



Achieving Excellence Together

SWAN HILL COLLEGE

Parent Handbook 2022



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SCHOOL INFORMATION

ADDRESS

10-32 Pye Street, Swan Hill 3585
PO Box 1440, Swan Hill 3585

OFFICE HOURS

8:30am to 4:30pm Monday to Friday

PHONE

(03) 5036 4900

ABSENCE HOTLINE

(03) 5036 4996
absence@shc.vic.edu.au

EMAIL

swan.hill.c@education.vic.edu.au

WEB PAGE

www.shc.vic.edu.au



SCHOOL HOURS / BELL TIMES

	Monday, Tuesday, Thursday and Friday				Wednesday			
	Start	Finish	Duration	Bells	Start	Finish	Duration	Bells
Daily Briefing	8.45am	8.55am	10 minutes		8.45am	8.55am	10 minutes	
Warning Bell				8.56am 9.00am				8.56am 9.00am
Period 1	9.00am	9.48am	48 minutes	9.48am	9.00am	9.48am	48 minutes	9.48am
Period 2	9.48am	10.36am	48 minutes	10.36am	9.48am	10.36am	48 minutes	10.36am
Recess	10.36am	11.05am	29 minutes	11.05am 11.09am	10.36am	11.00am	24 minutes	11.00am 11.04am
Period 3	11.09am	11.57am	48 minutes	11.57am	11.04am	11.52am	48 minutes	11.52am
Period 4	11.57am	12.45pm	48 minutes	12.45pm	11.52am	12.48pm	56 minutes	12.48pm
Lunch	12.45pm	1.35pm	50 minutes	1.35pm 1.39pm	12.48pm	1.36pm	48 minutes	1.36pm 1.40pm
Period 5	1.39pm	2.27pm	48 minutes	2.27pm	1.40pm	2.28pm	48 minutes	2.28pm
Period 6	2.27pm	3.15pm	48 minutes	3.15pm	2.28pm	3.16pm	48 minutes	3.16pm

Staff Supervision Hours

8:25am – 3:45pm

IMPORTANT 2022 DATES

TERM ONE	Friday 28 th January - Friday 8 th April (10 weeks)
TERM TWO	Tuesday 26 th April - Friday 24 th June (9 weeks)
TERM THREE	Monday 11 th July - Friday 16 th September (10 weeks)
TERM FOUR	Monday 3 rd October - Tuesday 20 th December (11 weeks)

JANUARY

Thursday 20 th	Booklist collection – Harrison Hall
Monday 24 th	School Office opens
Wednesday 26 th	PUBLIC HOLIDAY – AUSTRALIA DAY
Friday 28 th	Teaching Staff return to school
Monday 31 st	Years 7 & 11, 12 commence

FEBRUARY

Tuesday 1 st	All students in attendance
Wednesday 9 th	School photos
Tuesday 15 th	House Swimming Carnival

MARCH

Monday 14 th	PUBLIC HOLIDAY – LABOUR DAY
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APRIL

Wednesday 6 th	Parent Teacher Interviews – Student Free Day
Friday 8 th	Last day Term 1
Monday 25 th	PUBLIC HOLIDAY - ANZAC DAY
Tuesday 26 th	Term 2 commences

MAY

Monday 9 th	House Cross Country
Friday 27 th	House Athletics Carnival

JUNE

Friday 3 rd	Staff Professional Development – Student Free Day
Wednesday 8 th	GAT
Monday 13 th	PUBLIC HOLIDAY – QUEENS BIRTHDAY
Friday 24 th	Last day Term 2

JULY

Monday 11 th	Term 3 commences
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AUGUST

Thursday 8 th	Staff Professional Development – Student Free Day
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SEPTEMBER

Monday 5 th	Parent Teacher Interviews – Student Free Day
Friday 16 th	Last day Term 3

OCTOBER

Monday 3 rd	Term 4 commences
Monday 31 st	Staff Professional Development – Student Free Day

NOVEMBER

Tuesday 1 st	PUBLIC HOLIDAY – MELBOURNE CUP
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DECEMBER

Friday 16 th	Last day 2022
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PRINCIPAL TEAM

MESSAGE FROM THE PRINCIPAL

Welcome to Swan Hill College. We are a rural secondary school situated near the majestic Murray River, 350km North West of Melbourne. We have two campuses: the main campus with approximately 750 students from Years 7 to 12; and our FLO (Flexible Learning Options) campus with 40 students. The College offers a broad range of VCE, VET and VCAL subjects for our students who are supported by 55 teaching and 40 support staff.

At Swan Hill College, we are proud of the range of programs we run. We provide a great deal of literacy support to our students, with extra staff allocated to build student capabilities in reading and writing. At Year 7 and 8, we have the STEPS program and additional literacy support for students who find literacy challenging. We also have a specific focus on reading, with reading experts allocated to junior English classes to assist our students. In Mathematics we use a “Scaffolded Numeracy” program at Year 7 and 8. This is complimented by Maths Pathways, which is a software-based program which differentiates the work according to the students’ level of ability.

In addition to these programs, a broad range of Science, Technology, Physical Education, Humanities, Art, Music, Drama and Foods subjects cater for the range of student interests. These subjects focus on engaging our students, providing them with a solid foundation from which to tackle Years 11 and 12 and then their chosen pathway.

Our FLO campus is situated on the Kerang side of the town and offers a blended learning program for students who have found mainstream education challenging. Our FLO students take part in a range of VCAL and VET subjects aimed at preparing them for life after secondary school. At FLO, our students learn a huge range of life skills, including cooking, numeracy, literacy and technology, and even run a coffee shop for the local community.

At Swan Hill College, our staff work in Professional Learning Communities (PLC). Our PLC groups focus on using High Impact Teaching Strategies (HITS) to engage our students in their learning.



ANDREW SARTORI
Principal



KRISTEN LE GASSICK
Assistant Principal
Junior School



DE ROSEWARNE
Assistant Principal
Senior School

ADMINISTRATION TEAM



Peta Lindsay
Business Manager



Ashleigh Smith
Admin / Enrolments Officer



Lynda McKerrow
Admin / Bus Coordinator



Damian Wilson
Bursar



Cindy Hogan
Principals Assistant



Stacey Lawry
Camps & Excursions

STUDENT WELLBEING



NERIDA MORRISH
Wellbeing Manager

The Wellbeing Department encompasses counselling services, support and resilience building programs, the Program for Students with Disabilities, a Koorie Engagement Support Officer, classroom aides, staff activities, breakfast club, Immunisation Program, the school Sick Bay, Doctors in Schools initiative and explicit links with outside services.

We believe that emotionally and physically healthy students are happy, able to deal positively with life's challenges, and are well placed to develop into well-balanced, motivated and resilient young adults.

The Swan Hill College community recognises and values student individuality, differences and diversity. We encourage leadership and participation in all levels of school life.

The College aims to provide a positive culture where bullying is not accepted, and in so doing, all will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in the College environment.



HUGH BROAD
School Chaplain

Swan Hill is fortunate to have a School Chaplain as a part of our Wellbeing team. The Chaplain at our College is funded through the Australian Governments National School Chaplaincy and Student Welfare Program and Swan Hill College contributions.

Chaplaincy is a unique service that is of great value to our students, staff and parents; offering care, building the social skills of students and encouraging positive behaviour and life choices to our young people. Our Chaplain works as an integral part of our Wellbeing Team. Together they offer individual support referring out to appropriate services when required, the chaplain plans and implements Wellbeing programs across the curriculum, participates in a broad range of school coordinated activities such as school excursions, camps, sports coaching and events, lunchtime activities, breakfast program and assemblies. During times of crisis, trauma, loss and grief the Chaplain is called upon offering pastoral care, comfort and support to students, staff, parents and the broader school community to through these difficult times. Engagement in this program is of a voluntary nature.

Doctors in Schools Program

In 2018, Swan Hill College began providing the Doctors in School's (DIS) program. This service is available to any student who is enrolled at the College. Students are able to access a GP and Nurse in a safe and confidential environment. DIS is a free service, students and their parents/guardians/carers do not incur any out-of-pocket expenses for consultations with the GP. DIS can assist with a range of physical, mental, sexual and reproductive health issues. Here at the College, we believe DIS is an invaluable and positive program that is essential in a rural setting such as ours.

For more information, please refer to our website www.shc.vic.edu.au



Maddie Macfarlane
Youth Worker



Steph Higgins
School Counsellor



Jan Hickmott
Youth Worker / Counsellor



Jaylee Morrison
Wellbeing Admin

LEARNING SUPPORT OFFICERS



Loretta Rowlands



Robyn Reed



Nicole Rogers



Janene Scott



Leo Swan

JUNIOR SCHOOL

Swan Hill College Junior School supports students in years 7, 8 and 9. Each cohort has a Year Level Manager (YLM) who oversees the student’s learning, development and wellbeing needs. YLM’s work with their students to follow positive behaviour expectations; celebrating success and re-teaching expectations when required. The Junior School Manager oversees all three-year levels, working with students and staff, leading transition, supporting the implementation of the Positive Behaviour Support Plan and sourcing programs. Our Assistant Principal works cohesively supporting the Junior Team and engaging with students. The Junior Sub-school team is supported by a Sub-School Assistant and Education Support member. The junior school is the first point of call for all our student needs.

