

# A – Z IMPORTANT INFORMATION FOR PARENTS AND STUDENTS

## **Absence:**

Any student who is absent from school must bring a note from home within 3 days of returning to school or parents can contact the Attendance Officer by phone on 03 5021 2911 (option 1) or email [attendanceofficer@milsen.vic.edu.au](mailto:attendanceofficer@milsen.vic.edu.au) to verify (explain) every absence. A message can be left on the phone 24 hours a day. Class rolls are marked each lesson and a SMS system is used to notify parents of student absences. Details of student attendance are sent home with reports and Student Learning Profiles. Parents can check all absences via The Parent Portal on Compass. Students who do not attend regularly may be exited from the College. When considering absences, the College works on total absences (explained and unexplained).

## **Assemblies:**

A number of assemblies for students are conducted during the year. These are held in the Gymnasium, where important information for students is given. Attendance at all assemblies is compulsory and students who choose to absent themselves from assemblies are jeopardising their enrolment.

## **Assessment:**

At the Senior level of schooling, Students must meet a minimum standard to achieve an S in a Unit (Semester based subject). In order to achieve an S, students must meet the knowledge and skill requirements of all Outcomes. To assess these knowledge and skills, a number of assessment tasks (see below) are conducted. Teachers may also use class work and additional tasks to check for knowledge and skills. Full details about assessment in each subject are given to students in class including a formal Course Outline. Parents can access these Course Outlines which include all assessment dates for all subjects via the Parent Portal.

## **Assessment Tasks (VCE Subjects Only):**

These are the major forms of assessment in Year 11 and 12 subjects. For Unit 3/4, these tasks are also called SAC's – School Assessed Coursework or SAT's - School Assessed Tasks. In Units 1 and 2 of VCE, Assessment Tasks receive a letter grade which appears on the student's report. In Units 3 and 4 of VCE, SAC's or SAT's assessment tasks are given a numerical grade which counts towards the study score in that subject. Students must satisfactorily complete assessment tasks to show understanding of Unit Outcomes and receive an "S" (pass) result in a subject. Teachers provide students with assessment criteria for each task.

## **ATAR – Australian Tertiary Admission Rank:**

This is the final numerical score a VCE student receives at the end of their Year 12 studies. This score is used to determine entry into Universities and other post-secondary institutions. This is an overall measure of how well the student has performed in his/her VCE compared to the rest of the student cohort. After scaling, all successful students will be ranked on the basis of their results in English, their next three best scaled scores and 10% of any fifth and sixth scaled score. For full details about ATAR scores, please see <http://www.vtac.edu.au/results-offers/atar-explained.html>. You must sit end of year exams to gain an ATAR. You can also obtain an estimation of an ATAR by using the following ATAR calculator <http://vce.atarcalc.com/>

## **Attendance:**

Students are required to attend all scheduled classes and other events (such as assemblies and excursions). Students who do not attend classes are jeopardising their chances of success as they are missing out on important instruction time. Catching up on the work and authenticating the work (see below) then becomes difficult. If students miss a certain number of classes, the teacher may determine that the student is not capable of passing that subject. Parents/Guardians are responsible for ensuring that their child attends all scheduled classes and events. The College Attendance Officer will ring home to verify student absences not covered by a note. Parents can view student attendance details via the parent portal.

## **Authentication of Student Work:**

The onus is on the student to demonstrate that all work completed during Years 11 and 12 is their own. Regular attendance enables teachers to readily monitor student progress and assess work accurately. Students are reminded that there are serious consequences for those who choose to plagiarise the work of others or breach the VCAA/MSA rules in regard to tests, exams etc., this may include a zero score for a SAC or being exited from the College. Most major tasks are completed in class to further assist the teacher with authentication of work.

## **The Beat:**

Conducted in Term 3, The Beat is a performing arts presentation that showcases talent from local state primary and secondary schools. Acts are auditioned and Mildura Senior College staff and students play a significant role in the planning and staging of this event. Students who wish to be involved should contact the convenor of The Beat.

**Behaviour:**

The **young adult or mature learning environment** is a major feature of Mildura Senior College. As we cater exclusively for Year 11 and 12 students, our expectations regarding behaviour are extremely high and the expectation is that students take responsibility for their behaviour and actions. Our Engagement & Wellbeing Policy reinforces this expectation and provides specific details about behaviours that are an accepted part of our learning community.

**Book Sales:**

Collins Books (Langtree Mall) is the supplier for textbooks at Mildura Senior College. Any orders or queries should go to this location. The College conducts a Second Hand Book Sale in late November/early December where parents can purchase good quality text books at approximately half the new price. Full details regarding the Second Hand Book Sale are available from the College at enrolment and on parent newsletters late in the year. The College occasionally has text books for sale during the year from students who have left school – please enquire at the Office.

