

2024



**KOO WEE RUP**  
SECONDARY COLLEGE



# YEAR 7 HANDBOOK

# Contents

Welcome .....	3
21 <sup>st</sup> Century Learning .....	4
Transition .....	4
Principal Class Executives .....	5
Year 7 Leadership Team .....	5
Teaching and Learning Focus for Year 7 .....	6
Instructional Model .....	6
Koo Wee Rup Secondary College Learner Profile .....	6
Whole School Vision and Values Points .....	7
L.E.A.P. College Value Awards .....	7
Student Voice and Agency .....	8
<b>Transition, Inclusion Program, &amp; Statewide Orientation Dates</b> .....	<b>9</b>
Student Wellbeing .....	10
A – Z Key Information .....	11
◦ Absences and Attendance .....	11
◦ Bell Times .....	11
◦ Booklist .....	11
◦ Bring Your Own Device Program .....	11
◦ Canteen .....	12
◦ Communication .....	12
◦ Early Departure and Late Arrivals .....	12
◦ Excursions and Camps .....	13
◦ First-Aid, Accidents, and Illness .....	13
◦ Instrumental Music Lessons .....	14
◦ Library .....	14
◦ Lockers .....	14
◦ Lost Property .....	14
◦ Mobile Phones .....	14
◦ Office Hours and Visitors .....	15
◦ Parent Payment Requests .....	15
◦ Policies and Procedures .....	15
◦ Student ID Cards .....	15
◦ Student Insurance .....	15
◦ Toilets and Other Passes .....	16
◦ Transport .....	16
◦ Uniform, Hair, and Piercings .....	16

# Welcome

At Koo Wee Rup Secondary College, we know that all students are individuals and as educators, we take our role very seriously to ensure that every student progresses and develops into their personal best.

As secondary educators, we recognise that College is a journey and not a destination.

It is our role over the six years that we are entrusted to educate our students to ensure that at the point of exit, they leave as successful, qualified, and confident young people well-equipped to embark on their chosen pathway of further education, training, or employment.

In providing areas of study in Year 7 for 2023, students study a core curriculum that exposes them to all key learning areas outlined in the Victorian Curriculum.

The Junior School curriculum is one that offers a wide variety of subjects to students, in a nurturing and traditional schooling environment.

To ensure all students have a successful transition to secondary college, we have collated a variety of information for parents and students to help support this new and exciting period of college life.

Through the next couple of years, the curriculum students are engaging in will allow them to explore a range of classes to strengthen their individual goals for further education, training, and future pathways.

With an ethos of collaboration and an emphasis on continuous improvement, we are focused on ensuring our students continue to develop the necessary skills and attributes that will prepare them for any possible future whether that be vocational or academic.

Thank you once again for choosing Koo Wee Rup Secondary College.

Sincerely



**Shaun Doherty**

Principal



## 21<sup>st</sup> Century Learning

At the heart of all of Koo Wee Rup's policies, strategies, programs, and endeavours, is the core goal of ensuring that every student learns how to be the best life-long learner they can be. We understand that equipping young people with robust "future-proof" sets of skills, offers the greatest opportunities for success, both now and in the long term.

## Transition

Starting school is a major transition for both students and their families. Both challenging and exciting, it is a time of change in which students, families and educators adjust to new roles, identities, expectations, interactions, and relationships.

Koo Wee Rup's transitional success comes down to understanding and knowing your student. Our team do an expedient amount of work with the feeder schools on transition to develop a deep understanding of your students. This commitment is to understand your child and support teachers understanding in how to develop their skills to facilitate successful learning.

Our goal is to develop highly effective 21<sup>st</sup> Century Learners ready to enter society as positive lifelong learners. The staff guide our students to find out who they are, what they are passionate about, and how they learn best. Careers planning begins at Year 7 and allows students to strengthen their individual goals for further education, training, and future pathways.

# Principal Class Executives

At Koo Wee Rup Secondary College, we have one Principal and 3 Assistant Principals who oversee Teaching and Learning in addition to the daily operations of the College.

**Shaun Doherty - Principal:** The Principal leads the College wide Vision and Values and drives whole school change and development, guided by the Colleges School Strategic Plan and the Annual Implementation Plan.

