

LEONGATHA Secondary College



“ Excellence in Education ”

COLLEGE PRINCIPAL WELCOME



Dear Parent/Carer,

Welcome to Leongatha Secondary College, where we believe that every student can experience success.

We value that students may want to pursue many different pathways in life and so appreciate that we must equip them with a range of skills that are transferable across a broad spectrum of industries and which can be built further upon as they grow in their years beyond secondary education.

To this end, our teachers understand that no two students are the same and their focus is on teaching the individual no matter where they are on the learning continuum. They are adaptable and flexible and ensure that all students have equal opportunity to develop and progress in the classroom and beyond.

Our inclusive learning environment aims to see that all students can be the best versions of themselves and we strive to always foster a supportive and caring atmosphere, where students can be then challenged to grow and improve. We believe that all students can develop and achieve success across a range of curricular and co-curricular activities and that by setting high expectations, it empowers them and inspires their confidence to take on responsibility for their own learning progress.

Our end goal is to ensure that students experience significant learning growth, particularly with respect to their literacy and numeracy skills. But whilst we acknowledge the fundamental importance of this goal, we also understand that students want a positive experience at school and to be happy. We know that the happier the student, the more likely it is that they will experience success at school, so we also aim to make learning fun and look to celebrate successes at every possible moment, no matter how big or small. We are committed to seeing that every student at Leongatha Secondary College receives a high-quality education, has the opportunity to experience success and develops a positive disposition to lifelong learning during their time with us.

As the Principal of our college, I appreciate that the single most important factor for a student's success at school is a quality teacher and it is why as a staffing team, we are focused on better understanding what it means to be an outstanding teacher and more importantly on ensuring all our teachers are learners themselves.

I am proud to be the Principal of our college and trust that the information contained within this handbook helps in some small way to ensure your child has a smooth transition into secondary school life.

Should you have any queries, please do not ever hesitate to contact the college on 5667-2200, to speak with your child/ren's teacher, coordinator or a member of the Principal class team.

I would also like to extend an invitation to visit the college if you would like to meet with me or have a tour of our facilities.

Kind regards,
Mr. Brad Hutchinson
Principal



EXCELLENCE ENRICHMENT CREATIVITY LEADERSHIP PATHWAYS

ENROLMENT DOCUMENT DETAILS

Our transition program at Leongatha Secondary College is entering an exciting phase as students begin their final terms at their respective primary schools. We have had a busy time getting to know our prospective students and helping them get to know a little about our school and what the upcoming year holds in store for them.

As part of our ongoing Transition Program we have visited your child's school to distribute important enrolment documents and to ensure that students are aware of the major upcoming event:

The two **Year 7 Orientation Days** will be held on:

Tuesday 13 December, 2022 and Wednesday 14 December, 2022

Further details on these events are included in this booklet.

Stationery and textbook booklists are to be completed online. Information can be found on the website leonsec.vic.edu.au/enrolment > Booklist Information. Visit the general office if you would like assistance with ordering.

For Bus and Music Program forms an expression of interest was sent within the online enrolments. If you responded yes to these questions, these forms will be posted to you. Please return them to the general office upon completion.

The below forms can also be found on the leonsec.vic.edu.au/enrolment > Enrolment forms for completion.

- **LSC Asthma Action Plan** (if applicable)
- **Bus Travel application forms** (if applicable)
- **South Gippsland Schools Music Program (SGSMP) enrolment form** (if applicable)
- **CSEF Application Form** (for eligible families)
- **State School Relief CSEF Uniform Package Order Form** (for eligible families)

Camp forms - please see page 10 for details.

TRANSITION DATES

ORIENTATION DAYS

Your child will attend both of the orientation days.

Tuesday 13 December 2022 - State Wide Orientation (Day 1)

This is the official Orientation Day for the State. Students will meet at school at Building C at 8.45am. They will then be directed to the PAC for an assembly and introduction of staff. Students will be allocated their form groups and will meet their first teacher.

On this day the students will have time to become familiar with where the various buildings and facilities are. They will be shown how to read the timetable and have an opportunity to ask questions or share concerns and will work alongside the Year 10 Peer Support leaders.

Wednesday 14 December 2022 - (Day 2)

Students will arrive at school as they did the day before and meet at the C Building at 8.45am. From there the students will participate in a normal school day until lunchtime. They will have their timetables and will follow that for the day. After lunch, they will attend a small concert performed by the College music students and band. This will provide an opportunity for students to learn about the music program and to see what instruments are available to learn.

We look forward to seeing your son/daughter on the Orientation Days. If you have any questions or concerns about the transition from Primary School to Secondary School, please do not hesitate to contact us at the College on 5667 2200 or email Paul Borg on pborg@leonsec.vic.edu.au

Students are to wear casual clothes that allows them to comfortably and safely participate in practical (PE, Food, Wood, etc) and theory classes.

IMPORTANT INFORMATION

For Students and Parents/Guardians - Year 7, 2023

YEAR 7 ORIENTATION CAMP 2022 WARATAH BEACH CAMP



OVERVIEW

This is a structured 3 day Beach Based ADVENTURE PROGRAM designed for approximately 120 Year 7 students to develop self-confidence, trust, problem solving, team work skills & having fun in a unique environment.

TIMES

All Year 7 students will attend from Wednesday 15th February to Friday 17th February 2023.

LOCATION of CAMP

Waratah Beach Camp, 30 Gale Street, Waratah Bay 3599, PH (03) 5684 1435

ACCOMMODATION

Students will be sleeping in self-contained rooms that sleep 8-10 persons. Room allocations will be done at school prior to the camp.

TRAVEL ARRANGEMENTS

Students will travel by Coach to and from Waratah Bay. Coach is provided by Waratah Beach Camp.

COSTS

Camp cost is \$400 per student. This covers bus transport to and from Waratah Beach Camp, accommodation, meals, hire of equipment and associated activity costs for rock pooling and surfing lessons. Lunch on the first day, however, IS NOT included and must be brought from home.

Giving consent and paying for camp can be completed via our school management system COMPASS. Your online portal family login details for Compass will be mailed out to you early 4th term.

Once parent(s)/carer(s) log into Compass, you can then access the payment options. A camp deposit of **\$150 is due by FRIDAY November 25th 2022**. The balance for the camp of **\$250 can be paid in full or in installments with all payments needing to be completed by FRIDAY February 3rd 2023**. The Compass event is titled Year 7 Camp 2023. Permission/consent will also need to be approved via Compass.

If not paying via Compass, permission forms can be requested, and payment made at general office. The same due dates for the deposit and final payment apply, so arrangements can be finalised. If paying by cheque, please make it payable to "Leongatha Secondary College".

Families with a current Health Care Card may be eligible for CSEF (Camps/Sports/Excursion Funding), to assist with camp cost payment. This is a Camp/Sports/Excursion Funding rebate worth up to \$225 per student. If eligible and applying, the application form must be submitted prior to deposit date of Friday 25th November 2022.

UNIFORM

Students are **not required** to wear their school uniform to the camp as it is not appropriate for the types of activities they will be undertaking.

