

The school council has adopted a Healthy Eating Policy which is endorsed by the Department of Education and Early Childhood Development. In compliance with the policy, food sold at the canteen meets the *Healthy Eating Guidelines* set by the Department of Health and DEECD. Students can obtain snacks, drinks and lunches from the canteen on a daily basis. Prices are kept to a minimum and credit is not available.

The school canteen is managed by a school employee. A roster of parent volunteers allocates one parent volunteer to assist the canteen manager each day. Parents provide valuable assistance for the preparation of lunches and the selling of food at recess and lunchtimes. Parent help is greatly appreciated and critical to the continuous operation of the canteen. The main items available are published each term in the newsletter and available on the school website. Most items will be close to normal shop prices. Any problems should be made known to the Principal. Items may be purchased at morning recess and lunchtime. Lunches must be ordered before school. A lunch basket is provided for each room for students in Years Prep to 6, which is couriered to and from the canteen by class monitors. Lunch orders are placed in these baskets. Years 7 to 12 students place lunch orders in the class roll during form assembly.

The canteen sub-committee of school council meets as required. The membership of this committee includes the canteen manager, the Principal, a member of school council, a parent club representative and a teacher. Any recommendations from families for the canteen are considered at these meetings.

## **SPORT**

School sport is organised on a house basis for swimming and athletics. The Physical Education Program allows for practice and coaching in a variety of different sports. A two house system operates to serve as a basis for competition:

The two houses are:

<b>Spring House</b>	Blue
<b>Mitchell House</b>	Gold

The aim of any school sporting program must be to involve all students in healthy activity, which they might carry over into adult life, and give all students enough confidence to allow them to join sporting groups of various kinds when they leave school. We would neglect this responsibility if we concentrated only on improving those who already show sporting ability. Inter school sport is arranged so that most students can be involved, and maximum participation is important to the success of this part of the program.

## **NEWSLETTER**

Our main source of communication to parents is through the weekly college and community newsletter. This is distributed each Friday. Items for the newsletter can be left at the Office before 3.30pm Wednesday of each week. It is important to read the newsletter thoroughly as it contains news on all that happens or dates of things happening within the school. The newsletter is available electronically. If you wish the newsletter to be emailed please contact the Office to provide your email details. The newsletter is sent in PDF format.

## **OTHER NOTICES**

From time to time specific notices of events or excursions go home. We request that these notices or forms be returned promptly to ensure organisational arrangements can be finalised.

**SCHOOL and COMMUNITY LIBRARY****Open Hours:**

*8.30 am to 4.30 pm Monday to Thursday*

*8.30 am to 4.00 pm Friday*

*10.50 to 11.15 am – Recess – closed Monday to Friday*

*At this point in time, the library will not be opened during school holidays.*

**Rules and conduct:**

No food or drink is to be brought into the library.

Bags and coats should be left in the library foyer.

Hats are not to be worn in the library.

When using the library you are expected to sit quietly and read or do private study or homework.

**How many books can I borrow?**

Prep, Year 1 and 2      2 books

Years 3, 4, 5 & 6      4 books

Years 7 – 12            8 books

**Borrowing period:**

Prep – Year 2            1 week

Years 3 - 12            2 weeks

If you have not finished reading the books by the due date you can extend the borrowing period. Books that are in high demand are for short-term borrowing only.

**How do I borrow a book?**

- You must have your own borrower number. This will be issued when you commence school at Hawkesdale P12 College.
- Do not borrow books on your number for other students.
- If your book becomes overdue you may not be allowed to borrow any more books until its return.
- If a book on **your borrower number** is lost you can either replace it with a new book of the same title or the library will replace it at your cost. A receipt will be issued so if the book is found you will get a refund.
- When you borrow a book it is expected that you take care of it. Books that are returned damaged must be paid for so a replacement can be purchased.
- New books are displayed on rotating stands. You may only borrow up to 2 new books at one time.

**What's available in the library?**

Picture story, junior fiction, and young adult fiction, fiction, Non-fiction

Reference: encyclopedia, atlas, dictionaries

Newspapers and general interest magazines

Mediascan newspaper online index and the Education Age schools online archive

Videos, DVDs and Audio CDs

9 computers for student use connected to college intranet network

Photocopier

**Community:**

The library offers a wide range reading and professional information services for the community that includes:

Fiction, non fiction, large print, audio and reference books

Internet / computer access

Daily newspapers

Periodicals for recreational reading

Photocopying services

Professional information services

Inter library loan service through Corangamite Regional Library

## **BOOKCLUB**

This school is involved with the purchasing of books at reasonable prices through Scholastic Australia and Troll Book clubs. Bookclub is available to students in Years Prep – 6.

