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Welcome:
Welcome to Western Heights College! Our college has a strong commitment to working in partnership with parents and families so that each individual child learns and achieves their best. Western Heights College prides itself on the relationships we build between students and their teachers, knowing from research and experience that students learn best when they are in a safe and successful learning environment.

College Profile:
Western Heights College is a co-educational Year 7-12 secondary college based on one site, in $42 million state of the art, new and purpose-built learning spaces supporting day to day engaging and progressive curriculum. Details are accessible at the learning tab on our College website.

Our focus is on students and their learning, supporting them as they strive for success! Every student in our college has a learning mentor, they belong to a House and to a Learning Community, developing students as contributing citizens. Learning is supported by our student one to one ICT program driven by a collaborative curriculum model and personal ownership.

One of our specialties is customizing student programs, through subject offerings and course selections, including School for Student Leadership, Duke of Edinburgh, VET taster and VETiS, accelerated VCE options, SBA/SBT, Work Experience, Geelong Industry Futures Program, Deakin Equity and Access Program.

Extra-curricular activities are diverse; The Performance Arts Academy, College Camps Program, College Choir, Student Leadership Program, Mufti Days, Debating and Public Speaking Competitions, College Chess Program, White Ribbon Ambassadorships, Inter-house and Inter-school Sports Competitions, Celebrations of Success including Formals, Graduations and Awards Ceremonies.

Our School Wide Positive Behaviour Approach, linked to our college values symbolised in SOAR, guides the development of strong learning relationships, with our aim for every student to be Happy, Respectful, Resilient and Successful. High expectations of behaviour based on positive relationships are clearly stated and explicitly taught. More information is accessible on the Western Heights College website http://www.whc.vic.edu.au

Western Heights College has established partnerships with the Vines Road Community Centre, the Senior Citizens, the City of Greater Geelong and the broader community. We are a college that is committed to excellence with a goal of high academic standards combined with valuing of each student as an individual. A highly qualified and dedicated staff support the academic and personal development of students into high performing contribution citizens.

Western Heights College Vision
To provide and sustain an inclusive, stimulating and supportive community of skilled and creative learners which enhances opportunities and pathways, personal growth and well-being of all its members.

Western Heights College Values
S – Safety
O – Organisation
A – Achievements
R – Respect

Western Heights College Goals
1. Improve student learning in literacy, numeracy and in VCE
2. Improve student engagement in learning across the college
3. Improve student transitions into, through and from the college
Supporting Parents and Students:

The college provides support to students in a number of ways and recognises that all students are individuals and may need various levels or types of support at different times during their education. Western Heights College therefore has a range of supports in place for students at all year levels.

Mentor teachers

Every student has a mentor teacher. The mentor teacher develops a close relationship with their students as part of the mentor role; and in Years 7 – 9 teaching them for a significant amount of time and being based in the learning community to ensure ease of contact. In recognition that attendance has a significant impact on learning the mentor teachers promote the importance of attending school and will follow up absences.

Learning Communities

At Western Heights College our students learn in Learning Communities. There is a learning community for each year level and this is where students ‘live’ with their learning space, lockers and the majority of their classes within their building. Each learning community has a Learning Community Leader who leads the community staff and students.

Year 7  Mrs Michelle Roth
Year 8  Mr Nick Chudoschnik
Year 9  Mr Dean Greenhalgh
Year 10 Mr Roger Conron
Year 11 Mr Brett Bullock
Year 12 Mrs Kerrie Hammond

Learning communities are supported with a Learning Community Support teacher who assists Mentors in the follow up of attendance and uniform. The learning community is made up of students of that year level, the Learning Community Leader, Mentors and class teachers.

Positive Behaviours Approach

Western Heights College has developed a whole college approach to the maintenance of a safe and supportive learning environment where all people are respected. Our aim is for all students to continue to develop as young people who are confident, collaborative and contributing 21st century citizens. Student expectations are presented under the SOAR matrix; Safety, Organisation, Achievement and Respect which was designed by students and staff in 2012. The SOAR matrix is included in the Resources for Parents section for your reference.

An important aspect of the positive approach is that all teachers explicitly teach our expected behaviours, just as we teach other curriculum areas; literacy and numeracy, believing that all of our students will be successful. Teachers use positive language, encourage and reward behaviours that meet the college expectations.

In the event where a student does not meet the expectations, the college will apply consequences and also adopt a supportive and encouraging role that allows the young person to learn and apply strategies to enable them to manage their own behaviour and learning into the future. The students’ mentor will assist them in this process and inform and involve parents as necessary. Western Heights College uses a restorative practices approach to solving problems that occur at school.