Students in Junior School have a number of camps available to them throughout the 3 years. In year 7 we have the Snow Camp (four days in Falls Creek, undertaking downhill skiing, cross country skiing and tobogganing). In year 8 the students enjoy 5 days in Canberra where they experience places of interest such as Parliament House, the AIS, and Questacon, as well as fun activities like Laser Tag and indoor trampolining. Year 9 is an opportunity for students to build leadership and personal skills at the Alpine School for Student Leadership, offering a select group of students an alternate educational setting to explore, experience and develop leadership qualities. Students can also attend a 5-day camp at 15 Mile Creek, participating in a range of outdoor activities.

We are very proud of the diverse opportunities we offer our students in their early secondary education at Swan Hill College. Our literacy program withdraws identified students, providing them a smaller setting and an individualised intensive literacy intervention to aid in their learning needs. The Reading Program in years 7 and 8 develops explicit skills and a deeper understanding of how and why we read. Our numeracy pathway programs allow students to learn at their level, while having access to highly qualified staff, and our STEP (Swan Hill Tailored Education Program) and Hands on Learning presents students with an alternate program to support student’s individual needs.

In junior school we offer a range of exciting opportunities to develop student leadership. We have forums, PBS leaders, Junior College Captains, Junior House Captains and Sustainability Leaders. Students work with their peers across different year levels, staff and the community to initiate incentives, run activities or lead a team.

We begin working with our new year 7’s in early May and from this time on we prepare the students to make their transition to secondary education.



Sarah Sutton
Junior Sub-School Manager



Kerry Dickson
Junior Sub-School Admin



Shaun O’Grady
Junior Sub-School Assistant



James Downing
Year 7 Manager



Mark Snel
Year 8 Manager



Kara Lierich
Year 9 Manager

SENIOR SCHOOL

The academic and personal development of students from Years 10 to 12 is managed by Senior Sub School. We promote the College values on a day-to-day basis and feel our students are exemplary role models to the junior school.

At Year 10 we work on transitioning students from Junior School to Senior School with a focus on responsibility and pathways. We have a range of programs and guest speakers to support students on the journey. The “Choose Survival” program encourages students to be safe and look out for their mates and students focus on subject pathways through the “Shape your Destiny” seminar.

By Year 11 our students choose either a VCE or VCAL pathway with the support of the Careers team. All our VCE subjects are taught by staff who are competent and able to help students both in and out of school hours. Our VCAL students are involved in many community projects such as local primary schools and council parks. Wellbeing wise, we offer many programs to educate students including an informative seminar by Sonya Karrass, “A Whole New World”.

We continue to support our Year 12 students and help prepare them for the outside world. For our VCE students we run an Achieving Excellence Club to provide them with extra tips on how to achieve their ATAR goals. Other programs such as the “TIS Tour” and “VCE Success Strategies Seminar” help guide our students onto the right pathways. Our VCAL students take part in a weeklong Melbourne camp which focuses on how to navigate around the city. We provide a “Party Safe” talk and individual wellbeing sessions also.

The Senior Sub School consists of Year Level Managers, Sub School Manager and Sub School Assistant. We work closely in conjunction with the Wellbeing and Careers team to provide the best assistance to our students.



Dylan Kiel
Senior Sub-School Manager



Carinda Drummond
Senior Sub-School Admin



Kate Lochery
Year 10 Manager



Sharrelle Lahy
Year 11 Manager



Shane Domaille
Year 12 Manager

Absences

All student absences must be explained. Please contact the Swan Hill College Absence Hotline on 5036 4996, email absence@shc.vic.edu.au regarding your student's absence or via the link on our webpage.

Attendance

Students must maintain an attendance rate of 85% or more each class. Catch up classes will be required outside of school hours and lunch time.

Bicycles, Scooters, Skateboards etc.

May not be ridden on the College grounds; they must be secured in the bike racks or cage. These are left at own risk.

Borrowing Sports Equipment

Equipment may be borrowed at Wellbeing for use at recess and lunchtime.

Bus Passes

Country School Buses can only be accessed by registered students. Application forms and bus passes can be obtained at the General Office. Bus passes will only be issued for extenuating circumstances. Passes will NOT be given for travel to sport training. To access the town bus please contact Swan Hill Bus Lines on 5032 9699.

Camps, Sports and Excursions Fund (CSEF)

Parents with Pension or Health Care Cards current on the first day of Term 1 or Term 2 are eligible for this allowance. You should lodge a CSEF application form at the school by the end of Term 2. See the General Office for more details.

Canteen

Students select from a wide range of options, including daily specials. Lunches can be pre-ordered.

Careers

Up to date careers information can be found in the Careers Office or visiting www.swanhillcollegecareers.com. For help in developing a pathway or seeking scholarships ask to see the one of the Careers staff members.

Communication with Parents

SHC may communicate direct to families via phone, Daymap (bulletins, email or text) or Operoo. The College Facebook page is also used to communicate events or important information. Our fortnightly newsletter 'Newswan' is published in the Guardian, emailed to parents and available via Daymap and our website www.shc.vic.edu.au. A regular VCE/Career's newsletter is also produced for students.

Contacting the College

Any person wishing to visit staff or students must first check with the General Office and collect a visitor pass. If parents wish to see Principals, Year Level Managers or other support staff they should phone the College for an appointment on 5036 4900.

Course Changes

Course changes for Years 9 to 12 must be discussed with the Year Level Manager, parents and the Careers staff. All changes must be approved by the relevant Assistant Principal.

DayMap Connect

Parents can access up to date student reporting through DayMap Connect at <http://daymap.shc.vic.edu.au/DaymapConnect>. To log on to this system parents will need to have a valid email address registered with the school.

Doctors in Schools Program

Students can access the GP themselves or by making appointments through SH Primary Health on 5033 9900. Appointments are held onsite at the College.

Facebook

Swan Hill College has a [Facebook](#) page as an extra source of communication to keep families informed of upcoming events, important dates and information.

General Office

Hours: 8:30-4:30. All visitors to the College must report to the General Office. All payments made by students are done at the General Office where receipts are issued.

Health Issues/Illness

As well as Doctor's in School, the College Nurse is in the school two days a week and has information on all aspects of health and wellbeing (also see sick bay information).

Late to School

Students late to school must report to their Sub School to sign in. Parents should contact the absence line (5036 4966) or send a note with the student, explaining their lateness.

Library Cards

Library Cards are issued to each student. Lost cards can be replaced at the IT Office for a \$2.50 cost which is paid to the front office. Students should always carry their library card with them during the day.

Lockers

Students are issued with a combination lock. Students should use their lockers and leave their bags, mobile phones and electronic devices in their locker. All locker bays are under video surveillance and locked during class time. New locks may be purchased from the General Office for \$13.50.

Lost Property

Students should check for lost property at the Wellbeing Office. If students have a need to bring valuables or large sums of money to schools, they should lodge them at the General Office for safe keeping.

Lost your class?

Students should report to their Sub School if for any reason they are unsure of where they should be during lesson time.

Lunch Passes

Students who go home for lunch each day should have their name recorded and a lunch pass issued at their Sub School.

Medication

All medication must be taken to Wellbeing for safekeeping. It should be clearly labelled with student name and dosage instructions. A Medical Authority form needs to be completed prior to medication being administered to a student.

Mobile Phone & Electronic Device Use

Mobile phones and electronic devices must be locked in student lockers during the school day. They are NOT to be accessed/used during this time. This does not apply to student netbooks. Confiscation penalties apply, per Mobile Device Policy.

Off Campus Passes

All students leaving the College grounds during the school day are required to sign out at their Sub School. All years' 7-12 students must have parent permission and there must be a valid reason for leaving. Permission to leave may be refused in some circumstances.

Operoo

All excursions (camps, sports, offsite class activities) and incursions, requiring parent/guardian permission, will be communicated via *Operoo*. Parents must have an up-to-date email on record at SHC and will receive permission requests via email, that need to be actioned via the link in the email or the *Operoo* app.

Phone Calls

Students may make important or necessary phone calls at their Sub School at a cost of 40c for local calls and 60c for mobile calls.

Print Credit

Students wishing to photocopy or print documents can purchase print credit at recess or lunch time from the General Office, minimum \$2.

Sickbay

Students feeling unwell should let their classroom teacher know, get their planner signed and report to the sickbay in Wellbeing with their planner. Unwell students should not go home without reporting to sickbay first.

Special Provision for VCE Students

If there are events in your life that may affect your performance in VCE, please see the Senior Sub School Manager as soon as possible to ensure you are familiar with the requirements.

Sport Uniform

Students participating in sport and PE subjects are required to wear the correct sports uniform, consisting of navy sports top and navy track pants or shorts. No compression wear (i.e., skins, 2XU etc.) is to be worn. Students are to change into and out of this uniform at school.

Student Counsellor and Chaplain

Counsellors and Chaplains can be contacted through the Wellbeing office. You can talk to your Year Level Manager for a referral.

Timetables

Students are issued a printed timetable at the beginning of each term or when there are timetable changes. The timetable should be glued into their planner. Students can access their timetable through Daymap, which is on their netbook.

Uniform Passes

Students are required to get a uniform pass if they are out of uniform in any way. A note should be taken to their Sub School to obtain a pass before 8:45am. See the uniform statement in the student planner. A student who is out of uniform without a note will be asked to change into the school uniform provided by the College.