**Tommy Olden – Acting Assistant Principal:** Excellence in Teaching and Learning

**Leonie McGinley - Assistant Principal:** Engagement in Learning and Year 10-12

**Todd Slater - Assistant Principal:** Positive Climate for Learning, Transition, 7-9 Sub School Support

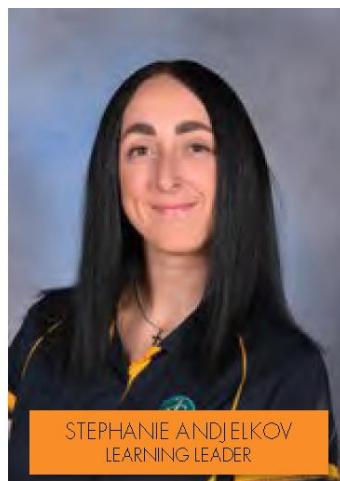
**Cindy Craven – Business Manager**

# Year 7 Leadership Team

Along with the Principal team Koo Wee Rup Secondary College has expert Community Leaders who oversee each year level. They teach predominantly within one year level and know the students well.

Our leaders can be contacted via the COMPASS Portal, telephone, or e-mail.

When calling administration please ask for the Leader you wish to talk to and give a brief description as to what the enquiry is about.



# Teaching and Learning Focus for Year 7

Koo Wee Rup Secondary College understands the importance of structured explicit learning environments where students are guided to attain specific knowledge and skills in which they are ready to learn. This will ensure they are well placed to meet the educational challenges of the future, understand their strengths, and develop a broad set of skills.

## Core subjects for Year 7 include:

English, Maths, Science, Physical Education, Humanities, Digital Technology, Art, Drama, LOTE and Pastoral Care.

## Instructional Model

At KWRSC we aim to provide a meaningful learning experience for students through effective collaboration and shared practice by our teaching staff. Our academic culture is underpinned by our shared and common values for teaching and learning. These are defined in our College-wide instructional model. This is guided by "The HITS" (Hattie's High Impact Teaching Strategies) where learning goals and strategic intent are communicated and guided by teacher-centred instruction and then students are provided with a gradual increase of responsibility for their learning.

## Koo Wee Rup Secondary College Learner Profile

Koo Wee Rup places great importance on meeting the specific learning needs of the individual. To be an effective learner in pursuit of academic excellence students must be equipped to enter society and make a positive civic contribution to, a new world of rapid social, economic, environmental, and technological change. At the same time, all around the world, the importance of maintaining an orderly learning environment is also very well known.

## All students at Koo Wee Rup Secondary College expectations for learning include:

- Respect - Members of the community; staff, visitors, peers
- Respect - Learning environments and college facilities
- Uniform - Dress in accordance with the College Uniform Policy
- Responsibility - Be on time for classes and follow instructions
- Equipment - Have all appropriate equipment ready to learn
- Try - Attempt set tasks to the best of your ability
- Integrity - Know that disruptive behaviour is not tolerated

Our aim is to help our students to reach their full potential by supporting their goals and to become effective learners.

# Whole School Vision and Values Points

Teachers award students going above and beyond standard classroom expectations on an ongoing basis for "Vision and Values Points" on their Compass Dashboard. Each year level Learning Community celebrates these students points with awards and special incursions throughout the year.

There are five categories for reflecting our College values:

## Personal Best

- Set personal goals and plan actively for the future
- Always work towards your personal best
- Celebrate your achievements and success

## Respect

- Be polite and cooperative
- Respect other people's beliefs, property and right to privacy
- Treat others fairly and accept differences

## Responsibility

- Take responsibility for your own learning
- Accept responsibility for your actions and their consequences
- Be community minded and support a sustainable future

## Resilience

- Remain focused and determined
- Seek Support when needed
- Value positive relationships with others

## Honesty and Integrity

- Be honest, dependable, and reliable
- Help other people when you can
- Be sincere and match actions with words

# L.E.A.P. College Value Awards

These awards, aligned with our College Values, recognise the positive, hardworking, and quiet achievements of students from Year 7 to 9. This is a wonderful opportunity to celebrate academic success in a mid-year ceremony awarding the three top students of each category.