Student Well-Being and Engagement team

The college has a team of staff who specialise in student support. At times mentors may suggest that a student would benefit from further support and seek the assistance of a member of the team. Alternatively as parents you can refer your child to a member of the Student Well-Being and Engagement team by contacting the child’s mentor teacher. Members of the team are:

Mark Philpott  Youth Counsellor
Marcus Allport  College Chaplain
Lisa Cooper  Health Promotion
Parents supporting students:
The successful education of your child depends upon the productive and co-operative interaction of child, teacher and parent. The child and the teacher have obvious and important parts to play, and so do you. Experience shows that your child has improved chances of success if you:

- Encourage him/her to do his/her best at all times, in class work and other College activities.
- Encourage him/her to meet the College's expectations in areas such as behaviour, uniform, etc.
- Ensure that he/she is properly equipped in relation to books, other classroom requisites, and uniform.
- Take a regular interest in his/her learning and school activities.
- Share with your child your expectations that he/she meets the College's expectations and show him/her you expect him/her to accept the consequences when this does not occur.
- Contact the College early if you become aware of a serious problem.

It is often best to avoid total acceptance of what your child tells you about any conflict situation without clarification. The best procedure is to contact your child's Mentor teacher to discuss the issue and clarify the events or issues.

Learning and Teaching:

At Western Heights College student learning is personalised, relationship focused and targeted at improving the individual learning outcomes for all students. This is based on understanding the skills, dispositions and needs of the 21st Century learner to enable them to participate in and influence their futures in a global, knowledge based economy and society.

Learning and teaching is based on these key understandings:

- Relationship schooling – the recognition that effective relationships and a safe and supportive environment provide the conditions to improve student learning.
- All students will have a mentor who is the key contact in the relationship between the student, the parent and the college.
- All students have dynamic personal learning plans (PLP) that morph into pathways plans (MIPs). Individual student learning data, goals and achievements are core to these plans and maintained on the college network.
- Effective teaching practices and strategies (pedagogies) – recognition that the nature of schooling has changed in that learners demand instructional practices that enable them to be active learners as opposed to passive receptacles of content. (College wide pedagogy statement)
- Building staff capacity through targeted professional learning opportunities.
- The effective use of learning technologies, especially via the MyLe program. Additional information about this program is included in this handbook.
- Effective learning requires authentic tasks and assessment practices so that conceptual learning and understandings are transferrable beyond school life - Curriculum is developed, evaluated and refined in accordance with the Department of Education and Early Childhood Development policy and frameworks. The college uses the Backward Design Model (Wiggins and McTighe) to focus planning on clearly articulated endpoints in order to ensure all learning is purposeful.
- Access to 24/7 learning through the college’s intranet and SharePoint facilities.
- Effective communication, collaboration, creativity and reflective skills are key skills for the 21st century learner.
- Learning communities create the environment for community, collaboration and effective relationships and are a key organisational factor in the college.
- A belief that schools do not operate in isolation from their community (local and global)
- A commitment to lifelong learning for all.
- The design of our buildings and use of flexible learning spaces to support the curriculum, instructional practice, relationship and community practices.
Students in Year 7, 8 and 9 have the majority of their learning time being spent in a Pod within their Learning Community. The maximum number of students in each Pod is 100 with teachers working as a team to deliver the Pod Learning Program. Each teacher has been chosen in order to ensure that there is expertise in the Disciplines of English, Mathematics, Science, Humanities, Arts, Technology, Health and PE, and Languages other than English. Within each Pod, each student is assigned a Learning Mentor. The Learning Mentor takes primary responsibility for the individual learning program of each student in their group. The Mentor is the key person in relating to both parents and the other teachers who work with students in their group. The Mentor/Advisor continues to have a significant role in the connection between the student/ family and college as students progress through the college.

The curriculum prepared for the Pod program has been designed to deliver the Victorian Essential Learning Standards and national curriculum (AUSVELS), being based on the best available research on learning at this stage of adolescence.

The Year 9 program iNine responds to the needs of this particular age group, providing leadership, community, and challenge while also addressing the planning necessary to direct students into fulfilling post-compulsory Pathways. Our Later Years Program offers a range of study choices within VCE/VCAL and VET.

PREP- Preparation, Review, Extension, Private study
The College term for learning activities undertaken outside class is PREP, reflecting the establishment of effective learning behaviours in our students. At all levels, students should be doing the kinds of activities detailed below. Teachers expect that as students progress through year levels that their PREP will increase in time, challenge, complexity, frequency, quantity and quality. They also expect that student attitudes such as commitment, independence, self-motivation, effort and self-responsibility will increase at the same rate. The PREP concept is supported by a Work Submission Policy and supervised PREP sessions at school to assist students to complete their work obligations.

**Preparation:** organization, checking study planner, locker, bag, class equipment, supplies, pre-reading including texts and newspapers, writing priority lists, checking instructions, planning, time management, preparing questions for areas of least understanding, goal setting, drafting.

**Review:** revision, re-reading, skills practice, repetition, memorizing, reflection, self-evaluation, using feedback, discussion of ideas and concepts covered in class, applying skills.

**Extension:** exploring and extending ideas, developing curiosity, broadening general knowledge, investigation, problem solving, wide reading, independent projects, enrichment activities, experimentation, self-directed learning, applying skills in new challenges.

**Private study:** completing class work, independent practice, reinforcing good study habits, establishing routine, applying and exploring learning technologies, developing study habits, training for senior study demands and post school learning.

