



Grovedale College

Student Organiser Personal Details

Student Name _____

Address _____
_____ Postcode _____

Telephone _____

Year Level _____

Home Group teacher _____

Locker Number _____

Student Number _____

IN CASE OF ACCIDENT CONTACT

Parent /Guardian _____

Address _____
_____ Postcode _____

Contact Details _____

Term Dates

1st Term (Teacher commence 30 January) (Student commence 1 February) to 31 March

2nd Term 18 April to 30 June

3rd Term 17 July to 22 September

4th Term 9 October to 22 December





Grovedale College

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General Information

Expectations of Student Behaviour

Students are expected to behave in a respectful and responsible manner at all times. Students are required to be polite and courteous in their interaction with other students and staff members.

Students are to be mindful that the way they behave in public is a reflection on the College as a whole.

- Students are not to interfere or manipulate the College's ITC resources. This includes the use of or installing of any program or file unless directed to by a staff member
- Students are to stay within the College grounds during the school day. Students may apply for a lunch pass, which, if granted, must be carried at all times
- Students are not to be in possession of smoking materials, alcohol, dangerous items or harmful substances at school or on the way to and from school
- Students are encouraged not to bring valuable items to the College
- Students are not permitted to use or be in possession of iPods, mobile phones, PSPs etc, during school hours or while within the College grounds for any reason
- These expectations apply at school and while on camps and excursions

Expectations of Student Presentation

Students are expected to be neat in appearance and in complete uniform travelling to and from the College or when representing the College.

The uniform policy extends beyond the boundaries of the school timetable and College grounds.

It also incorporates items including make-up, jewellery and hair styles.

- The College uniform is to be worn complete and with no alteration
- Hair ties/headbands are to be plain navy, black or white in colour
- Scarves are to be plain navy in colour
- Jewellery is to be plain sleepers or studs
Facial piercings are not permitted
- Students are to wear the PE uniform when representing the College in a sporting activity
- Hair styles are to be neat. Extremes of hair colouring (non-natural colours) or geometric

designs are not permitted. Hair styles of extreme nature are not permitted such as Mohawks.

- The uniform is to be worn as designed (ie. Shoes done up, shirts buttoned, collars down etc).
- Excessive or extreme make-up is not permitted, including facial make-up and nail polish. Only clear nail polish is permitted.
- Students who are out of uniform need to obtain a uniform pass from a Year Level Manager and where possible have an appropriate item loaned for the day
- Students cannot mix and match uniforms. They may only wear the PE uniform on days of PE classes. See page 17
- Students are not to wear alternative jumpers to or from the school

Expectations of Student Performance and Progression

Students are expected to maintain a positive approach to study and progress through units of work at the required speed. Students are responsible for catching up on any work missed and are to maintain a sufficient level of communication with their teachers.

- Students are to be punctual to class
- Students are required to catch up on any work missed due to absences on their return. This includes absences when representing the College
- Students are to have a written note in their organiser explaining absences and if necessary a note from a parent/guardian requesting an extension of time for missed work
- Students are to come to class having completed all previously set tasks
- Students are to come to class with all the required equipment for that class
- Students are to use the College organiser for all reminders and communication between the class teacher and the student's parent/guardian
- Students are not to deface the College organiser and it is to be used in a productive manner



Grovedale College

General Information

Bicycles

Provision is made at the College for the safe keeping of bicycles. Bikes may be locked in the compound before school each morning. The owner should secure the bike with a lock and chain. Students must not ride bicycles in the College grounds on arrival or departure. Victorian Law states that all cyclists must wear an approved safety helmet.

Bus Use

The safety of all travellers on College buses must at all times be ensured.

All students must:

- Wait at the Bus Stop in an orderly manner and not approach the bus until it stops.
- Not move around the bus but remain seated at all times whilst the bus is moving.
- No part of any passenger or object in their possession is to protrude from the bus.
- Boisterous behaviour including bad language will not be tolerated.
- Bags will be stored as per the direction of the driver.
- Smoking is not permitted on school buses.

School Bus travel is a privilege and not a right.

Chewing Gum

Chewing gum is banned from the College.

Compass Parent Portal

Our Compass website allows you to monitor your student's progress and other functions such as provide approval for events, absence approvals and to view teacher comments.

Liquid Paper / Steel Rulers / Large Textas

These are **ALL BANNED** from the College. Students with any of these items will have them confiscated and parents will be required to collect the items.

Jewellery

Facial piercings are not permitted. Only one each of a small ring, bracelet and necklace is permitted.

Daily Bulletin

Important notices are on **compass** which is read at Home Group Meetings.

Canteen

The Canteen is open for sales at recess and lunchtime. Lunch orders can be made before school and at recess.

Careers Information

Careers advice is available to all students during the College day by visiting the Senior Study Centre. The careers teacher provides advice on how to locate information concerning:

- Job descriptions
- SBNA, VCAL, VET, Tertiary, TAFE, and various secondary courses, and their pre-requisites
- Job applications
- Interview techniques

Careers information is communicated via the Daily Bulletin, College display boards and the College Gazette. All year 10 students participate in a Work Experience Program.

College Resource centre

The College Resource Centre is open Monday to Friday from 8.30am until 4.30pm.

As well as the above, at lunchtimes a variety of board games are available for students to play.

After school, the Resource Centre offers a formalised Homework Before Home Programme or private study space until 4.30 pm.

Damage to College Property

Damage caused to College property through carelessness or vandalism must be paid for by the student involved.



Grovedale College

General Information

Litter

Students have a responsibility to keep the grounds clean by making use of the many bins that are placed around the College.

Lockers

Each student is issued with a locker and will need to BUY a combination padlock at a cost of \$15 from the Administrative Office. A fee of \$10 to cover the cost of maintenance is charged for the use of the lockers. Money should not be placed in lockers and any valuable item should not be bought to school. The lockers remain the property of the College and may be searched if a Sub School Leader has cause for concern.

Lost Property

Any articles found are returned to the Administrative Office. Items that are named will be returned via the Administrative Office or Home Group teacher. Labelling of all clothing and equipment will help to protect and secure it.

Music

Students in Year 7 may elect to do Instrumental Music. See the Music Teacher for details.

Grovedale Gazette

This newsletter is published on **compass** every fortnight. It is the responsibility of every student to take the newsletter home for parents to read as it contains important information.

Personal Records

Any change of address, phone number etc should be given to the Administrative Office immediately. This information is vital in case of an accident or other emergency.