VASS/VCE/VET Office

Located in the Careers Office. All VCE, VCAL, and VET enrolments are processed here.

VCE/VCAL Information

All students studying a VCE subject should read their VCE Handbook and discuss any concerns with the Senior School Manager.

VET (Vocational Education & Training)

Students can do vocational courses as part of VCE studies. Work placement is an essential part of each program and is organised through the VET office.

Video Surveillance

Cameras are placed in strategic areas around the school, including locker bays, computer rooms and yard areas.


POSITIVE BEHAVIOUR SUPPORT MATRIX

At Swan Hill College we work together to achieve excellence and have high expectations of behaviour to create an environment which promotes individual academic and social growth.

RESPECT – RESPONSIBILITY – HIGH EXPECTATIONS – BELONGING

- All behaviour is a result of the choices we make
- All actions have consequences
- Behaviour is managed by developing relationships and rapport
- Positive behaviour is supported, recognised and celebrated

Our School Wide Positive Behaviour Support matrix outlines our values and specific expectations. The matrix is clearly displayed across all learning environments.



SWAN HILL COLLEGE

POSITIVE BEHAVIOUR EXPECTATIONS

RESPECT	RESPONSIBILITY	BELONGING	HIGH EXPECTATIONS
<p><i>We Will:</i></p> <ul style="list-style-type: none">• Respect all people, places and property in school and the wider community.• Keep the yard tidy and respect the environment.• Respect that we are all here to learn.• Respect each other's differences.• Be considerate of others by using respectful and inclusive language, and not swearing	<p><i>We Will:</i></p> <ul style="list-style-type: none">• Take responsibility for our actions and model expected behaviours.• Keep lockers organised and locked.• Engage appropriately with technology.• Attend all classes and be on time.• Take responsibility for our learning, meet deadlines, and work to our capacity.	<p><i>We Will:</i></p> <ul style="list-style-type: none">• Maintain personal hygiene and self-care while at school.• Create a safe environment by being inclusive to all.• Be prepared for class discussions and activities.• Wear the appropriate school uniform.• Celebrate appropriately and show appreciation.	<p><i>We Will:</i></p> <ul style="list-style-type: none">• Use feedback provided to enhance our learning.• Aim high and challenge ourselves.• Accept opportunities and take on all roles.• Be supportive and encouraging to others.• Approach learning with a growth mindset.

STUDENT ATTENDANCE

<p>0 - 4 day</p> <p>This attendance rate is within the normal range. A child with this attendance rate is able to take full advantage of the teaching and learning opportunities available to them. They will almost certainly achieve the best grades for their ability and have a real opportunity to develop strong friendship groups. They are developing a good work ethic.</p>
<p>5 - 9 days</p> <p>This attendance rate is below the average. A child missing this many days each semester could miss over one year of schooling between prep and year 10. They have been missing a number of days each year that may make it difficult for them to achieve their best.</p>
<p>10 - 19 days</p> <p>This is a poor level of attendance. A child missing this many days each semester could miss out on up to two (2) years of schooling between prep and year ten. They are missing so much time from school that it will be very difficult for them to keep in touch with work and friendship groups.</p>
<p>20+ days</p> <p>This is very poor level of attendance. A child missing this many days each semester could miss over 2.5 years of schooling between prep and year ten. Immediate action by parents is required. They are missing so much time from school, equal to a whole term out of the year, that it will be almost impossible for them to keep in touch with work or friendship groups. After prolonged absences these children often disrupt learning in the classroom and need reminding of classroom rules, routines and expectations.</p>

Points to remember:

- Ensure that your child attends on all designated school days.
- Only allow your child to be absent for legitimate reasons, such as illness.
- Contact the school via the absence line if your child is absent (5036 4996 or 5036 4900, option #1).
- Missing one day of school each week adds up to two months missed over a year.
- Each day absent in high school has an impact on skill development and social connections.
- Being away from school for one day a fortnight equates to missing 1.5 years over 13 years of school.
- It's vital that holidays are planned during school holidays where possible, and not during the term. If you are planning to go on holiday during term time, make sure that you talk to your school in advance, and work with them to develop an absence learning plan.

READING PROGRAM

Improving students’ engagement with reading and developing reading comprehension strategies is the focus of Swan Hill College’s reading program. Targeted lessons at Years 7 and 8 aim to foster reading confidence and increase the number of minutes per week students read, since this is closely linked to future success, both academically and in the workplace. Reading for enjoyment is also a priority, with teachers working with students to find suitable texts for them to read that are targeted at their ability level and interests.

Research has established that reading for at least **20 minutes a day** (on top of any reading required for school) improves academic performance in all areas of study. Parents can help ensure that this happens at home by assisting their child to establish a regular reading habit (if they haven’t already). This might be allocating a set time to read each day, ensuring digital devices are put away while reading and/or visiting the local library to find more reading material. It would also be beneficial if parents discuss with their child what they are reading to ensure they are comprehending the text and to share the pleasures of reading.

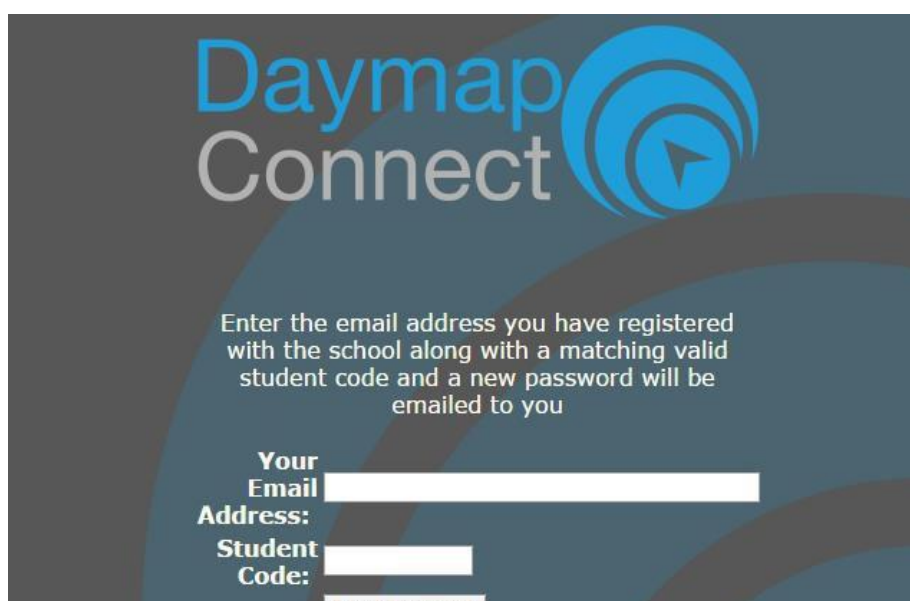
Daymap Parent Portal Quick Start Guide

Daymap Connect is an extension of the Daymap Learning Management System which provides parents with access to key school and student information both at home and on the go. Our easy- to-use system allows parents to create and manage their own accounts for Daymap Connect, requiring only one login and password per parent (with the option to provide multiple logins) to access details for all students enrolled in the school.



The screen above is the Daymap Connect log in screen. This can be found by using the following URL: <http://daymap.shc.vic.edu.au/DaymapConnect>. Please note this URL will also work on the DayMap app, which can be downloaded from Apple iTunes or Google Play Store.

If you are a new user, then select the “New User?” option. On the next screen you will be required to enter your email address (this must be the email registered at the school) and a student code (this will be provided by your school). Once you have entered the details push “Reset Password” and a username and password will be sent instantly to your email account.



- Students who are undertaking VET work placement
- School Sports days
- **Before 9am and after 3.15pm, if still on school grounds e.g. Study in the common room or homework program**

RELATED POLICIES AND RESOURCES

- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)
- Student Notes
- Student Diary Notes
- Student Records
- Assessment Tasks
- Daymap Reports published to the Parent Portal.

On the right of the screen is a list of recent messages sent.

Debra Akenfield Log Out

Student: Samantha AKENFIELD

DaymapConnect

Home

My Messages

This Week

Attendance

Assessment

Reports

My Account

Student Activity

Note

27/11/2014

Attendance

Sign In Reason: Medical Certificate entered at 1:26 PM

Task

English 7R

Published: 17/11/2014

Assignment

Photo Story Task

Grade: B

Mark: 10 / 12

Comments: Excellent detail.

Task

Maths 7R

Due: 5/11/2014

Assignment

Angles Rich Task

Overdue. Work has not been received

Week 16 starting Monday, 27 October 2014

English 7R

Due: 30/10/2014

Outcomes Based Assessment

Test Outcomes Based

Overdue. Work has not been received

Week 11 starting Monday, 22 September 2014

My Messages

Messaging

Andrew Johnston (AJ)

8/10/2013

Year 7 Parents

Please find the information packet for our upcoming Year Level Excursion to Canberra attached to this message.

Pa . . .

2 messages in this conversation, latest one sent at 8/05/2014

My Messages

This Tab displays the Messaging screen and enables you to easily contact teachers about any issues of importance; excursions, reminders, personal matters etc. This is a fantastic tool to keep you up to date and aware of what’s happening in your child’s classroom.

