



WOODMANS HILL  
A CAMPUS OF BALLARAT SECONDARY COLLEGE

# WOODMANS HILL BULLETIN

EDITION 01 FEBRUARY 2018



RESPECT ★ DETERMINATION ★ EXCELLENCE

## Term 1 CALENDAR

- Year 7-10 PE - Swimming Program at Brown Hill Pool - Mon 12th Feb - Fri 9th March
- Yr 7 Port Fairy Camp Feb 14 - 16
- Yr 11 Legal Studies - Classroom Law Talks Feb 15 - 8.30am @ Ballarat High School
- Swimming Sports 21st Feb
- Year 11 English novel Performance in Melbourne Thurs Feb 22 - 9.00am - 5.00pm
- School Photos 28th Feb
- Yr 12 VCE Physics Day @ Luna Park March 9 - 8.30am - 4.00pm
- Athletics 20th March

## Camps, Sports & Excursions Fund (CSEF)

The CSEF is an annual payment to the school to be used towards the above activities only.

You require a valid Veterans Affairs Gold Card or eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) or temporary foster parent.

Contact the Administration Office for an application form.

Secondary School Student rate: \$225 per year.

**Closing date for CSEF funding:**

**29th June, 2018**

## 2018 Newsletter Dates

<b>Term 1</b>	Week 2 - Friday 09 <sup>th</sup> Feb
	Week 5 - Friday 02 <sup>nd</sup> March
	Week 8 - Friday 23 <sup>rd</sup> March
<b>Term 2</b>	Week 2 - Friday 27 <sup>th</sup> April
	Week 5 - Friday 18 <sup>th</sup> May
	Week 8 - Friday 08 <sup>th</sup> June
	Week 11 - Friday 29 <sup>th</sup> June
<b>Term 3</b>	Week 2 - Friday 27 <sup>th</sup> July
	Week 5 - Friday 17 <sup>th</sup> August
	Week 8 - Friday 07 <sup>th</sup> September
<b>Term 4</b>	Week 2 - Friday 19 <sup>th</sup> October
	Week 5 - Friday 09 <sup>th</sup> November
	Week 8 - Friday 30 <sup>th</sup> November
	Week 10 - Friday 14 <sup>th</sup> December

## Woodmans Hill Campus Principal Report

### Welcome Back

Welcome to the 2018 school year. The 2017 school year was a very successful one, as we completed our first year as a full 7 to 12 school. The year has begun very smoothly and I am looking forward to the opportunities, challenges and successes that lay ahead. It is pleasing to commence by reporting on what a good start we have had to the year. I am really pleased with the way students have settled in and the way classes have commenced.



### Contacting our School – the importance of making an appointment

Our school prides itself on encouraging parents to take an active interest in their child's education and we welcome your enquiries. If you have any concerns that you wish to have addressed or any positive feedback that you wish to offer, please do not hesitate to contact us. You will find our office staff extremely helpful and professional and our team of Year Level Coordinators equally so.

**Year 7** - Mr Rob Baker

**Year 8** - Ms Jacinta Paul

**Year 9** - Ms Jackie Collins

**Year 10** - Ms Libby Fowkes

**Year 11** - Mr Shane Hutchinson

**Year 12** - Ms Jaswinder Kaur

**VCE coordinator** - Ms Shannon O'Shea

**VCAL Coordinator** - Mr Patrick Cleary

**Assistant Principal** - Ms Shannon Turnbull

It is important to remember that parents wishing to speak with a Year Level Coordinator, the Assistant Principal, a teacher or myself should phone ahead to make an appointment. We can't guarantee staff availability without a prior appointment.

### Welcome to our Year 7's and all new students.

After a number of orientation sessions at our school, they are now full time Woodmans Hill students. All students were made to feel very welcome and encouraged to make the most of the many opportunities that will be available to them. We also look forward to them using the enormous range of talents that they bring with them to make an invaluable contribution to their new school.