Reporting to Students & Parents

Interim reports will be distributed during Term 1 & Term 3. Semester reports will be distributed at the end of Term 2 & Term 4.

Parents are always welcome to contact the College to arrange interviews with Home Group teachers, Subject Teachers and Sub School Leaders. Phone (03) 5245 4545.

School Camps/Excursions

While students are on camps/excursions, all normal school rules still apply

Smoking

Smoking is forbidden at the college and on the way to and from the college.

Student ID card

Each student is issued with a Student Card which allows access to computers, library books and contains credit charge for use when photocopying. All students must have a current ID card and carry it with them all the time.

Telephone calls

Students will not be permitted to accept telephone calls at the College. The College phone is only to be used for emergencies during recess, lunchtime and at the end of the day. Students must see the Assistant Principal or Sub School Leader for permission to make a call. Messages from parents will be passed on by the Administrative Office.

Transfers

All students from Grovedale College transferring to another school must bring a note from a parent/guardian authorising the transfer. Before leaving the student must report to the Administrative Office to obtain an EXIT FORM, which is to be signed by the parent/guardian, then taken to all teachers listed on the form. When completed the form should be returned to the Administrative Office.

Visitors to the College

All visitors to the College are expected on their arrival to call at the Administrative Office. The College does not permit friends or students from other schools to visit during the day.

Valuables

Students should not bring valuable items to school. There is no insurance for lost or damaged articles.

Website

Information, coming events and the school newsletter can be located on the website at www.grovedale.vic.edu.au

Grovedale College App

The College now has our own Schoolbag iPhone and Android App to help us communicate more effectively with our Parent/Student community. To install, search for our name "Grovedale College" in either the Apple App store, or Google Play Store. Further instructions can be found on the College Website. The App is free to parent and Students.



Grovedale College

General Information

Attendance

Grovedale College recognises that student achievement is strongly linked to attendance at school and punctuality to class. The College has an Attendance Policy which outlines the requirements and expectations for students and families and what the College will do to support them by notifying them of absence and lateness to school. The College actively promotes the "It's not ok to be away" program which is also supported by the local cluster primary schools.

Absence

If it is known a student is going to be absent for a prolonged period of time we ask parents to phone the absence line and leave a message one week in advance of the holidays. This allows the staff concerned to be notified and arrangements to be made for work to be given to the student to complete during their absence. VCE students are reminded that College policy is an attendance record of 90%.

Absence notes

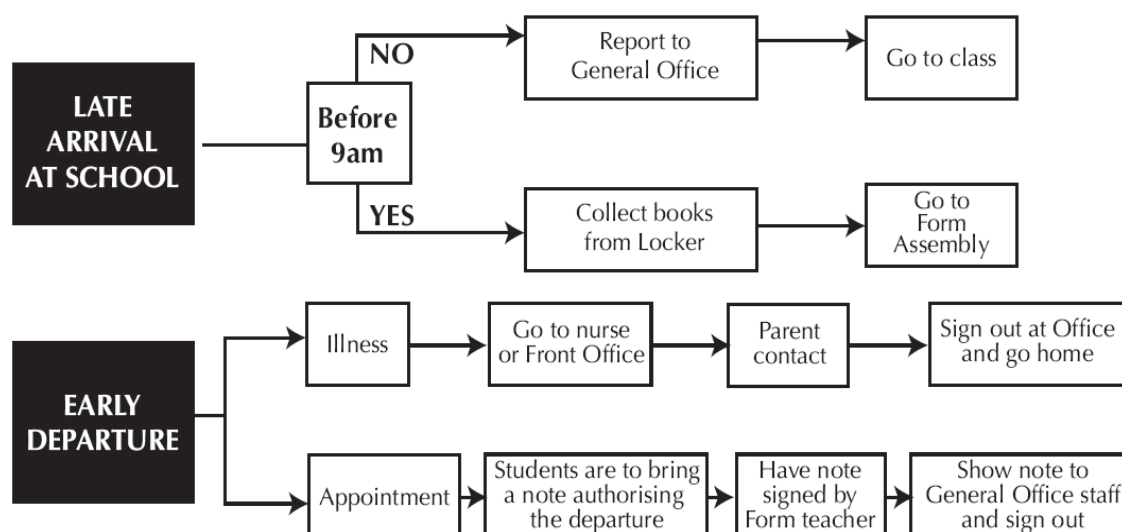
On the student's return to the College parents are to provide a letter giving the reason for the absence and dates of the same. This note is to be given to the Home Group Teacher. The absence line phone number is (03) 5245 4556.

SMS

The College has introduced an SMS (Short Messaging Service) system to assist parents in relation to unexplained student absences from school. Parents will receive an SMS message to indicate if their son/daughter is away from school and has not signed in. By providing this SMS it will allow for greater accountability at all levels and improve communication between the College and parents.

Attendance

- Attendance at all classes compulsory. Students are expected to regularly attend school and to remain within the school boundaries for the whole day.
- Notes from parents / guardians are required for absence or lateness. Absence notes should be supplied to the group teacher on the day of return to school.
- Students should arrive at school in time to be at their Form Assembly by 8.50am.
- The following Flow Chart show College procedure for late arrival or early departure.





Grovedale College

General Information

Late Arrivals at School

Students arriving late MUST sign in at the Administrative Office before going into class.

Students must bring a signed and dated note or Organiser entry from parents explaining their lateness. **After School Detention Thursday**

3.30 - 4.20pm

If a student is given an AFTERNOON SCHOOL DETENTION (ASD) she/he must get the form signed by a parent/guardian and then hand the form in when she/he attends. If the student fails to attend detention the parents will be informed. The student will be given two (2) detentions and failure to attend these will result in suspension. If the parents have transport or family commitments that make the ASD difficult to attend on the night, a note from them should be given to the Sub School Leader.

Alternative arrangements will be made for the student by the sub school.

Illness at School

Students who become ill at school are to get permission (Organiser entry) from their teacher to go to the Administrative Office where they will then be directed to Sick Bay.

The staff will contact parents if there is a need for the student to go home. Students must NOT contact parents themselves. The College must have a current record of parent contact details in case of emergencies. The College recommends Ambulance

Insurance to all families, as the College does not cover any costs.

Emergency Evacuation

The College has a detailed emergency plan. Copies of the procedures for evacuation are posted in each classroom.

First Aid

- Students should not be sent to school if they are showing signs of being unwell.
- Students who are unwell should report to front office. Students who are too ill to return to class will be sent home. Arrangements for this will be made by the nurse - students should not make their own arrangements.
- Students who are being sent home must sign out through the general office.