**Bus Passes:**

Any student who lives 4.8km or more (by the shortest route) from the College may be eligible for free bus travel under certain conditions. Student Conveyance Allowance Application Forms are available at enrolment, from the Office or on our college website. Please note that the 4.8km limit is *strictly enforced*.

**Bus – College:**

The College has two 12 seater mini-buses which are used for transporting students and staff on excursions. As the buses are college property, the consequences for students who mistreat them are serious. Misbehaviour whilst travelling on the buses will not be tolerated under any circumstances.

**Bus Stops:**

These are located in Deakin Avenue at the front of the College and in 14<sup>th</sup> St near Deakin Avenue. As both these areas are extremely busy at the start and end of the school day, students should not linger near the kerb or behave in a manner that puts themselves or others at risk. **During the school day, the bus stop shelters are out of bounds for students.**

**Camps, Sports and Excursion Fund (CSEF):**

Please contact the office for any matters relating to eligibility for payments or visit the DET website <http://www.education.vic.gov.au/about/programs/health/Pages/csef.aspx> for further information.

**Canteen:**

The canteen provides students with a range of food and drink before school, at recess and during lunch. Prices are competitive with neighbourhood shops. Students can order items at the start of the day. Students are responsible for keeping the canteen area neat and tidy, in particular placing rubbish in the bins provided. The canteen has EFTPOS facilities for students who prefer to use a card instead of carrying cash.

**Cars – Students and Cars:**

Students who are licensed drivers are able to drive to and from the College. **Parents and students need to be aware that it is against College policy for student drivers to transport other students during the course of the school day (this includes travel to and from school), or to any school function or event.** The Student Code of Conduct outlines our policy regarding student drivers. Essentially, the policy states that:

- students can only park in 14<sup>th</sup> Street or the Gym car park, (no parking in Havilah Crescent)
- student drivers **MUST** register their vehicle details with the Assistant Principal,
- any dangerous or irresponsible driving will be reported to Police immediately.

Students who drive must complete Driver Agreement Forms which can be collected from the front office, the Student Services Centre, or on our college website.

**Careers Office/Careers Advice:**

The College has a well-resourced Careers Centre that students and parents can access for advice and information. It is preferable to make an appointment with the Careers Adviser to discuss your circumstances. Given the complex and ever changing rules and regulations related to further study and/or employment, it is crucial that students and parents receive the correct information **at all times**. Not seeking the correct advice or relying on second hand information can be extremely detrimental to a student's pathway.

**Chaplain:**

Our College Chaplain is a valued member of our Well Being Team. Colin Cole can be accessed by students and parents for counselling on a range of issues – please make an appointment to ensure your needs are met. The chaplain also teaches several classes and is a key figure in the organisation of events such as Graduation Ceremony, Debutante Balls and the Commencement Ceremony. <http://www.education.vic.gov.au/school/principals/health/Pages/nscpchaplaincy.aspx#link72>

**Changing Subjects:**

The College has two formal change of subject periods – Week 2 of Term 1 and at the end of Semester 1 (early June). A formal process must be followed. Subject changes at any other times of the year are discouraged.

**Centrelink:**

A significant number of students at our College receive support from Centrelink. Officers regularly visit our College and we are obligated to supply Centrelink with information about a range of student information, in particular, attendance. Any student wishing to visit Centrelink should do so during independent study on Wednesday mornings between 9.00am and 10.30am. Any student with concerns about Centrelink should see Marg Wilson in the Student Services Centre. Any change in student details (such as address) or course changes must be reported to Centrelink immediately.

**Code of Conduct:**

The Student Code of Conduct outlines the expectations of our learning community and is the centrepiece of our Young Adult/Mature Learning Environment. The document sets the tone for our College by outlining our main rules, and the consequences for those who choose to breach those rules. You can find the Student Engagement and Wellbeing Policy at <http://www.milsen.vic.edu.au/pages/wellbeing/healthandwellbeing>. When enrolling, students and parents sign a declaration agreeing to abide by the Code of Conduct and to accept the consequences of inappropriate behaviour.

**College Hours:**

The College office is open from 8.00am to 5.00pm on a normal school day. Students who wish to access the College outside of these hours should see one of the Assistant Principals. Please note that the College office is closed during school holidays. The office reopens on or about January 24<sup>th</sup> following the Christmas and New Year break.

**College Council:**

The College Council meets approximately 8 times a year to discuss a wide range of management policy and financial issues relating to the College. Council members comprise parents, teachers and co-opted community members. Any parent who wishes to join Council or has any queries regarding Council should contact the Principal.