College Library
The College is located in the Orange building. Western Heights College has a shared use arrangement with the Geelong Regional Library (GRL) and therefore members of the public are able to use our library. Also all college students are able to join GRL thereby having access to both collections. Detailed information is available from the College Library.

ICT Acceptable Use policy
Students are required to use the computers and other equipment in a responsible way for educational purposes only. Details of this policy can be found on our website at [www.whc.vic.edu.au](http://www.whc.vic.edu.au)
Instrumental Music / School Band
Students have a marvellous opportunity to become members of the school performance groups, by learning to play a musical instrument. Tuition is included and instruments are available for a nominal cost.

Lessons are given in a wide range of musical instruments. Students can learn such instruments as clarinet, saxophone, french horn, bass guitar, drums. Further information will be available at the beginning of the school year.

MYLE Program- Slate PC
From 2015 all students will have access to a slate personal computer. The move over recent years has been for more mobile and flexible ICT resources that meet the needs of the flexible learning spaces and how our students and staff use them. Learning is available anywhere, anytime and to do this effectively our students need their own PC. The cost for this type of device is quite high which is why the college is subsidizing the slates.

The choice of a Slate PC is quite deliberate. A touch screen and the ability to use a stylus enables a greater range of interaction with the device - drawing, annotation, hand-writing as well as typing allow a richer and more productive interaction with the slate and expanded modes of thinking.

A “take home” Slate will give our students a sense of ownership over their own personal device. It provides the opportunity to unshackle the classroom from school. All the resources your child needs are available both inside and outside the school are on their slate with access organised using OneNote.

Further information, including cost and payment alternatives are detailed in the MyLe information documentation.

Parent Participation & Communication:

Parent involvement in the college
Parents are encouraged to be involved in the life of the College. College Council is one way that parents can participate and there are a number of parent representatives on council. Parent nominations are called for each March and the term of office is for two years. Campus principals can provide additional information on the many ways in which parents can be involved.

Contacting College Staff
In general, the best method for contacting your child’s Mentor or class teachers is to telephone the College Office on Phone No: 5277 1177. Give the receptionist the name of the teacher you wish to speak to and if the staff member is available you will be connected otherwise a message will be taken to return the call.

In most cases, your call is likely to relate to a concern about your child. In these cases, the person who is most likely to be able to help is your child’s Mentor. Parents will be informed of the name of your child’s Mentor at the beginning of the school year.

If you wish to meet with a staff member it is best to phone and make an appointment. Most teachers have timetabled commitments including teaching, planning and yard duty. Visits without appointments are likely to result in disappointment. To ensure the privacy and safety of all Western Heights College community members, visitors, including parents, must come to the General Office to meet staff or collect your child.

College Website and Parent Portal
Our website www.whc.vic.edu.au has a wealth of information with both news on current events and more constant information which is always readily accessible such as college calendar, policies and contact details. The website is constantly updated to ensure that the information is relevant and accurate.
**Information Evenings**
Meetings of parents and teachers of particular Learning Communities are held during the year to provide information on course selections, and other matters. Parent forums are held each term which provide information for parents on different topics of interest, for example cyber-bullying. Each of these sessions is widely publicised in the Parent eNewsletter.

**College Calendars**
College term calendars are prepared for each term highlighting dates and times of events for both students and families. This is distributed at the end of the previous term to each student and are designed to be placed for easy reference, such as a notice board or your refrigerator.

**Parent eNewsletters**
These are produced every fortnight throughout the year as indicated in the College Calendar and are available on line via the college website [www.whc.vic.edu.au](http://www.whc.vic.edu.au). The eNewsletters contain details of upcoming events and interesting articles on the varying activities at the college. Parents are encouraged to read the eNewsletters, being one of the main forms of communication with families, to keep up to date and informed on college news and events. A reminder email is sent for this each fortnight as it is posted online.

**Student Led Conferences**
Student led conferences will be arranged at appropriate times during the year. Written reports will be issued to parents for each Semester (ie. at the end of Term 2 and Term 4). Interim reports will also be issued to parents prior to the end of Term 1 and Term 3. Additional Parent/Teacher Interviews can be scheduled as required. These may be initiated either by the parent or by the Mentor Teacher at any time. If you feel that an additional parent/teacher interview is necessary, contact your child’s Mentor Teacher to arrange a mutually convenient date and time.

**Student Study Planner**
Every student is expected to use the Western Heights College study planner and to have this with them in each class. These have been designed to serve three main functions:

1. **To provide students and their parents with a ready reference regarding school events, routines, procedures, personnel and contact points.** Some details will not be known at the time of printing so it is the students’ responsibility to fill them in at the start of the year. Some of the items included in the Study Planner are:
   - names of key personnel
   - plans of the college
   - term dates, holidays, dates of some major school events
   - college expectations

2. **To assist students to develop sound study habits and organisational procedures.** Students should record school or class events, study tasks, tests, assignment deadlines etc., and consult these on a daily basis.

3. **To assist in the communication between home and school.** Teachers or parents may use the Study Planner to send simple messages to each other. It is recommended that parents check the Study Planner weekly and sign to indicate that they are conversant with the contents.