2017 VCE Policy & Procedures

- **Students are provided in all subjects with course outlines and outcome time lines and a full outline of Vce Policy & Procedures**

Homework Habits

Homework help students by complimenting and reinforcing classroom learning, fostering good lifelong learning and study habits, and providing an opportunity for students to be responsible for their own learning. Homework will generally require from 1-3 hours per week night, with up to 6 hours on weekends during peak VCE periods.

At this level students generally should be independent learners, but parents should be clear about the school's expectations for home-study, and should discuss their issues and concerns with their children and the school. Students should ensure that a balance is maintained between the demands of study and recreational pastimes.

This generally can be achieved through good organisation and planning, and builds on the effective study habits developed in Years 7-10.

School Assessed coursework (SAC's)

Information for Students:

Students at Grovedale College are assessed in the following ways:

- Coursework (Class work) which is graded S or N. An N result for coursework is a fail for that subject.
- Exams – mid year and end of year, and
- SAC's – major assessment tasks, completed in class, usually at the end of a topic.

At Year 11 level, SAC's are graded with a numerical score and/or a letter grade. The letter grade for that SAC appears on your end of semester report. If you do not complete all of the SAC's to a satisfactory standard, then you fail your unit.

At Year 12 level, SAC's are graded numerically. This number counts towards your study score (the score you receive for that subject) as well as your ENTER score. **Year 12 students must also complete all SAC's to a satisfactory standard to receive an 'S' for that subject.**

If a student misses a SAC on a set day, then they must complete the SAC at the next available 'make up' time. If a student misses a SAC it must be for a

school approved activity. If a student is absent they must have a medical certificate or Statutory declaration.

Students are responsible for completed the SAC extension form and ensuring that they turn up on the agreed date.

Students who do not turn up on the agreed day and time may receive a NA (Year 11) or zero (Year 12) for that SAC.

As SAC's are a major form of assessment, it is expected that students will devote significant time to prepare for each SAC, especially if the topic is known in advance

(e.g. English Text Response).

As a rough guide, Year 11 students should spend no less than 5 hours preparing for a SAC, and Year 12 students should spend up to 12 hours preparing for each SAC. This would include tasks such as reading material, looking over class notes, doing practice questions and preparing summary and revision materials.

Use the chart below to record your SAC progress for the year.

Subject	SAC Topic	Score	Subject	SAC Topic	Score



Student Responsibilities

Work

- Stay on task
- Complete assigned class work
- Be productive when working in a group situation
- Work to the best of your ability
- Work as neatly as possible
- Complete homework that you are given by the due date
- Work independently to complete individual tasks - no plagiarism, collusion or cheating

Movement

- Arrive at class on time
- Stay in allocated work space
- Have your Organiser signed if you need to leave the classroom

Equipment

- Bring your own equipment to class
- Take care of school property and personal equipment
- Take care of the classroom environment

Communication

- Follow instructions
- Listen when others are speaking
- Raise your hand to talk or ask a question
- Bring your Organiser to class

Respect

- Respect the individuality of others
- Express your ideas and feelings without hurting others
- Respect the right of others to learn
- Respect other people's work

Locker Responsibilities

In using a locker you accept responsibility for:

- Keeping your locker secured with a padlock
- Keeping the inside clean and free of marks
- Notifying the locker co-ordinator of any problems with your locker

Submission Policy

There is an expectation that all tasks are to be submitted by the due date

- This policy is specific for assessment tasks as set by the teacher
- Any student who misses the due date is to have a note from parents/guardians explaining the reason (prior to the due date of the task)
- If the note is submitted an extension may be granted (max two weeks past due date)
- If work is not submitted by the extension date no further opportunity is given to submit the work.
- A "NS" (Not Submitted) result is recorded
- Students require every opportunity to be successful and are also to be supported by parent/guardians in that endeavour. To this end, some preliminary steps prior to the issuing of tasks is required:
 - A determination by the teacher that it is an assessment task that is directly reported on
 - Organiser entry on the day the task is SSU that outlines the task and the period of time before submission

- Organiser entry on the day the task is due is also required

Notes

- If work has not been submitted conversations with parents should focus on how to support submission by the better use of organization skills and their use of the College Organiser. Work will not be officially graded but must be submitted for consideration of the student's progression in the Victorian Essential Learning Standards (VELS)
- Home Group Teachers will support this policy by ensuring organisers are signed by parents/guardians on a weekly basis
- Teachers must ensure organiser records are made.
- Stickers could be used for students with recording difficulties

Coursework and Homework

- To satisfactorily complete a subject all Coursework must be completed by due dates



Bullying / Harassment Policy (Including Cyberbullying)

Bullying

Definition of Bullying

Bullying is when someone, or a group of people, who have more power at the time, deliberately upset or hurt another person, their property, reputation or social acceptance on more than one occasion.

Types of Bullying

There are three broad categories of bullying:

1. **Direct physical bullying** – e.g. hitting, tripping, and pushing or damaging property.
2. **Direct verbal bullying** – e.g. name calling, insults, homophobic or racist remarks, verbal abuse.
3. **Indirect bullying** – this form of bullying is harder to recognise and often carried out behind the bullied student's back. It is designed to harm someone's social reputation and/or cause humiliation. Indirect bullying includes:
 - lying and spreading rumours
 - playing nasty jokes to embarrass and humiliate
 - mimicking
 - encouraging others to socially exclude someone
 - damaging someone's social reputation and social acceptance
 - cyber-bullying, which involves the use of electronic means to humiliate and distress

Harassment

Is any verbal, physical or sexual conduct (including gestures) which is uninvited, unwelcome or offensive to a person.

What are the effects of Bullying and Harassment?

- poor health – anxiety, depression
- lower self esteem
- reduced study performance
- absenteeism, social withdraw
- reduced career prospects

What should you do if you are being bullied or harassed?

If you are being bullied you need to tell someone - a parent, a Home Group teacher, Year Level Manager, or another adult you can trust. Then choose options you are comfortable with.

- be assertive, tell the person you do not like what they are doing and they need to stop
- walk away as soon as they speak

- act unimpressed
- talk to a close friend or family member
- the school will take your concerns seriously, all complaints will be treated confidentially

What should you do if you see another person being bullied or harassed?