CAMPERS BRING LIST

"There is no such thing as bad weather, only the wrong clothes" – Billy Connolly

MUST items

- LUNCH AND DRINK FOR FIRST DAY
- SLEEPING BAG OR DOONA
- FITTED SHEET for a single mattress AND a PILLOW
- TOILETRIES – Including: Towel, hairbrush, toothbrush, toothpaste, soap, shampoo etc.
- NO SPRAY DEODORANT – ROLL ON ONLY
- SOCKS AND UNDERWEAR – minimum of 2 pairs per day
- PYJAMAS
- TRACKSUIT
- WATERPROOF RAINCOAT WITH A HOOD (essential all year round)
- WARM JACKET FOR COLDER WEATHER or a woolen jumper
- LONG SLEEVED SHIRT
- T-SHIRTS (must cover waist for adventure activities)
- FULL LENGTH PANTS - 2 pairs per day (jeans or leggings are not recommended for activities)
- SLIPPERS
- RUNNERS/SHOES - 3 old pairs (2 pairs for adventure activities and 1 pair for trip home)
- DRINK BOTTLE & SUNSCREEN S.P.F 30+
- A WARM BEANIE (terms 2-3) or CAP / SUN-SMART HAT (terms 1-4)
- GARBAGE BAGS (for dirty, wet clothes)

SUGGESTED items

- HAIR TIES – needed for activities if hair is long
- SANDALS/THONGS – (for beach/pool area only)
- TORCH (fresh batteries)
- SWIMWEAR (for swimming pool/beach only)
- DAY PACK / SMALL BACKPACK
- OLD TOWEL (for wet activities)
- MOSQUITO REPELLENT (Roll On only)
- BOOKS, SUNGLASSES
- WETSUIT, RASHVEST

PLEASE MAKE SURE YOUR NAME IS ON EVERYTHING INCLUDING ALL BAGS

CAMPERS ARE ADVISED NOT TO BRING TO CAMP JEWELLERY OR ELECTRONIC DEVICES, INCLUDING MOBILE PHONES THAT MAY BE LOST OR DAMAGED.

ADDITIONAL FORMS

All Camp forms will be provided in hard copy during Primary School visits in November.

Camp forms are also located on the Leongatha Secondary College website under the 'Enrolment/Year 7 Camp Details' tab. Forms to be completed are Dietary Requirements, Asthma Management and Student Swimming Ability.

You MUST please fill out:

- 1. Student Swimming Ability Form as well as the Mornington Peninsula Surf School declaration;**
- 2. ONLY the other forms where necessary.**

Please return to the front Office either on Orientation Day 1 Tuesday 13th December, 2022 or before this date.

All other medical information will be taken from Compass and information included on enrolment forms-please include ALL necessary information and ensure it is accurate.

ANY MEDICATIONS MUST HAVE YOUR NAME AND DOSAGE CLEARLY LABELLED ON IT AND GIVEN TO FIRST AID TEACHER / LEADER BEFORE DEPARTURE TO CAMP.

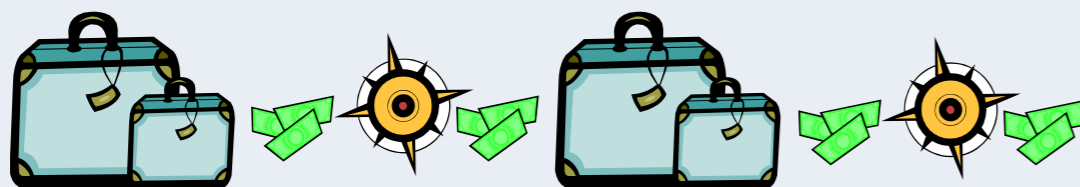
LONG PANTS, SHOES AND SOCKS MUST BE WORN OUTSIDE ALL YEAR ROUND WHILE PARTICIPATING IN ALL ADVENTURE ACTIVITIES. PLEASE BE AWARE CLOTHING MAY GET WET, DIRTY OR DAMAGED WHEN INVOLVED IN ADVENTURE ACTIVITIES.

Maximum of \$20.00 spending money per student.

Mobile Phones, MP3 players, IPOD UNITS ARE NOT NEEDED nor ALLOWED.
DO NOT bring chewing gum or lollipops.

Students are reminded that the camp is for three (3) days so try to keep luggage to a minimum and only bring what is necessary. Soft carry bags are better for packing into the bus.

If you have any further enquiries or financial concerns, please do not hesitate to contact Paul Borg phone 5667 2200.



PARENTS DIETARY INFORMATION

Waratah Beach Camp P/L strives to give the very best to your children while they are at camp. Due to the isolated nature of our camp site we may have difficulty sourcing all special dietary requirements that your child may need and complex medical/dietary requirements cannot necessarily be met by us. We cannot guarantee availability of products stated on the menu or their ingredients.

IF YOUR CHILD HAS:

1. ANY SPECIAL DIETARY REQUIREMENTS which are NOT life threatening/severe: (FOR LIFE THREATENING/SEVERE CONDITIONS -- SEE POINT 2)

Please view the alternatives menu to see if there is a suitable option.

- This includes requirements due to mild intolerances, preference and cultural/religious requirements relating to food.

Parents/guardians will need to return a Special Dietary Needs Form and supply suitable alternative foods in place of any unsuitable foods listed on the standard camp menu.

- Eg. If your child is unable to eat the lasagna, you will need to supply an alternative meal for that dinner, but Waratah Beach Camp P/L will supply all other meals.
- Eg. If your child requires soy milk on their cereal, you will need to supply soy milk
- Vegetarians: we ARE able to cater for vegetarian diets but a Special Dietary Needs Form MUST still be completed. We recommend that vegans supply suitable alternative foods.
- Menu is Subject to Change:
When considering your child's requirements, please note that our menu and specific ingredients are subject to change without notice. This may occur, for example, when suppliers are unable to supply required items or ingredients change without notice. Please ensure your child's school is fully informed of the details of your child's requirements (see Special Dietary Form) and that you supply enough alternatives.

OR

2. SEVERE ALLERGIES/ANAPHYLAXIS/LIFE THREATENING CONDITIONS:

Unfortunately, despite our best intentions and efforts, we are not able to guarantee that the food we provide will meet your child's requirements. This may occur, for example, where supplier substitute items without notice or where manufacturers change ingredients without notice.

We strongly recommend that parents/guardians of these children provide ALL of their child's food for the duration of camp, as we consider this to be the safest option for the child. A Special Dietary Needs Form must be returned.

We will not charge you for the food component of your child's camp fee in these circumstances and you should contact your child's school for reimbursement. See over for "Where Food is Supplied by Parents/Guardians".



WHERE FOOD IS SUPPLIED BY PARENTS/GUARDIANS

Please send food items that:

- Are easily served with minimal preparation (ie. frozen meals to be thawed/heated)
- Are clearly marked including the child's name and school
- Are as close as possible to the camp's standard menu, so your child feels included
- Do not include nuts, as they are a common allergen and may pose a risk to others
- Are transported to camp under the appropriate food handling and safety requirements

NUT PRODUCTS

Please note Waratah Beach Camp P/L endeavours to have no nut products onsite. However, some foods onsite are labelled as 'may contain traces of nut or nut product' or 'manufactured on equipment that may produce products containing nuts or nut product', or similar phrases.'

SPECIAL DIETARY NEEDS FORM

A Special Dietary Needs Form must be completed for every person attending camp who has special dietary needs, whether or not they are supplying their own food. This includes people with severe and life threatening conditions, milk conditions, medical conditions and cultural/religious requirements relating to food.