You are able to create messages, reply to received messages and receive email notifications when you have unread Daymap messages.

Debra Akenfield Log Out

Student: Samantha AKENFIELD

DaymapConnect

Home

My Messages

This Week

Attendance

Assessment

Reports

My Account

New Message

Reply

Delete

Refresh

Inbox

Sent

Deleted

Drafts

Messages

Andrew Johnston (AJ)

8/10/2013

Year 7 Parents

Please find the information packet for our upcoming Year Level Excursion to Canberra attached to this message.

Pa . . .

2 messages in this conversation, latest one sent at 8/05/2014

Message sent on 8/10/2013 11:35 AM

From: Andrew Johnston (AJ)

To: Debra Akenfield (tbt)

Year 7 Parents

Please find the information packet for our upcoming Year Level Excursion to Canberra attached to this message.

Pages 9-11 must be completed and returned by the end of Week 7 this term.

Please contact me with any questions.

Andrew Johnston

Year 7 Coordinator

This Week

By viewing the This Week Tab, you can see your child’s timetable and class attendance at a glance. This Tab also displays any Assessment Tasks and Homework, which you can click on to view all assessment information and any attachments added to the task.

Debra Akenfield Log Out

Student: Samantha AKENFIELD

DaymapConnect

Home

My Messages

This Week

Attendance

Assessment

Reports

My Account

Week starting on: 30/11/2014

Previous

Next

Time	Mon 1/12	Tue 2/12	Wed 3/12	Thu 4/12	Fri 5/12
Before School	Before School				
Home Group	✓ 7R	✓ 7R	✓ 7R	7R	7R
Period 1	Graphic Art 7R	English 7R	Graphic Art 7R	Maths 7R	Religious Ed 7R
Period 2	Graphic Art 7R		Religious Ed 7R	Phys. Ed. 7R	English 7R
Recess	Recess				
Period 3	✓ English 7R		History 7R	Religious Ed 7R	History 7R
Period 4	Maths 7R	Religious Ed 7R	English 7R	Science 7R	Maths 7R
Lunch	Phys. Ed. 7R	Maths 7R	Maths 7R		Phys. Ed. 7R
Period 5	✓ English 7R	History 7R	Phys. Ed. 7R	History 7R	French 7R
Period 6	French 7R	Science 7R	Science 7R	English 7R	Graphic Art 7R
After School	DETENTION				

Symbols:

✓ Marked as present

✗ Marked as absent, approved

✗ Marked as absent, unapproved

L Marked as late

ⓘ Roll has not been marked

Tasks and Homework

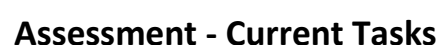
SCI 7R

Andrew Johnston

3/12/2014


Prac Reports for all three Cells tasks are due by next Friday. You must submit your entire prac book for marking at this time.

Within the Attendance Tab, you can view the Attendance Map and Attendance Rate of your student. The coloured visual representation allows you to identify any patterns in your student's attendance rates.



Debra Akenfield Log Out

Student: Samantha AKENFIELD



Home

My Messages

This Week

Attendance

Assessment

Current Tasks

Current Tasks

All Classes

Assessment Tasks

Task

English 7R

Published: 17/11/2014

Assignment

Photo Story Task

Grade: B

Mark: 10 / 12

Comments: Excellent detail.

Task

Maths 7R

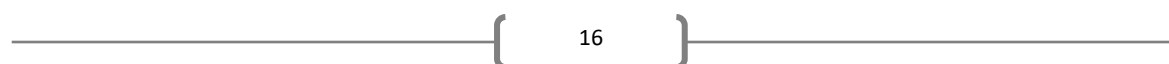
Due: 5/11/2014

Assignment

Angles Rich Task

Overdue. Work has not been received

The Schedule Tab displays Assessment Tasks scheduled throughout the year. This can be viewed by class or for all classes. Selecting the Assessment Task will open Assessment Task information.



Assessment - Assessment Plan

This Tab Lists Assessment Tasks and Assessment Plans in a diary view. Assessment Plans are a new type of Lesson Note. As above, selecting the Assessment Task will open Assessment Task information including any work electronically submitted.

Debra Akenfield Log Out

Student: Samantha AKENFIELD

Daymap Connect

Home

My Messages

This Week

Attendance

Assessment

Current Tasks

Schedule

Assessment Plan

Results

Reports

Assessment Plan

All Classes

Science 7R

Published: 20/02/2014

Assignment

Gravity Prac Reports Task

Andrew Johnston

Grade: A

Mark: 15 / 0

Comments: My kids are great!

Week 6 starting Monday, 3 March 2014

English 7R

Published: 7/03/2014

Assignment

The Runner Map Story Task

Andrew Johnston

Grade: A

Mark: 18 / 0

Comments: Great work.

Assessment - Results

The Results Tab Lists Assessment Task Results that have been published against the student. Results can be viewed by class or by all classes. You can open the task to view teacher feedback and student work. These results are also published in the Student’s View of Daymap.

Debra Akenfield Log Out

Student: Samantha AKENFIELD

Daymap Connect

Home

My Messages

This Week

Attendance

Assessment

Current Tasks

Schedule

Assessment Plan

Results

Reports

Results

All Classes

Year: 2014

☒ Listing ☐ Tabular

Task

English 7R

Published: 17/11/2014

Assignment

Photo Story Task

Andrew Johnston

Grade: B

Mark: 10 / 0

Comments: Excellent detail.

Task

English 7R

Published: 29/10/2014

Assignment

Chapter Summaries

Andrew Johnston

Grade: B

Comments: Good effort.

Task

Maths 7R

Published: 13/08/2014

Assignment

Woodleigh Demo

Andrew Johnston

Grade: A

Mark: 14 / 0

Comments: Great work.

Reports

The Reports Tab lists Daymap Student Reports that have been published to the Parent Portal.

Debra Akenfield Log Out

Student: Samantha AKENFIELD

Daymap Connect

Home

My Messages

This Week

Attendance

Assessment

Reports

My Account

Demo 2014.pdf

Demo 2014 Final

My Account

This Tab allows you to change your password and provides access to all of your contact details. If any of these details are incorrect, please contact your School Administration.

Debra Akenfield Log Out

Student: Samantha AKENFIELD ▾

Daymap
Connect

Home

My Messages

This Week

Attendance

Assessment

Reports

My Account

My Details

If any of the below details are incorrect or out of date, please report to School Administration

First Name: Debra

Surname: Akenfield

Title: Mrs

Home Phone: 555-5555

Mobile: 0411 551 51

Business Phone: 555-5555

Email: Nathan@loopsoftware.com.au

Address

Town: Melbourne

PostCode: 3000

State: Vic

Country: Australia

Change Password

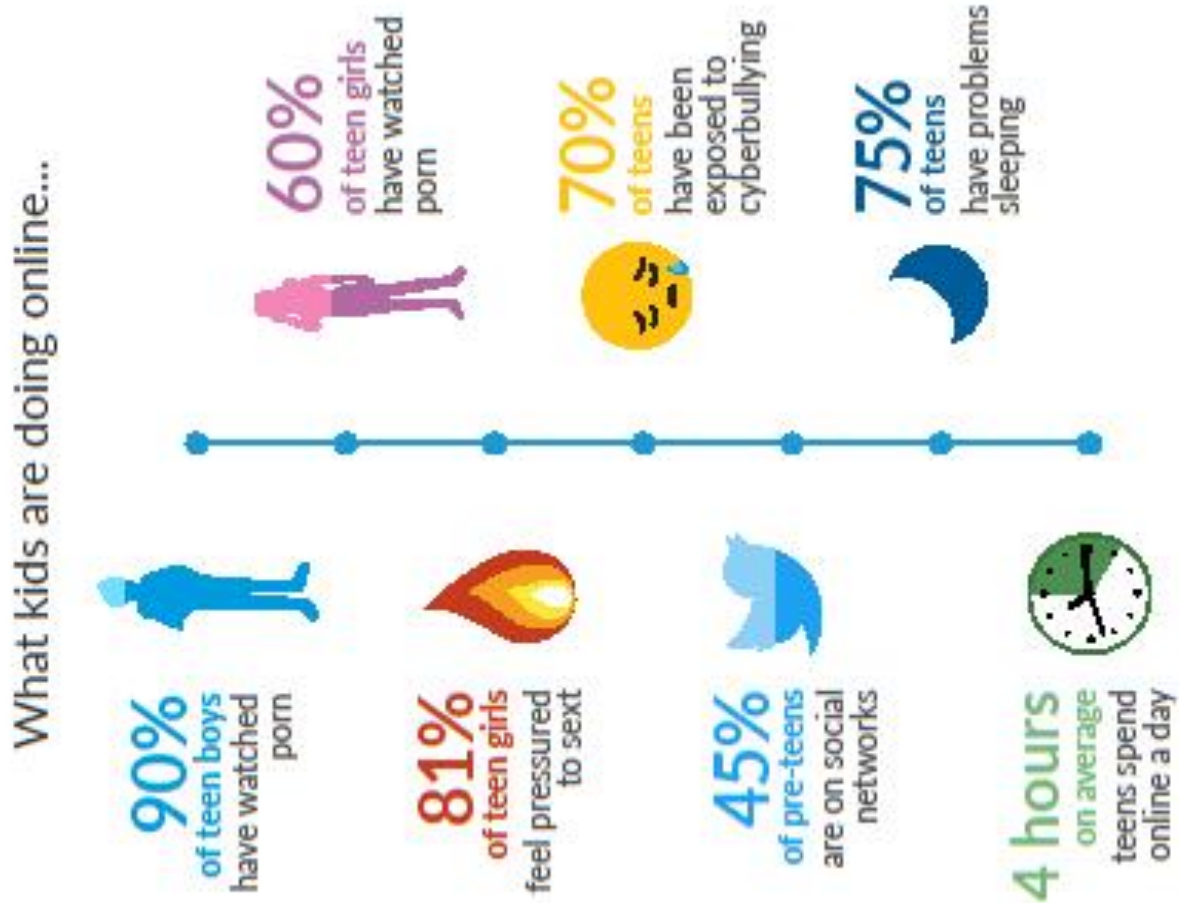
Please click [here](#) to change your account password





Protecting students
At school, at home
and everywhere
in between





Source: <https://www.familyzone.com/schools/at-a-glance>



Swan Hill College is proud to partner with Family Zone

Manage screen time. Set routines for study, play and sleep.