**Learning** - Taking *responsibility* in challenging themselves, always focused, and striving to improve to their highest standard

**Endeavour** - *Respect, honesty, and integrity* in work ethic and positive attitude.

**Achievement** - *Personal best*, displays improvement in academic results, making the most of educational opportunities, and is an excellent role model.

**Performance** - Displays enthusiasm, *resilience*, courage, and willingness to participate in chosen areas

# Student Voice and Agency

At Koo Wee Rup Secondary College, we value and encourage student voice and agency. Students have regular opportunities to show agency by providing feedback to their individual teachers using the PIVOT survey tool and also to provide feedback on our school on the annual Attitudes to School Survey. They also show agency with regular goal setting within their classrooms.

KWRSC is proud to have a strong Student Representative Council (SRC) that work together on real school issues such as sustainability, facilities, anti-bullying programs and policy. The SRC concentrates on developing leadership and community via purposeful student voice, and also organises a number of fundraising events through the school year to support charities of the students' choice, or to support projects and clubs within our school. All students from all year levels (including Year 7) are invited to be part of the SRC, and meetings are held regularly throughout the year.

Students in Years 7-12 are encouraged to be part of our Student Voice Teams, which meet regularly to provide their input on various topics that affect their year levels. They offer feedback on policies and changes that are being made at the school and encourage community by organising events for their year levels, based on student feedback.

These students also engage in leadership training throughout the year including:

- Giving ideas and feedback on how to improve the learning and social experiences in Year 7.
- Organising events for the year level such as activities afternoons
- Organising lunch time clubs e.g., ball games
- Helping to design Inquiry Based Learning projects
- Giving feedback on events that are happening around the school
- Running sections of assemblies OR planning a student led assembly once a term
- Giving feedback on school policies that are being developed

All Year 7 students are encouraged to apply for this position of leadership at the beginning of their time at the College, in the hope of fostering positive engagement and input in their education which can be carried through their time at the College.





# TRANSITION PROGRAM

## 20<sup>th</sup> – 28<sup>th</sup> NOVEMBER 2023

Koo Wee Rup Primary School Transition Day	20
Bayles, Lang Lang, Nar Nar Goon, and Pakenham Consolidated School's Transition Day	21
Balnarring, Berwick Chase, Berwick Lodge, Cardinia, Cranbourne, Deavon Meadows, Garfield, Kooranna, Langwarrin, Mornington, Officer, Pakenham Hills, Pakenham Lakeside, Pakenham PS, Pakenham Springs, Pearcedale, St Clare, St James, St Thomas, and Wilandra Rise Primary School's Transition Day	27
St Johns, & Tooradin Primary School's Transition Day	28



# INCLUSION PROGRAM

## 3<sup>rd</sup> – 30<sup>th</sup> NOVEMBER 2023

<b>INVITE ONLY – RSVP DUE</b>	3
INTRODUCTION TO KOO WEE RUP SECONDARY COLLEGE <ul style="list-style-type: none"> <li>• Arrive at 3:30pm (for students and parent)</li> <li>• 4:30pm Conclusion</li> </ul>	9
SEE THE COLLEGE IN ACTION <ul style="list-style-type: none"> <li>• Arrive at 9:30am (ES welcome, students to be dropped off)</li> <li>• Pick up at 10:30am</li> </ul>	23
GETTING TO KNOW YOU <ul style="list-style-type: none"> <li>• Arrive at 9:15 am (for students and parents)</li> <li>• Parent/Carer Morning Tea</li> <li>• Getting to know you activities for students</li> <li>• Say goodbye and see you at Orientation Day at 11:15 am</li> </ul>	30



# STATEWIDE ORIENTATION

## 12<sup>th</sup> December 2023

# Student Wellbeing

Koo Wee Rup Secondary College has a diverse well-resourced Wellbeing Team, which includes a Student Wellbeing Leader, Trauma Therapist, Youth Worker, Mental Health Practitioner, PSD Coordinator, First-Aid Officer and Secondary School Nurse.

The college Wellbeing Team is a safe place where many young people can approach our team for support. An important role of our Wellbeing Team is also to identify a student's needs and to make the appropriate referrals or ask for specialist advice.