I would also like to extend a warm welcome to the many new students from other year levels that have joined our school community this year.

### Year 7 Camp to Port Fairy

The majority of our Year 7's will attend the annual Year 7 camp to Port Fairy next week from Wednesday 14<sup>th</sup> to Friday 16<sup>th</sup>. This camp is an excellent opportunity for our new year 7's to get to know each other and some of the key staff they will be working with over the coming years here at Woodmans Hill.

.....continued

# Congratulations to the Dux of 2017

The Woodmans Hill community would like to extend its congratulations to the

## 2017 Dux Molly Binks.

Molly has since been offered her first preference of Nursing/Midwifery at Deakin University and has been shortlisted for the:

### 2018 George Alexander Foundation Access Scholarship.



## First Round Offers for the class of 2017

Congratulations to all students from the class of 2017 whom received first round offers for the university placements they applied for.

**89%** of students applying for university received a first round offer, of which 80% were their first preference.



### Uniform

It has been great to see so many of our students in the Woodmans Hill uniform. The students look fantastic in their Woodmans Hill uniform and the sports uniform. Our new uniform is now available at Crocker's, Lowes and Messer & Opie. Our full Uniform policy is included within this newsletter. **A reminder to all families in Years 9 to 12, this is the final year students will be able to wear the old BSC uniform.** From 2019 all students at Woodmans Hill will only be permitted to wear the official Woodmans Hill uniform.

### School Attendance & Text Messaging

Parents may already be aware that there is a major crackdown state wide on student school attendance with an associated slogan of "Every Day Counts". Research clearly shows that if students miss more than 10 days of school per year this begins to have an impact on their education. If they miss 20 days of school per year they could be more than a year behind in their education by the time they get to Year 12 and this can dramatically affect their results. Our students have been advised of this and that they should have **no** unapproved absences. Our Office staff and Year Level Coordinators will be following up closely on every absence that each of our students have.

Parents are asked to contact the General Office for all absences on 03-53367264. **Office staff will also be phoning home to clarify all absences.**

### Year 12 Private Study

A reminder to both parents/guardians and year 12 students that during private study all year 12 students are expected to be at school. Year 12 students are expected to be at school from 9am to 3:15pm as with all other students.

All year 12 students are allocated private study periods. During this time year 12 students should be studying in either the Senior Centre or the library. Students should be making the most of this time and accessing their teachers, where available, to ensure they are keeping up with their class work and preparing for their assessments.

### Swimming Sports

The Woodmans Hill Swimming Sports will take place on Wednesday 21<sup>st</sup> February at the Brown Hill Pool. This day is a compulsory day for all students. Throughout the day students will have the opportunity to participate in formal swimming events as well as take part in a number of informal house activities. Students will walk to the pool from Woodmans Hill and return to school before the end of the day.

### School Photos

Photo day for Woodmans Hill is **Wednesday 28<sup>th</sup> February**. Parents wishing to purchase school photos are reminded that students need to bring their completed photo envelop back on the day along with current payment. All students will have their photo taken on the day in line with department policy requiring schools to have an up to date photo of students on file.

### Building Program

During 2018 we will begin our major building program, which includes the refurbishment and extension of current buildings. We anticipate that we will have contractors on site to begin the works around the beginning of term 2. This year we will be focusing on the redevelopment of the Hall to become our new Performing Arts Centre/Café & Home Economics as well as the establishment of our Science Hub.

Simon Haber

Principal



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# Uniform Policy

## **Rationale:**

Ballarat Secondary College Council believes that a uniform reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equity, health and safety, and expense are also factors that contribute to having a compulsory school uniform.

## **Why wear a uniform?**

### **Reduce costs to parents:**

Over time, uniforms are cheaper than casual clothing and remove the competitive element potentially involved in designer casual clothes.

### **Safety of your child:**

As a key element in meeting the Child Safe Standards uniform allows staff to easily identify students as members of the school community and therefore maximises their safety.