Supervision of children's special dietary requirements while on camp is the responsibility of the school's Teacher/Leader in charge of Dietary Needs.

Please ensure you have completed and returned a special dietary needs form for your child and you have discussed their needs

LSC CORE VALUES

At Leongatha Secondary College we expect all in our school community to take responsibility for their actions and to uphold the following core values:



At LSC we use a service for families called 'Compass'. This is the primary means of communication between Leongatha Secondary College and home. Parents are able to login to Compass via the 'Community Portal' button located on the school website <http://www.leonsec.vic.edu.au>

Each family listed in the school administration database has a unique login for Compass and once enrolled, you can use your login details, straight away.

[Click here](#) to download the Compass Parent Guide to assist you with using Compass.

BENEFITS OF 'COMPASS' FOR FAMILIES

Email address and mobile phone number – When logging in for the first time, please update your details. The details listed will be used to send emails and SMS alerts when required.

Learning Tasks – This module allows teachers to assign tasks to their students, give feedback and record grades. Students can submit work online and view their feedback.

Attendance - view your child's attendance online, approve and indicate future absence.

Student schedule - View your child's schedule (timetable).

Teacher email – parents can email their child's teachers directly.

News Feed – the school will post news to parents to remind you about events and activities at the school. Your news feed will be customised, showing only the information relevant to you and your children.

Chronicle - Student management issues such as behaviour, uniform, productivity and organisation will be recorded in the chronicle on Compass and be visible to parents. The chronicle can also be used to record student achievements for parents to see.

Progress Reports - Progress reporting is designed to give parents and students regular feedback on areas such as behaviour, productivity, effort, readiness for class and work owing. Students will be evaluated on a regular basis.

Semester Reports - View current full student reports at the end of each semester.

Excursions – Approve and pay for your child's participation in excursions and events.

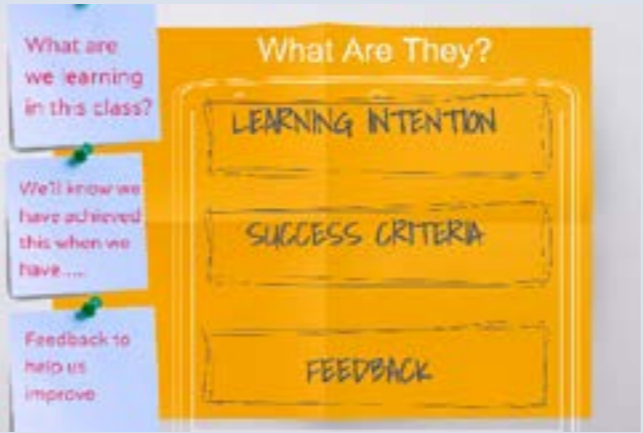
School Contributions - Pay for school fees online, either in full or by setting up regular payments throughout the year.

Parent/Student/Teacher interviews - make appointments with teachers.

Compass provides the school community with a range of facilities, which streamline communication and provide enhanced access to information. Parents play an important role in this initiative. It will be essential that parents log in at least once a fortnight to access details such as notifications and the news feed. It is also essential that the Username and Password given to you is kept in a safe place, and not made available to students. Parents and students have separate login details.

For each learning task on compass, students are provided with **Learning Intentions** and **Success Criteria** to make sure that they are able to excel in their learning.

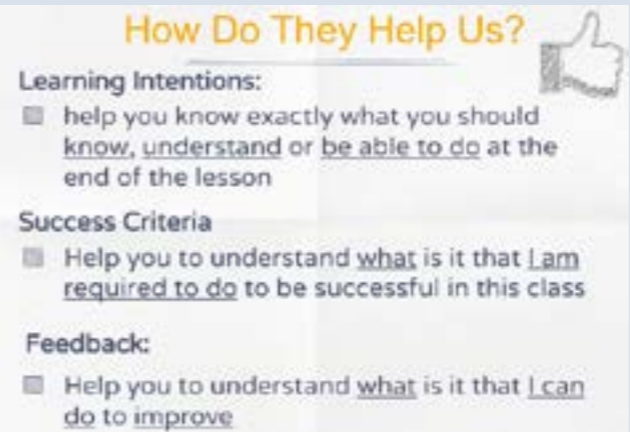
What are they?



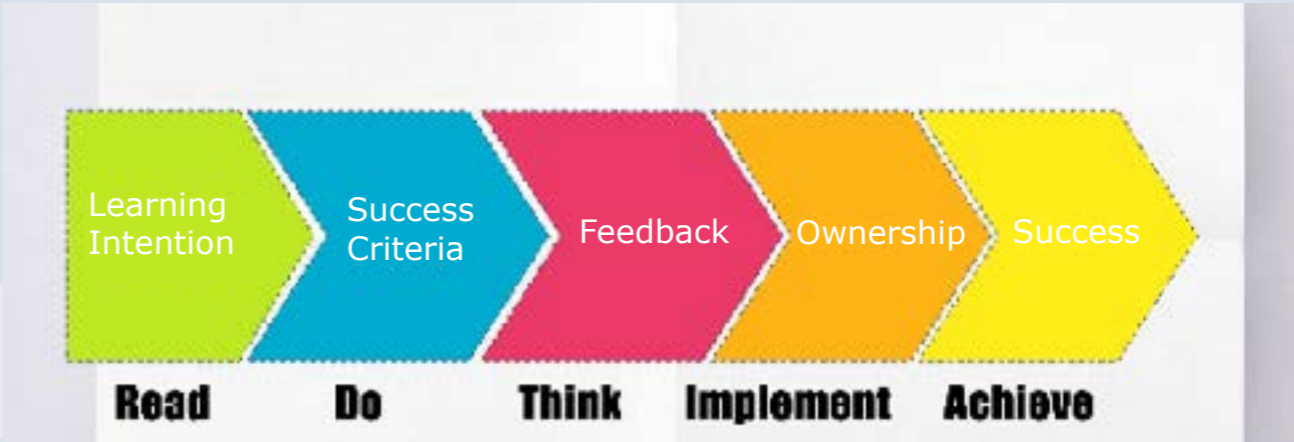
What purpose do they have for my child's learning at school?



How do they help our students and help families to support their students?



Where can students and parents find them?



CAMPS & EXCURSIONS POLICY

PURPOSE

To explain to our school community the processes and procedures Leongatha Secondary College will use when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps and excursions organised by Leongatha Secondary College. This policy also applies to adventure activities organised by Leongatha Secondary College, regardless of whether or not they take place on or off school grounds, and to school sleep-overs.

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Leongatha Secondary College will follow both this policy and the Department's policy and guidelines when planning for and conducting camps and excursions.

This policy does not apply to student workplace learning or intercampus travel.

DEFINITIONS

Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students: are taken out of the school grounds (for example, a camp, day excursion, school sports); undertake adventure activities, regardless of whether or not they occur outside the school grounds; Attend school 'sleep-overs' on school grounds

Camps are excursions involving at least one night's accommodation (including school sleep-overs).

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Adventure activities are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's website under Adventure Activities, at the following link: <https://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.aspx>

POLICY

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom. They provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance..

