Introduction

**Western Heights College** is unique within the Geelong area as a co-educational, two-campus school; Vines Road campus (middle years 7-9) and Quamby campus (later years 10-12).

The overall size of the College enables it to provide a great range, variety and balance of curricular options, choices of study and the opportunity to participate in a wide range of College activities. The College has been organised so that it operates across the two campuses in learning communities to provide care, personal attention and a sense of belonging for students at all levels.

The flexible learning spaces in the Vines Road Campus support our learning and teaching paradigm. The College will continue to develop and document curriculum while focused on improving the quality of instructional practice at every level, in every subject, within each Campus and Learning Community.

Western Heights College has established co-operative and productive partnerships with the Vines Road Community Centre, the Senior Citizens, the City of Greater Geelong and the broader community, providing opportunities to continue this development of partnerships at the Vines Road Campus.

Western Heights College is committed to excellence with a goal of high academic standards combined with the valuing of each student as an individual. A highly qualified and dedicated staff provides for students' academic and pastoral needs across all campuses.

Enquiries regarding the College are welcome.

**Middle Years Campus**  
Vines Road, Hamlyn Heights

**Later Years Campus**  
Quamby Avenue, Hamlyn Heights

**Western Heights College Purpose**

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**

✔ Confidence and persistence to approach both the familiar and the new  
✔ Courage to take calculated risks and welcome challenge  
✔ Respect for each other and our local and global environment  
✔ Commitment to each other, to all we do and to excellence  
✔ Integrity in all our actions and our communications  
✔ Care, compassion and tolerance for all members of our community  
✔ Celebration of each and all of our achievements  
✔ Humour to embrace all we do and all we face

**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
Learning and Teaching

Western Heights College continues to strategically and systematically develop, implement and embed student learning that is personalised, relationship focussed 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 pedagogies – recognition that the nature of schooling has changed in that learners demand instructional practices that enable them to be more than receptacles of content. (College wide pedagogy statement)
✓ Building staff capacity through targeted professional learning opportunities.
✓ The effective use of learning technologies.
✓ Authentic Curriculum
✓ Effective learning requires authentic tasks and assessment practices, and enables conceptual learning and understandings that are transferrable- Curriculum is developed, evaluated and refined in accordance with DEECD policy and frameworks using the Backwards Design model (Wiggins and McTighe).
✓ Access to 24/7 learning
✓ 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 cover 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 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 "I Nine" 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.
Term dates 2013

Term 1  January 30\textsuperscript{th} to March 28\textsuperscript{th}
Term 2  April 15\textsuperscript{th} to June 28\textsuperscript{th}
Term 3  July 15\textsuperscript{th} to September 20\textsuperscript{th}
Term 4  October 7\textsuperscript{th} to December 20\textsuperscript{th}

Session times

All students are expected to enter the buildings and prepare for their learning prior to the scheduled time. Most of the 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 and hence the Vines Road does not have traditional school bells.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</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>
Student Wellbeing and Engagement

Expectations of students:

- Students will attend regularly.
- Students will be courteous and well-mannered at all times.
- Students will obey College rules, will obey all reasonable directives from teachers and behave in a safe, orderly and responsible manner.
- Students will respect the rights and property of the College, of other members of the College community and of the College's neighbours.
- Students will be adequately prepared and punctual for all classes.
- Students will work to the best of their ability.
- No student will behave in such a way as to prevent others from learning or from gaining maximum benefit from lessons and College activities.
- Students will wear the College uniform at school, and on the way to and from school.
- Students will be aware of College rules and accept the consequences of not conforming to these rules.
- Students will promote a positive image of the College.
- Students will work co-operatively with staff.

We believe that when students meet these expectations the College will be a place where they can feel secure, where they can develop desirable social attitudes and where there can be a sustained productive learning atmosphere.