**Computer Access:**

The College operates a BYOD program for students (see page 16). It is important that all students adhere to the user guidelines at all times. The College has retained a number of desktop machines to supplement this program as well as providing machines that have the capacity to run some of the larger programs students need to access for coursework that involves editing videos and graphic design/CAD. There are also loan Netbooks available for hire for students who do not have their own device.

**Commencement of the Academic Year Ceremony:**

This is a formal occasion conducted in February each year to recognise the academic, sporting and cultural achievements of Year 11 students from the previous year and to induct the College Captains and SRC. Students receiving awards are notified by the College, and parents are allocated tickets for the evening.

**Counselling:**

The College Well Being Team comprising the Chaplain, School Nurse, Well Being Co-ordinator, Youth Worker, Sub School Leaders and Assistant Principals are available to assist students and parents with well-being issues. District staff such as psychologists, doctors and social workers can also be accessed at the College to assist with specific needs.

**Course Outlines:**

At the start of each Semester, students receive a copy of the major assessments and the assessment dates for each subject. Parents can view these documents via the Parent Portal. It is important that Parents and Students know when assessments are due. Entering these dates on a calendar or in a mobile device is strongly recommended.

**Debating/Public Speaking:**

The College provides students with the opportunity to participate in public speaking and debating competitions. Students should contact their English teacher for further details.

**Debutante Balls:**

The Chaplaincy Board organises a number of Debutante Balls as a major fund raiser to help offset the costs of Chaplains in local schools. The balls are usually held in August, with initial meetings and rehearsals in April. Further details about debutante balls are available from the Office, on page 27 of this handbook and on the college website.

**Dress Code:**

The College does not have a uniform. However, there is a dress code, the standard of which should be in line with an adult working environment. Students will be requested to change out of any item of clothing that is brief, revealing or offensive to others, such as a slogan or logo on a t-shirt that is not acceptable. Practical classes have specific footwear requirements. A range of *College Clothing (polo shirts, windcheaters)* can be viewed at enrolment and is available from Sportzprint Mildura. Students are encouraged to purchase "College gear" to supplement their everyday wardrobe items.

**Drugs and Alcohol:**

Any student who possesses or uses drugs or alcohol during the course of a school day or on excursion, or arrives at any function or event under the influence of alcohol or drugs is committing a serious offence. Such incidents will result in severe consequences, which may include notifying Police and exit from school.

**Email:**

Staff can be contacted via milsen mail. Using the structure of surname first letter of first name @milsen.vic.edu.au, e.g. to contact Mr John Brown the email address would be: [brownj@milsen.vic.edu.au](mailto:brownj@milsen.vic.edu.au). Students will also have access to their own email address which will be their student number followed by @milsen.vic.edu.au. e.g. [BRO0001@milsen.vic.edu.au](mailto:BRO0001@milsen.vic.edu.au)

**Exams:**

Exams are a major form of assessment at the College, and students should prepare accordingly. A structured home study and revision program is essential for student success. It is important not to leave studying for the examinations to the last minute. The more topics that can be revised throughout the year the better prepared for examination you will be. Students studying Units 1 and 2 VCE and VET subjects will have compulsory exams at mid-year and at the end of the year. All subjects in VCE Units 3 and 4 have exams at the end of the year. All students receive exam timetables well in advance and teachers provide revision sessions in the lead up to exams. There are no exams in VCAL subjects. Students who misbehave during exams will be removed from the room immediately and forfeit their grade for that exam. Students should arrive at the exam venue 15 minutes prior to the advertised starting time. Mobile phones and netbooks are **NOT** permitted in exam rooms. Exams are compulsory for all students studying a VCE/VET subject.

**Enrolment:**

All enrolment enquiries should be directed to the front office. Students wishing to enrol are asked to provide their most recent school report along with any other relevant documentation such as references and certificates. Enrolment at the College is not automatic; students must have satisfactorily completed Year 10. Students are interviewed by an Assistant Principal where a pathway is discussed and a set of subjects are developed. An enrolment form must be completed as part of this process. Please see Enrolment section (pg. 9-10) or use the following link for further information.