Tell the person that you witnessed the event and advise them to report it to an appropriate person. If you feel comfortable, be assertive and tell the bully that what they are doing is wrong. However, if your friend is harassing another person, let them know that their behaviour is unacceptable. Bystanders who do nothing to stop bullying may be contributing to the problem by providing an audience for the bully.

Awareness breaks the cycle of violence.

Bring bullying out in the open - the silent majority must speak out.

Cyber Safety and cyber Bullying

Keeping students safe online is a shared responsibility between students, parents and teachers. Grovedale College has a reasonable expectation that students and parents will take appropriate steps to increase online safety both at school and at home.

Be a safe, responsible and ethical user whenever and wherever I use it. The school **Student Engagement/Wellbeing Policy** outlines the values of the school and expected behaviours when students use the internet and digital technologies at school. Support others by being respectful in how I communicate with them and never write or participate in online bullying (*this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour*).

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face.

The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.



Bullying / Harassment Policy (Including Cyberbullying)

What students can do:

Social networking Sites

- **Keep your personal details private.** Use an appropriate handle or username instead of your real name. If you are unsure, don't give out your name, address, phone number or any other personal details over the internet. Set your profile to private.
- **Don't share** your username or password with anyone, even friends.
- **Think before you hit send or post.** Once something is posted, it can be online forever. Don't post anything you don't want others to know – or that you wouldn't say to them face to face. Respect your friends too, do not post photos without permission.
- **Remember** that private images and videos you send to friends or post on a social networking site may be easily passed on to others and uploaded to public sites. Once they are up, it's almost impossible to remove them completely.
- **Choose your friends.** Having hundreds online friends makes it harder to control what happens to information you post online. Don't accept friend requests if you are not sure about the person.
- **Keep your friends manageable.** By making sure that the majority of your friends are

your real life ones. If someone writes something rude, offensive or something you don't like, don't respond, block them.

Safety online

- **Be careful who you trust online.** A person can easily pretend to be someone they are not in the online world.
- **Unwanted contact.** Be cautious if you are asked to provide personal information, to meet in person, if you are sent gifts, or if in discussions have been of a sexual or suggestive nature.
- **If you enter a site** that is rude or offensive, immediately leave the site and report it via the Cybersmart website.

Grovedale College staff will follow the **Bullying and Harassment Discipline Procedure** for matters of bullying (including cyber bullying) and take a no tolerance approach. For this to occur, it is also expected that students and parents have followed the precautions outlined in this policy.

Cyberbullying can have a negative academic, social and psychological impact and providing support for children and young people who are involved in cyberbullying is critical. Grovedale College has a Student Wellbeing Team to support students who have personal issues impacting on them at school, as well as links to other agencies and resources that can provide support.

Our aim at Grovedale College is to develop a school culture of support and concern. All members of the school community need to be involved.

Bullying / Harassment Discipline Procedure

Primary Bullying Incident Report

STRIKE ONE

Year Level Manager is informed and speaks to the involved students regarding the incident. The students are informed of the Bullying Policy and what will happen if bullying continues.

Second Bullying Incident Report

STRIKE TWO

Sub School Leader meets with involved students regarding the Bullying incident and enforces disciplinary action: DETENTION or SUSPENSION is depending on the severity of the incident. The Parent/Guardian is contacted and informed.

Third Bullying Incident Report

STRIKE THREE

Year Level Manager and Sub School Leader conduct interview with Parent/Guardian regarding the students continued bullying behaviour and disciplinary action is taken: SUSPENSION.

The student is required to participate in a selected behaviour management program with the Student Welfare Co-ordinator / Chaplaincy Team.

Any further Bullying Incidents

Reported will result in SUSPENSION / EXPULSION



Bullying / Harassment Statement

Bullying/Harassment is any verbal or physical behaviour that is:

- offensive • degrading • unwelcome
- violent • abusive • intrusive

It may include:

- offensive pictures and written materials including text messages, emails (electronic), msn, myspace, facebook.
- teasing and name calling
- suggestive or offensive comments about a person's appearance, lifestyle, religion, race or sex
- unwelcome physical contact including hitting, pushing, kicking and touching
- graffiti about people, making stories/spreading rumours about someone
- comments about a person's sexuality or sex life
- wolf-whistles, cat-calls or unwelcome noises or sexual jokes
- rude gestures, making faces and hurtful looks
- touching, hiding and damaging others' possessions/property
- using threats towards someone to get what you want
- purposefully excluding another

Recommended Ways to Stop Bullying

If you are being bullied you need to tell someone then choose options you are comfortable with:

- be assertive , tell the person you do not like what they are doing
- walk away as soon as they speak
- talk to a close friend or family member
- act unimpressed

If you see someone being bullied

If you feel comfortable you need to:

- be assertive
- stand tall, look them in the eye, say ***"No! What you are doing is wrong."***
- tell a teacher

Who can You See?

Talk to a member of the school community you feel comfortable with. It may be your Home Group teacher, a teacher, a Year Level Manager, the student

Welfare Coordinator a Chaplaincy Team member, an Assistant Principal or a fellow student.

Our Aim

Our aim at Grovedale College is to develop a school culture of support and concern. All members of the school community need to be involved.

AWARENESS

AWARENESS breaks the cycle of violence.

Bring bullying out in the open - the silent majority must speak out.



Helpful Hints for Parents

To the Student

To help you enjoy and get the most out of everything you do it is essential

- for you and your parents to have an agreement that both of you will stick to.
- to accept that they want the best for you.
- Show the following tips to them - it will help them to help you.

To the Parent

Parenting is hard work, but there are definite strategies that will enhance your partnership with your son/daughter.

Try the following:

- don't focus on any one thing that they do as the most important, especially homework and school; aim to develop a 'big picture' approach where everything they are involved in is special to them.
- strive to create a stable household routine; meals fitting in with regular commitments.
- set aside regular time to talk with them about all they do, not just school; we are all busy, so perhaps chatting while driving them to training, school etc are good times.
- avoid comparing them to other friends or siblings in their presence
- encourage an organised approach to their loves and help them develop a study timetable
- encourage a healthy diet, exercise, socialising and leisure; perhaps granting an extra hour here and there for friends as a reward for good effort
- reach an agreement on time spent on internet chatrooms, my space etc; it often gets away.
- keep an eye on their sleeping patterns; they are active and growing rapidly; they need plenty of sleep.
- monitor their diet, especially breakfast
- provide a quiet area for homework and study
- bring a healthy snack and drink to their room while they are studying eg: banana and a cup of milk; they also need to drink at least two litres of water a day.
- celebrate with them when they achieve a target; no matter how small it may seem to

you, it's not for them, eg: completing an assignment focus on talking about what is happening today, this week, rather than the whole school year.