Wellbeing Services include:

- Short term, solutions focused counselling
- Referrals to external agencies and community support networks
- Targeted small group programs
- Referral to Department of Education Specialists for psychological and educational assessment
- Support and advice for parents and families
- Access to our Adolescent Health Nurse

These services complement a range of support options and student wellbeing initiatives provided within the College to cater for individual differences and needs with the support of the First-Aid Officer. Wellbeing support at the College is voluntary and based on best practice.

The graphic features a blue background with a white lion head silhouette on the right. At the top right, the Koo Wee Rup Secondary College logo is displayed. The central text reads "WELLBEING TEAM" and "LOCATED IN THE BASS BUILDING". Below this, six team members are listed with their photos and roles:

 <i>Leonie McGinley</i> ASSISTANT PRINCIPAL	 <i>Lauren Jones</i> COORDINATOR	WELLBEING TEAM LOCATED IN THE BASS BUILDING	
 <i>Ashleigh McGrath</i> YOUTH WORKER	 <i>Dr Elizabeth Walters</i> MENTAL HEALTH PRACTITIONER		
		 <i>Susan Banning</i> SECONDARY SCHOOL NURSE	 <i>Tara Mantel</i> FIRST-AID OFFICER

# A - Z Key Information

## Absences and Attendance

Students must adhere to the Attendance Policy, and parents must enter a student's absence by using the Parent Compass Portal. Select the applicable reason from the dropdown list; add any additional information; select the date/time; add any attachments and click 'Save'.

When leaving early you may otherwise bring a note, signed by a parent, stating the dates and reason for absence, (which is to be signed by a coordinator on the day) and take the note to Administration for the Attendance Officer; and use the kiosk to log your departure.

An Attendance Notification will be sent to families after 11 AM if an Attendance Note is not logged on to Compass, for parent follow-up. Consistent absence may jeopardise your chance of successfully completing the year.

## Bell Times

Students Compass Schedules will have the latest 2024 bell times closer to the start date. The College has bells and music that ring 5 minutes before school and at the end of recess and lunch to alert students to prepare for class. Students are expected to be at their class ready for learning before the music ends and the second bell rings.

## Booklist

All books and educational supplies can be ordered through the supplier, Champion Education. The portal for ordering will be open from the 8<sup>th</sup> of November and parents will be notified via the Parent Compass News Feed. A new code will be available, as well as access to booklists for all year levels. A link to Champion is also available on the 'Favourites' tab on the Parent Compass Portal.

## Bring Your Own Device Program

Families are encouraged to purchase a suitable device through our DET-approved supplier eduNet. They look after device warranties, replacement parts, device insurance and DET eduStar-approved programs.

Devices and payment options can be ordered through the portal:

- <https://kwrsc.technologyportal.com.au/>

## Key Delivery Dates for Devices:

- 30.11.2023 – To receive devices by Christmas
- 03.01.2024 – To receive devices by the First Day of School

Our IT Technician is located upstairs above Administration and will meet with students within the first weeks of the new school year to help students set up their devices.

If students forget their device, they are able to borrow a laptop from the library, on a per-class period basis.

For more information, please consult the Bring Your Own Device Handbook. All devices must be used in a responsible, ethical, and lawful manner.

# A - Z Key Information

## Canteen

The Canteen is located across from the Year 7 Building and is open during recess and lunch. Please keep in mind that only students who are making purchases are allowed to queue. To find out more information about the College canteen, please open the favourites tab on the Parent Compass Portal.

## Communication

All important College notifications and information will be distributed through the Compass Newsfeed. These notifications will communicate key information, with the most important posts displayed at the top. We have two portals, one for both parents and students, that can be accessed by your own Username and Password; and will be issued by a Compass email after enrolment paperwork is finalised.

Our College also utilises Social Media platforms such as Facebook and Instagram, as well as our College website, email, and for more intimate communication, telephone calls, handwritten letters, or face-to-face.

