



Year 7 Handbook



**SANDRINGHAM
COLLEGE**



Welcome to our community



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Vivienne McElwee, Campus Principal

Introduction

The move from primary to secondary school is a significant event in the life of a student. It can be exciting, but can also be challenging or worrying for some young people. These worries are all quite normal. Secondary school means a move from the familiar to the unknown, and a whole new way of doing things.

Your child will need to adapt to new teaching and assessment styles, cope with a wide range of subjects and adjust to having different teachers in different classrooms. They will become more responsible for their own learning, manage a heavier and more complicated study and homework load, and learn a new and more complex timetable.

Our college prides itself in creating a harmonious relationship between home and the school. A child's schooling is enhanced when there is a positive attitude and close co-operation between all parties. We hope that your child's education at this school will be both stimulating and rewarding and that you take the opportunity to become fully involved in assisting us to provide the best education possible for your child.

This information booklet has been designed to assist you in learning more about our school and help prepare your child for this new adventure. It is intended as an introduction to key aspects of Sandringham College life. Please share this booklet with your child as part of their preparation for Year 7.

We really look forward to sharing this journey with you.

Vivienne McElwee
Campus Principal

College Values

Our College values are Excellence, Creativity, Community, Integrity and Respect. These values are embedded into daily life at the College.

Term Dates 2021

Term 1:	27 January – 1 April
	28 January 2021 – Offices open for enquiries
	29 January 2021 – First day for Year 7s
Term 2:	19 April – 25 June
Term 3:	12 July – 17 September
Term 4:	4 October – 17 December

Key Dates for Year 7 students

Year 7 Orientation Day	8 December 2020
First day for Year 7s	29 January 2021
New parent evening	11 February 2021

The Second hand uniform shop is open every Thursday morning 8.15am - 9.15am during school terms at the Bluff Rd campus, and will also be opening: Thurs 26 Nov and Thurs 3 Dec 2020 2.30pm - 3.30pm
Tues 8 Dec 2020 2.00pm - 4.00pm.

Contact Information

Bluff Road 7-9 Campus

Address:	356 Bluff Road, Sandringham 3191
Telephone:	03 8599 0500
Email:	sandringham.co@edumail.vic.gov.au
Website:	www.sandringhamsc.vic.edu.au
Office Hours:	8.15am - 4.30pm, Monday-Thursday 8.15am - 4.00pm, Friday

College Principal:	Amy Porter
Campus Principal:	Vivienne McElwee
Head of Sub School:	Jake Cameron
Year 7 Student Manager:	Ned Vasey

Holloway Road 10-12 Campus

Address:	Holloway Rd, Sandringham 3191
Telephone:	03 8599 0500
Email:	sandringham.co@edumail.vic.gov.au

How we teach

At Sandringham College, how we teach (SAEPAR instructional model) has been modelled on evidenced-based best practice. Lessons follow this model and utilise the High Impact Teaching Strategies (HITS) which are shown to have the strongest positive impact on student learning. We believe that the best teaching is where the student is empowered to take responsibility for their own learning and can do this independently by the end of the lesson. Our lessons incorporate the Gradual Release of Responsibility (GRoR) illustrated in the graphic here.

GRADUAL RELEASE OF RESPONSIBILITY



School Wide Positive Behaviours

School wide positive behaviour support (SWPBS) is a framework that brings together school communities to develop positive, safe, supportive learning cultures.

SWPBS assists schools to improve social, emotional, behavioural and academic outcomes for children and young people.