Expectations of Parents:
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 school work.
- If he/she has failed to meet the College's expectations in some area, show him/her you expect him/her to accept the consequences.
- Contact the College early if you become aware of a serious problem.
- Avoid total acceptance of what he/she tells you about any conflict situation, and especially beware of criticising the College or a teacher in front of him/her. The better procedure is to contact the College and discuss the problem with the appropriate person.

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 Code of Learning Behaviours

The College Code of Conduct is best summarised by the expectation that students will display the following behaviours at all times:

Safety
Organisation
Achievement
Respect

To ensure that all students can achieve success and achieve their full learning potential, the following learning behaviours have been developed by Students, Staff, Parents and the Community at Western Heights College.

• **Mutual Respect**: Students learn best where their individuality is accepted, nurtured and acknowledged. All students are expected to respect all members of our College Community.

• **Cooperative learning/Team work**: The development of team building skills allows all members of the community to work cooperatively together to ensure success for all.

• ** Respect for Individuals**: All members of the WHC community have individual identities that are valued, acknowledged and respected.

• **Respect for Self**: All students are expected to demonstrate respect for self by wearing the College Uniform with pride. Regulation uniform is expected to be worn at all times at school, including to and from school. College sports uniform is to be worn for all physical education and sport classes. Adherence to the college dress code, which includes following the regulations regarding piercings and makeup, is expected by all students at the college.

• **Achieving our Best**: Students at WHC are expected to accept challenges and strive to achieve their personal best.

• **Attentive Listening**: Empathy and respect are actively encouraged in all students through the practice of attentive listening. Strategies for developing and practising attentive listening are explicitly taught to ensure that all students take advantage of the learning opportunities offered to them.

• **Organisational Skills**: All students are expected to take responsibility for their own learning by being prepared for all learning; by completing all PREP tasks; by being punctual; by attending regularly and by using the College study planner for organisational purposes and for the communication between home and the college.

• **Respect for Personal Space/‘Hands Off’**: All members of the college community are expected to respect the personal space of others by observing the college ‘Hands Off’ rule.

• **Physical Movement**: All members of the college community are expected to move around the college in a respectful manner that ensures the safety of themselves and others.

• **Communication**: Respectful, non-inflammatory language is expected between all members of the WHC community. Restorative language is a priority when resolving conflict.

• **Environment**: All members of the WHC community are expected to respect all areas of the College environment, this includes learning spaces, the yard and all shared community spaces. Students must ensure that all belongings are clearly named and that their belongings are locked away in their lockers.

• **Learning Technologies**: All students are expected to act respectfully and responsibly when using learning technologies at WHC. ITC protocols that include the responsible use of technologies such as mobile phones, laptops, IPODs, tablets and the College Network must be followed.

In the event of a young person not meeting the above expectations, Western Heights College adopts 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. Each student has a learning mentor to assist them in this process. Parents and guardians are expected to be involved in every aspect of this process at the college.

**Western Heights College prides itself on being a Restorative Practices School.**
## Student dress code

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 a condition of enrolment that all students wear the College uniform.

## Dress code:

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 63 Myers 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 black or grey socks with long grey trousers).</td>
</tr>
<tr>
<td>WHC Kilt - must be knee length or longer</td>
<td>Navy v neck wool blend pullover with WHC logo</td>
</tr>
<tr>
<td>(Students may wear navy tights with kilt).</td>
<td>Navy v neck vest with WHC logo</td>
</tr>
<tr>
<td>Grey school trousers</td>
<td>Black leather lace-up school shoes</td>
</tr>
<tr>
<td>Navy v neck wool blend pullover with WHC logo</td>
<td>(cut below the ankle and able to be polished).</td>
</tr>
<tr>
<td>Navy v neck vest with WHC logo</td>
<td>College blazer (optional)</td>
</tr>
<tr>
<td>Black leather school shoes</td>
<td>Plain navy, maroon or mid blue scarves may be worn for warmth.</td>
</tr>
<tr>
<td>must be flat heeled lace-ups or T-bars (cut below the ankle and able to be polished).</td>
<td>Navy Back Pack</td>
</tr>
<tr>
<td>T-bars must be buckled.</td>
<td></td>
</tr>
<tr>
<td>College blazer (optional)</td>
<td></td>
</tr>
<tr>
<td>Plain navy, maroon or mid blue scarves may be worn for warmth.</td>
<td></td>
</tr>
<tr>
<td>Navy Back Pack</td>
<td></td>
</tr>
</tbody>
</table>