The uniform is designed to be compliant with the Health & Safety requirements in all areas of the school. This is especially important with regard to **shoes which must be leather and polishable** in order that students are able to undertake technology subjects.

### **Positive Image:**

A uniform presents a positive image to the community.

A uniform creates a sense of pride and association with Woodmans Hill.

## **Uniform Rules:**

Students **must** wear complete Woodmans Hill uniform on all occasions including to and from school, unless officially notified by the Woodmans Hill in writing.

### **Students who are out of uniform must:**

- Bring a note of explanation indicating when they will be back in complete uniform.
- Obtain a uniform pass during the first period of the day.
- Wear 'as close as possible' alternative clothing.
- Students who are out of uniform (even with a note) may not comply with Health & Safety rules and therefore may be excluded from certain practical tasks.
- Please note, even when a student has a note for being out of correct uniform the school will attempt to put them in borrowed uniform for the day.

For all years 7-12 students, it is **COMPULSORY** to wear the Woodmans Hill Sport Uniform for Physical Education and Sport classes.

**Students are to bring their Sport Uniform in a suitable bag to class where they will be given time to change at the beginning and end of class.**

## **SCHOOL FOOT WEAR:**

All students should wear black leather lace up shoes in the style of a traditional school shoe.

Please refer to examples provided at the back of this policy for specific examples of acceptable school shoes.

## **Transitional Arrangements:**

During the transitional period, students enrolled at the Ballarat Secondary College prior to 2017 may continue to wear the BSC uniform until the end of 2018. Students may only wear one uniform; **Uniforms cannot be blended**. All students enrolled at Woodmans Hill from the beginning of 2017 onwards **must** wear the Woodmans Hill uniform.

## **College Council Endorsement:**

This policy was endorsed by the Ballarat Secondary College Council on November 23<sup>rd</sup> 2016. **Policy Review Date:** November 2019



# What is the Woodmans Hill Uniform?

Below is the Woodmans Hill uniform list. Please read it carefully and select the items that best suits your child's needs.

ITEM	DESCRIPTION	LOGO STYLE	BOYS/GIRLS
Slacks	Charcoal Grey, Flat Front	Nil	Girls
Trousers	Charcoal Grey, Flat Front	Nil	Boys
Shorts	Charcoal Grey, Flat Front	Nil	Boys & Girls
Jumper/Pullover	Teal with Black/Charcoal Stripe	Logo	Boys & Girls
Blazer (optional)	Black with Teal/Charcoal Braid on coat edge	Logo	Boys & Girls
Tie (optional)	Teal, Charcoal Grey	Nil	Boys & Girls
Soft Shell Jacket	Black Soft Shell	Logo	Boys & Girls
Dress	Charcoal/Teal/Black/White check with piping	Nil	Girls
Shirt - Short Sleeve	White/Grey Stripe	Logo	Boys & Girls
Shirt - Long Sleeve	White/Grey Stripe	Logo	Boys & Girls
Skirt	Charcoal/Teal/Black Check in Poly Wool	Nil	Girls
Socks- with Shorts/Dress/Skirt	Plain White – with no logo's	Nil	Girls
Socks - with pants	Grey Calf Length	Nil	Boys
Tights	Microfibre/Columbine Black	Nil	Girls
Bucket Hat	Black	Logo	Boys & Girls
School Bag (optional)	Black	Logo	Boys/Girls
Shoes	Black Leather "Polishable" lace up	Nil	Boys & Girls

## Sports Uniform

Rugby Top	Black/Teal/White	Logo	Boys & Girls
Sports Polo	Teal Polo with sublimated design	Logo	Boys & Girls
Sport Tracksuit Pants	Black Stretch Microfibre	Logo	Boys & Girls
Sports Rugby	Black, Teal and White	Logo	Boys & Girls
Sport Legging/Compression Pant	Black	Logo	Boys & Girls
Sport Shorts	Black	Logo	Boys & Girls
Sport Socks	White	Nil	Boys & Girls

See next page for images of suitable footwear.