For all camps and excursions, including adventure activities, our school will follow the Department's School Policy and Advisory Guide: Excursions and Activities. For camps and excursions requiring school council approval, our school will also follow the Department's School Policy and Advisory Guide: Safety Guidelines for Education Outdoors.

Planning process for camps and excursions

All camps and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Leongatha Secondary College's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire or other natural disaster in the excursion location. In the event of a Code Red Day being announced, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason. Leongatha Secondary College is committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.

In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

Supervision

Leongatha Secondary College follows the Department's guidelines in relation to supervision of students during excursions and camps.

All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

Parent volunteers

Parents may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and the special needs of particular students.

CAMPS & EXCURSIONS POLICY

Volunteer and external provider checks

Leongatha Secondary College requires all parent or carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card.

Parent/carers consent

For all camps and excursions, other than local excursions, Leongatha Secondary College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Leongatha Secondary College uses Compass to inform parents about camps and excursions and to seek their consent. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion. The general office cannot accept consent over the phone it must be Electronic Signature or written confirmation.

For local excursions, Leongatha Secondary College will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year. Leongatha Secondary College will also provide advance notice to parents/carers of an upcoming local excursion through through Compass. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Leongatha Secondary will notify parents once only prior to the commencement of the recurring event.

Cost of camps, excursions and support

The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Business Manager prior to the excursion. All families will be given sufficient time to make payments for all activities. Compass consent forms will have clearly stated payment amounts and payment finalisation dates.

Students whose payments have not been finalised at least 3 days prior to the departure date will not be allowed to attend unless alternative arrangements have been organised with the Business Manager.

Leongatha Secondary College will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Business Manager. The Business Manager can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at Camps, Sports and Excursions Fund.

Student health

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our Medication policy and the student's signed Medication Authority Form. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carers' responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carers' responsibility.

Behaviour expectations

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's Student Wellbeing and Engagement Policy, Student Code of Conduct or Bullying Prevention Policy. The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Organising Teacher. Both the parent/carers and the student will be informed of this decision prior to the camp or excursion.

If on a camp or excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during the camp or excursion. In these circumstances the parent/carers is responsible for the collection of the student and any costs associated with this.

Disciplinary measures apply to students on camps and excursions consistent with our school's Student Wellbeing and Engagement Policy, Student Code of Conduct and Bullying Prevention Policy.

Electronic Devices

Students will be permitted to bring electronic devices (such as iPads, iPods, mobile phones) but these may only be used during times set by the Teacher in Charge. Students are responsible for the care of any personal electronic device brought to a camp or excursions and the school will not be responsible for lost or damaged devices.

Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Leongatha Secondary College and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

SOUTH GIPPSLAND SCHOOLS MUSIC PROGRAM

It is an exciting time for Leongatha Secondary College students who have an interest in music and who might want to begin learning a musical instrument. Leongatha Secondary College is part of the South Gippsland Schools Music Programme (SGSMP). The SGSMP already has 470 music students at Leongatha, South Gippsland, Mirboo North and Wonthaggi Secondary Colleges.

Students from Year 7 right through to Year 12 have excellent opportunities to start learning a musical instrument and be part of music at Leongatha Secondary College.

Each year we hope to recruit 30 new music students to be part of the new Junior Concert Band that will commence in early in the school year. Students of all age are welcome and should complete the enrolment and instrument preference sheet in their enrolment packs and return to the college prior to the end of this school year. Once we have received all forms, a balanced band can be organised.

The following instrument areas are available for your child to learn:

- Flute

Percussion

Trumpet

Voice*

Piano/Keyboard*

Saxophone
- French Horn

Clarinet

Guitar*

Trombone

Euphonium

Bass Guitar

Places are strictly limited for guitar/piano/keyboard/voice so please contact Asha Wilkins-Kaighin prior to putting this down as your first preference on enrolment sheet in pack.

We need at least 30 students, so there is plenty of room for everyone. If you already own one of the above instruments then your child will have first preference. The cost for this program is \$308 and is required to be paid by the end of Term 1.



SCHOOL DAY TIME STRUCTURE

The school year is divided into four terms and two semesters. Each term is usually 10 weeks long. Each Semester is approximately 18 weeks long. The changeover between semester one and semester two usually occurs 2 weeks before the end of second term. Students will “rollover” into their next year level about 2 weeks before the end of term four, giving them a head start into the following years learning.

Each day is divided into 5 lessons of 60 minutes each period. There is a 21 minute break for recess and a 40 minute break for lunch. Music plays through the PA system 5 minutes before the start of Period 1, Period 3 and Period 5. This indicates the time when students should collect books for their next classes and move to the correct class room.

Bell times for each day are as follows:

MONDAY	TUESDAY - FRIDAY
Assembly 9:00 – 9:15	
Period 1 9:20 – 10:16	Period 1 9:00 – 10:00
Period 2 10:18 – 11:14	Period 2 10:02 –11:02
Recess 11:14 – 11:39	Recess 11:02 –11:23
Period 3 11:39 – 12:35	Period 3 11:28 –12:28
Period 4 12:37 – 1:33	Period 4 12:30 – 1:30
Lunch 1:33 – 2:13	Lunch 1:30 – 2:10
Period 5 2:19 – 3:15	Period 5 2:15 – 3:15



COLLEGE PROCEDURES

This information is to advise both students and parents/guardians of the procedures developed at the college around students arriving late to class and/or leaving early, along with some other general information.

What if I arrive at school late?

You must visit the general office and advise staff of your arrival. Office will record your arrival through COMPASS immediately so teaching staff know exactly what time you have arrived. If possible, bring a note from parents advising reason for this lateness to the office, and this late arrival will be recorded as an approved absence. If you do not have the necessary note, parents can approve a recorded unapproved absence for a student through COMPASS at a later date.

What if I have to leave school early?

Any student who needs to leave school early will require written permission from parents. Take this note to your year level co-ordinator at the start of the day, and they will give you a coordinators pass to leave class early. Leave school via the general office and advise that you are leaving and hand them your pass from coordinator. Staff at office will record the time you have left through COMPASS.

What if I have to leave early but don't have a note?

Students can visit either the general office and have staff phone your parents/guardians to gain permission to leave early OR have your parents/guardians visit the general office personally to advise staff and collect you. Please note: Staff are unable to make announcements over the PA during class time to collect students since this is too disruptive to all other classes in session.

What if I need to leave class for some reason?

Your teacher will issue you with a 'leave pass' that you must take with you when leaving class temporarily. Leave passes must be returned to the teacher upon your return.

What am I expected to have with me when I arrive to class?

You're to have all of the materials required for your full involvement in that scheduled class. This can include pens, books, diary, charged and functioning computer device.

We stress that the college requires written or verbal permission from parents/guardians to allow any student to leave the school. Students are unable to sign themselves out without this authorisation. Communication between parents and students via email and sms Messaging is prohibited during class times.



UNIFORM DESCRIPTION

The LSC Uniform is now available directly through the supplier Buxwear. Click [here](#) to place orders.



SCHOOL SHOES

In accordance with the Leongatha Secondary College School Council Policy, the only shoes that can be worn as part of the school uniform are:

Black, leather polishable shoes- pull on or lace up.

Black polishable boots may be worn under trousers only.