### SPORTS UNIFORM

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<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 highly recommended and compulsory for Year 7 in 2013.
- Jackets may be worn for extra warmth on colder days, but only outside the buildings. These are not a substitute for the College jumper.
- Sun hat/cap 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 Year 8 -12 in 2013.
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 mufti-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. No other jewellery is allowed.
- No body piercing accoutrements will be allowed, with the exception of a simple stud or keeper for ear piercings. 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.
- No make-up.
- Only students observing the Dress Code or who have an approved exemption will be able to represent the College in the community.

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.

Booklists / Resource List
Booklist items (textbooks, stationery and other subject requirements) can be purchased from any bookseller or from Landmark School Supplies following the procedure outlined below.

LANDMARK SCHOOL SUPPLIES: Booklists can be returned to the college by Monday 14 December 2012, or direct to Landmark School Supplies after this date. The college forwards the booklists it has received to Landmark School Supplies who pre-pack all items ordered. These items are then paid for at the time of collection. Books are collected from the Year 7 Learning Community, (Green Building) at the Vines Road Campus, on Friday 25th of January, 2013.

Payment is made directly to the supplier (Landmark School Supplies). Please note that parents are not obliged to deal with Landmark School Supplies. On receipt of the booklist, all or part of the items required may be obtained from an alternative source (except for the compulsory study planner which can only be purchased via Landmark School Supplies booklist or directly from the College).

College Requisites
The following items are available via the resource list or from the General office at each campus:

- Junior Study Planner Yr.7-9 (compulsory) $15.00
- WHC Lanyard & Pouch (compulsory) $ 5.00
- Junior Calculator (not required at Year 7) $20.00
- Combination Padlock (not required at Year 7 & 8) $14.00
- Safety Glasses (for workshop studies) $ 5.00
- Workshop Apron $13.00
- Sun Hat $ 6.50

These prices are current at the time of printing.
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 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.

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. home economics, ceramics, photography, catering);
- college uniform;
- transport and entrance for camps and excursions which all students are expected to attend.

Some studies and activities have a set charge which is listed on the relevant year level fees and charges notice 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, Rock Eisteddfod;
- 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: 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.

Second hand book and uniform arrangements
In order to support parents in meeting the costs of their student’s education the college conducts a second-hand book sale day, held in December of each year. There are also second-hand services available through Second-hand Schools Supplies, 31 Little Ryrie Street, Geelong, for the recycling and trading of school items such as uniforms and text books.

Other support options
The college appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist parents, including the Education Maintenance Allowance (EMA) and State Schools Relief Committee support. Also there are 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.

Education Maintenance Allowance (EMA)
A parent or guardian of a child under 16 years of age who holds an eligible Centrelink benefit and a Health Care Card or pension card or is a temporary foster parent may be entitled to the Education Maintenance Allowance ($300 per annum for a student in Year 7 and $250 for a student in Year 8 – Age 16).

Applications must be made in person and by presenting the relevant Health Card to an authorised person at the college. To be eligible for the EMA payments, cards must be current on the first day of Term 1 for the first semester payment and current on the first day of Term 3 for the second semester payment. Eligibility is verified by Centrelink. There is a closing date for applications in both Semesters 1 and 2. There dates will be published in the College Newsletters. People who become eligible since the time of the first payment may apply for the second semester allowance. Students who turn 16 during the year receive a proportion of the allowance.