Appropriate	Inappropriate
	
	
	
	



**Uniform on display in  
the Administration Foyer**

## Conveyance Allowance

The conveyance allowance is a form of financial assistance to help families in rural and regional Victoria with the cost of transporting their children to their nearest appropriate school/campus. The conveyance allowance is available to eligible students who live at least 4.8km from their nearest school and are travelling by public transport, private car or private bus. Some special circumstances and exceptions apply.

All families wishing to claim conveyance allowance in 2017 must complete a new application form and provide proof of purchase for bus passes.

**All forms must be returned to your Campus Office by Wednesday 9th March 2018.**

Please contact your Campus Office for more information on the conveyance allowance program.



# Are your Contact Details correct?

Please call into the office at Woodmans Hill if you have changed any of your details and have not yet let us know. This would include:

- \* **Address**
- \* **Mobile or landline number**
- \* **Emergency contacts**
- \* **Medical issues/update**
- \* **Change in employment & contact number during work hours**

Any changes must be in writing and signed.

You can ask for a form at the Reception desk or have your student bring one home.

It is important that your information is up to date especially in case of an EMERGENCY.



## Personal Accident Insurance and Ambulance Cover

Parents and Guardians are reminded that the Department does not provide personal accident insurance or ambulance cover for students.

Parents and guardians of students, who do not have student accident insurance/ambulance cover, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance/transport and any other transport costs. Please note that if First Aid trained staff at Woodmans Hill believe an ambulance to be necessary they will ring for one immediately. Parents and Guardians are not consulted prior to this decision being made.

## PRIVATE PROPERTY ON SCHOOL GROUNDS

Private property brought to school by students, staff or visitors is not insured and the Department does not accept any responsibility for any loss or damage. Any personal property brought to school by students, including phones etc., is brought at their own risk.

## Locks on Lockers



Parents/guardians and students are reminded it is the students responsibility to have a suitable lock on their locker at all times.

Students using a key lock are encouraged to leave their spare key at the front office.

Students whom leave their key at home or lose their key will have their lock cut off to ensure they have the appropriate materials for class.

## Secondary School vaccinations in 2018

The Secondary School Vaccine Program offers free vaccines to **Year 7 and 10 students**. These vaccines provide protection against:

**Diphtheria, Tetanus & Pertussis** (whooping cough) – one dose for year 7 students

**Human Papillomavirus** (HPV) – two doses for year 7 students

**Meningococcal A,C,W,Y** – one dose for year 10 students

Parents/guardians of year 7 and 10 students should look out for the vaccine consent card booklet coming home from school with your child. You need to read the information, complete and return the card regardless of whether your child is being vaccinated at school.

The City of Ballarat immunisation service may contact you about the Secondary School Vaccine Program. Schools are authorised to provide basic parent/guardian contact details to local councils for this purpose. Contact the school by **28 February 2018** if you do not want your contact details given to the City of Ballarat immunisation service.

To learn more about the Secondary School Vaccine Program, the vaccines, the diseases they protect against, or how you can prepare your child for vaccination, go to [betterhealth.vic.gov.au](http://betterhealth.vic.gov.au)

Additionally, the Commonwealth government is funding vaccinations for all children under 20 years who missed scheduled vaccines. If students have missed vaccines, either in childhood or adolescence, and require catch-up vaccines, they should speak with their Immunisation provider. (ie. local council or GP).

### **Woodmans Hill Immunisation Dates have been scheduled for:**

**Tuesday 24<sup>th</sup> April - Year 7 Students**

**Tuesday 30<sup>th</sup> October - Year 7 Students**

**Year 10 Students** will be notified which of the above dates they will be scheduled for in the near future.



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## Woodmans Hill Personal Electronic Devices Policy

At Woodmans Hill we have implemented a Personal Electronic Devices Policy.