<http://www.milsen.vic.edu.au/pages/information/enrolment>

**Evacuation/Emergency:**

The College conducts a number of emergency evacuations each year. In the event of an evacuation, all students must move to the far side of the main oval as quickly as possible, following instructions from teachers. All students and staff are to remain in this area until the all clear is given. **Under no circumstances can students leave the area before the all clear is given. Rolls are marked as part of the evacuation.**

**Exchange Students:**

The College hosts a number of exchange students each year from a range of countries. Any student interested in an overseas exchange should contact Exchange Student companies directly:

Southern Cross Cultural Exchange [www.scce.com.au](http://www.scce.com.au)

Student Exchange Australia New Zealand <http://studentexchange.org.au>

World Education Program [www.wep.org.au](http://www.wep.org.au)

**Excursions:**

Throughout the year, students will participate in a range of excursions related to class work or for sports teams. All excursions require parent permission and must be fully paid before students participate. Permission for local excursions is provided at enrolment. At all times whilst on an excursion, school rules apply.

**Extensions for Work:**

Students are provided with adequate time to complete set tasks as part of their coursework. However, there are situations such as significant illness, participation in another school activity (e.g. sport) or other personal circumstances (such as a family bereavement) which may prevent students from completing tasks on time. Requests for extensions are not granted automatically as each case has individual circumstances. If a student does require additional time to complete the work, their case is considered by the class teacher in conjunction with the Sub School Leader and the Student Administration Coordinator. Once a decision has been made, there is no right of appeal.

**Exiting the College:**

Students who wish to leave the College (for example, if they have gained employment) must undertake a formal exiting process, which includes completing a transition form. Where possible, a parent should be present to sign the form and confirm the destination of the student. Parents and students are reminded that as students at MSC are involved in post compulsory schooling, the College can exit a student based on their behaviour, attendance and academic record. Under no circumstances can students simply "leave" school without formally exiting.

**Fees:**

Each subject that a student studies has a cost attached. The monies collected provide Essential Education material and some excursion activities for students. Fees are payable upon enrolment. Payment in instalments can be organised in consultation with the Business Manager and can be paid directly to the school bank account. For further information please see the school website <http://www.milsen.vic.edu.au/pages/information/collegepolicies>

**Field Areas**

A broad grouping into which all studies are placed, e.g. The Arts. There are 10 fields of study.

**GAT – General Achievement Test:**

All students studying a Unit 3 and 4 subject **must** sit the GAT. It is a 3 hour "general knowledge" test conducted in early June. The score students receive on the GAT is used to verify grades and may be used to calculate the ATAR score a student receives in December, in the case of an approved derived exam score. Please see the Pathways and Transition Co-ordinator for further information about the GAT. **Under no circumstances can the GAT be attempted on any other day.** More information about the GAT can be found at <http://www.vcaa.vic.edu.au/Pages/vce/exams/gat/aboutgat.aspx>

**General Enquiries/General Office:**

The office is the first point of contact for all visitors to the College and for queries relating to the day to day operations of the College. The office is open from 8.00am to 5.00pm on school days. The telephone number is 03 5021 2911.

**Graduation:**

In December each year we acknowledge the Year 12 Graduates (both VCE and VCAL) in a formal ceremony where academic, social and sporting achievements are recognised in a public forum. The ceremony features students in gowns, the Dux of Year 12, awards and musical items. Students who successfully complete their Year 12 studies receive information (including ticketing) about Graduation early in Term 4. The evening is a celebration of success and allows families to be together to recognise the completion of formal secondary schooling.

**Homework and Home study:**

Regular and scheduled homework (usually "catching up" on or "finishing" off class work) and home study (revision and preparation for SAC's, exams and other major assessments) are crucial to student success at the college. The amount of homework set varies from subject to subject, but usually Year 11 students should complete up to 3-4 hours of homework work 3 or 4 times a week. Year 12's should complete 3-4 hours of homework 4-5 times a week. Home study for exams and SAC's should begin well before the scheduled exam date; Students should do no less than 5 hours preparation for an exam Assessment Task or SAC. Teachers regularly provide students with revision processes and guidelines for assessment, and dates for exams and assignments are given to students well in advance of the event.

**Homework Club**

Homework Club operates in the library from 3.30pm till 6.00pm on Tuesdays and Wednesdays. Tutors are available to assist students with their work.

**Harassment:**

Any form of harassment or discrimination by students or staff as specified under current Equal Opportunity Legislation, The Racial and Religious Tolerance Act and the College Merit and Equity Policy is not permitted. Those who choose to harass others face serious consequences, some of which may involve outside agencies such as Police. Use of the internet and electronic devices to harass others is strictly forbidden.

**Hire of College Facilities:**

Please contact the General Office regarding the hire of College facilities such as ovals or the gymnasium.

**Hire of Equipment: SLR Cameras & DVD Cameras**

The College has a limited supply of these expensive items for hire by students.

Students are required to complete a hire agreement, pay a bond for the year and return the equipment in sound working order at the end of the year.