Correct Shoes



Shoes that do not comply with these guidelines may **NOT** be worn to school:

Soft leather 'slip-on' shoes with elastic straps are **not allowed** to be worn as part of the school uniform for Occupational Health and Safety reasons. The straps often break; the shoes lose their soles and offer little or no support or comfort during wet weather.

Suede sneakers are **NOT** acceptable

Incorrect Shoes



These shoes are not part of the uniform.

The reason for this decision is:

- These shoes are becoming an Occupational Health and Safety Issue.
- The shoes have proven to break regularly while at school.
- They offer little or no support, or comfort during wet weather.
- The soles are not supportive enough for active students

For further clarification on school uniform matters, please do not hesitate to contact the College on 5667 2200. The Student Dress Code policy is located on the College website.

BOOKLIST INFORMATION

2023 Textbook requirements will be supplied by Champion Education, and stationery requirements to be supplied by Leongatha Newsagency Office Choice.

Both suppliers will accept online ordering for home delivery only.

Information can be found on the website leonsec.vic.edu.au/enrolment > Booklist Information.

SCHOOL PHOTOGRAPHS

Individual and group photos are taken at the start of each year. These are usually taken Week 1 or 2 first term with a second day scheduled later as a follow up day, should anyone not be present on day one.

MEDICAL ACTION PLANS

It is essential that students with medical issues such as allergies, anaphylaxis, diabetes or asthma get an up to date plan with a current photo from a GP or Specialist and supply the College the plan along with the necessary medication(s) CLEARLY labelled with the student's name and required dosage. This information will be required for students to attend camps and are also kept at the College Office in the event of an episode or emergency.

SPECIALIST REPORTS

If any students have had a Specialist, Therapist, GP or Psychologist complete a report that may assist your child's education, can these please passed on to the College BEFORE the Year 7 Orientation Days, Term 4, 2022. These reports may include a particular behavioral diagnosis, any documents that may support any learning issues or difficulties, any type of trauma background or other relevant information, it is essential these reports are passed on.

SCHOOL CONTRIBUTIONS

LSC request a School Contribution of \$200 per student at each year level. If purchasing a school magazine, there is an additional \$15 payment.

School Contributions can be payed via Compass. Once contributions are open to pay follow the link on the Payment Centre, which will be listed under 'My news' on your Dashboard.

FINANCIAL ASSISTANCE

Camps, Sports & Excursion Fund (CSEF)

If you hold a valid means tested concession card, or are a temporary foster parent, you may be eligible for CSEF. Annual amount is \$225 for secondary school students, and can be utilised to cover costs associated with camps, sports and excursions. Should you be eligible, the CSEF application form is in your enrolment pack. Further information can be found at www.education.vic.gov.au/csef

Year 7 Uniform Package Initiative

As part of the Victorian Governments uniform expansion program, every 2022 recipient of the Camps, Sports, Excursion Fund (CSEF) who has a child entering Year 7 in 2023, automatically qualifies for a free uniform pack. This uniform pack is to commence secondary school and includes a jumper, PE shirt and shorts, black leather shoes and either a dress or shorts or trousers and a shirt (up to the value of \$225). Contact our general office for further information.

Conveyance Allowance

Conveyance allowance is a form of financial assistance for parents/guardians to transport their children to and from school in rural and regional Victoria. Allowances are available for public transport, private car and private bus. In some locations, students are unable to access free school buses. In these instances, students may receive a conveyance allowance to assist with travel costs.

To be eligible, a student must

- Attend their closest government or non-government school/campus, appropriate to their year level, at which admission is permissible, and is located outside the Melbourne metropolitan conveyance boundary
- Reside 4.8km or more by the shortest practicable route from that school/campus attended (government and non-government students) and;
- Reside within the Designated Transport Area (DTA) for the government specialist school attended (government students only)
- Attend their nearest appropriate non-government specialist school (non-government students only)
- Attend their nearest recognised special setting including:
 - Deaf facilities
 - English Language schools/centres
 - Re-engagement centres
 - Secondary Teaching Units

If eligible for the Conveyance Allowance, and wish to make an application, applications can be collected from the schools general office.

YEAR 7 INFORMATION

2023 YEAR 7 BYO DEVICE INFORMATION

This information is regarding student devices for students commencing Year 7 in 2023. Leongatha Secondary College started a 1:1 iPad program in 2014 for students in years 7 & 8. We believe this program has provided tremendous value to the curriculum offered at Leongatha Secondary College.

Each year we have made incremental improvements to the program. Over the eight years we have grown and evolved, continually improving our teaching practices. Discovering new and exciting ways to use iPads in the classroom to enhance and extend teaching and learning across the curriculum. The iPad has become an important tool for year 7 and 8 students that is used each day for class work, communication and organisation. The importance of students having access to a reliable device is undeniable in today's world.

We continue to monitor and incrementally update our core infrastructure and internet bandwidth to ensure all users experience a fast and reliable experience when using their iPad at Leongatha Secondary College.

We have made every effort to continue to keep device costs to a minimum by working with our supplier, Education Advantage, to offer education pricing for families to ensure this lessens the financial burden. Families have the option of purchasing a device through the Education Advantage portal, bringing an existing device or purchasing from a retailer of your choice.

The iPad has proven to be a terrific device for our students in years 7 and 8. Some of the stand out features we have enjoyed include:

Familiar / easy to use - Most students are familiar with iPadOS (the operating system that is on the iPad). This means students are already equipped with basic troubleshooting skills and general knowledge of the iPad. Staff and students can quickly and easily get straight to work!

Battery life - Over the years we have learnt that battery life is critical. We have found that a fully charged iPad is able to last the entire school day with regular usage.

Fast to access - We don't want the technology to get in the way of learning. The iPad provides quick access to apps at the press of a button.

Existing Infrastructure - As we have been using iPads for the past eight years we have existing infrastructure to support these devices.

Existing Apps - We have a collection of Apps that we have selected. Students who bring their own iPad will be required to enroll their device into our Mobile Device Management (MDM) server - this will provide students access to the apps (no iTunes account required).

2023 YEAR 7 BYO DEVICE INFORMATION continued . . .

Continual updates to iPadOS and apps (free) - To date Apple have released a new major version of iPadOS every year. These updates add features and fix security vulnerabilities. Developers regularly update iPadOS apps to keep them current.

Which iPad should I purchase?

At the time of writing this we recommend the following iPad:

Apple iPad - 10.2 inch / Wi-Fi 32GB / Space Grey (8th Gen). Model: MYL92X/A

Or

An iPad that has the following specifications.

- iPad that is capable of running iOS 14.
- 10.2" screen
- 32GB of storage
- Wi-Fi only

Where can I purchase the iPad from?

The College has an existing portal with Education Advantage. Parents/Guardians can login to the portal to purchase the recommended iPad at education pricing. Further details can be found on the Education Advantage portal. The Leongatha Education Advantage portal can be accessed using the following URL: <https://lep.education/byodportal>

The password required to access the site is: **nerrena3953**

iPads ordered through the Education Advantage portal will be shipped to the College if they are ordered throughout the school term. Alternative shipping arrangements will be made for devices that are ordered during school holiday periods.

Availability of iPads.

Due to COVID-19 the supply of iPads has been limited. Please be mindful that there may be significant delays in receiving your iPad after an order has been placed.

NAPLAN Online.