The student Study Planner is to be used only for the purposes stated. If students wish to have decorative pictures or photographs and record personal and social events they should purchase a personal diary in addition to the college study planner.

The study planner is an essential education item and can be purchased at the College Office located in the Administration Centre or through the bookseller.
Beyond the Classroom:

**Camps**
Western Heights College has a long and proud history of camps. The camps program aims to instil in students a sense of independence, resilience and flexibility through a range of experiences which utilise the outdoor environment. At each year level there are camps embedded within the program as core or elective units and also as additional experiences to enhance college life.

The camps program at Years 7, 8 and 9 is run in partnership with AUSCAMP, an independent provider, who will individually tailor programs to suit our needs, developing a sequential program as students move through the college.

**Year 7:** Nillahcootie Outdoor Centre (3 day camp) early in Term 1.

**Year 8:** Wenslydale / Anglesea Outdoor Education Centre (3 day camp) during Term 2.

**Year 9:** Charnwood during Term 3.

Students who undertake the Duke of Edinburgh Award in Year 9 and 10 have the opportunity to participate in a number of camps including bushwalking in the Otway’s, canoeing in Western Victoria and a number of day and half day activities in the region including sailing, surfing and mountain biking. These camps are staffed by a combination of Mentor teachers, Duke of Edinburgh teachers and other enthusiastic volunteers.

Each year a Tasmania trip is held at the end of term 3 for Year 10 students. Students travel by boat and bus around Tasmania with a variety of activities.

From Year 10 students are able to choose VCE Outdoor Education. Outdoor experiences may include swimming with the dolphins on Port Phillip Bay, camping at Queenscliff, surfing, bushwalking, camping and canoeing on the Goulburn River, camping and rock climbing at Mount Arapiles and Cross Country skiing at Rubicon Camp. These activities have largely been funded by student elective fees and have been staffed predominantly by the College Outdoor Education Staff and paid contractors.

Student in Year 11 and 12 are offered experiences that align with their chosen course of study.

For many years Western Heights College has offered a range of international experiences for Later Years students. These trips are usually related to an opportunity for students to extend their language experience.

**College Houses**
In 2013 the college house system was re-introduced. The houses are:

- **Vines - Green**
- **Barton - Blue**
- **Minerva - Yellow**
- **Quamby - Red**

All students and staff members are assigned to houses, with siblings generally in the same house. The college sports carnivals are major college events being house based competitions. Everyone displays their house spirit by dressing in house colours and cheering on their teams. There are many different ways that students can earn house points beyond competing in the sports carnivals, with a variety of other house based activities. The house system, through the student house leaders, promotes a positive environment across the college as well as leadership opportunities and experience.
Mufti days
During the year on specific days (one per term), the students are permitted to wear neat, casual clothes instead of school uniform and they pay for the privilege. This money goes into the Social Service funds which are then dispersed to worthy charities. The same principles of safety, modesty and respect for others applies to casual clothes as to uniform. Students who dress on those days in clothing which distracts or offends or renders them unsafe may be withdrawn from activities or sent home.

Sport
Involvement in inter-school sport is on a voluntary basis. Students are often required to attend meetings and practice sessions during lunchtime. Competitions are held on organised sports’ days throughout the year. The sports played at the present time for both boys and girls are – hockey, tennis, athletics, baseball, cross-country running, table tennis, badminton, cricket, netball, volleyball, football, softball, soccer and swimming.

Student Assemblies
College assemblies are held each term to recognise significant events and inform the entire student body of matters of general interest or importance. These are led by the appropriate student leaders, College Captains for college assemblies. The college has developed a significant tradition for these assemblies celebrating student success and recognising important events such as an Anzac service.

Learning Community Leaders will call assemblies as required throughout the year to inform students of a particular level, of matters pertaining to them. Student Leaders lead Learning Community and Middle Years and Later Years assemblies.

Student Leadership
The college has a strong tradition of student leadership, knowing that the opportunities for students to lead others provides an outstanding experience for students in terms of their personal development as well as leading others.

The college has two College Captains (male and female) and House Captains for each house who are Year 12 students. At the middle years (years 7 – 9) there are 8 student leaders at each year level (two from each house, one male and one female). Student leaders have regular meetings and lead the campus assemblies each term.

General Information:

Accidents and Emergencies
Accidents or illness at school
At school the focus is on students learning. If a student is ill and not fit to cope with a full day of learning, parents should keep the child at home.

Students who become ill or injured are to report to their Mentor teacher or any other teacher close by, who will deal with minor problems. If necessary, parents are notified to collect their child and/or receive treatment. Students will not be permitted to leave the college without contact first having been made with the parent or guardian.

Parents of students who have pre-existing health problems or who develop significant or chronic ailments are asked to notify their child’s mentor teacher. Where necessary please ensure that a small quantity of prescribed medication (asthma sprays, etc.) sealed, named and labelled with clear directions is left with the mentor so that the child has prompt relief when required.
Emergency contact
Please make sure that you keep the College up-to-date with:
Your current contact phone number during school hours, i.e. your work telephone number and the name and telephone number of someone who will be available in the event that you cannot be contacted.