All Personal Electronic Devices are to be ***silent and invisible*** between 8:50 am and 3:15 pm.  
This includes recess/lunch.

Personal Electronic devices include: iPods, Mobile Phones, MP3 Players, iPads, Headphones and Portable Bluetooth Speakers.

### Woodmans Hill Procedures

**If a student is seen to have a personal electronic device the following will take place:**

- They are to be sent to the front office to hand their phone in.
- At the office upon handing their phone in, they will receive a receipt that they will need to use to collect their phone. Their phone will be locked away for the duration of the day.
- Students can then collect their phone at the end of the day (after 3:15).

**If a student refuses to hand their phone in at the office:**

- They are to be sent to the student services room. They will receive an external suspension for refusing to follow teacher instructions. The student will be required to hand in their phone. They will then be sent back to class or lunch.
- If a student still refuses to hand in their phone they will receive an internal suspension for the duration of the day (or until they hand their phone in) and an external suspension the following day.

If you need to contact your child at any point during school hours, we ask that you call the front office on 5336 7264 and our office staff will endeavour to assist you.

***Also if you have any questions or concerns regarding this policy please feel free to contact our Principal, Mr***

***Simon Haber on 5336 7264.***

## Communication at Woodmans Hill

Our main method of communication with all parents from 2018 will be through the Compass portal.

Using the Compass site or App parents will be able to access:

1. Their child's attendance
2. The child's timetable
3. The school newsletter
4. The school calendar
5. Reports – including interim and semester
6. Positive merits awarded to your child
7. Notifications regarding events



There are two ways to access the compass portal and to receive notifications from the school.

### 1. Visit the website: <https://ballaratsc-vic.compass.education>

- To log in you will require your unique family username and password. These details are provided within this letter.

Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by the school for SMS, password recovery and email communication throughout the year.

If you have lost your details or forgotten your password, you can recover your details by clicking the 'Can't access your account?' link on the front page.

### 2. Download the Compass App – accessible for all smartphones and tablets



 This is the logo for the App that you will see in the app store

- Download the **Compass School Manager App** from either the Android or Apple Stores
- Login details to the App are the same as for the website and these details are provided within this letter.

Please ensure that you get set up on Compass as this will be the primary method for communication from the school.

If you would like assistance to set up or login to your account, please don't hesitate to contact the general office for support. We will step you through this process and ensure you are online!