Schools in Victoria have been transitioning from NAPLAN paper tests to NAPLAN Online tests since 2018. It is anticipated that all students in year 7 will complete NAPLAN Online in March 2023. In order to undertake NAPLAN Online, students will need access to a suitable device - the iPad we are recommending is suitable to participate in NAPLAN Online.

2023 YEAR 7 BYO DEVICE INFORMATION continued . . .

Price and model changes.

The pricing and model of iPad on the purchasing portal is subjected to change. Unfortunately this is beyond our control. Apple refreshes/reviews their product offerings regularly. Changes will be reflected on the purchasing portal to ensure families are purchasing the most current model at education pricing. We will make every effort to communicate pricing / model changes on Compass as we become aware of them. If you are unsure of the iPad type/model please don't hesitate to contact the College - <https://leongatha.sc/livechat>

Will I need an iTunes account to download apps?

No, you will be able to use the "SelfService app". This will be installed when you enroll your iPad in our MDM server (please see above).

Can I use the existing iPad from Leongatha Primary School?

Yes this is possible, however it is not recommended. The majority of these iPads will be 4-5 years old by the time students begin at Leongatha Secondary College. These particular iPads may not meet the recommended specifications outlined above. If you choose to make use of an iPad that has previously been used at another school or by another user we recommend the iPad is reset to factory defaults before setting it up for use at Leongatha Secondary College.

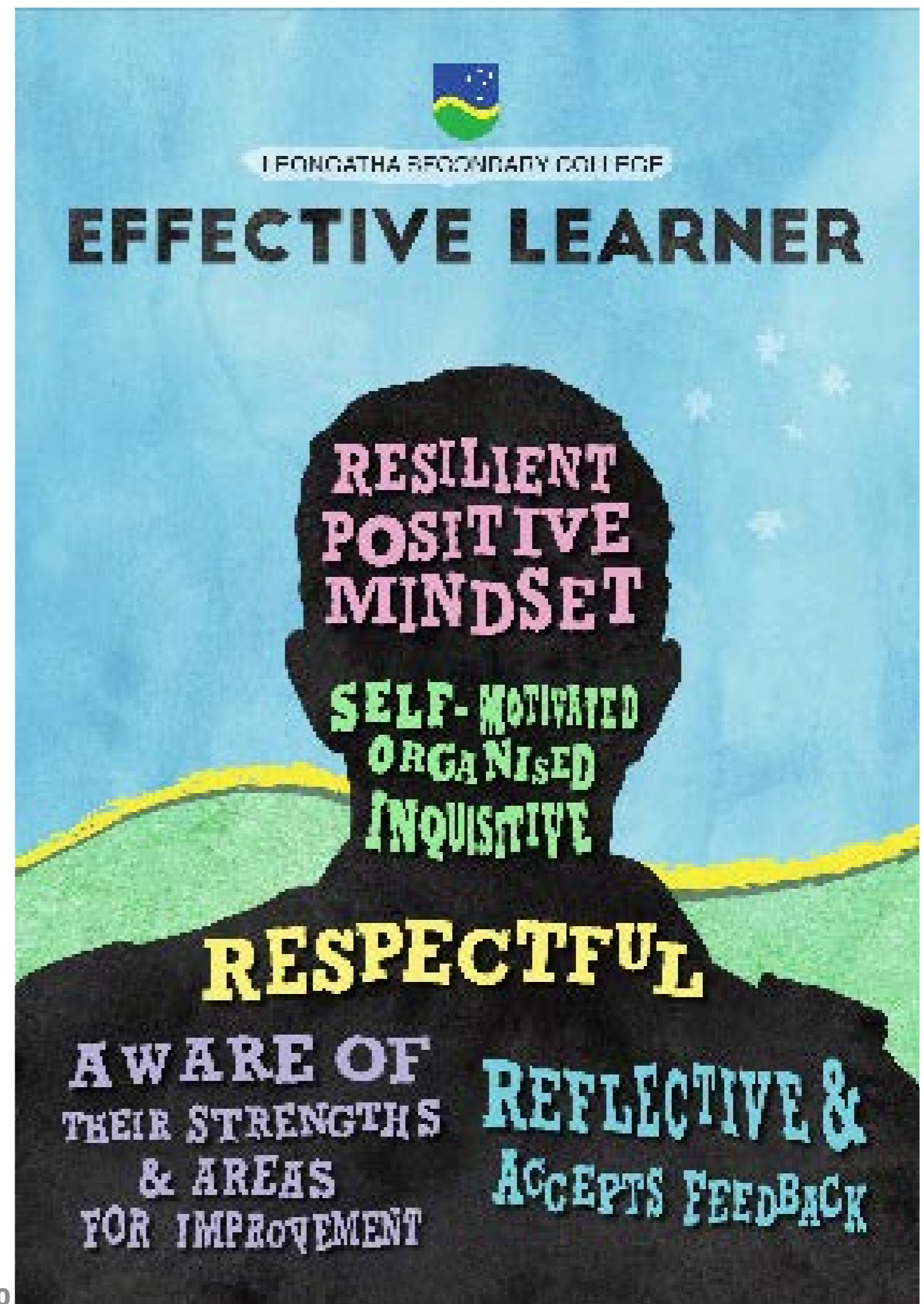
If you have any questions or concerns please don't hesitate to contact the College on 5667 2200.

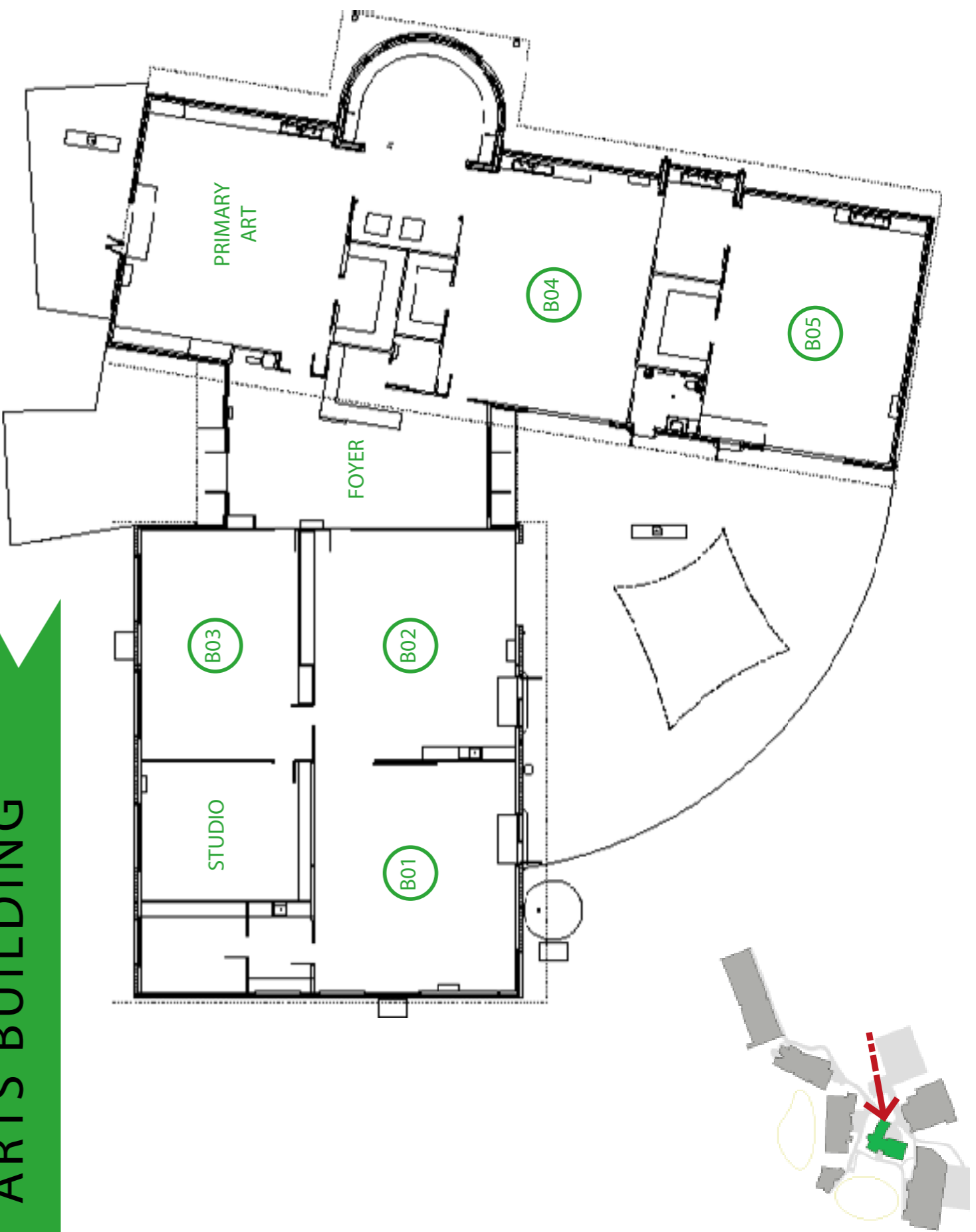
Any student requiring the assistance of our IT support team, are advised they must 'log a job' through the schools IT help desk.