Positive Behaviour Expectations

	Learning Spaces	Digital	Moving	On Campus	Community	Always
Respect for self	Actively listen and ask for help whenever required _____ Strive to achieve excellence _____ Be organised	Be cyber safe _____ Report unsafe behaviour to a trusted adult _____ Use internet for learning	Arrive on time _____ Enter and Exit class in a calm and orderly manner _____ Model safe and respectful behaviours	Demonstrate integrity, patience and kindness _____ Look after personal property by keeping locker clean, organised, and locked _____ Bring appropriate equipment to school	Represent the school with pride _____ Be a role model _____ Get involved with community groups	Express and manage emotions appropriately _____ Persevere using a growth mindset _____ Take care of physical and mental wellbeing _____ Wear the correct uniform
Respect for others	Being polite, kind, caring and listen to others _____ Be inclusive of others and their right to learn _____ Support and encourage learning	Protect digital reputation and privacy of others and the college _____ Interact positively on social media _____ Use devices for educational purposes	Be patient when waiting _____ Consider others' personal space when transitioning to and from class _____ Be aware of others' personal space and property.	Keep your body to yourself _____ Resolve issues calmly and compassionately _____ Sharing spaces and resources	Be considerate of others on public transport and in the community _____ Help others when needed _____ Use appropriate language	Support and look out for others _____ Accept individual differences and treat everyone fairly _____ Interact safely and politely
Respect for environment	Take care of school equipment and resources _____ Leave spaces clean and tidy _____ Maintain appropriate noise levels	Use the internet, Compass and digital devices responsibly _____ Maintain your own device by keeping it charged _____ Minimise print wastage	Use designated pathways, entries and exits _____ Report issues or damage _____ Act safely in corridors and around lockers	Use bins and minimise waste _____ Clean up after yourself _____ Take responsibility for your behaviour	Follow transport safety laws and regulations _____ Respect privacy and property _____ Sharing Resources	Reduce, reuse and recycle _____ Act locally, think globally _____ Be mindful of language and tone

At Sandringham College, we believe implementing SWPBS into our school community encourages students and teachers to demonstrate:

- increased respectful and positive behaviour
- increased time focused on instruction
- improved social-emotional wellbeing

- positive and respectful relationships among students and staff
- increased adoption of evidence-based instructional practices
- a predictable learning environment with improved perceptions of safety and increased attendance.



SWPBS Classroom Matrix

	Respect Self	Respect For Others	Respect the Environment	Teacher Responsibility
Starting Class	Arrive on time	Enter in a calm and orderly manner	Be organised	On time and ready to teach
	Check Compass	Give others space	Be ready to learn	Set goal of the lesson positively
				Open the lesson positively
Receiving Instruction	Take shared responsibility for learning	Active Listening	Engage with the lesson	Engage and be responsive to students needs
	Ask and answer questions	Speak one at a time	Use devices appropriately	Acknowledge students contributions
				Give clear and accessible instructions
Learning Independently	Stay focussed and on task	Work quietly		Encourage and support productive learning
	Solve problems using growth mindset	Be considerate	Utilise the available resources around you	Check student understanding
	Practice skills and develop understanding			Provide feedback to students to support learning
Learning Collaboratively	Be cooperative	Be polite, kind and caring	Maintain appropriate noise levels	Support and promote student voice
	Engage and contribute responsibly	Listen and engage with others' opinions	Consider the learning community	Encourage positive contribution by all
	Give and receive feedback	Be helpful and supportive		Check group understanding



Amy Porter, College Principal

Attendance

Regular attendance at school is essential to student success. Students are expected at school each day. Students are not permitted to leave the school grounds during the day without prior permission.

Arrival Time

Students are expected to be at school by 8.45am. It is preferable that students do not arrive at school until 8.30am when supervision commences. The warning bell goes at 8.50am and the class bell at 9.00am.

Late Arrival and Late Room

Students who arrive late to school need to obtain a 'Late Pass' from the Compass Kiosk at the Campus Office. This pass is required to gain entry to class. A signed note from a parent/guardian explaining the reason for their lateness must also be provided. In order to avoid disruption to the learning of others, students who are late to school may be asked to complete work under supervision in administration building or library.

NB: Students who accrue 3 or more unexplained lates may receive an after school detention.

Absence

In the case of unexpected absence due to illness, please enter the absence on the Compass parent portal: sandringhamschools.vic.compass.education.

Follow up absence notes (explaining the absence) from a parent/guardian are required for all absences, and should be handed to the relevant Student Manager upon their return to school. Advance written notification of extended holidays is required and approval must be sought from the College Principal.