From 2013, the EMA will no longer be paid 50/50 between the parent and the college. The 50% school portion of the EMA will no longer be paid to schools on behalf of parents.

Payments will be made directly to parents, with the following payment options available:
• paid by direct deposit (Electronic Funds Transfer) into your nominated bank account or
• paid by cheque which will be posted to the college for collection or
• paid to the college to be held as credit which you can use towards education expenses.

Parents have the option of providing essential education items themselves or can authorise the college to direct their family’s EMA towards particular items - this is managed through the college’s EMA Holding Scheme.

The EMA Holding Scheme offers recipients of EMA the option to leave the EMA payment at the college (refer to dot point three above). During the course of the year, parents then have the opportunity to allocate their EMA funds to pay for a range of education expenses.

Any portion of the EMA not expended by the end of the year will be returned to the parent/guardian unless there is agreement reached with the parent/guardian that this money can be carried over into the next year.
The college will manage the parent payment arrangements to coincide with the timing of the availability of Education Maintenance Allowance.

Families experiencing financial difficulty or who require further information regarding EMA should contact the College Business Manager.

**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, four payment options have been developed:

- **Option A**  Full payment to the General Office
- **Option B**  A payment plan – making regular instalments
- **Option C**  Make regular payments using Centrepay
- **Option D**  Other, payment arrangements

Alternative payment options are available through the college with parents encouraged to make an appointment with the Campus Principal or Business Manager 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.

**Communication Channels**

**Parent Newsletters**

These are produced every fortnight throughout the year. The first newsletter of each term is printed in and distributed to students at school with subsequent editions available on line via the college website.

**College Website**

Our website [www.whc.vic.edu.au](http://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 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 courses, school policies 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 Newsletter.
**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 (i.e. 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 Assemblies**

College and Campus Assemblies are held regularly 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 and Campus Leaders at campus assemblies.

Learning Community Leaders will call assemblies as required throughout the year to inform students of a particular level, of matters pertaining to them. All assemblies are compulsory for students to attend.

**Student Study Planner**

This has 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 campuses
   - term dates, holidays, dates of some major school events
   - college rules

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 study planner.

The study planner is an essential item and can be purchased at each Campus Office or through the bookseller.

**Contacting college staff members**

- In general, the best method for contacting the College is to telephone the College Office on 5277 1177. Give the operator 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 appointment 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 Campus Office to meet staff or collect your child.
Parent involvement in the college

Parents are encouraged to be involved in the life of the College. Assistance is appreciated in the following ventures which rely on parent support. Campus principals can provide additional information on the many ways in which parents can be involved.

College Council: Parent nominations are called for each March and the term of office is for two years.

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 on the Attendance Hotline (5277 9793). This is an answering service and messages can be left with your child’s name, date/s and reason for absence.

The college also has a SMS or email attendance alert where parents are notified if the child is not at school and the absence has not been approved by a parent by 9:30am.

Accidents and Emergencies

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
the name and telephone number of someone who will be available in the event that you cannot be contacted

Parents are advised to become subscribers to the 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.

Accidents or illness at school
Students who become ill or injured are to report to the Secondary Teacher Assistant (based in each learning community), their Mentor teacher, or any other teacher, who will deal with minor problems. If necessary, parents are notified to collect their child and/or receive treatment.

At school the focus is on students learning which will not be effective if a student is unwell. Therefore if a student is ill and not fit to cope with a full day of learning, parents should keep the child at home. If a student becomes ill during the day then contact will be made with a parent to make alternative arrangements.

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 these students may have prompt relief when required.

Students will not be permitted to leave the college without contact first having been made with the parent or guardian.

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 on each campus.
Students are not permitted to leave the college grounds to go to the local shops.
**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.

**College Library**

The College now has a shared use arrangement with the Geelong Regional Library on the Vines Road site. All College students are able to join GRL thereby having access to both collections. Detailed information is available from the Vines Road Library.