Removes adult content for safe searching.

Manage use of social apps and in-app purchasing.

Family Zone app and router works across every device, everywhere.

Family Zone is a complete online cyber safety solution that protects your children at school, at home and when they are out and about. Simple to set up, easy to use, and supported by a team of cyber experts, if your children are online you need Family Zone.

For more information visit:



Protecting Students

At school, at home
and everywhere in between

OPEROO – Permission Request Platform

Overview

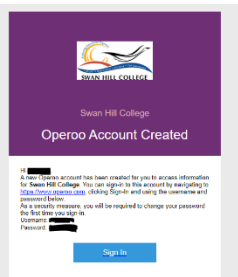
Operoo is Swan Hill College’s permission/excursion communication platform. All school related permission requests are sent to families through Operoo. Please ensure you have provided Swan Hill College with your preferred email. We recommend you check your emails regularly and also check your spam/junk mail, as sometimes these emails will go to this folder. Just mark the email “not spam/junk” and emails should then begin to appear in your inbox.

You can download the app (available for both iOS and Android users), directly to your phone and by allowing push notifications, will mean immediate notifications when any requests are sent for your child.

Registration

Upon enrolment at the College, both parent A and B (if applicable) will be registered for Operoo. If you wish for only parent A to be registered, please notify our Front Office staff. New families, with a child commencing at the beginning of the year will receive their account details mid-January, we encourage families to finalise their registration before school begins, so that they do not miss any class excursions planned for the beginning of the term. Midyear enrolments will receive their login at the time of their commencement.

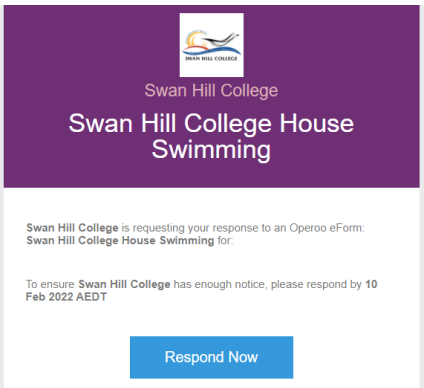
Finalising your registration



1. Parent A/B will receive an email, advising an account has been created.
2. Follow the prompts on screen, entering your user ID and password sent in the above email.
3. You will be required to update your child’s profile. Any permission requests that come to you, will not be able to be actioned until the student’s profile have been completed.

Excursions & School Activity Permissions

You will receive an email notification advising you have a new ‘Swan Hill College eform’. Click on the ‘Respond Now’ button (as shown below). This will take you to the Operoo log in page. Once you have logged in, it will take you directly to the response page. Consent is given by following any prompts on the screen and scrolling to the bottom and accepting/rejecting and signing, if/where needed.



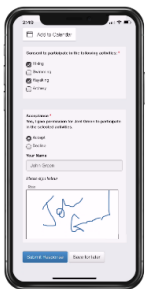
Notifications

Handy email notifications let you know when there is something for you to read or a form to complete. Automated reminders ensure your child never misses out.



Parent forms

You’ll love the ease of completing and signing online consent, permission, medical and onboarding forms right from your phone, tablet or PC.



Medical forms

You can easily keep your child’s medical data and emergency contacts up to date, ensuring the school or club has access to the right information in an emergency.



Your language

Operoo lets you choose the language you’d like to receive your messages and forms in. Choose from over 100 languages.



Anytime access

Return forms and give consent on-the-go via a browser on any device. Or download the Operoo Mobile App.



Safe & secure

Operoo’s world-class security and privacy means information about your child is safe and confidential.



NETBOOK & LAPTOP POLICY, PROCEDURES AND INFORMATION – YEAR 7

This information sheet is to be viewed in addition to the following Swan Hill College Policies and Documents: -

- Year 7 ICT 101 course (Part of the College Educational Program)
- Student Computer and Network policy (In student's planner)

Parents will be supplied with a personalised agreement document with full details of the device warranty, acceptable use policies and full terms of the netbook agreement during the first week of school in 2022.

Swan Hill College now uses an order portal for device purchase for Year 7 students.

Parents have a choice of devices on the portal. Both are heavily subsidized by the College and a discount of \$290 will be applied at checkout. (A voucher number will be supplied to you individually for each student starting year 7 in 2022)

The portal address is <http://shcnew.orderportal.com.au/>. Orders are placed and paid for by you, then shipped to the College where we will load the school software for your child's use, and then advise you when ready for pick up.

Two Selections are available for you to pick from. Both devices are an 11.6 Inch netbook with up to 12 hours battery life and a 3 year onsite warranty, 4GB RAM and 128GB M2 Sata file storage. They both also have optional insurance policies that can reduce the cost of any accidental damage repairs for 3 years.



The cheaper device is non touch screen with one camera and the dearer device is touch screen and comes with an active stylus pen and dual cameras. Both are suitable for use at the College.

A bag to protect the device will be supplied by Swan Hill College.

If you would like to receive the device before Christmas, to say put it under the tree, then orders must be placed by 19th November and can be picked up at the College General office when advised.

For further information, please call the College on 0350 364 900 and ask to speak to the ICT office or email it@shc.vic.edu.au

BYO COMPUTER PROGRAM – YEARS 8-12

Swan Hill College – Computer requirements non-school supplied devices.

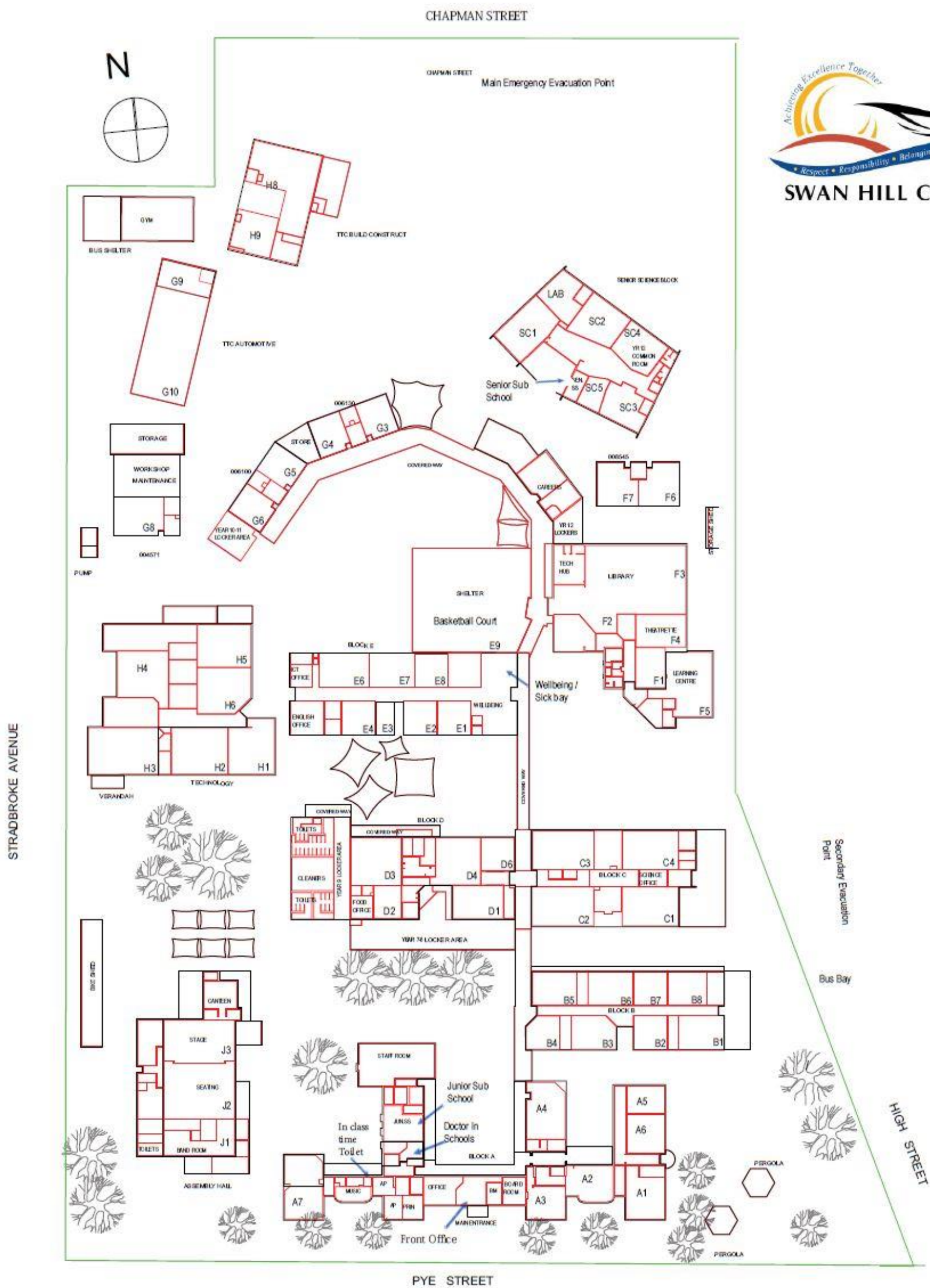
Swan Hill College will connect a computer that is not supplied or recommended (purchased from <http://shc.orderportal.com.au>), provided it meets the following minimum hardware and software specifications.