## Early Departure and Late Arrivals

If students need to leave the College during the school day, they must have permission from a parent/guardian for staff to verify. This can be accomplished in different ways:

- Attendance Note – Using the Parent Compass Portal, an Attendance Note can be made at any time in advance, using the relevant drop-down options, date, and specific time of departure.
- Handwritten Note – This note will need to be verified by your Year Level Coordinators with their signature, to submit to your classroom teacher at the specified time of departure to enable you to leave class and depart school. This note is then submitted to Administration for students to sign out via the Compass Kiosk. The Attendance Officer will then add this note to your Compass account.
- Verbal Permission – Although Compass is our preferred method of Attendance Notifications, parents can also phone in for those late last-minute departures. Please allow a few extra minutes for your student to collect their belongings, as telephones are only located in key areas throughout the College.

If a student arrives late to school, they must use the Compass Kiosk at Administration to sign in by selecting the Green Login Button or by scanning your student ID card. To explain, parents will need to add an Attendance Note on Compass to approve this absence. The slip printed can be given to the teacher on arrival to class.

An alert from Compass will be sent to families of any student absence that was not noted before 11 AM, requiring parent approval. If an Absence Notification is received, please contact the College for clarification.

Our Attendance Officer will make contact via telephone or email, for all unexplained absences, and further advice, information, and instruction can be found in your Compass Parent Guide.



## A - Z Key Information

### Excursions and Camps

From the 6<sup>th</sup> of March to the 8<sup>th</sup> of March 2024, students in Year 7 are invited to attend a three-day camp at Adventure Resort in Phillip Island.

The cost of Camp is \$320, which includes all accommodation, activities, meals, and transport. This camp is an integral part of the Year 7 Curriculum and is highly valuable in establishing positive relationships between students and teachers. Camp activities include high ropes, abseiling, canoeing, swimming, adventure walks, night games and hikes; not to mention enjoying the wildlife on the island.

All Excursions and Camps will be posted to the 'Events' section in the Compass Portal with a variety of payment methods. We encourage families to take advantage of the Camps Sports and Excursion Fund initiative to assist eligible families. (CSEF)

For a confidential discussion about accessing these services, or if you would like to discuss an alternative payment arrangement, you can contact the Accounts Receivable Officer at Administration.

### First-Aid, Accidents, and Illness

FirstAid is located in the Administration Building and to be accessed by students with **genuine matters**. All students will be asked for a written pass issued by their classroom teacher for staff to verify. Students will be logged into First-Aid via Compass creating an Attendance Note notifying parents and staff of the student's location and duration of their visit.

If a student is unwell, they are encouraged to stay home, and an Attendance Note needs to be made via Compass. A medical certificate can be uploaded by the '+ Attachment' button or submitted to staff on their return to school.

The first aider assisting your student will make contact via telephone where necessary, asking for student collection, or advice, on a case-by-case basis. This may be to clarify the medical information that was provided from the enrolment paperwork.

Firstaid does not keep or distribute any medication without written instruction from a General Practitioner in the form of a letter or Medical Action Plan; as well as a parent/guardian signed 'Request to Administer Medication Form.'

In the case of a medical emergency, staff will contact families and call 000 for an Ambulance, following the medical instructions of Ambulance Victoria. As per duty of care, the attending First-Aider will accompany your student until handover has been established with families.

# A - Z Key Information

## Instrumental Music Lessons

We are very proud of our instrumental music program and offer half-period lessons on a rotating timetable to support student's classes.

Because of this our team is still rearranging and organising opportunities for instrumental music for 2024. Once confirmed, we will notify families using the Compass Portal.

Please keep an eye on your Newsfeed!

## Library

The Library is located in the Green Mawson Building and is open to students from 8.30 AM to 3:15 PM but closed at recess. Students using this space have access to books, boardgames, laptop borrowing for class, as well as spaces for private study.

## Lockers

Each student is provided a locker to keep all your belongings safe with the Year 7 Locker Bay located beside the Art block. The locker bay is open before school, at the beginning and end of recess and lunch, and after school. Access to the lockers is not permitted between classes so students are encouraged to plan their equipment accordingly.

Please ensure the lockers are always **locked** and do not allow others store their belongings inside.

## Lost Property

If items are lost and found and cannot be returned to students personally due to lack of identification (name label), students are encouraged to first seek out the place it was lost, then go to the Year Level Coordinators. Lost property may also be held in the P.E. Storeroom, at Wellbeing, or Administration. Valuables such as jewellery, electronics, and large sums of money are not encouraged as the College does not take responsibility for this property.