The College does not provide personal accident insurance or ambulance cover for students. Parents are responsible for the costs of medical treatment, ambulance and other transport costs. Parents are advised to become subscribers to the Victorian Ambulance Scheme. If your child has an accident which requires immediate medical attention, and the school cannot get in touch with you or your representative, an ambulance will be called and the cost will be your responsibility.

Attendance
Achievement at school is strongly linked to attendance. It is therefore important that your child attends school every day. If however your child is unable to attend due to illness or an important family commitment please contact the college.

Bicycles / scooters / etc.
The college has a locked bike enclosure near MY Green building. Students are expected to leave their bikes/scooters/skateboards in the enclosure during the school day. The College recommends that you:
1. Have the police engrave a registration number on your child's bike/scooter.
2. Provide a padlock and chain to lock the bike/scooter/skateboard to the bike racks.
3. Insist your child wears an approved bicycle helmet when riding their bike/scooter/skateboard.

Bus and travel information
Students who travel to attend Western Heights College should note the following:

- **Country Buses**
  Eligible students travel free of charge. Photo ID bus passes will be issued to all eligible students who must carry them when travelling.
  An “Application to Travel in a School Bus in the Geelong/Bellarine Peninsula” should be obtained from the College and completed before the commencement of the new school year.

- **Student Concession Cards**
  Student Concession Cards (I.D. Cards) enable students to purchase student passes for travel on buses/trains throughout Victoria at considerably reduced costs. Application forms are available from the Administration Centre Office.

- **Conveyance Allowance**
  You may be eligible for a travel allowance if you live outside a radius of 4.8km from:
  - Suburban - your nearest appropriate school
  - Country - the nearest bus pickup point
  Application Forms are available from the College Office and should be completed before or at the start of the new school year.

- **Country bus routes**
  Contract buses on the following routes service Western Heights College:
  - Mt. Anakie to Inverleigh and Lethbridge
  - Bannockburn 1 to Meredith 1 and Wingeil/Inverleigh
  - Bannockburn 2 to Meredith 2 and Little River
  - Bannockburn 3 to Shelford and Maude

  All buses deliver and pick-up students at the Bus Turn-Around Area on Carey Street.

  The Campus Principal can provide further information.

- **Geelong buses**
  These buses follow their normal Geelong transport system routes and so students pay the appropriate fare.
Intranet and Internet access
The college runs a sophisticated intranet which is easily accessed by all students at school. This provides a comprehensive amount of information for students (including timetables and daily announcements) and has links to specific learning resources such as OneNote files. Students are encouraged to read the announcements daily and use their web messages to communicate directly with teachers when required. Internet which is filtered by DEECD for appropriate content is also available. All students can also access the college intranet from home using their college usernames and passwords. Access is gained from the college website www.whc.vic.edu.au.

Lunch arrangements
It is expected that parents will make lunch arrangements for their child in one of these ways:
- By providing a packed lunch for the child to bring to school.
- By providing money for the child to order and purchase lunch at the College Canteen.
A variety of hot and cold foods is available.
Students are not permitted to leave the college grounds to go to the local shops.

If your child has forgotten their lunch please bring this to the College Office, Administration Centre, in a bag labelled with your child’s name, and it will be delivered to them.

College Fees and Charges
School councils are able to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in the three categories – Essential education items, Optional education items and Voluntary financial contributions.

Western Heights College has spent considerable time selecting the most appropriate requisites to meet the needs of our students. The Resource Lists (applicable to students in Years 9-12) contain high quality materials at a competitive price due to our ability to bulk order.

Parents and guardians also have the option of purchasing equivalent materials from other sources. If parents and guardians choose to provide equivalent materials, this should be done in consultation with the college, as items should meet the specifications provided by the college. There may also be certain items that due to their nature may only be provided by the college.

No student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution.

College Requisites
The following items are available via the resource list or from the College Office:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Planner (compulsory)</td>
<td>$15.00</td>
</tr>
<tr>
<td>WHC Lanyard &amp; Pouch (compulsory)</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Combination Lock</td>
<td>$12.00</td>
</tr>
<tr>
<td>Safety Glasses (for workshop studies)</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Workshop Apron</td>
<td>$14.00</td>
</tr>
<tr>
<td>Sun Hat</td>
<td>$  6.50</td>
</tr>
</tbody>
</table>

These prices are current at the time of printing.

Parent Payment Categories

**Essential education items** are those items or services that are essential to support the course of instruction in the standard curriculum program that parents and guardians are responsible for and may choose to either provide or pay the college to provide.

These items include:
- materials that the student takes possession of, including text books and student stationery;
materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. Design & Technology Food, arts, photography, catering);

• college uniform;
• transport and entrance for camps and excursions which all students are expected to attend.

Some subjects/studies and activities have a set charge which is listed in the relevant year level curriculum handbook and are payable at the beginning of the school year.

During the year when high cost personal choice modules are selected or where expensive models/projects are undertaken additional charges will apply and payment will be required prior to commencing the study / project.