You can use these specificationS as a guide if you wish to purchase your own device from a local computer supplier or an online store.

Computer Type	Laptop or Netbook or Tablet that runs Windows 7, Windows 8 or Windows 10
Windows 10 Minimum Specifications	4GB RAM
	120 GB SSD or SATA Hard Disk (Larger for arts or technology)
	Intel Celeron Dual Core 2.0ghz or Intel Atom quad core 1.5ghz
	AMD A series 1.3ghz quad core or higher
	11.6-inch LCD (Larger for arts or technology subjects – Media, Furniture, etc.)
	4 hours battery life
	Wireless N or Wireless AC
We strongly Recommend	Extend Battery life of at least 6 or more hours
	Extend warranty to 3 years (Or the term of your child’s remaining schooling)
	Include a Carry case to protect the device
Swan Hill College will supply for free	Microsoft Office for the duration that your child is at school (Includes Word, Excel, Power Point, Publisher)
	Adobe CC2017 suite of software as well as other department recommended software
Notes	Swan Hill College ICT department can only offer limited software and hardware support for these devices.
	Consider if the warranty is on site or return to base. (Do you have to send it away for repair)
	Consider Accidental Damage insurance to cover any repairs required that are deemed “User Induced Damage”, for example if the unit is dropped.
	Currently IOS, Android, Linux and Chromebook devices are not supported by the College’s infrastructure. We now can support Macbook computers for connection to our network, printing and Office for Mac
	Devices that are found to have pirated or illegal software installed will be rejected by the College.
	Year 7 Students should not purchase from these programs. Please contact the College for Year 7 device details.

SCHOOL MAP

SWAN HILL COLLEGE





UNIFORM CODE

The Swan Hill College uniform, and this Uniform Code, was designed and developed by students, teachers and parents. Our uniform identifies us as Swan Hill College students and reflects our valued inclusion in the school community. Our uniform should be worn with pride.

Students are expected to wear full school uniform to school every day. There are a number of uniform item options available to choose from. Students should make sensible choices about which uniform items they wear to complete their school uniform from the available options to suit the prevailing weather conditions, their activities for each particular school day, and their own comfort.

Swan Hill College has a gender-neutral uniform policy.

This Code aims to:

- Promote equality amongst all students.
- Further develop a sense of pride in, and identification with Swan Hill College.
- Provide durable clothing that is cost effective and practical for our College environment and local climate.
- Maintain and enhance the positive image of Swan Hill College in the community.

Uniform requirements

- Students are required to wear full uniform every school day (except for authorised casual dress days).
- All items of uniform are to be kept clean and in good condition at all times.
- Shoes should be black leather or leather look and be clean and polished.
- Head coverings worn for cultural or religious reasons should be plain white.
- All skirts and dresses should hemmed no higher than 5cm above the knees.

Personal appearance and grooming

- Hair accessories: Plain navy blue or white hair ribbons, or hair bands may be worn.
- Jewellery:
 - Stud earrings, sleepers or enclosed flesh coloured spacers may be worn in the ears.
 - A 1.5mm silver, gold or clear stud may be worn in the nose (no sleepers).
- Watches and medical information bracelets may be worn.
- Bright unnatural hair colours (e.g. green, pink or purple rinses) and/or extreme hairstyles (e.g. spikes or mohawks) are not permitted.
- Visible tattoos are not permitted.
- Cosmetics and nail polish are not permitted.
- Facial hair in the form of moustaches, beards, sideburns, goatees, etc, are not permitted.






Non-compliance with uniform code

- Students not wearing full school uniform are required to:
 - present a signed note from a parent or caregiver to the Year Level Manager before 8:45am requesting a Uniform Pass (daily); or
 - loan a uniform from Wellbeing for the day.
- Mixing non-uniform clothing with school uniform is not permitted. Students not in full school uniform and without a Uniform Pass are required to remove any non-uniform items.
- Students not in full school uniform may be sent home to change following a phone call to the student's parent or caregiver.

Uniform supplier

All uniform items may be purchased from Clark's Gift Salon, Swan Hill.

Swan Hill College COMPULSARY UNIFORM	
SHC Polo Shirt SHC Navy and white polo shirt. A long sleeve white or navy skivvy top may be worn underneath. WORN WITH: Shorts, long pants or skirt.	
Shorts <ul style="list-style-type: none">• Navy tailored style with front zip and hemmed long leg school shorts; or• Grey woven cotton or polyester/rayon school shorts. WORN WITH: SHC Polo Shirt.	
Long Pants <ul style="list-style-type: none">• Navy tailored style long school pants with front zip; or• Grey woven cotton or polyester/rayon long school pants. WORN WITH: SHC Polo Shirt.	
Skirt Tailored style with inverted pleats front and back stitched to hip line. Polyester/viscose tartan with a grey background and navy and white over check. WORN WITH: SHC Polo Shirt.	
Dress Princess line style school dress with short sleeves in a crisp blue and white polyester/cotton fabric, with a revere collar, buttoned tab front, centre action back and side pockets.	
SHC Rugby Top SHC navy, white and yellow horizontal striped cotton rugby top.	
Jackets <ul style="list-style-type: none">• SHC navy spray jacket; or• SHC navy polar fleece jacket.	
Socks & Tights <ul style="list-style-type: none">• Plain white, grey or black socks (without visible logos or brand names above the shoe); or• Navy or dark blue tights.	

Shoes <ul style="list-style-type: none"> • Black leather or leather look lace up school shoes; or • Black leather or leather look T-bar school shoes. 	
Hat Plain navy-blue bucket style hat.	
Physical Education (PE)/Sports Uniform Students participating in PE and sporting events are required to wear the PE/Sports uniform. <ul style="list-style-type: none"> • SHC navy and yellow PE/Sports Polo; and • Navy sports shorts; or • Navy sports track pants. 	
Year 11 & 12 VET Sport & Recreation Uniform VET Sport and Recreation students are required to wear this uniform during VET Sport & Recreation classes and also when participating in VET Sport & Recreation activities in the community. <ul style="list-style-type: none"> • SHC VET Sport & Rec polo; and • SHC logo sports shorts. 	
OPTIONAL ITEMS	
<ul style="list-style-type: none"> • Beanies • Plain navy beanie with SHC logo. • SHC custom design beanie with pompom. 	
Scarf Plain navy scarf with SHC logo.	
Bag Navy backpack with SHC logo.	Not in stock
Year 12 Year 12 students may wear a SHC Year 12 custom jacket which is organised and paid for via the Year Level Manager, and a SHC Year 12 custom polo top, which can be purchased individually.	

October 2021

Dear Parent/ Guardian,

Swan Hill College is looking forward to another great year of teaching and learning and would like to advise you of Swan Hill College's voluntary financial contributions for 2021. Please find the contribution schedule for Year's 7 to 12 attached.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for students. We want to thank you for all your support, whether that's through fundraising or volunteering your time. This has made a huge difference to our college and the programs we can offer.

Within our college, your support in 2021 allowed us to:

- purchase of new tables for E Block and
- Purchase new chairs for the library
- Install new carpet in Food technology classroom
- Install new blinds, carpet and furniture in the Mental Health Practitioner room.

Please find below Swan Hill Colleges voluntary financial contributions schedule for 2022, which includes an overview of what your contributions will contribute towards.

Department of Education guidelines now mandate that schools are UNABLE to provide parents with a statement of fees. With this in mind, parents are asked to please review the recommended voluntary financial contributions schedule below for an indication of recommended contributions for your child/ren.

For further information on the Department's Parent Payment Policy please see a one-page overview overleaf.

Yours sincerely,



Andrew Sartori
Principal



Cynthia Hewitt
School Council President

Achieving Excellence Together

Respect - Responsibility - Belonging - High Expectations



PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.
<ul style="list-style-type: none"> • Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices). 		



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

Swan Hill College 2022

Please find the itemised list of curriculum and optional items for your child. Swan Hill College continues to welcome your voluntary contributions for 2022.

Curriculum Contributions – items and activities that student use, or participate in, to access the Curriculum

Below is a list of items and activities which are necessary for your child to learn the standard curriculum for Year's 7 & 8. Curriculum related items for year's 9 – 12 students are based on the student elective subjects.