- offer to read books, essays, assignments; help with their maths if you feel confident to do so.
- let them know regularly that you love them and are proud of them; remind them of past successes and give them plenty of hugs.

Now for the H word, Homework

Homework is like an Olympic length swimming pool.

- it goes from shallow, 1 metre deep to 3 metres
- students who splash around in the shallow end aren't developing or challenging themselves.
- the aim for them is to go further down the pool, get out of their depth and swim hard; they won't drown.
- Students that complete all their homework at school and don't bring any of it home either finish it to the barest minimum standard, no quality, no depth, just across the line, or aren't being open with you.
- it is important for their time management that
- they develop habits (often and easy) in their 'life' timetable.
- there is always something they can do for homework that will benefit them, such as;
 - read a book
 - maths skills / problems
 - spelling and putting the words in sentences
 - write a 100 to 200 word essay on a current issue in the world
 - discuss an issue with you; it doesn't matter what it is, it gets them thinking.
 - watch a documentary / DVD / video of an issue or event and then write a report on it.

The main thing is to treat every single thing they do as equally important.

- to watch their favourite TV show
- to train / practise for their leisure sports / activities
- to add depth to their homework



Grovedale College

Approved Uniform

The College uniform is compulsory for ALL students and they are expected to wear complete uniform on all College excursions, including sport, unless otherwise notified.

GIRLS' SUMMER UNIFORM

Dress - Blue and white check dress

Shorts - Navy dress shorts

Shirt - Pale blue school shirt worn with shorts

Socks - Plain white socks

Shoes - Black lace-up leather traditional school shoes or black T-bar shoes (not suede / not boots)

Jumper - Navy V neck jumper with College logo

Hat - Plain navy blue (school approved). The College encourages the wearing of hats outside as a precaution against skin cancer.

Jacket - College approved Jacket

GIRLS' WINTER UNIFORM

Kilt - Length to be no longer than 20cm below the knee and no shorter than 10cm below the knee.

Socks or Tights - Black tights. Plain white socks

Shoes - Black lace-up leather traditional school shoes or black T-bar shoes (not suede / not boots)

Shirt - Pale blue school shirt (no logos)

Jumper - Navy V neck jumper with College logo

Slacks - Navy dress slacks worn with black socks

Jacket - College approved jacket.

Scarf & Gloves - Plain navy blue.

Tie - Tie school approved.

BOYS' SUMMER UNIFORM

Shirt - Pale blue school shirt

Shorts - Navy shorts

Jumper - Navy V neck jumper with College logo

Shoes - Black lace-up leather traditional school shoes (not suede / not boots)

Socks - White socks

Hat - Plain navy blue (school approved). The College encourages the wearing of hats outside as a precaution against skin cancer.

Jacket - College approved Jacket

BOYS' WINTER UNIFORM

Trousers - College blue trousers (no jeans or track pants)

Shirt - Pale blue school shirt

Jumper - Navy V neck jumper with College logo

T-SHIRT - Plain white to be worn under shirt for warmth

Shoes - Black lace-up leather traditional school shoes (not suede / not boots)

Socks - Plain black socks worn with blue trousers.

Scarf & Gloves - Plain navy blue

Tie - Tie school approved.

Jacket - College approved Jacket

GIRLS' AND BOYS' SPORT UNIFORM

T-Shirt - Navy blue polo shirt with College logo

Shorts - Plain navy blue with College logo

Tracksuit - Navy blue/red with College logo

Shoes - Runners predominantly white (No skate shoes)

Polar fleece Top - Navy blue with College logo (only Sports Academy)



Grovedale College

Out of Uniform

**Student unable to comply with College uniform requirements
as a result of repair/replacement of items:**

Procedure

- 1. Student to take a letter from home explaining reason for being out of uniform to relevant sub school office 8.30am - 9am**
 - Student provided with replacement item, where available, or a uniform pass
 - Details to be recorded to monitor persistent offenders
- 2. Student caught out of uniform without a pass by classroom teacher**
 - Teacher to supply date, item, name of student to Year Level Manager/Sub School Leader
 - Year Level Manager/Sub School Leader to follow up with student
 - Item confiscated, where appropriate, or student given After School Detention
 - Students will automatically receive a Lunchtime Detention
- 3. Persistent Offenders**
 - Year Level Manager/Sub School Leader make contact with parents
 - In cases of financial hardship student referred to Welfare Coordinator for assistance
 - After School Detention and/or student removed from class

In Class

Your attitude and application in class affect your level of understanding.

Be alert - listen closely and absorb the work- think with your teacher.

Be involved - be active and interested- pre read before class and have questions to answer.

Be prepared- have your pens, books, calculator etc. ready.

Be thorough - take notes in your own words with main points and key words- listen for phrases that your teacher emphasises and stresses, they are important.

As soon as you encounter a problem ask for help. It will show your teacher that you are taking responsibility for your learning.

Be Strong - ignore and sit away from distracting students- they won't accept the challenge and won't experience success.

"The harder you work, the more luck you have."
Anon.





Grovedale College

Healthy Body - Healthy Mind

When you are well nourished, fit and alert, relaxed, well rested then your mind is sharp and you study at your best. The secret is to simulate both the body and the mind: they must be in harmony

Exercise is vital because it

- allows both adrenaline and endorphins to be released which enhances concentration
- improves sleeping patterns
- breaks the study routine and reduces tension
- improves bodily functioning
- assists concentration between Study Sessions

Nutrition is vital because it

- supplies brain food
- provides the energy needed to operate effectively
- the best sources are fruit, whole grain bread and cereals

Relaxation is vital because it

- encourages positive attitudes maintains a balance between body and mind
- view it as a reward for strong study efforts
- it's a timeout from thinking

Be sensible with late nights

- you can't afford to ruin the next day
- avoid excess coffee
- Water is best for your brain, at least 2 litres per day will benefit you immensely
- Have light meals often
- Glucose is beneficial to quality study
- A nutritious breakfast is essential to quality thinking
- You require a minimum of nine hours of sleep per night.
- Reading a book in bed is a good way to nod off.
- A well balanced lifestyle contributes significantly to your progress and success.

"What the mind can conceive, the heart can believe and the body can achieve." Anon

Personal Qualities

Striving hard to **achieve** your goals:

- educationally
- personally
- socially
- sporting wise
- Interest wise

develops excellent qualities in you.