This IT help desk is to be used when you need to log a job request for IT support.

The instructions listed below are a student's guide to entering job requests via this process.

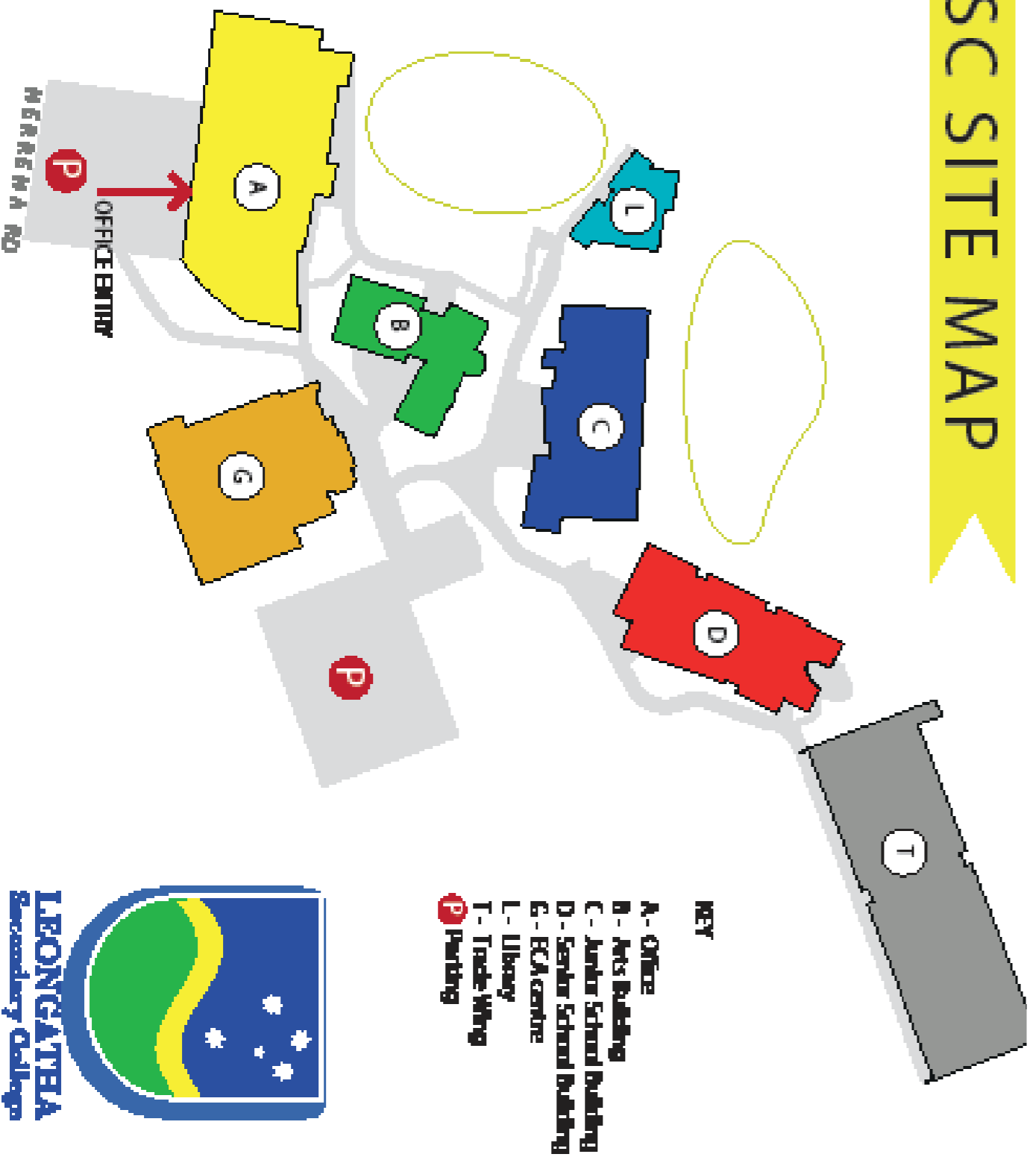
- 1) Open your browser and visit <http://helpdesk.leonsec.vic.edu.au:8081>
Use your existing username (your full LSC email address) and password to logon.
- 2) Once you have logged in choose a "request type" from the drop down list. If there is not a request type for the problem you have just choose one that you think is closest.
- 3) Once you have selected a request type enter a "subject" and "request details". Please include as much information about the problem as possible.
- 4) Click the "Save" button and your done!
- 5) Please check the status of your job by clicking the "history" button located at the top of the window. Once you have clicked this button you will see a list of jobs you have logged. Select the relevant job and check the "status" of the job and any notes from the technician before returning to the IT Support office. If you have any questions please feel free to "add a note" to the job.