Students may order books each month after receiving the 'Book club' flier/order form. The order form needs to be completed and returned to school with the money by the due date. Book orders take approximately two weeks to arrive from time of ordering. We receive complementary books from this service as a form of commission. The complementary books go into the college library.

## **SCHOOL BANKING**

School Bank day is TUESDAY each week. Students are given the opportunity to open a savings account such as Dollarmite, Club Australia or Youth Saver Account with the Commonwealth Bank up to the age of 18 years. If you have any queries contact the Office. The school is paid a commission each half-year on the amount deposited through the school banking system.

## **SCHOOL COUNCIL**

Parent and teacher councillors are elected for two years with half retiring each year. The council comprises:

- 7 elected parent members
- 4 elected DE&T members
- 3 co-opted members of the community.
- The Principal

Council meets on the third Tuesday of each month at 7:30pm. Council sub-committee meetings are held at regular intervals to inform council and are called by their respective convenors. The Annual Meeting of the council is held in March every year. Any parent or staff member is most welcome to attend.

## **CURRICULUM/PROFESSIONAL DEVELOPMENT DAYS**

The Department of Education and Early Childhood Development allocates each school four pupil free days per year for teachers to develop specific areas of the curriculum, attend conferences or undertake professional learning. Families are required to make alternative arrangements for students on these days or care for them at home. On occasions staff will not be in attendance at school as their activity may be held at an alternative venue. In 2009, the days are 28, 29 and 30 January and 12 June.

## **PARENT-TEACHER INTERVIEWS**

Parents are encouraged to discuss student progress, educationally and socially, at any stage during the year. All requests for an appointment should be made through the General Office or in writing to the teacher requested. A mutually convenient time will be sought for the interview. Written reports are distributed at the end of each semester. Interviews are also held in Term 1 and Term 3. Parent-Teacher interviews are held over an afternoon and evening to maximize convenience for parents. A Parent-Teacher interview may be conducted at any time or at the request of the teacher or parent.

**APPENDIX A: DISCIPLINE POLICY*****Department of Education Guideline*****4.1 Disciplinary measures: a graded series of sanctions**

The following section describes a range of measures that schools should consider in dealing with serious discipline matters. In addition to informal consultative approaches with a problem-solving focus, Principals in conjunction with staff and parents may use a variety of measures when a student's behaviour does not comply with the school's code of conduct. These measures should vary to take into account the age and disabilities and impairments of the students and the nature and seriousness of breaches of the code of conduct.

When a student violates rules under the school's code of conduct, teachers should invoke consequences that are consistent with the rules. Rules must be clearly explained so that students understand why they have been punished. The student should understand the connection between the behaviour and the consequence. Consequences should be graded in severity, with emphasis on students being accountable and learning to take responsibility for their behaviour. These disciplinary measures should be part of the teacher's classroom management plan and consistent with the whole school's approach to the implementation of the code of conduct. Care should be taken to ensure that the student's studies are not adversely affected by such disciplinary measures.

**4.1.1 Withdrawal of privileges**

Schools are permitted to withdraw privileges from students as a logical consequence of breaches of school rules.

**4.1.2 Withdrawal from class**

When a student's behaviour significantly interferes with the rights of other students to learn or the capacity of a teacher to teach a class, that student may be temporarily isolated from regular classroom activities or, in more severe cases, required to leave the classroom for a specified period of time.

Students will only be withdrawn from class if appropriate supervision can be provided. Procedures for withdrawal from class must be identified in the classroom management plan. Where appropriate, parents should be informed of such withdrawals.

**4.1.3 Detention**

Teachers may require a student to finish schoolwork, which has not been completed in the regular classroom, or to undertake additional or new work or duties at a reasonable time and place. No more than half the time allocated for any recess may be used for this work. The school code of conduct should determine, in the light of local circumstances, what a reasonable time and place entails.

Where students are required to undertake schoolwork after school, the time should not exceed forty-five minutes. The Principal should ensure that parents are informed at least the day before the detention. Where family circumstances are such that the completion of after-school work would create undue hardship, for example, where students regularly supervise younger siblings in the absence of parents, schools may choose to negotiate alternative disciplinary measures with parents. Schools are permitted to detain students but are encouraged to take into account family circumstances and negotiate with parents as appropriate.

## **DETENTION SYSTEM**

This attempts to highlight to some students that some of their behavioural modes are inappropriate and need thought and adaptation. It helps students make a positive attempt to reflect on their behaviour and attempted to put into practise, effective social and learning strategies.

The system of after school detention may be required for students who have difficulty in obeying reasonable requests, after several appeals, to attend.