POSITIVE ATTITUDES

- always looking for solutions,
- not problems turning:
- can't into can
- won't into will
- have to into want to.

COMMITMENT

- applying yourself to a task to the end
- sticking power

DETERMINATION

- not losing sight of your aims
- overcoming obstacles

PERSISTENCE

- doing the right thing and doing the thing right
- never giving up

SELF ESTEEM

- having confidence and faith in yourself
- knowing you can do it

Giving everything you do your very best shot is incredibly rewarding.





Grovedale College

Teachers

Your teacher **wants** to see you learn:

- they are interested in your progress
- they will teach at their best when the class is willing to learn
- they will use their knowledge and expertise to build your understanding

It is better to ask dumb questions than to make dumb mistakes.

Ask for **extra help** at lunch times, before and after school.

- it shows a "want to" attitude
- it clears concepts in your mind for working alone at home

In class show them that:

- you want to learn
- you are actively involved
- you are prepared to take responsibility for yourself

Your teachers are key players in your team.

"You can't teach a person anything; you can only help them discover it themselves." Anon

Student Code of Conduct

PROHIBITED SUBSTANCES

The deliberate misuse of any drug is harmful to the health of the individual concerned. It is the policy of the school that no student will misuse or assist others to misuse any drug. This includes tobacco, alcohol, prescription and non-prescription compounds, inhalants and illegal drugs. Parents should notify the school administration of drugs supplied to their child under medical supervision.

My Team

Success at school relies very much on a **Team**

Approach.

You have people around you who all contribute to your progress.

Your team is...

- Your family
- Friends
- Teachers
- and YOU.

When you encounter **problems** or wish to test your knowledge share it with your team

They will support you, and they care for you.

Listen to their advice even though you may not want to hear it.

At times you will mistake their advice for criticism but give it some thought before snapping at them.

You will benefit from their input.



Student Code of Conduct for E-Learning Devices

At Grovedale College, Information Technology is used to support teaching and learning. The College provides access to a computer network which allows the sharing of data, the efficient use of resources within the College and access to the Internet.

Internet provides connections to other computer systems located all over the world and users must understand the College does not control the content of information available on these systems.

ACCESS TO THE COLLEGE'S NETWORK

The College Information Technology facilities, in particular the internet, are provided for students to conduct research and communicate with others.

Access is provided to students who agree to abide by the College Code of Conduct.

GROVEDALE COLLEGE

- have policies in place that outline the values of the school and expected behaviours when student use digital technology and the internet.
- provide a filtered internet service.
- provide supervision and direction in online activities and when using digital technologies for learning.
- supports students in developing digital literacy skills.
- have a cybersafe program at the school which is reinforced across the school.
- provide support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home.
- reinforce that cybersafe and responsible behaviours are expected in their school use of digital technology.

CODE OF CONDUCT FOR E-LEARNING

DEVICE USAGE

1. **I will** use computers use all technology devices correctly to ensure that no damage occurs. This includes the creation, introduction of or the spreading of viruses, physically abusing hardware and altering software settings.
2. **I will** not intentionally waste resources, in particular paper, internet time or storage space, on the network.
3. **I will** show respect for other's privacy and intellectual property.
4. **I will** report any misuse of the College network and only access designated student levels.
5. **I will** not interfere with the College network.
6. **I will** not use disks to run other plug in drives or install software on the College network.
7. **I will** not share my password.
8. **I will** not access other students' work.

STUDENT AGREEMENT

- be safe, responsible and ethical user whenever and whenever I use it.
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.



Student Code of Conduct for E-Learning Devices

CODE OF CONDUCT FOR INTERNET USAGE

1. I will use the internet for educational purposes only as directed by my teacher.
2. I will not access information, images, computer files, newsgroups or other sources that would be considered offensive in the judgement of the College.
3. I will use respectful language in using e-mail and the internet. I will refrain from uploading or displaying obscene, libellous, unauthorised, offensive or abusive messages and images.
4. I will accept responsibility in regard to copyright protected materials. Copyright materials including music, video, text, images and software may not be downloaded or distributed.
5. I will not download large files, executable files or compressed files (eg. zip files) without permission from the College.
6. I will not release identifying personal information which contains any of the following names, addresses, telephone numbers and credit card details through the internet. I will not use the College internet connection to make purchases or to join or subscribe to on-line services.
7. I will not respond to inappropriate messages received through e-mail or the internet and will inform the teacher of any such messages.
8. I will not use social networking sites at school.
9. Written expression on a social networking site (such as YouTube, Twitter, Flickr, Facebook etc) and Short Message Service (SMS) should never cause harm or threaten to be harmful to any one person or group of people. Students should not use a social networking site and a SMS's for the purpose of harassing or defaming another member of the college, community, or for bringing the name of the College into disrepute.
10. The College name and logo must not be published on personal networking pages of staff or students
11. The College believes the privacy of the students and staff is paramount and will take appropriate action against individuals who use networking sites or other ICT resources inappropriately
12. I will use the College approved tablet, notebook and computer in line with College policies and DET guidelines and regulation

CONSEQUENCES

Students who violate the terms of this agreement will be denied access to the College computers and the internet for a time to be determined by the College and may face further action as determined.



Grovedale College

HOMESTUDY TIMETABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6 am							
7 am							
8 am							
10 am							
11 am							
12 noon							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
midnight							



Grovedale College

HOMESTUDY TIMETABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6 am							
7 am							
8 am							
10 am							
11 am							
12 noon							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
midnight							



Parts of Speech

ABBREVIATIONS

- are words that have been shortened by leaving out the vowels or using the first letters. They are very useful when taking notes.

Eg: *dep't* – department, *S.A* - South Australia.

ACRONYMS

- are words formed using the first letters from other words. Eg: *A.N.Z.A.C.* – Australian and New Zealand Army Corps.

ADJECTIVES

- are words which describe nouns, highlighting colour, size, state and number etc. Eg: *The old lady looked out of the front window of her white house.*

ADVERBS

- are words which describe in what manner, when, where. They tell us more about what happened.

Eg: *He spoke quietly for a while. The pain was much worse than first thought.*

ALLITERATION

- is where a number of words begin with the same letter or sound. Eg: *Lovely little Lucy likes lollies.*

ANTONYMS

- are words that have opposite meanings.