Excursion costs (travel, admission charges, lectures, guest speakers and other programs outside the normal curriculum) if applicable to a study will be collected prior to the activity.

Optional education items (or non-essential materials and services) are those that are provided in addition to the standard curriculum program, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them.

These items include:
• extra-curricular programs or activities e.g. Instrumental Music, formals / dinners
• college-based performances, productions and events; and
• college magazine, class photographs.

Voluntary financial contributions are for those items and services that parents and guardians are invited to make a donation to the college.

These items include:

➢ Annual Levy (only applicable to students in Years 9-12): The College Council levies parents annually to assist with purchase of consumable classroom materials. This allows the college to bulk buy class materials, which results in considerable savings for families. College levies are also used to provide added value to our education program.

➢ Family Computer Contribution: The College Council has determined that each family will be asked to contribute $50.00 annually which will be spent on Information & Communication Technologies (ICT). This contribution will be TAX DEDUCTIBLE. Our student ICT facilities are being continually updated and integrated into the curriculum in all learning areas. This requires significant annual expenditure. A world class education requires more resources than the Government is able to provide.

Other support options

The college appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. We have several support options available to assist parents, including State Schools Relief Committee support and welfare and support agencies that have established partnership arrangements with schools to provide further assistance to students and their families. Please contact the college for more information.

Payment arrangements

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions.

Payments are kept to a minimum with payment requests and letters fair and reasonable. To further assist parents with payments, several payment options are available:

➢ Full payment to the College Office located in the Administration Centre
➢ Direct Deposit/s into the college bank account (for further information contact the College Office)
➢ Payment over the phone – you may phone the college and pay using your credit card
➢ A payment plan – making regular instalments (for further information contact – Marlene Barker)
➢ Make regular payments using Centrelink – Centrepay.
Alternative payment options are available through the college with parents encouraged to make an appointment with the Campus Principal or Business Manager, Marlene Barker to discuss circumstances and available options.

Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used.

Payment requests or letters to parents will be itemised and the category each items falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.

Receipts will be issued to parents immediately upon making payment.

Reminders for unpaid essential education items or optional items will be generated and distributed on a regular basis to parents, this usually occurs once per term.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

**Personal property**

- Please encourage your child to take care of his/her property and make sure everything is clearly named.
- **School backpacks are to be kept clean and free from graffiti**
- Private property brought to school by students is not insured nor is the Department of Education and Early Childhood Development responsible for any loss. Accordingly, students are encouraged to not bring valuable items such as portable music devices, mobile phones and other electronic equipment to school. The expectations is that this will be kept in the student's locker during the school day.

**Resource Lists**

Students should be well prepared for their learning. In Years 9 – 12 Resource List items (textbooks, stationary and other subject requirements) can be purchased from any bookseller or from Campion Education following the procedure outlined below. In Years 7 and 8 a Resource Charge and Stationery Pack has replaced the need to purchase resources through a Resource List. The Year 7 and 8 Resources and Stationery Packs can be purchased from the college.

Campion Education: Resource Lists should be returned to the college (we forward the Resource list on your behalf) by **Friday 12th December 2014**, or direct to Campion Education after this date. There are also second-hand services available through Second-hand Schools Supplies, 9 Star Street, Geelong, for the recycling and trading of school items such as uniforms and text books.

**Student ID card**

Each student is issued with an ID card which has displays their name and photo ID. These cards are used for printing, photocopying, borrowing library books and to ‘swipe in’; when a student arrives late to school. Students are encouraged to wear these in the plastic pouch and lanyard for easy access and identification. Lost cards can be replaced through the College Library.

**Student Uniform**

(from the College Uniform Policy)

Students are expected to wear the college uniform with pride.

The purpose of the college dress code is:

1. To enhance the reputation of the College.
2. To assist in developing a sense of individual pride in students and promote development of their personal presentation skills.
3. To promote a sense of collective identity within the College.
4. To promote individual student safety, group security and reasonable standards of health and hygiene.
It is condition of enrolment that all students wear the college uniform.

It is highly recommended that each item of clothing is clearly labelled with the student's name in order for lost uniform to be returned to the owner. Summer or winter uniform may be worn at the discretion of the student.

Uniforms can be purchased from:
Bellarine Uniforms at 162 Moorabool Street, Geelong, 3220.
Phone: 5221 9199, email: bellarine@noone.com.au