Curriculum Contributions						
	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Maths Pathway – contribution towards subscription	\$ 45.00	\$45.00	\$45.00	\$45.00		
Food Technology – cooking ingredients	\$ 80.00	\$ 80.00				
Integrated Technology – woodwork / metal materials	\$ 40.00	\$ 40.00				
Food Technology - Cakes & Pastries – cooking ingredients			\$80.00			
Food Technology – Catering – cooking ingredients			\$80.00			
Food Technology – Food Glorious Food – cooking ingredients				\$80.00		
Food Technology – MasterChef – cooking ingredients				\$80.00		
Technology Furniture Design & Construction – wood / nails etc			\$80.00	\$80.00		
Technology – Fabulous Technology - timber / metal / nails glue etc			\$80.00			
Technology – Metals & Manufacturing - woodwork / metal materials			\$80.00	\$80.00		
Technology – Computronics - materials			\$80.00			
Technology – Auto - materials			\$30.00			
VCE Food Studies - cooking ingredients					\$140.00	\$140.00
VCE Design & Technology					\$100.00	\$100.00

Vocational Educational Training (VET)

From 2022, the Department will reimburse VET material fees to government schools to address the cost barrier for families. The funding covers the costs of materials required for training and assessment that are consumed and cannot be recycled. Please note students may wish to upgrade materials for certain projects (i.e., upgrade from pine to mahogany). Any upgrade from the materials provided by Swan Hill College is considered an OPTIONAL ITEM and a contribution from families will be required.

Other Contributions – For non-curriculum items and activities

Swan Hill College offers a range of non-curriculum items and activities that contribute to the school experience for your child.

Other Contributions	Amount
Materials and ICT Supports (broken down as follows) <ul style="list-style-type: none">- School Yearbook \$25.00- Locker Hire \$15.00- Student Travel within local zone \$20.00- Student use of hired venues \$15.00- Student Diary \$10.00- Personal Development Programs \$15.00- Electronic Information – Daymap/Operoo/Family Zone \$50.00	\$150.00
Tax Deductible contributions	
Building Fund – A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure	\$30.00
Total Amount	\$180.00

Educational Items for students to own

Prior to the end of the school year, Students will be provided with a booklist, based on year level, with a listing of items that the school recommends for each individual student to individually own and use. Details of suppliers, where these items can be purchased from, will be included on the booklist.

Extra-Curricular (OPTIONAL) Items and Activities

Swan Hill College offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis. Details of these items and activities relating to camps and excursions, will be provided to students and families throughout the year, however costs associated with the Music program is detailed below

Extra-Curricular (OPTIONAL) Items and Activities	Amount
Camps and excursions as scheduled throughout 2022. The cost of these excursions will be advised throughout the year and can include class excursions, interschool sports and year level camps.	To be advised
Optional Music – Instrument Hire	\$160.00
Optional Music - Tuition	\$280.00
VCE Design & Technology (project-based costing)	Costs associated where students wish to upgrade material for certain projects. i.e., students wanting to use mahogany wood and silver for Technology in lieu of the school's standard timber and metal upgrade from pine to mahogany
VET Subjects	Parents will still pay for some costs such as for uniform requirements or personal protective equipment, that are used and retained by the student.

Financial Support for Families

Swan Hill College understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- Payment plans
- Centrepay

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Mrs Peta Lindsay, Business Manager on 50364900, or email pln@shc.vic.gov.au

Payment Methods

Families are able to pay via the following options

- In person at the Front Office – 10-32 Pye Street Swan Hill
- Direct Deposit into our bank account (NAB – BSB 083 874 – Account Number 69 463 2669, please quote your family code and a description as to what the money is to be allocated towards. i.e., Year 7 camp, school fees)
- Centrepay – register via Centrelink please contact the College for further information
- Phone – please call 50364900 and have your credit card details handy to make payment over the telephone.

In line with the Departments Parent Payment Policy, contributions for Extra-Curricular activities will be raised on family accounts. Contributions for curriculum and other contributions will be receipted as they are received, please note contributions for these items are unable to be raised and allocated against family statements as per the parent payment policy.

Refunds

Occasions may arise where a family requests a refund for payments that have been made to Swan Hill College. i.e., student may exit the college part way through the year. Refund requests are referred to the Business Manager who will make a recommendation to the Principal for their approval/denial of the refund request.

Camps and Excursions refunds will be assessed on a case-by-case basis and only in exceptional circumstances will a refund be provided to the student. Due consideration for any refund will include an assessment of the costs incurred by the school at the time the student withdraws from the camp or excursion, if there is any amount recoverable by the school from the external provider, and the circumstances for which the student has withdrawn from the activity.



MOBILE PHONE POLICY

PURPOSE

To explain to our school community, the Department's and Swan Hill College's policy requirements and expectations relating to all students using personal mobile phones during school hours.

SCOPE

This policy applies to:

1. All students at Swan Hill College and,
2. All students' personal mobile phones brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

A **mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

POLICY

Swan Hill College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Swan Hill College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carer's should reach their child by calling the school's office.

Personal mobile phone use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, students' personal mobile phones must not be used at Swan Hill College during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile phones and other personal mobile devices owned by students at Swan Hill College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Swan Hill College does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate

Exceptions

Exceptions to the policy:

- May be applied during school hours if certain conditions are met, specifically,
 - Health and wellbeing-related exceptions; and
 - Exceptions related to managing risk when students are offsite.
- Can be granted by the principal, in accordance with the Department's [Mobile Phones Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

1. Learning-related exceptions

Specific exception	Documentation
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Carers	A localised student record

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

insurance for valuable items. Refer to the Swan Hill College's Personal Property Policy AND/OR the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Swan Hill College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Swan Hill College students are issued with locks upon enrolment, which if damaged or lost must be replaced, at the students cost of \$12. Students are required to store their personal mobile phones in their lockers, from the first warning bell at 8:56am until the final bell at 3.16pm, and make sure they are locked at all times. Failure to comply with the policy will see students having to lock their phones away at the relevant sub school.

Enforcement

Students who use their personal mobile phones inappropriately at Swan Hill College may be issued with consequences consistent with this policy.

At Swan Hill College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone:

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments
- distributing or showing videos that are not of school concern

Violation/Consequence

Where a student is found using a device during school hours for whatever purpose, without teacher authorisation, the consequences will be:

- If the device is confiscated periods 1-4 then can be collected at the end of the day from the Year Level Manager.
- If the device is confiscated periods 5-6 then must be handed in the following morning for the day to the relevant Year Level Manager.

Records of device confiscation will be maintained by the relevant Sub School so that:

- Should there be a second offence, the student is to hand in the device every morning to Sub School for a week.
- Should there be a third offence, the device will be handed in each morning, to the relevant Sub School, until there is a parent meeting with the Year Level Manager and Sub School Leader.

Camps, excursions and extracurricular activities

Swan Hill College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones and other personal mobile devices.

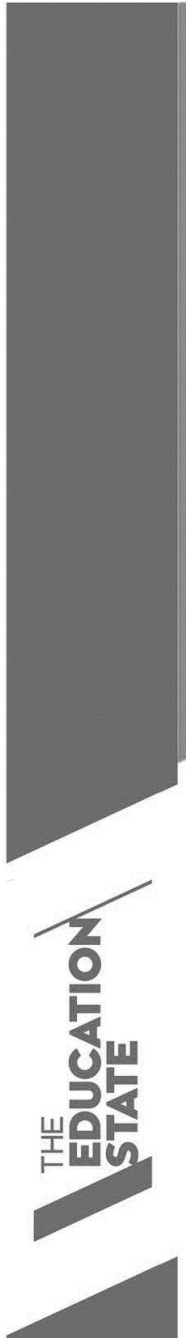
Exceptions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET work placement
- School Sports days
- **Before 8.56am and after 3.16pm, if still on school grounds e.g. Study in the common room or homework program**

RELATED POLICIES AND RESOURCES

- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)



SCHOOLS' PRIVACY POLICY

The Department of Education and Training (which includes all Victorian government schools, central and regional offices) values the privacy of every person and is committed to protecting information that schools collect.

All staff including contractors, service providers and volunteers of the Department, and this Victorian government school (**our school**), must comply with Victorian privacy law and this policy.

In Victorian government schools the management of 'personal information' and 'health information' is governed by the *Privacy and Data Protection Act 2014 (Vic)* and *Health Records Act 2001 (Vic)* (collectively, **Victorian privacy law**).

This policy explains how our school collects and manages personal and health information, consistent with Victorian privacy law.

CURRENT VERSION OF THIS POLICY

This policy will be regularly reviewed and updated to take account of new laws and technology and the changing school environment when required. Please ensure you have the current version of this policy.

DEFINITIONS

Personal information is information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information or opinion – that is recorded in any form. For example, a person's name, address, phone number and date of birth (age). De-identified information about students can also be personal information.

Health information is information or opinion about a person's physical, mental or psychological health or disability, that is also personal information – whether in writing or not. This includes information or opinion about a person's health status and medical history, immunisation status and allergies, as well as counselling records.

Sensitive information is information or opinion about a set of specific characteristics, including a person's racial or ethnic origin, political opinions or affiliations, religious beliefs or affiliations, philosophical beliefs, sexual orientation or practices; or criminal record. It also includes health information.