**MYLE program- slate PC**

In 2013 Year 7 students will each have a slate personal computer. The move over recent years has been for more mobile and flexible ICT resources that meet the needs of the open learning spaces at Vines Road and how our students and staff use them. Learning should now be available anywhere, anytime and to do this effectively our students need their own PC. The cost of entry for the type of device is still quite high which is why the school 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.

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. We will be making sure all the resources your child needs are available both inside and outside the school.

Further information, including cost and payment alternatives are detailed in the MYLE information booklet.

**ICT Acceptable Use policy**

Students are required to use the computers and other equipment in a responsible way for educational purposes only. The detail of the college policy can be found on our website at www.whc.vic.edu.au

**College Houses**

In 2013 a house system will be introduced. The houses are

- Vines – Green,
- Barton – Blue,
- Minerva – Yellow,
- Quamby – Red

Students will be assigned to houses. There are many different ways that student can earn house points over a variety of activities. The house system through the student house leaders promotes a positive environment across the college as well as leadership opportunities and experience.
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: A 3 day Year 7 Camp, in partnership with AUSCAMP, will be held at Nillahcootie Outdoor Centre, early in term one.

Year 8: The 3 day Year 8 Camp, in partnership with AUSCAMP, will be held at Wenslydale Outdoor Education Centre (Anglesea) during Term 3.

Year 9: The camps program is more noticeably delineated between core and elective experiences. The Year 9 Camp, in partnership with AUSCAMP, will be held at Charnwood during Term 4.

Students who undertake the Duke of Edinburgh elective 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.

Year 10: The Year 10 Camp will be the Tasmanian trip held at the end of Term 2.

The Duke of Edinburgh scheme continues in Year 10 and students are also 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.

Years 11 and 12: Students will be offered the Kakadu trip in 2013, to take place in June and following alternate years.

International Language experience: For many years WHC has offered a range of international experiences for Later Years students. These trips have alternated between Japan and France, as a language experience.

Instrumental Music / School Band

Students have a marvellous opportunity to become members of the school concert band, by learning to play a musical instrument. Tuition is free 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.
Sport

Involvement in inter-school sport is on a volunteer 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 are – hockey, tennis, athletics, baseball, cross-country running, table tennis, badminton, cricket, netball, volleyball, football, softball, soccer and swimming.

Bikes

The College recommends that you:
1. Have the police engrave a registration number on your child’s bike.
2. Provide a padlock and chain to lock the bike to the bike racks. Please note that combination locks are easily picked.
3. Encourage your child to put his/her bike in the locked bicycle enclosure.
4. Insist your child wears an approved bicycle helmet.

Personal property

- Please encourage your child to take care of his/her property and make sure everything is clearly named.
- School bags are to be kept clean and free from graffiti
- Private property brought to schools by students is not insured nor is the Department of Education and Early Childhood Development responsible for any loss. Accordingly, students should not to bring valuable items such as portable music devices, mobile phones etc. to school. The College has a Mobile Phone Policy and will not take responsibility for mobile phones brought to school.

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" (form RO:38A) 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 College.

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 and should be completed before the start of the new school year. From 2013 to be eligible for the Conveyance Allowance you must meet a means test requirement.
**Country bus routes**
Contract buses on the following routes service Western Heights College:

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<tr>
<th>Mt. Anakie</th>
<th>Inverleigh</th>
<th>Lethbridge</th>
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<tr>
<td>Bannockburn 1</td>
<td>Meredith 1</td>
<td>Wingeel</td>
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<td>Inverleigh</td>
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<td>Bannockburn 2</td>
<td>Meredith 2</td>
<td>Little River</td>
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<tr>
<td>Bannockburn 3</td>
<td>Shelford</td>
<td>Maude</td>
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All buses deliver and pick-up students at the Bus Turn-Around Area at the Vines Road Campus on Calvert Street.

The Campus Principal can provide further information.

**Geelong busses**
These buses follow their normal Geelong transport system routes and so students pay the appropriate fare.