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer check skirt</td>
<td>Navy shorts with patent waist</td>
</tr>
<tr>
<td>Summer check peter pan blouse</td>
<td>Midford school blue shirt</td>
</tr>
<tr>
<td>White peter pan short or long sleeve blouse</td>
<td>White socks</td>
</tr>
<tr>
<td>Navy shorts with patent waist</td>
<td>Grey school trousers</td>
</tr>
<tr>
<td>White socks</td>
<td>(Students may wear navy tights with kilt).</td>
</tr>
<tr>
<td>WHC Kilt - must be knee length or longer</td>
<td>Grey school trousers</td>
</tr>
<tr>
<td>(Students may wear navy tights with kilt).</td>
<td>(Students may wear black or grey socks with</td>
</tr>
<tr>
<td>Grey school trousers</td>
<td>long grey trousers).</td>
</tr>
<tr>
<td>Navy v neck wool blend pullover with WHC</td>
<td>Navy v neck wool blend pullover with WHC</td>
</tr>
<tr>
<td>logo</td>
<td>logo</td>
</tr>
<tr>
<td>Navy v neck vest with WHC logo</td>
<td>Navy v neck vest with WHC logo</td>
</tr>
<tr>
<td>Black leather school shoes</td>
<td>Black leather lace-up school shoes</td>
</tr>
<tr>
<td>must be flat heeled face-ups or T-bars</td>
<td>(cut below the ankle and able to be polished).</td>
</tr>
<tr>
<td>(cut below the ankle and able to be polished).</td>
<td>College blazer (optional)</td>
</tr>
<tr>
<td>T-bars must be buckled.</td>
<td>Plain navy, maroon or mid blue scarves</td>
</tr>
<tr>
<td>College blazer (optional)</td>
<td>may be worn for warmth.</td>
</tr>
<tr>
<td>Plain navy, maroon or mid blue scarves</td>
<td>Navy Back Pack</td>
</tr>
<tr>
<td>may be worn for warmth.</td>
<td></td>
</tr>
<tr>
<td>Navy Back Pack</td>
<td>SPORTS UNIFORM</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>SPORTS UNIFORM</td>
<td>SPORTS UNIFORM</td>
</tr>
<tr>
<td>Sky blue sports polo with WHC logo</td>
<td>Sky blue sports polo with WHC logo</td>
</tr>
<tr>
<td>Navy sports shorts</td>
<td>Navy sports shorts</td>
</tr>
<tr>
<td>Navy microfiber jacket with WHC logo</td>
<td>Navy microfiber jacket with WHC logo</td>
</tr>
<tr>
<td>Navy microfiber track pants</td>
<td>Navy microfiber track pants</td>
</tr>
</tbody>
</table>

Please Note:
- The college backpack is compulsory, being designed to carry the Slate PC securely.
- Navy Blue College jackets may be worn for extra warmth on colder days, but only outside the buildings. These are not a substitute for the College jumper.
- College navy blue bucket hat should be worn for UV protection outside, not inside the buildings. No beanies are allowed.
- The previous summer dress design may be worn only by students in Years 10-12 in 2015. If students in Years 10-12 require a new summer dress they should purchase the new uniform.

Personal Appearance:
- Hair is to be neat and clean. In some circumstances students may be required to wear hair nets or other forms of cover for reasons of safety or health.
- All clothing is to be clean, neat and in good repair.
- Appearance and/or apparel to be such that they are not likely to distract any person from classroom learning.
• When wearing casual clothes, such as for an excursion or a multi-day, it is to be appropriate to the circumstances e.g. an excursion may require solid footwear. Tee-shirts or other items are not to have extreme or offensive diagrams and/or statements.
• Watches and religious symbols such as a crucifix are permitted. Other jewellery is allowed.
• With the exception of a simple stud or keeper for ear piercings, no body piercings are permitted. Taping of piercing accoutrements will not be accepted as a substitute for their removal, as taping can constitute a health and safety risk of equal magnitude to the accoutrement itself.
• Student are not permitted to wear makeup
• In representing the college in the community it is expected that students observe the Student Dress Code. An approved exemption is required in circumstances where this expectation may not be able to be met.

**Exemptions:** At times items of student uniform require cleaning, repair or replacement which renders the student unable, on a temporary basis, to comply with the Dress Code. In such circumstances, parents/guardians must provide a written explanation to the child’s mentor teacher who will issue a short term Uniform Pass in the child’s study planner.