# Woodmans Hill Positive Behaviour Matrix



WOODMAN'S HILL  
A.V.E.Y. Trust Ltd. 2012

Excellence comes from...	Classrooms	Outside Areas yard, outdoor common areas, bus stops	Cyber Areas online, computer rooms	Community excursions, camps, to and from school	Indoor Activity Spaces IHC, study spaces, Master Space, band room, REC centre	Lockers	Toilets	Canteen
<b>Respect</b>	<ul style="list-style-type: none"> <li>Follow my teacher's instructions</li> <li>Respect the classroom materials and equipment</li> <li>Use appropriate language</li> <li>Listen actively to staff and students</li> <li>Show empathy to all people work of others</li> <li>Respect my work and the work of others</li> <li>Respect everyone's right to learn</li> <li>Use equipment as directed</li> <li>Leave the area clean and tidy</li> </ul>	<ul style="list-style-type: none"> <li>Look after the environment around the school</li> <li>Keep the area free from rubbish</li> <li>Be inclusive of others in the yard</li> <li>Respect other peoples' opinions</li> <li>Respect others' personal space</li> <li>Respect the buildings and outdoor facilities</li> <li>Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Present my own work for assessment</li> <li>Use ICT equipment and programs appropriately</li> <li>Use only sites I am required to</li> <li>Follow the PED policy</li> <li>Use positive language in online communication</li> <li>Use my time on technology for learning purposes only</li> <li>Respect the equipment</li> <li>Report inappropriate use or damaged equipment</li> <li>Give credit to sources of information e.g. use references, bibliography</li> </ul>	<ul style="list-style-type: none"> <li>Respect other peoples' belongings and personal space</li> <li>Use appropriate language at all times</li> <li>Follow instructions and be respectful to the person in charge</li> <li>Represent the school positively in the community</li> <li>Be courteous to other members of the community</li> <li>Demonstrate positive sportsmanship</li> <li>Be a good role model!</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment as directed</li> <li>Leave the area clean and tidy</li> <li>Be well-mannered and courteous towards others</li> <li>Be mindful of others using the space</li> <li>Respect others' property</li> <li>Follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language, tone and volume</li> <li>Use the rubbish bins provided</li> <li>Only use my own locker and keep it locked</li> <li>Be mindful of others privacy and property</li> <li>Return lost property to the office</li> </ul>	<ul style="list-style-type: none"> <li>Use all facilities appropriately</li> <li>Respect peoples' privacy</li> <li>Report any cleaning needed</li> <li>Report any damage or vandalism</li> </ul>	<ul style="list-style-type: none"> <li>Enter respectfully</li> <li>Maintain an orderly line</li> <li>Always use manners (please and thank you)</li> <li>Know what I want before I order</li> <li>Use the rubbish bins provided</li> </ul>
<b>Determination</b>	<ul style="list-style-type: none"> <li>Arrive to class on time, organised and ready to learn</li> <li>Do my best</li> <li>Extend my learning, skills and knowledge in all subjects</li> <li>Support other students' learning</li> <li>Always complete my own work</li> <li>Seek feedback to improve</li> <li>Catch up on missed work</li> </ul>	<ul style="list-style-type: none"> <li>Be a positive influence on others</li> <li>Encourage the involvement of others</li> <li>Eat, drink, refresh and go to the toilet during breaks provided</li> <li>Report any incidents or bullying</li> <li>Be safe</li> </ul>	<ul style="list-style-type: none"> <li>If I know how, help others</li> </ul>	<ul style="list-style-type: none"> <li>Make the most of community-based opportunities</li> <li>Give everything a go even if something is new or hard</li> <li>Assist classmates on community excursions/camps</li> <li>Be safe when outside the school</li> </ul>	<ul style="list-style-type: none"> <li>Always do the best that I can</li> <li>Endeavour to complete all tasks given</li> <li>Remain focused</li> </ul>	<ul style="list-style-type: none"> <li>Take all materials I need for the double period</li> <li>Be on time</li> <li>Keep my locker clean and organised</li> <li>Take responsibility for my own belongings</li> </ul>	<ul style="list-style-type: none"> <li>Leave the facilities clean and graffiti free</li> <li>Use bins</li> <li>Maintain safe hygiene practices</li> <li>Use facilities during break times</li> </ul>	<ul style="list-style-type: none"> <li>Put my order in early and collect at the start of lunch</li> </ul>
<b>Resilience</b>	<ul style="list-style-type: none"> <li>Complete homework</li> <li>Ask for help when needed</li> <li>Think and act positively</li> <li>Be persistent and keep trying – never give up</li> </ul>	<ul style="list-style-type: none"> <li>Be empathetic and see things from others points of view</li> <li>Be tolerant of others' differences</li> <li>Seek help when needed</li> </ul>	<ul style="list-style-type: none"> <li>Have patience with my technology</li> <li>Be supportive in promoting cyber safety</li> </ul>	<ul style="list-style-type: none"> <li>Be calm and understanding in a difficult situation</li> <li>Ask for help when needed</li> <li>Be empathetic towards others in different situations within the community</li> <li>Have a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help when needed</li> <li>Have a positive attitude</li> <li>Be persistent</li> </ul>	<ul style="list-style-type: none"> <li>Negotiate access to lockers</li> <li>Seek teacher assistance when needed</li> <li>Be tolerant of others</li> </ul>	<ul style="list-style-type: none"> <li>Conserve water and the environment</li> <li>Bring my own money</li> </ul>	<ul style="list-style-type: none"> <li>If I have to wait, I will be patient</li> </ul>

# WOODMANS HILL POSITIVE BEHAVIOUR REWARDS

1.