**ID Cards:**

ID cards are included as part of the enrolment package. The card is used for photocopying and computer credit, borrowing from the Library and other school related tasks. (Students are reminded that lack of print or photocopy credit is NOT an excuse for the non-completion of work.) Any queries about ID cards should be directed to the office. ID cards should be returned to the Assistant Principal upon exiting the College. MSC ID cards are not designed to be used as "proof of age" cards. ID cards must be taken to all exams.

**Illness and Accident:**

In the event of illness or accident during the school day or on a school activity, the College will contact parents to organise medical attention if deemed necessary. Before going on an overnight or extended excursion, parents must give permission for students to receive medical attention in the event of an accident or emergency. Please ensure that all contact details (especially phone numbers) are up to date and lodged at the office.

**Increment**

For a fifth and sixth study in Units 3 and 4 VCE, 10% of the scaled study scores will be added to your ATAR score.

**Insurance:**

There are a number of organisations who provide cover for accident or property damage. Please contact the office for further details. Please note that the College is not insured for loss or damage to student property, such as theft of mobile phones.

**Information Evenings:**

The College conducts a number of information evenings during the year, such as the Tertiary Information Service (TIS) and visiting University staff. Please check newsletters and notices sent home carefully for details regarding such events. These evenings are not long and always contain important information about further study, student wellbeing and employment options.

**Leaving School during the day:**

Any student who leaves the College during the day and will miss any scheduled class or event **MUST** bring a note and sign out at the Student Services Centre. Please note that under Education Department regulations, students cannot leave school before 3.30pm to undertake employment, except if a Work Placement agreement has been signed.

**Learning Outcomes**

What students must know or be able to do by the completion of the unit, demonstrated over a number of assessment tasks; e.g. Writing essays, producing a flow chart, making a table, designing a garment.

**Library:**

The David Wah Library is a well-resourced, multi-purpose area for student use. The Library has computer facilities, audio visual access, study corrals and space for quiet, individual study. It is open from 8.30am to 5.00pm Monday to Friday. Wednesday mornings (Independent study time) is an excellent time to access the Library. Students are reminded that the Library is **NOT** a social area. Students wishing to socialise or study in groups can do so in the EBSC (Student Centre) or at the outside tables and chairs. Homework club is run in the Library on Tuesday and Wednesday from 3.30pm till 6.00pm .

**Lockers:**

Each student receives a locker and a combination lock upon enrolment after paying the enrolment fee. Students must ensure that their locker is locked at all times and avoid bringing valuables to school. Under no circumstances should students swap or share lockers with other students. Any theft must be reported to an Assistant Principal. The College supplies each student with a lock at the start of the year. Students are given a new locker at enrolment every year. Locker areas are covered by security cameras.

**Magazine:**

The College produces a magazine "The Mildurian" each year to commemorate events and student contributions to the school. A magazine is included in the enrolment package. Students receive their magazine in December. Students wishing to assist with the production of the magazine should see an Assistant Principal or Mr Mark Storm.

**Mobile Phones:**

Students are permitted to have mobile phones at the College, but these must be switched off or put on silent and out of sight whilst in class, assemblies and other scheduled events. The College is not insured against theft of or damage to mobile phones. Under **NO** circumstances can students take mobile phones into an exam. Teachers can confiscate mobile phones if their use is disrupting our teaching and learning program.

**Music Program:**

Students can continue their music studies at the College by undertaking one or more specific music subjects. Students who wish to study a music subject should have achieved a required standard before enrolling. There are a number of bands that students can join at the College, and a number of functions they can perform at such as The Beat. Please contact the music teacher directly for further information.

**News Feed:**

The student news feed is available to students on their MSC Compass home page. This bulletin lists important information for students on a range of issues such as sport, Pathways, careers and upcoming events. As we are a Senior College, the expectation is that students are responsible for making the time to read the bulletin and to respond to relevant notices accordingly. Employment and Careers Information is also located on the Compass home page.

**Newsletters:**

The College mails a number of newsletters to parents during the year, (usually about 8 for the year). The newsletters are one major form of communication between the school and home, and consequently, they contain vital information about a wide range of events and services. Parents who would like newsletters emailed to a home or work address should contact the office. Copies of the newsletters also appear on the College website – <http://www.milsen.vic.edu.au/pages/newsletters>

**Notices home to Parents:**

Throughout the year, the College will send home a number of notices to parents about important events or to reinforce important information (such as upcoming parent teacher interviews, sports trip or class excursion). As we are a Senior College, we expect that students are responsible for ensuring that notices do get home and that these are handed to parents. Please contact the College if you have any queries about details of upcoming events. Please check the college website for key dates – <http://www.milsen.vic.edu.au/pages/keydates>

**Nurse:**

The College nurse is a member of the well-being team who co-ordinates a wide range of school and community based health and support services. Referrals to counselling services are also available.