Through Compass, our online learning and roll-marking system, parents are informed via SMS if their child has an unexplained absence. Parents will be able to check their child's attendance through Compass via the link on our website sandringhamschools.vic.compass.education or their smartphone app.

The College Attendance Officer will contact parents if an absence note has not been entered by a parent.

Appointments During School Hours

Students with medical/dental appointments during school hours must present the appointment card or note, signed by a parent/guardian to their Student Manager. Students leaving school early must sign out at the office using this note.



Illness at School

When a student is unwell it is expected that the student will remain home.

If a student feels ill at school, they should report directly to the Campus Office or the Student Manager's Office. From here they will be directed to the Sick Bay. Student Managers will make contact with parents if a child needs to be collected early. Students should NOT text/phone parents directly.

Getting to and from School

Bicycle: Students are permitted to ride bikes to school. For safety reasons, bikes must not be ridden through the campus. Students are not permitted to ride or bring skateboards to school.

It is a legal requirement that all students who ride bicycles to school wear an approved helmet. The local police regularly check that our students are obeying the law. Please ensure that bicycle helmets meet safety standards and are worn correctly (e.g. straps properly adjusted/secured).

A gated area is provided for students to store their bikes during the day. It is not advised to leave bicycles overnight or over the weekend. The College accepts no responsibility for bikes left unlocked or overnight. Students must provide additional security in the form of a good quality lock to secure their property. The College accepts no responsibility for the loss of, or damage to, bicycles.

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|------|---|
| Bus | Public buses run past both campuses, with stops nearby. See ptv.vic.gov.au for route maps and up-to-date timetables. |
| Car: | Drop off and pick up are in Lawson Parade or Lansell Avenue. Please take care in these areas. For safety reasons, we ask that parents do not use the front or rear car park for drop off and pick up. |



Communication

Sandringham College is committed to keeping our College community informed. This is achieved through the following modes of communication:

Contacting Staff

We encourage all parents to make contact with the Year 7 Student manager if they wish to raise a concern or to provide specific information regarding their child's learning. The student manager works closely with other staff to support student learning and wellbeing.

To get a message to your child during the day, please call the Campus Office.

Compass - Communication & Events

Sandringham College uses COMPASS electronic roll marking, academic reporting and events management (excursions & incursions).

Teachers place documents and homework on Compass for students to access from home. Students and parents can access parts of this program (see link below) to read News Feed, access class files, and get homework assignments. Additionally you are able to see upcoming events and print off excursion notices. Parents can log on to Compass (see link below) to check student attendance and homework. Parents are recommended to download the Compass app for their smart phone <https://sandringhamsc-vic.compass.education>

Email

Email is our preferred form of communication to parents. Please ensure we have your current email address.

Newsletters

A College Newsletter link (for parents and students) is emailed home regularly and is available on the College website www.sandringhamsc.vic.edu.au

The Newsletter is an important way of recognising and celebrating student effort, achievement and College events. Student contributions are also encouraged and should be forwarded to the campus email address.

Parent-Teacher-Student Interviews

Parent-Teacher-Student Interviews are held each semester. Bookings are made through Compass, with details provided closer to the date.

Reports

Assessment and Reporting at Sandringham College is ongoing. This means that regular feedback is given via Compass for set Assessed Learning Tasks (ALTs) for each subject. At the end of each semester, a summary of this information including work habits will be provided. A Learning Habits report is provided at the end of each term and a summary of ALTS results is provided at the conclusion of each semester

If parents wish to get additional feedback on their child's progress in particular subjects, they should contact the relevant Student Manager.

SMS

Please ensure that we have your current mobile phone number so that we can send notifications.

Student Bulletin

Important announcements for students will appear on Compass in their News Feed. Students should ensure they check Compass at the beginning of each day. The News Feed will contain notifications of lunchtime events and activities, and other important information for students.