**Resources for Parents:**
Plan of College
## SOAR expectations

<table>
<thead>
<tr>
<th>S</th>
<th>SAFETY</th>
<th>All around the College</th>
<th>In the learning space</th>
<th>In the Gym/ At Sport</th>
<th>Travelling and on Excursions</th>
<th>PREP</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Watch where you are going</td>
<td>✓</td>
<td>Follow teacher instructions</td>
<td>✓</td>
<td>Follow teacher instructions and use equipment appropriately</td>
<td>✓</td>
</tr>
<tr>
<td>✓</td>
<td>Wait your turn</td>
<td>✓</td>
<td>Wear appropriate safety gear during practical classes</td>
<td>✓</td>
<td>Warm up/down</td>
<td>✓</td>
</tr>
<tr>
<td>✓</td>
<td>Treat everyone well (No Bullying or put downs either in person or via mobile phones, computers and other technologies)</td>
<td>✓</td>
<td>Put safety first in practical classes</td>
<td>✓</td>
<td>Wear appropriate clothes and footwear, including protective gear if required.</td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>Stay within the college grounds</td>
<td>✓</td>
<td>Only take photos/video of others when you have their permission.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>Only take photos/video of others when you have their permission.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>O</th>
<th>ORGANISATION</th>
<th>All around the College</th>
<th>In the learning space</th>
<th>In the Gym/ At Sport</th>
<th>Travelling and on Excursions</th>
<th>PREP</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Arrive on time</td>
<td>✓</td>
<td>Arrive on time</td>
<td>✓</td>
<td>Have and wear the correct WHC sport uniform</td>
<td>✓</td>
</tr>
<tr>
<td>✓</td>
<td>Make sure you have everything you need for that session</td>
<td>✓</td>
<td>Bring all equipment and books required</td>
<td>✓</td>
<td>Return appropriate notes before the day</td>
<td>✓</td>
</tr>
<tr>
<td>✓</td>
<td>Arrive on time</td>
<td>✓</td>
<td>Keep your belongings organised</td>
<td>✓</td>
<td>Return appropriate notes and money on time</td>
<td>✓</td>
</tr>
<tr>
<td>✓</td>
<td>Make sure you have everything you need for that session</td>
<td>✓</td>
<td>Bring all equipment and books required</td>
<td>✓</td>
<td>Bring all specified equipment and clothing</td>
<td>✓</td>
</tr>
<tr>
<td>✓</td>
<td>Strive for success</td>
<td>✓</td>
<td>Be AT school and ready to LEARN.</td>
<td>✓</td>
<td>Make the most out of the learning experience</td>
<td>✓</td>
</tr>
<tr>
<td>✓</td>
<td>Take care of our environment; this breeds success.</td>
<td>✓</td>
<td>Take pride in your work</td>
<td>✓</td>
<td>Ask appropriate questions</td>
<td>✓</td>
</tr>
<tr>
<td>✓</td>
<td>Reflect a positive attitude</td>
<td>✓</td>
<td>Strive to achieve your best</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>✓</td>
<td>Seek help when needed</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A</th>
<th>ACHIEVEMENT</th>
<th>All around the College</th>
<th>In the learning space</th>
<th>In the Gym/ At Sport</th>
<th>Travelling and on Excursions</th>
<th>PREP</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Use appropriate language</td>
<td>✓</td>
<td>Listen and respect opinions of others</td>
<td>✓</td>
<td>Accept umpires’ decisions</td>
<td>✓</td>
</tr>
<tr>
<td>✓</td>
<td>Wear the college uniform with pride</td>
<td>✓</td>
<td>Encourage the learning of my peers</td>
<td>✓</td>
<td>Be a good sport</td>
<td>✓</td>
</tr>
<tr>
<td>✓</td>
<td>Be polite, courteous, tolerant and helpful to others in person and on-line</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>Respect the equipment &amp; the facilities you are using</td>
<td>✓</td>
</tr>
<tr>
<td>✓</td>
<td>Keep the college grounds, learning spaces and furniture in good order and clean.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>R</th>
<th>RESPECT</th>
<th>All around the College</th>
<th>In the learning space</th>
<th>In the Gym/ At Sport</th>
<th>Travelling and on Excursions</th>
<th>PREP</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>✓</td>
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<td></td>
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<tr>
<td>✓</td>
<td></td>
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</tr>
</tbody>
</table>
Session times
All students are expected to enter the building and prepare for their learning prior to the scheduled time. Learning is organised into 100 minute sessions, however timetabling may result in some split sessions as indicated below. At Western Heights College we promote student independence and organisational skills. WHC students are expected to check their time keeping devices to ensure they are always on time.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45</td>
<td>STUDENTS ENTER BUILDINGS AND PREPARE</td>
</tr>
<tr>
<td>8.55</td>
<td>SESSION 1</td>
</tr>
<tr>
<td>9.45</td>
<td>SESSION 2</td>
</tr>
<tr>
<td>10.35</td>
<td>A.M. RECESS</td>
</tr>
<tr>
<td>11.00</td>
<td>STUDENTS ENTER BUILDINGS AND PREPARE</td>
</tr>
<tr>
<td>11.05</td>
<td>SESSION 3</td>
</tr>
<tr>
<td>11.55</td>
<td>SESSION 4</td>
</tr>
<tr>
<td>12.45</td>
<td>LUNCH</td>
</tr>
<tr>
<td>1.35</td>
<td>STUDENTS ENTER BUILDINGS AND PREPARE</td>
</tr>
<tr>
<td>1.40</td>
<td>SESSION 5</td>
</tr>
<tr>
<td>2.30</td>
<td>SESSION 6</td>
</tr>
<tr>
<td>3.20</td>
<td>DISMISSAL</td>
</tr>
</tbody>
</table>

Term dates 2015

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates listed below to</th>
<th>Term 1 Commencement dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>29 January</td>
<td>29 January Year 11 &amp; Year 12 first day of classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year 7 students individual mentor appointments</td>
</tr>
<tr>
<td>2</td>
<td>13 April</td>
<td>30 January Year 7 first day of classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year 8, Year 9 &amp; Year 10 students individual mentor appointments</td>
</tr>
<tr>
<td>3</td>
<td>13 July</td>
<td>2 February All students at school, Year 8, Year 9 &amp; Year 10 first day of classes</td>
</tr>
<tr>
<td></td>
<td>18 September</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5 October</td>
<td>18 December</td>
</tr>
</tbody>
</table>

College Website and Parent Portal

www.whc.vic.edu.au