**Official Photos:**

Student photographs are taken each year in February. Students will receive envelopes beforehand so that orders can be placed. Students should have envelopes with them on the day photos are taken even if they are not ordering portraits. Any queries about student photographs should be directed to an Assistant Principal.

**Open Day:**

The College conducts a community Open Day early August to promote the College and to allow prospective enrolments to view our facilities. The day is always a success and we work hard to ensure that the 600 plus visitors to the College are welcomed and informed.

**Out of Bounds Areas:**

There are a number of out of bounds areas for students. These are: the ovals beyond the Setts/Bambill rooms and MELC, centre plantation in Deakin Avenue, Havilah Crescent, Eulinga Drive, Church grounds adjacent to neighbourhood shops, new development behind the College located off Eulinga Drive and driveways/front lawns of local residents in the vicinity of the College. Local shops are out of bounds for ALL students during class time. Students should not congregate in any area of Deakin Avenue and Fourteenth Street that is deemed to be in the vicinity of the College.

**Pathways Classes:**

Students are required to attend these compulsory classes once a week to undertake a range of career, organisational and pastoral tasks. It is also an opportunity for students to monitor their learning progress. Students who choose to miss these classes will be putting their future pathway and studies at risk.

**Parent Involvement at the College:**

Parent involvement is always welcomed and appreciated. If you are interested in becoming involved with an activity at the College, please contact the person nominated – College Council (Principal); assist on school camp or sports trips or assist elsewhere in the school (Assistant Principal); sponsorship (Business Manager).

**Parent Teacher Interviews:**

The College conducts a number of Parent / Student / Teacher (PST) interviews each year, during Terms 1, 2 and 3. Details about these evenings appear in newsletters and on notices sent home. The interviews usually take place between 5.30pm and 7.30pm, with appointments required for the interviews. Please contact your son/daughter's Pathways Teacher or Sub school leader if you are unable to attend the interviews and would like to speak to teachers. An online booking system is used for appointments; this can be accessed through the Parent Portal.

**Part Time Employment:**

The College acknowledges that a significant number of students will have part time or casual employment during the year. Please ensure that students do not work excessive hours as this will impact on the balance required for leisure and study outside of school. As a general rule, any student working more than 10 hours a week will not be able to fulfil their student obligations (e.g. homework) outside of school hours. Students cannot leave school before the end of the school day to commence work.

**Phone Calls to Students:**

Parents should avoid ringing students direct on mobiles during class time. Recess and lunchtimes are best – please see the timetable on page 7 for these times. In the event of an emergency, please call the office so that a staff member can contact the student. If collecting a Student during the day (e.g. for a medical appointment) the 'pick up' point must be the school office, not in neighbouring streets.

**Police:**

Given the age of our students, parents are advised that Police will be contacted in some circumstances if the incident is serious, or if it is a serious breach of the Student Code of Conduct. This applies especially to assault, drug use, property damage, cyber bullying and incidents involving dangerous or improper use of cars.

**Pre-requisite studies**

Those nominated by individual course authorities as studies, which must be satisfactorily completed by all applicants seeking admission to these courses. Applicants who do not meet this condition may not be considered for selection. If a pre-requisite study must be included in the best four studies for scoring purposes this will be indicated by the phrase "studies which must be included in the best four". Most courses offer a choice from a list of pre-requisite studies. You should check requirements carefully, referring to a publication called 'Tertiary Entrance Requirements'. (See the Manager – Careers & Tertiary Advice and/or Sub school Leaders). Entry into tertiary courses requires not only the satisfactory completion of the VCE but also the satisfactory completion of units three and four of English.

**Punctuality:**

Teachers mark rolls each lesson and lateness to class is also recorded. The College expects that all students will arrive punctually to all classes and scheduled events. Punctuality is not only a courtesy; it is an expectation of any workplace. Parents will be notified if lateness becomes a concern.

**Recognition of Prior Learning**

Within VCAL, students can gain credit for courses previously completed, e.g. First Aid Level 1. It is important that the student provides the College with documentation so credit can be applied for.



**Reports:**

Students receive a number of reports during the year. All students receive Student Learning Profiles during Terms 1, 2, 3 and 4, and a Semester Reports during Terms 2 and 4. Year 12 students also receive a statement of results from the Victorian Curriculum and Assessment Authority. All College reports are available on MSC Compass page and parents will be provided with a login to this portal at the start of each year.