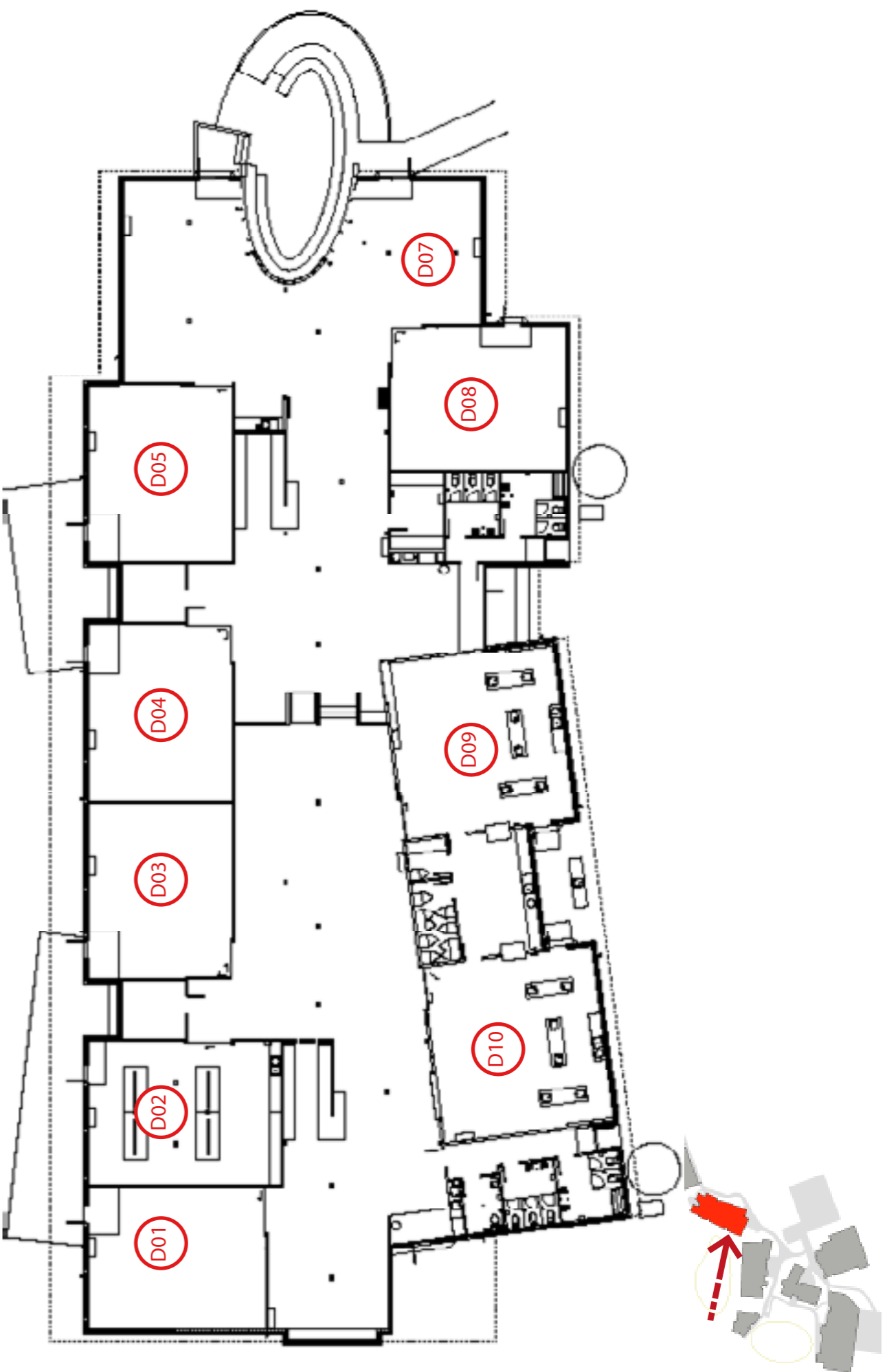




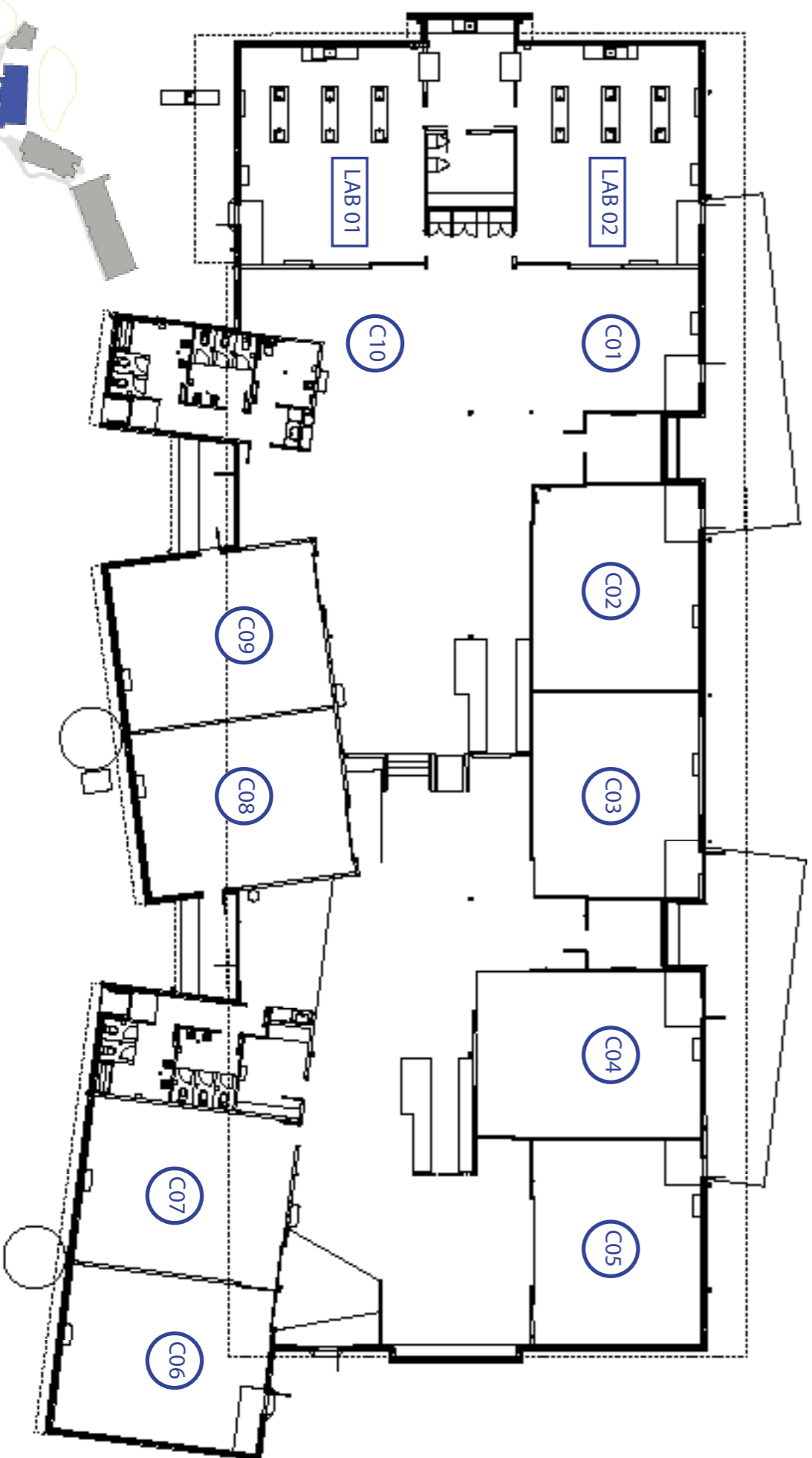
ARTS BUILDING

LSC SITE MAP





SENIOR BUILDING



JUNIOR BUILDING

PERFORMING ARTS BUILDING