Visiting the School

To ensure student safety, all visitors to the school are required to sign in at the Campus Office wishing to see a staff member or their child should arrange this through the office, rather than approaching the classroom directly. To avoid disappointment, please telephone in advance to book appointments with staff, including Student Managers and Principal class.

Website and Facebook

We aim to keep our school community informed by providing a comprehensive and up-to-date website. Please regularly visit www.sandringhamsc.vic.edu.au and the Sandringham College Facebook page.

Family Fridge Calendar

A calendar of all key events is sent out prior to the start of each semester.



Uniform

Wearing correct College uniform is an expectation of all students as it demonstrates respect and a sense of belonging to the College community. Our uniform is the marker of the school and should always be worn clean and in good condition.

Students must wear school uniform as outlined in the College Uniform Policy, included as an appendix here and on the website. www.sandringhamsc.vic.edu.au/our-college/policies/uniform/

The authorised College uniform supplier is:
 Bob Stewart Mentone
 93 Balcombe Rd, Mentone
 Ph. 03 9036 7367
www.bobstewart.com.au

Bob Stewart allocate specific days for Sandringham College student's fittings. They advise you to call to make an appointment on these days to ensure prompt service. Fittings take approx. 20min. The dates are generally the end of November to early December. This year due to COVID-19 we ask that you call Bob Stewart Mentone in November for the allocated dates.

Uniforms can also be ordered online via the Bob Stewart website and can be posted to either your home or office or click & collect from the Bob Stewart Mentone store.

Second Hand Uniform Shop

Sandringham College has a second hand uniform shop, run by the PTF, located at the Bluff Rd campus. The prices are generally half of new and all money raised goes back to the school via the many PTF activities.

It's open every Thursday morning 8.15am - 9.15am during school terms. It will also be open at school pickup on the following days:

Thurs 26 Nov 2020	2.30pm - 3.30pm
Thurs 3 Dec 2020	2.30pm - 3.30pm
Tues 8 Dec 2020	(Year 7 Orientation day) 2.00pm - 4.00pm



Blazer



Girls Summer Dress



Boys Summer Shirt



Winter Jumper



Boys Summer Shorts



Girls Winter Skirt

School Life

Canteen

The Canteen is open at recess and lunchtime. Students may place advance lunch orders via the Flexischools app or online at flexischools.com.au. The menu is available on Compass under Community>School Documentation>Canteen.

Curriculum

Year 7s undertake a broad range of subjects. For an outline of curriculum at each year level, see the 7-9 or 10-12 Handbooks on the college website. Students undertake trials and auditions for Sports and Dance Academy in May each year. If there are spaces, applications may be accepted at the New Parent's Evening in term 4 – please note there are additional charges for these programs.

Excursions

Excursions play a very important role in education, providing experiences that are impossible to provide in the classroom. We therefore hope and expect that all students will be involved.

Parents will be provided with details about an excursion via Compass and any cost involved. No student will be allowed to go on an excursion unless prior written parental permission is obtained. Students must wear full school uniform unless an alternative is explicitly stated in the excursion details.

All students are expected to attend subject excursions. If the cost of the excursion presents a problem at any time, please contact the relevant Student Manager or the Student Wellbeing Coordinator. If you have any questions about an excursion please contact the Student Manager or 7-9 Sub School Leader.

Co-Curricular Activities

One of the best ways to settle into a new school is to become involved in co-curricular activities. Sandringham College offers a variety of lunchtime clubs and after-school activities which students can join. Details of these are published via the News Feed on Compass. There is more information on our website www.sandringhamsc.vic.edu.au

Homework

Year 7 students are expected to complete up to 1 hour of homework, 5 nights per week. Homework may be aimed at improving skills and understanding, developing study techniques or finishing incomplete assignments or classwork. Students should get into the habit of doing homework in a quiet space, at a regular time. They may need your help in planning time for homework tasks, especially those with an extended deadline.

If they have no homework, students are encouraged to review their class notes.

Homework Club

Homework Club runs twice a week after school in the Library and is supported by staff and tutors. Students are encouraged to seek assistance with homework, ALT's and study in groups.