## Mobile Phones

It is College Policy that Student Mobile Phones are to be secured in lockers during the day between 9 AM and 3:10 PM, as per the Department of Education and Training Mobile Phone Policy. Contact to your students can be made via their college email address, or if an emergency, through Administration.

To help deter the use of mobile phones during the school day, students who are caught using their phones will be issued a 'First Infringement' note and will be asked to leave their phone at Administration for collection at the end of the day.

For a 'Repeated Breach' a Compass message will be sent to parents; the mobile phone will be confiscated and kept at Administration until an adult can collect the mobile phone.

# A - Z Key Information

## Office Hours and Visitors

The Administration Office is open from 8:15 AM to 4:15 PM, Monday to Friday during school terms.

Visitors to the College will be asked to sign in via the Compass Kiosk for special meetings and on-site visits. Please keep the printed slip with you as you will need this to sign out after your visit. Parents are not allowed to roam around the College during school hours and appropriate measures will be taken in accordance with the College Child Safety Policy.

## Parent Payment Requests

Schools provide students with free instruction to comply with the standard Victorian curriculum and we want to assure you that all contributions are voluntary.

Ongoing support of our families ensures that our College can offer the best possible education and resources for our students. This enables us to offer a diverse range of innovative programs, special curriculum experiences and enhanced learning opportunities to our students.

The 2024 Payment Arrangement booklet will be made available to families later in the term via Compass.

## Policies and Procedures

All Policies and Procedures can be located on request, or via the College website in the 'Document Resource Centre', under 'Our College'. They help to assist and guide families on an array of topics, approved by College Council alongside the Department of Education.

## Student ID Cards

After our School Photo Day, students will receive a Student ID Card. This card will assist students in the following areas:

- Compass Kiosk Login for Arrival and Departure
- Printer Machine Access
- Identification and Proof of Age

Using the Compass 'Settings' Cog and by selecting the 'Compass Identity Card' tab, parents are able to order a replacement card for \$10.

## Student Insurance

The Department of Education does not hold insurance for school students however if you wish to seek school accident insurance for your student, families are advised to contact providers outside the Department. The Department of Education has advised that companies such as JUA Underwriting Agency Pty and Willis Australia Ltd can provide you with accident insurance.

# A - Z Key Information

## Toilets and Other Passes

Due to student safety and duty of care, all students are required to have a written pass documenting the time of departure, from the classroom teacher during class time, including bathroom breaks, library study, and visits to first aid.

Each learning community is equipped with restrooms ensuring that students do not need to roam around the College. These bathrooms have a key card which will be issued to the student on request and will be closely monitored by the classroom teacher. It is the student's responsibility to ensure these restrooms are kept clean and tidy for the next user and to return the key to the teacher after use.

If students leave class without permission, it may result in an Afterschool Detention. Parents will be notified of this via Compass and a follow-up call.

## Transport

While families are primarily responsible for getting their students to and from school, the School Bus Program assists families in rural and regional Victoria by transporting students to school. Categories of eligibility determine whether a student travels at no cost or travels upon the payment of a fee.

Please note that **students are not allowed to travel on any other bus** than the one to which they have been allocated and there is no opt-on procedure or allowances for additional travellers.

For all other transportation options please plan your journey on the Public Transport Victoria website or contact the Bus Coordinator at Administration for detailed information and advice.

## Uniform, Hair, and Piercings

All students at Koo Wee Rup Secondary College are expected to wear the full College uniform in a neat and tidy manner, whether for P.E. or formal classes. This year the College has refreshed its branding with the gradual transition from old to new over a 2-year period as current uniforms age and need replacing.

Students with bright extreme Hair colour, tones, or styles will be required to correct these.

The successful tender is Noone Imagewear:

- Shop 6/45 Sidings Avenue, Officer VIC 3809
- New uniform images and pricelists will be available on the Compass Newsfeed.

State Schools Relief is also available to assist families with purchasing essential uniform items. Please contact Administration or Wellbeing for assistance and additional information.

For information on Body Piercings please refer to the Uniform Policy.

*Welcome to Koo Wee Rup Secondary College*