**SAT- School Assessed Task**

A task completed in class, to assess major tasks in technology and arts subjects in Units 3/4 level and marked by teachers according to VCAA specifications

**SAC – School Assessed Coursework (Year 12 VCE):**

SAC's (or Assessment Tasks) are one of the major ways in which students are assessed at the College. An example of a SAC is in English where the students write an essay in class after completing the study of a novel. As mentioned elsewhere in this booklet, students are expected to undertake substantial revision and study for these tasks. Exam conditions apply during SAC's. Please be aware mobile phones must not be taken into the room during SAC's.

**SBAT – School Based Apprenticeships and Traineeships**

An SBAT can be completed as part of a VCAL or VCE program. Industry Areas include Carpentry, Hospitality, Automotive, Plumbing, Electrical, Engineering, Business Administration, Retail and Hairdressing. If a student wishes to undertake an SBAT they must find a suitable employer. This is not the schools responsibility.

**School Hours:**

Classes for students commence at 9.00am each day (except Wednesday, which is 10.55am) and finish at 3.10pm (Monday, Tuesday and Friday) and 3.30pm (Thursday and Wednesday). Recess is from 10.35am to 10.55am and lunch is from 1.10pm to 2.05pm (Monday, Tuesday and Friday) and 12.25pm-1.10pm (Wednesday and Thursday). Students can leave the College at recess and lunch to access neighbourhood shops, returning by 1.30pm at lunch. Students who have a "study" lesson **cannot** visit neighbourhood shops during this time.

**Semester**

The equivalent of half a school year. First semester runs from late January till Mid June and Second semester runs from Mid-June till December.

**Smoking:**

Under no circumstance does the College condone smoking. Smoking anywhere in College buildings or the grounds is strictly forbidden. Smoking is also forbidden within the vicinity of the College. Students who breach this rule face serious consequences.

**Special Provision:**

Students who have had their schooling interrupted by adverse circumstances can apply for special consideration. Please contact the Student Wellbeing Coordinator for further information. Please note that the College has discretion in terms of submitting and supporting applications for special provision. VCAA makes the final decision about special provision, and there is no appeal process.

**Sport:**

There is no 'house' sport competition at the College, but students are able to represent the College in a wide range of sports at local, zone, state and national level. Competitions are held throughout the year, and students should read noticeboards and the online Bulletin for details about training, team selection and competition formats. As we are a Senior College, it is expected that students will sometimes play a role in organising or even coaching a team. Parents are reminded that the cost of taking teams to Bendigo or Melbourne to compete is high, often involving overnight stays and coach travel. The College Sports Levy covers students for local and Zone participation. See page 26 for more information.

**Student Welfare/Well-Being:**

Please see the information under "Counselling".

**Student Council:**

There approximately 30 students that form our Student Council. These students organise fundraising and other social events during the year and promote worthy causes such as "Daffodil Day" and "Shave for a Cure". They also act as a conduit between the student body and school administration to provide a student voice for the students. Students who wish to be on council are nominated and elected early in the year.

### **Student Functions:**

Normal school rules apply at all functions (such as the Year 12 Dinner) during the year. The College does not endorse “after parties” and students cannot advertise or promote private parties (such as 18<sup>th</sup> birthdays) at the College at any time.

### **Sub School Leaders**

There are eight Sub School Leaders who support groups of students in a variety of ways such as counselling, subject changes and attendance. Aside from the Pathways and class teachers, Sub School Leaders are the main contact for issues relating to success at the College. Please contact the College if you wish to speak to a Sub School Leader.

### **Student Services Centre:**

Located next to classroom Q1 (in the Quadrangle Area) the Student Services Centre (SSC) is the main area for students who wish to see their Sub School Leader, see the Attendance Officer, sign in and out, change a subject, apply for Special Provision, ask questions about exams or seek general assistance with school issues.

### **Study Design**

The study design describes the units available and prescribes the tasks set for assessment. This is set by VCAA and must be addressed in all subjects. All study designs can be found at <http://www.vcaa.vic.edu.au/Pages/vce/studies/index.aspx>

### **Study Periods:**

Some students will have a number of study periods during their weekly program. These should not be considered free sessions. There is a strong expectation that students will use their study periods to access the library, computers and class teachers. Under no circumstances should students use this time to visit neighbourhood shops, wander the school or disrupt classes.

### **Study Score:**

This is a numerical score a student receives after studying Units 3 and 4 in a VCE/VET subject. It ranks students taking that study across the state. Study scores will range from 0 to 50 with 30 being the median score. Scores of 40 or above are awarded to the top 8% of students. The score is calculated based on class assessments and exams. All study scores are tallied and statistically moderated to calculate the ATAR score on the DEECD website. <http://www.vcaa.vic.edu.au/Pages/faqs/vcecurrentstudents.aspx>

### **Tertiary Trips:**

Each year, students in Year 11 choose to travel to either Adelaide or Melbourne to view a range of tertiary institutions. These trips are invaluable and often ex MSC students are on campus to guide or assist students and staff. The trips are scheduled for the first week in August.