*If this presents a great difficulty to the family, a letter outlining this should be sent to the school. An alternative form of action may then be considered after discussion with the Student Welfare Co-ordinator and the Principal/Assistant Principal.*

## **STUDENT WELFARE**

### ***Health and Community Relationships***

Hawkesdale P12 College aims to provide an environment in which each student can develop as a person of integrity and social conscience. To this end, Hawkesdale P12 College is committed to ensuring that students and staff feel valued and safe where individual differences are recognised, understood and accepted. This community does not tolerate bullying or harassment.

### ***Bullying Policy***

**Definition:** Bullying is the misuse of power by an individual or group with intent to oppress or injure, either physically or emotionally. Bullying may be based on disability, race, ethnic background, religion, gender or other personal characteristics. It is usually deliberate and repetitive.

Physical bullying includes - fighting, pushing, spitting, kicking, invasion of personal space, damaging other's personal possessions or unwelcome sexual approaches.

Verbal bullying includes - name calling, offensive or threatening language, taunting, racist insults and sexual innuendo.

### ***Procedural Concerns***

Anyone subjected to bullying is encouraged to:

- Take clear and assertive action on their own behalf in the first instance; to speak up and request that the action stop.
- Talk to a trusted person and, if necessary, the Principal, Assistant Principal or Student Welfare Co-ordinator.
- If bullying persists, contact the Student Welfare Coordinator or ask a trusted person to do so on his/her behalf.

The Student Welfare Coordinator or other senior staff member will investigate the complaint. A school counsellor will also be informed. The investigation may involve:

- interview
- notification of parents or guardians
- counselling.

Disciplinary action may include:

- probation
- suspension
- expulsion.

The College position on bullying will be communicated to all members of the school community - students, staff and parents.

### ***Policy regarding Harassment***

Hawkesdale P12 College is committed to providing all staff and students with a working and learning environment free from harassment of any kind and all students, staff and parents are required to honour and support this commitment.

The sexual harassment of staff and student is unlawful under the Federal Sex Discrimination Act 1984 and the Victorian Equal Opportunity Act 1995. The Act explicitly prohibits:

- the sexual harassment of a student or potential student by a member of staff;
- the sexual harassment of an adult student who has attained the age of 16 years, or potential adult student by staff or other adult student;
- the sexual harassment of staff by an adult student or other staff.

Harassment is unacceptable and will not be tolerated at Hawkesdale P12 College under any circumstances. Appropriate disciplinary action will be undertaken in a proven instance of harassment.

Hawkesdale P12 College undertakes to:

- treat complaints seriously and sympathetically
- treat complaints promptly and confidentially
- investigate complaints impartially.

***Definition:*** Harassment is any unwelcome and unwanted comment, attention, contact or behaviour that an individual or witness finds humiliating, offensive or intimidating. It can be verbal, physical, written or visual.

Sexual harassment has nothing to do with mutual attraction or consenting relationships.

Examples of sexual harassment may include –

- the distribution or display of offensive pictures or written material.
- repeated unwelcome requests on social outings or dates.
- offensive comments about a person's physical appearance or dress or private life.
- jokes, intrusive questions, messages or telephone calls of an offensive sexual nature.
- subtle pressure for sexual favours.
- pinching, touching or unnecessary familiarity.
- indecent exposure, sexual assault or rape.

### ***The Staff Role***

As employees, all staff have a duty to ensure that any harassment brought to their attention or personally witnessed, is addressed as soon as possible. Legal precedent indicates that the onus rests with the employer to take all reasonable steps to prevent harassment and discrimination and victimisation through proactive education.

### ***Parent's Role***

In the event of your knowledge as a parent of any problem, you should draw it to the attention of the appropriate school contact person, so that it can be investigated as quickly as possible.

### ***School Protocol***

Staff or students who believe that they are being harassed should make it known that the comments, attention, contact or behaviour is unwelcome and offensive. If the harassment continues or the staff member or student is unable or unwilling to handle the matter, he/she should contact the Principal or one of the appointed harassment contact people.

Any of these people may be contacted for information, advice or to make a formal complaint.

If the harassment is of a sexual nature, and should the complainant choose not to use this procedure, he or she may contact the Anti-Discrimination Section of the Justice Department whose address and telephone number appear in the White Pages Telephone Directory.

***Victimisation***

A person is victimised if threatened, harassed or subjected to any form of detriment. In relation to sexual and disability harassment it is against the law to victimise a person who

- has made a complaint
- intends to make a complaint
- acts as a witness
- intends to act as a witness
- supports a victim
- intends to support a victim.

***Who is covered by the legislation?***

- Staff may refer to prospective employees, current employees, contract workers, partners, commission agents or other members of the school community.
- Adult students refer to a student 16 years and over.

***Wrongful Accusation***

It is against the law to make a wrongful accusation against another person. Any person wrongfully accused of harassment can take a defamation complaint to the courts.