Eg: *Big – small. Wet – dry.*

ASSONANCE

- is where the same vowel sound is repeated a number of times. Eg: *After the deed he needed a feed.*

CONJUNCTIONS

- Are words which join words, phrases, clauses and sentences together. Eg: *I ate dinner before leaving for the movie. (And, because, before, after, until, or, nor, but, unless, though, yet, so, for when, while, as, although, since, if, where)*

CONSONANTS

- are the letters in the alphabet except for the vowels.

EUPHEMISMS

- are expressions used to 'soften' a statement that may be too harsh or direct. Eg: *Uncle Bill passed away. Rather than, Uncle Bill died.*

HOMOGRAPH

- are words that have the same spellings but have different meanings and sounds.

Eg: *Tear – to rip.*

Tear – a drop from crying.

HOMONYMS

- are words that have the same spellings and sounds but have different meanings.

Eg: *Peer – your equal. Peer – to stare at.*

HOMOPHONES

– are words that sound the same but have different spelling and meanings. Eg: *Bare, bear. Their, they're, there. Threw, through.*

METAPHORS

- are phrases that compare two things. They are different to similes because 'as', 'like' and 'than' are not used. Instead they say that something is something else. Eg: *The sea is a silent tomb.*

NOUNS

- are words which name a person, place, thing, feeling or idea.
- there are two main types of nouns.
 - **Proper nouns** – used to name a particular person, place, thing, feeling or ideas. (They begin with a capital letter.)

- **Common nouns** – used to name everyday general persons, places, things, feelings or ideas.

Common nouns can be split into two smaller groups:

- **Collective nouns** – used to name a group or collection.
- **Abstract nouns** – used to name feelings or ideas.



Parts of Speech

ONOMATOPOEIA

- are words where their meaning is given in their sound. Eg: *wham, hiss, bang, crash.*

PERSONIFICATION

- is where things are given human qualities.

Eg: *The wind whispered.*

PREFIXES

- are groups of letters which are put in front of a word to change its meaning. Eg: *The army made a counter attack on the enemy. (pre, anti, mis, re, in, trans, dis, un, sub, fore, com, counter, de, im, uni, super, ir, il, tele).*

PREPOSITIONS

- are words which describe how a noun or pronoun is related to another word in a sentence.

Eg: *About, around, in, of, off, by, up, into, to.*

PRONOUNS

- are words which take the place of a noun.

Eg: *He climbed the stairs. The watch is his.*

Bill told her to go.

SIMILIES

- are phrases that compare two things, using the words 'like', 'as' or 'than'. They are used to give you a different view of something. Similes that are overused are called clichés.

Eg: *He was as big as a mountain. The road was as straight as a gun barrel.*

SUFFIXES

- are groups of letters which are put at the end of a word. They change the word to another part of speech. Eg: *Silent – silently, Legal – legalise,*

Repeat – repetition.

SYNONYMS

- are words or phrases that have the same meanings but different spellings.

Eg: *Close, shut. End, finish. Start, begin.*

VERBS

- are words which show the action and the time of that action, past, present or future.

- past – she stopped at the door.
- present – he needs help now.
- future – she will lift the book.

VOWELS

- are letters a, e, i, o, u.

PUNCTUATION

full Stop – (.) is used to end a sentence.

Eg: *The ground is dry.*

comma – (,) is used to separate a series of words or phrases. Eg: *He liked running, swimming, bushwalking and cycling.*

Question Mark – (?) is used at the end of a question.

Eg: *Are you sure you know what you're doing?*

exclamation Mark – (!) is used to describe a point strongly. Eg: *I have had enough!*

Inverted commas – (“ ”) are used to show direct speech. Eg: *Jade said, “Please pass the pepper”.*

Apostrophe – (’) is used to show contractions.

Eg: *They’re, he’s.* OR to show ownership.

Eg: *Bill’s hat, Rhys, scarf.*

Semi colon – (;) is used in complex sentences where there is a close connection between two ideas.

Eg: *Jake’s serve was powerful; he aced his opponent often.*

colon – (:) is used to start a list.

Eg: *Jasmine wanted to buy several things: a hat, a coat, a car.*



Creating a Bibliography

REFERENCING BOOKS

Include the following information in order:

1. Author's surname, initials. (full stop)
2. Year. (in brackets) (full stop)
3. Title of book. (underlined or italics) (full stop)
4. Publisher, (comma)
5. Place of publication. (full stop)

For a reference book:

1. Title of book. (underlined or italics) (full stop)
2. Publisher, (comma)
3. Place of publication. (full stop)

Example

Dixon, J. (1993). *How to be a successful student*.

Penguin Books, Ringwood

REFERENCING THE INTERNET

Include the following information in this order:

1. Author's surname, initials. (full stop)
2. Year. (in brackets)
3. Title. (underlined or italics) (full stop)
4. [Internet]. [in square brackets] (full stop)
5. Publisher, (comma)
6. Place of publication. (full stop)
7. Available from: <URL> [accessed date]

If there is no author start at Step 3. If there is no date write n.d. (No date) after the author's name
eg: Hanson, B. n.d. Central Nepal.

If there is no publisher or place of publication skip
5 and 6, conclude with 7.

Example

Holland, M. (1996). Harvard System [Internet].
Bournemouth University, Poole. Available from:
[http://www.bournemouth.ac.uk/servicedepts/
lis/LIS_Pub/harvardsys.html](http://www.bournemouth.ac.uk/servicedepts/lis/LIS_Pub/harvardsys.html)[Accessed 6 May,
1998].

REFERENCES

- Library – vertical files; books
- Internet web sites – See page 22 for some useful websites
- Google (<http://www.google.com/>) - a huge database of links to web sites – searches can also be for images
- City of Greater Geelong
- The Institution you are investigating
- Geelong Historical Records Centre:

<http://www.zades.com.au/geelong/ghrc.html>



Grovedale College

Useful Websites

<http://www.abc.net.au/>

Australian Broadcasting Commission

<http://www.news.com.au/>

Australian News Network

<http://www.theage.com.au/>

The Age newspaper

<http://www.cnn.com>

US – based news site

<http://www.title.net.news/>

A List of News Groups

<http://www.oed.com/>

Oxford English Dictionary

<http://thesaurus.reference.com/>

Roget's Thesaurus of English Words and Phrases

<http://www.environment.gov.au>

Australian Government Department of the Environment & Water Resources

<http://www.agd.com.au/>

The Australian Government Direct

<http://www.abs.gov.au/>

Australian Bureau of Statistics

<http://www.exploratorium.edu/>

The Museum of science, art and human perception





Conversions Information

LENGTH

1000 Millimetres (mm) = 1 Metre (m)
 100 Centimetres (cm) = 1 Metre (m)
 10 Millimetres = 1 Centimetre
 1000 Metres = 1 Kilometre