Lockers

All year 7 students are issued with a combination lock and locker during the first week of the school year. All students are taught how to correctly use the lock. It is the student's responsibility to maintain and correctly use their lock at all times to ensure their locker is always locked. We recommend that students use the locks given to them as the school has access to a master key that can be used to open lockers in emergency situations or when students forget their combination. If a student brings their own lock, please bring an additional key to hand to the Student Manager, in case the student leaves their key at home. If they bring their own combination lock, please give the Student Manager a copy of the combination.

Students are permitted to go to their lockers at the following times:

- Before school
- At the start and end of the recess break
- At the start and end of the lunch break
- At the end of the day

Students should not be at their lockers at any other times.

BYOD

As part of Sandringham College's Digital Learning program, all year 7s will be required to have a laptop (PC or Mac) for use in their classes. Information regarding devices and Sandringham College's Cybersafety Policy can be found in your Orientation Pack. Students are not able to use the following devices in the classroom: iPads, Chrome Books, Android devices and other forms of tablets.

Leadership Opportunities

Student Leadership and Student Voice are priorities at Sandringham College. Year 7s will have the opportunity to get involved in a range of leadership programs including the SRC (Student Representative Council).

Year 7 Camp – Forest Edge CYC

During early in term 1, year 7 students are given the opportunity to participate in the Year 7 Camp which is held at Forest Edge CYC. The camp is a great opportunity for all students to get to know other members of their year level, as well as a number of their teachers who will be there assisting them with the activities. The camp is always a highlight for year 7, highly regarded by all students and is something that all incoming students should look forward to.



Year 7 Camp, Forest Edge CYC

Student Wellbeing

Pastoral Care

In general, the first point of call for students and parents is the Student Manager. Appointments can also be made with the 7-9 Sub School Leader or Assistant Principal to discuss matters of particular concern.

To aid transition, students in Year 7 will undertake pastoral care through Health and PE focusing on developing social relationships within their form group. Additional workshops of digital literacy, information literacy are taught through the library and are explicitly integrated within the relevant curriculum.

Sandringham College has a zero-tolerance of bullying policy, and encourages students to promptly report any issues to their Student Manager, the 7-9 Sub-School Leader or a trusted teacher.

Student Wellbeing Coordinator

The Sandringham 7-9 Campus has a Student Wellbeing Coordinator (SWC). The SWC provides support and help to parents and students in a wide range of areas. This includes preparing applications for maintenance allowances, counselling for students and providing assistance with uniform and book purchases.

In consultation with parents, the SWC may make referrals for students to the school psychologist or local support agencies, and can provide parents with information on accessing these services.

If parents feel the need for aid in particular areas such as financial planning, health care including stress management, dietary advice and Parent Effectiveness Training, the SWC will be pleased to help in making contact with the appropriate agencies.

As well as the above, the SWC is involved in working with students who have behavioural problems or educational difficulties and who are experiencing problems in other areas of school or home life.

Personal Property

Students should avoid bringing large amounts of money and valuable personal items to school. In the event that such items must be brought, money and small valuables may be left at the Campus Office before school. They should be secured in an envelope with the student's name and form. Students should consult with a teacher on appropriate storage of other items.

The Department of Education and Training (DET) does not hold insurance nor does it accept responsibility for personal property brought to schools by students, staff and visitors. DET has no capacity to pay for any loss or damage to such property.

Labelling Items

It is most important that all property including clothing, books, devices etc., is clearly labeled with the student's name.

Mobile Phones/Devices

Students are not permitted to have their mobile phones on them during the school day. If students or parents need to contact each other in school hours, they should do so via the Student Managers' office or the Campus Office. Students may bring mobile phones to school but they must be stored in their locker from 8.50am to end of the school day.

With a focus on mental health and wellbeing, the College does not allow students to use ICT at recess and lunchtime. Students are permitted to use ICT in the library to complete homework or for designated creative projects but not for gaming or social media access.

Students using all personal devices must adhere to the Sandringham College Digital Technologies Acceptable Use and Cybersafety Policies.