SCHOOLS

WHAT INFORMATION DO WE COLLECT?

Our school collects the following type of information:

- information about students and their families, provided by students, their families and others
- information about job applicants, staff, volunteers and visitors; provided by job applicants, staff members, volunteers, visitors and others.

HOW DO WE COLLECT THIS INFORMATION?

Our school collects information in a number of ways, including:

- in person and over the phone: from students and their families, staff, volunteers, visitors, job applicants and others
- from electronic and paper documentation: including job applications, emails, invoices, enrolment forms, letters to our school, consent forms (for example: enrolment, excursion, Student Support Services consent forms), our school's website or school-controlled social media
- through online tools: such as apps and other software used by our school
- through any CCTV cameras located at our school.

Collection notices

When our school collects information about you, our school takes reasonable steps to advise you of how the information will be handled. This includes the purpose of the collection, and how to access, update and correct the information held about you. For information about students and their families, a collection notice is provided to parents (or students who are mature minors) upon enrolment.

Unsolicited information about you

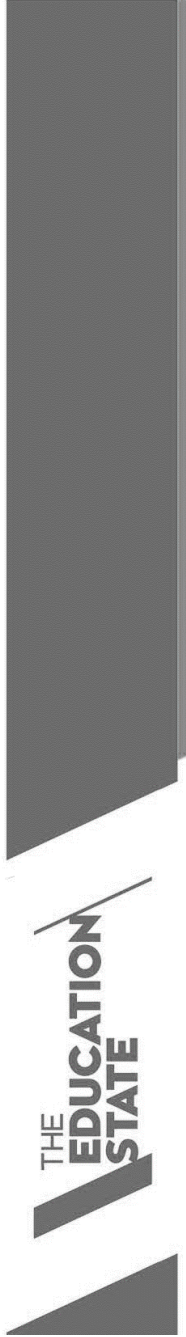
Our school may receive information about you that we have taken no active steps to collect. If permitted or required by law, our school may keep records of this information. If not, we will destroy or de-identify the information when practicable, lawful and reasonable to do so.

WHY DO WE COLLECT THIS INFORMATION?

Primary purposes of collecting information about students and their families

Our school collects information about students and their families when necessary to:

- educate students



SCHOOLS

WHEN DO WE USE OR DISCLOSE INFORMATION?

Our school uses or discloses information consistent with Victorian privacy law, as follows:

1. for a **primary purpose** – as defined above
2. for a related **secondary purpose** that is reasonably to be expected – for example, to enable the school council to fulfil its objectives, functions and powers
3. with **notice and/or consent** – including consent provided on enrolment and other forms (the information collected will not be disclosed beyond the Department of Education and Training without consent, unless such disclosure is lawful)
4. when **necessary to lessen or prevent a serious threat** to:
 - a person's life, health, safety or welfare
 - the public's health, safety or welfare

5. when **required or authorised by law** – including as a result of our duty of care, anti-discrimination law, occupational health and safety law, child wellbeing and safety law, reporting obligations to agencies such as the Department of Health and Health and Department of Families, Fairness and Housing and complying with tribunal or court orders, subpoenas or search warrants
6. to investigate or report **unlawful activity**, or when reasonably necessary for a specified **law enforcement** purpose, including the prevention or investigation of a criminal offence or seriously improper conduct, by or on behalf of a law enforcement agency
7. for Department **research or school statistics** purposes
8. to establish or respond to a **legal claim**.

A unique identifier (a CASES21 code) is assigned to each student to enable the school to carry out its functions effectively.

STUDENT TRANSFERS BETWEEN VICTORIAN GOVERNMENT SCHOOLS

When a student has been accepted at, and is transferring to, another Victorian government school, our school

transfers information about the student to that school. This may include copies of the student's school records, including any health information.

This enables the next school to continue to provide for the education of the student, to support the student's social and emotional wellbeing and health, and to fulfil legal requirements.

NAPLAN RESULTS

NAPLAN is the national assessment for students in years 3, 5, 7 and 9, in reading, writing, language and numeracy.

When a student transfers to another Victorian government school, their NAPLAN results are able to be transferred to that next school.

Additionally, a student's NAPLAN results are able to be provided to the student's previous Victorian government school to enable that school to evaluate their education program.

RESPONDING TO COMPLAINTS

On occasion our school, and the Department's central and regional offices, receive complaints from parents and others. Our school and/or the Department's central or regional offices will use and disclose information as considered appropriate to respond to these complaints (including responding to complaints made to external organisations or agencies).

ACCESSING YOUR INFORMATION

All individuals, or their authorised representative(s), have a right to access, update and correct information that our school holds about them.

ACCESS TO STUDENT INFORMATION

Our school only provides school reports and ordinary school communications to parents who have a legal right to that information. Requests for access to other student information must be made by making a Freedom of Information (FOI) application through the Department's Freedom of Information Unit (see below).

In some circumstances, an authorised representative may not be entitled to information about the student. These circumstances include when granting access would not be in the student's best interests or would breach our duty of care to the student, would be contrary to a mature minor student's wishes or would unreasonably impact on the privacy of another person.

ACCESS TO STAFF INFORMATION

School staff may first seek access to their personnel file by contacting the principal. If direct access is not granted, the staff member may request access through the Department's Freedom of Information Unit.

STORING AND SECURING INFORMATION

Our school takes reasonable steps to protect information from misuse and loss, and from unauthorised access, modification and disclosure. Our school stores all paper and electronic records securely, consistent with the Department's records management policy and information security standards. All school records are disposed of, or transferred to the State Archives (Public Record Office Victoria), as required by the relevant Public Record Office Standard.

When using software and contracted service providers to manage information, our school assesses these according to the appropriate departmental processes. One example of this is that staff passwords for school systems are strong and updated on a regular basis, consistent with the Department's password policy.

UPDATING YOUR INFORMATION

We endeavour to ensure that information about students, their families and staff is accurate, complete and up to date. To update your information, please contact our school's general office.

FOI AND PRIVACY

To make a FOI application contact:

Freedom of Information Unit

Department of Education and Training
2 Treasury Place, East Melbourne VIC 3002
(03) 9637 3961
foi@education.vic.gov.au

If you have a query or complaint about privacy, please contact:

Knowledge, Privacy and Records Branch

Department of Education and Training
2 Treasury Place, East Melbourne VIC 3002
(03) 8688 7967
privacy@education.vic.gov.au

OTHER POLICIES

Please refer to our webpage http://www.shc.vic.edu.au/index.php/policies_documents/ for more policies, including:

- Child Safe Policies
- Bullying Prevention Policy
- Bus Code for Students



PHOTOGRAPHING, FILMING AND RECORDING

Annual Consent Form and Collection Notice

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey, camps and excursions, highlight sporting events, communicate with our parents and school community in newsletters and on classroom blogs/apps and social media.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events do so in a respectful and safe manner and that any photos, video or recordings ("images" of students are not publicly posted e.g. to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our school on 5036 4900 or email swan.hill.c@edumail.vic.edu.au.

A. Use or disclosure within the school community

Unless you tell us otherwise below, images of your child may be used by our school within the school community, as described below.

Photographs, video or recordings of students may be used within the school community in any of the following ways:

- in the school's communication, learning and teaching tools, for example, emails, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords e.g. Daymap, Class Dojo etc.
- for display in school classrooms, on noticeboards
- to support student's health and wellbeing (e.g. photographs of pencil grip to assist in OT assessments)

B. Use or disclosure in publications/locations that are publicly accessible

Unless you tell us otherwise below, photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the school's website including in the school newsletter which is publicly available on the website
- on the school's social media accounts
- in the school magazine

Your child may be identified by first name only in these images (or not named at all).

We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

PRIVACY

Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training (**the Department**). The Department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information. See [Schools' Privacy Policy](#)

(<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).

OWNERSHIP AND REPRODUCTION

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

OPT OUT

Swan Hill College understands that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent) – see *our Photographing, Filming and Recording Students Policy*.

If you have read this notice and are comfortable with the school using photos, video or recordings of your child as described above, you do not need to take any further action.

However, if you have decided that you **do not** want images of your child to be collected or used by our school, **please complete the form below** and return it to General Office, 10-32 Pye Street Swan. Please note that it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

----- [Please return this page if you wish to **OPT OUT**] -----

**Photographing, Filming and Recording
Students at Swan Hill College
Opt Out Form 2022**

Please return this form to Swan Hill College general office, 10-32 Pye Street, Swan Hill

I have read this form and I **do not consent** to Swan Hill College using photos, video or recordings of my child (named below) to appear in the following ways:

- ☐ **Use within the school community** (e.g., in the school's communication, learning and teaching tools, on display around the school,
- ☐ **Use in publications/locations that are publicly accessible** (e.g., on the school's website, on the school's social media accounts, in promotional material for the school)

Note:

- You may choose to opt out of both or only one type of use.
- It may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.
- Further information is available in the Swan Hill College Photographing, Filming and Recording Students Policy

Name of Student/s	
Name of parent/carer	
Signature	
Date	___/___/___



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 PO Box 1440, Swan Hill 3585
 (03) 5036 4900
swan.hill.c@education.vic.gov.au
www.shc.vic.edu.au

Achieving Excellence Together