AREA

100000m² = 1 hectare (ha)

VOLUME

1000 Millilitres (ml) = 1 Litre (L)
 1000 Litres = 1 Kilolitre
 1000000 Litres = 1 Megalitre
 1 cm³ - 1 ml
 1000 cm³ = 1L
 1000L - 1 m³

MASS

1000 Milligrams (mg) = 1 gram (g)
 1000 grams = 1 kilogram (kg)
 1000 kg = 1 tonne

TIME

1000 milliseconds = 1 second
 60 seconds = 1 minute
 60 minutes = 1 hour
 24 hours = 1 day
 7 days = 1 week
 2 weeks = 1 fortnight
 52 weeks = 1 year
 12 months = 1 year
 10 years = 1 decade
 100 years = 1 century
 1000 years = 1 millennium

SCIENTIFIC UNITS (SI)

These are the units used for all science calculations:

Time = seconds (s)
 Speed = metres/second (m/s)
 Force = Newtons (n)
 Acceleration = metres/second²
 Length = metres (m)
 Mass = kilograms (kg)
 Energy = joules (J)
 Power = watts (W)
 work = joules (J)

TIME / ZONES

Australia is divided into three (3)

Time Zones:

- Eastern Standard Time (EST) used in QLD, NSW, VIC and Tas
- Central Standard Time (CST) Used in South Australia and the Northern Territory

CST is 30 mins behind EST.

Western Standard Time (WST) Used in Western Australia Coast. WST is 2 hours behind EST and 1.5 hours behind CST.

RAINFALLS

Highest - Tully - Northern Queensland

Lowest - Oodnadatta in Sth Australia

HISHEST MOUNTAIN BY STATE

NSW - Mt Kosciusko 2228m

Victoria - Mt Bogong 1986m

Tasmania - Mt Ossa 1617m

QLD - Mt Bartle Frere 1622m

Sth Aust. - Mt Woodroffe 1435m

West Aust. - Mt Meharry 1253m

N.T. - Mt Zeil 1531mt

ACT - Big Ben 2740m

TEMPERATURES

Highest - Cloncurry - QLD

Lowest - Charlotte Pass - NSW

EARTH & ITS NEIGHBOURS

earth

Diameter 13000km
 Distance from the Sun 150,000,000km
 Day 24 hours
 Year 365 days

Moon

Diameter 3,500km
 Distance from the Earth 384,000km

The Solar System

The 8 planets in order from the Sun

Mercury

Distance from the Sun 60,000,000km

Diameter 4,900km

Day/Rotation 59 days

Year Orbit 88 days

Temperature -180°C to 420°C

Venus

Distance from the Sun 108,300,000km

Diameter 12,100km

Day/Rotation 243 days

Year Orbit 225 days

Temperature 480°C

earth

150,000,000km

Mars

Distance from the Sun 228,000,000km

Diameter 6,800km

Day/Rotation 24.5hoursYear

Orbit 687 days

Temperature -120°C to 20°C

Jupiter

Distance from the Sun 778,000,000km

Diameter 143,000km

Day/Rotation 10 hours

Year Orbit 11.9 years

Temperature -140°C

Saturn

Distance from the Sun 1,427,000,000km

Diameter 121,000km

Day/Rotation 10.7 hours

Year Orbit 29.5 years

Temperature -170°C

Uranus

Distance from the Sun 2,870,000,000km

Diameter 51,810 km

Day/Rotation 17 hours

Year Orbit 84 years

Temperature -210°C

neptune

Distance from the Sun 4,500,000,000km

Diameter 49,528km


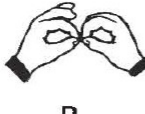


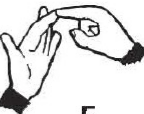









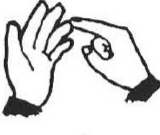




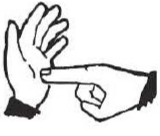


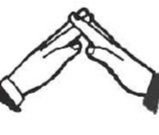



Day/Rotation 16 hours











Year Orbit 165 years

Temperature -220°C



Sign Language - Alphabet - Numbers

 A	 B	 C	 D	 E	
 F	 G	 H	 I	 J	
 K	 L	 M	 N	 O	
 P	 Q	 R	 S	 T	
 U	 V	 W	 X	 Y	 Z

 1	 2	 3	 4	 5	 6	 7	 8	 9	 10
--	--	--	--	--	--	--	--	--	---



Grovedale College

Timetables

TERM 1 GOLD WEEK

SESSION	MONDAY	RM	TUESDAY	RM	WEDNESDAY	RM	THURSDAY	RM	FRIDAY	RM
1										
2										
3										
4										
5										
6										

TERM 1 GREEN WEEK

SESSION	MONDAY	RM	TUESDAY	RM	WEDNESDAY	RM	THURSDAY	RM	FRIDAY	RM
1										
2										
3										
4										
5										
6										

TERM 2 GOLD WEEK

SESSION	MONDAY	RM	TUESDAY	RM	WEDNESDAY	RM	THURSDAY	RM	FRIDAY	RM
1										
2										
3										
4										
5										
6										

TERM 2 GREEN WEEK

SESSION	MONDAY	RM	TUESDAY	RM	WEDNESDAY	RM	THURSDAY	RM	FRIDAY	RM
1										
2										
3										
4										
5										
6										





Grovedale College

Timetables

TERM 3 GOLD WEEK

SESSION	MONDAY	RM	TUESDAY	RM	WEDNESDAY	RM	THURSDAY	RM	FRIDAY	RM
1										
2										
3										
4										
5										
6										

TERM 3 GREEN WEEK

SESSION	MONDAY	RM	TUESDAY	RM	WEDNESDAY	RM	THURSDAY	RM	FRIDAY	RM
1										
2										
3										
4										
5										
6										

TERM 4 GOLD WEEK

SESSION	MONDAY	RM	TUESDAY	RM	WEDNESDAY	RM	THURSDAY	RM	FRIDAY	RM
1										
2										
3										
4										
5										
6										

TERM 4 GREEN WEEK

SESSION	MONDAY	RM	TUESDAY	RM	WEDNESDAY	RM	THURSDAY	RM	FRIDAY	RM
1										
2										
3										
4										
5										
6										