### **Trespass Laws:**

These laws are designed to keep our school environment safe. Signs at gateways clearly outline the trespass rules. Under no circumstances should students invite outsiders on to College grounds. **All visitors to the College must register at the office** before proceeding to other areas of the school. The Principal can issue trespass notices, and if necessary, Police will be contacted.

### **Tutoring**

Students are able to access staff for extra assistance on Wednesday morning from 9am till 10.30am. Tutors are also available in the library during Homework Club from 3.30pm till 6.00pm on Tuesdays and Wednesdays.

### **VCE – Victorian Certificate of Education:**

The VCE is a two year certificate that the majority of students complete to either gain employment or entry into post-secondary institutions. Further details about the VCE can be found in the current course handbook, by contacting the VCE Administration Manager or by visiting the VCAA website. Please note that whilst the College can develop some internal policies relating to senior schooling, the College is bound by VCAA policy in relation to the administration and delivery of VCE, VET and VCAL. It is MOST important that parents and students read the information in the **Subject Selection Guide** carefully when considering subjects and career pathways.

### **VET – Vocational Education and Training:**

The College offers a range of VET subjects to students. VET courses allow students to experience both school and workplace education and training. Every student undertaking a VET subject must have a USI code and complete the VET FSAT testing. Full details about VET courses are in the current course handbook or you can contact the VET Coordinator at the College. Please read the VET section in the **Subject Selection Guide**.

**VCAL – Victorian Certificate of Applied Learning:**

VCAL is a one year certificate that students can complete at Foundation, Intermediate or Senior level. VCAL offers a vocational (work) focus. Assessment in VCAL is usually competency based with students being required to demonstrate a range of skills in a number of ways. Full details about VCAL courses are available in the current course handbook. Please read the VCAL information section in the **Subject Selection Guide**.

**Visitors to the College:**

Please read the section under “Trespass Laws”.

**VCAA – Victorian Curriculum and Assessment Authority:**

This is the body that administers the VCE, VET and VCAL studies. The College is bound by the rules outlined in the VCAA Administrative Handbook – this is available at the office for parents to view. Our VCE Administrative Manager deals with most VCAA issues.

**Weapons:**

Any student who possesses or uses a weapon during the course of a school day, or at any function is committing a serious offence. Such incidents will result in severe consequences, which will include notifying Police.

**Website:**

The College website is [www.milsen.vic.edu.au](http://www.milsen.vic.edu.au). A range of information is available on-line for students and parents to read. Please contact the College if you have any queries or suggestions about our website.

**Wednesday Mornings:**

A unique feature of our College is that from 9.00am to 10.55am on Wednesday mornings, independent study time is provided to students. *This is NOT “time off” or an opportunity to “sleep in”*. Students should use the time to study, revise, and access teachers or the library or to attend to personal business such as medical appointments. Please note that on a number of Wednesday mornings, students will be required to attend school before classes start to complete practise exams or SAC’s, hear guest speakers, and go on excursions and the like. Attendance at these events is compulsory.

**Well Being/Welfare:**

Please see the section under ‘Counselling’.

**Workplace Transition Coordinator**

The Workplace Transitions Co-ordinator can assist students to complete resumes and identify areas for improvement to assist in finding employment. He can also direct you towards employment agencies.

**Yard Duty/Litter:**

There is no formal yard duty roster for students. Students are expected to be responsible and dispose of their rubbish thoughtfully and appropriately. Students must comply with a teacher instruction to pick litter up.

**Year 12 Formal:**

Each year in June, a formal is conducted for current Year 12 students. The ball is attended by Year 12 students from the Sunraysia District schools and is supervised by teachers and security staff. The ball is an alcohol, smoke and drug free event. Normal school rules apply at this function. Tickets are available from the office in the weeks preceding the ball. Only students who are currently enrolled in Year 12 at a Sunraysia District School are eligible to attend.

**Year 12 Dinner:**

Following the completion of final exams, Year 12 students meet for a semi-formal dinner to celebrate the completion of their exams. The dinner is an alcohol, smoke and drug free event which is supervised by teachers and security staff. Normal school rules apply. Ticket cost is included in the Year 12 enrolment package and tickets are available from the office in the weeks preceding the dinner.

**Youth Allowance:**

Please contact Centrelink or the Student Wellbeing Coordinator, Martha Maiorana if you have any queries about Youth Allowance.