Parent Involvement

The Sandringham College Parents, Teachers and Friends (PTF) association aims to provide parents and carers with opportunities to connect with each other, volunteer, support the College through fundraising and wellbeing programs, and build a strong supportive parent community. We like to make things happen and also have fun in the process.

Parents are also represented on the College Council. Vacancies are advertised through the College Newsletters.

The PTF are involved in a number of areas throughout both the 7-9 campus and 10-12 campus. Activities we encourage you to be involved with are: fortnightly Gardening Club, quarterly working bees, helping organise community and fundraising events such as the annual outdoor movie night, College musical support including building sets, costumes, helping at canteen during performances, running the weekly second hand uniform shop, Library support and an annual Bunnings Sausage sizzle.

We would love to have you involved. To find out more about the Sandringham College Parents, Teachers & Friends or to volunteer your time or skills, please contact the PTF, email: ptfsecretary@sandringhamsc.vic.edu.au

Please feel welcome to join the parents Facebook group; we have one per year level. Please request to join your year level by searching Facebook for SC Year 6 Parents (in 2020).

Appendix:

College Uniform Policy

1. When to wear uniform

- a. Complete and correct Sandringham College uniform must be worn at all times during the school day. This includes:
 - i. Travelling to and from school
 - ii. In class and in the yard
 - iii. On excursions, unless otherwise specified
 - iv. When representing the school at official functions.
- b. Summer uniform should be worn during Terms 1 and 4. Winter uniform should be worn during Terms 2 and 3. 'Cross-over' times, when either Summer or Winter uniform may be worn, are:
 - i. Term 2: first two weeks
 - ii. Term 4: first two weeksA mixture of summer and winter items may not be worn.
- c. Sports uniform may only be worn to and from school on inter-house or inter-school sports days, including Year 7&8 weekly team sport.
 - i. Sports Academy students are permitted to wear the Sports Academy uniform on days when they have this class.

2. Regulations for wear

- a. Uniform items should be worn as described in this policy.
- b. Uniform items should be clean and tidy, with no obvious holes or tears.
- c. Non-uniform items are not to be worn.

3. Jewellery, make-up and hairstyles

- a. The only jewellery permitted to be worn outside the uniform is a wristwatch and no more than two pairs of small studs or sleepers, worn in the earlobes. Necklaces or pendants must not be visible.
- b. No facial piercings nor extreme ear piercings are

permitted.

- c. No noticeable make-up is to be worn.
- d. Hairstyles should be neat and tidy. Only natural hair colours are permitted. No extreme hairstyles (eg. mohawks, undercuts, shaved sides) are permitted.
- e. Hair ribbons and accessories should be navy, white or a neutral colour which matches the hair (eg. a brown clasp).
- f. Only clear nail polish may be worn. Students who apply shellac or other long-lasting nail colour during the holidays should make arrangements for its removal before the school term starts.

4. Out of uniform

- a. Students wearing non-uniform items will be asked to remove said items as practicable. The school discipline policy will be followed, which includes a system of warnings and consequences for students out of uniform.
- b. If a student is unavoidably out of uniform, a note from the parent is required. In this instance, students should see their Form Teacher or Student Manager for a Uniform Pass on arrival at school. Students should make every effort to return to correct uniform as soon as possible. In the meantime, they should wear a replacement item consistent with the College colours and uniform style.
- c. Wherever possible, students out of uniform will be provided with a replacement uniform item that they will be expected to wear during the school day.
- d. Sandringham College reserves the right to contact parents to request immediate rectification of serious or continuous breaches of the College Uniform Policy.

* Please note that the College blazer is the only outer garment that may be worn and it must be worn to and from school with the exception of inter-school sports days or days where the temperature is over 30°C.





Sandringham College

7 - 9 Campus

356 Bluff Road, Sandringham 3191

10 - 12 Campus

11 Holloway Rd, Sandringham 3191

03 8599 0500

sandringham.co@edumail.vic.gov.au

www.sandringhamsc.vic.edu.au



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