DISPLAY THE POSITIVE  
BEHAVIOURS OUTLINED IN THE  
POSITIVE BEHAVIOUR MATRIX  
IN ANY AREA LISTED



2.

YOUR TEACHERS AND SUPPORT  
STAFF WILL RECORD THIS ON  
COMPASS AND YOU (AND YOUR  
CLASS) WILL GET A POINT



3.

ONCE A MONTH, ONE STUDENT  
PER YEAR LEVEL WILL BE  
RANDOMLY CHOSEN TO PICK A  
REWARD, PLUS THE CLASS WITH  
THE HIGHEST SCORE WILL GET A  
FREE LUNCH!



4.

ONCE A TERM, THE TOP TWO  
STUDENTS FROM EACH YEAR  
LEVEL WILL BE RECOGNISED AT  
AN ASSEMBLY AND GIVEN A  
PRIZE



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## SCHOOL WIDE POSITIVE BEHAVIOUR AND SCHOOL WIDE POSITIVE REWARDS

In 2018 we are introducing an initiative called **School Wide Positive Behaviour**. This is a school-wide program which aims to prevent negative behaviour and incidents from occurring at our school by promoting, focusing on and rewarding positive behaviour.

Our community developed a **Positive Behaviour Matrix**, a copy of which has been included in this newsletter. This matrix outlines to students clearly the positive behaviours that we wish to see demonstrated in all areas of our school, including in our community. All students have a copy of the matrix in their organisers and have spent time in class working through this to ensure their understanding.

We have also this year introduced a rewards-based merit system to celebrate and **reward the students who demonstrate positive behaviour in our school**. All teaching and support staff will nominate students who demonstrate the positive behaviours outlined in the Positive Behaviour Matrix.

As parents, we believe that it is important for you to see when your child is rewarded and for what behaviour, so all merits will be published on the Compass Parent Portal and accessible for parents to view!

We look forward to your ongoing support for this initiative which we are certain will make our school a more positive and happy place!

# WOODMANS HILL BULLYING AND HARASSMENT POLICY



At Woodmans Hill we recently updated our bullying and harassment policy. We believe that this is a vital document for all members of community to ensure the safety of all.

## PURPOSE OF THE POLICY:

- To reinforce within the school community that no form of bullying is acceptable.
- To ensure that everyone within the school community is alerted to signs and evidence of bullying.
- To ensure there is clarity of what classifies as bullying behaviour.
- To ensure that all community members understand their responsibility to report any form of bullying or harassment to staff.
- To ensure that all reported incidents of bullying are followed up and that support is given to both victim and perpetrator.
- To seek parental and peer-group support and cooperation at all times.

## DEFINITIONS:

Bullying is repeated verbal, physical, social or psychological aggressive behaviour by a person or group directed towards a less powerful person or group that is intended to cause harm, distress or fear.

## What is Bullying?

There are some specific types of bullying behaviour:

- verbal or written abuse - such as targeted name-calling or jokes, or displaying offensive posters
- violence - including threats of violence
- sexual harassment - unwelcome or unreciprocated conduct of a sexual nature, which could reasonably be expected to cause offence, humiliation or intimidation
- homophobia and other hostile behaviour towards students relating to gender and sexuality
- discrimination including racial discrimination - treating people differently because of their identity
- cyberbullying - either online or via mobile phone.

## What is not bullying?

There are also some behaviours, which, although they might be unpleasant or distressing, are not bullying:

- mutual conflict - which involves a disagreement, but not an imbalance of power. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.
- single-episode acts of nastiness or physical aggression, or aggression directed towards many different people, is not bullying
- social rejection or dislike is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

## **Harassment**

Harassment is any verbal, physical or sexual conduct (including gestures) which is uninvited, unwelcome or offensive to a person. Harassment is usually directed at a person because of their gender, race, creed or abilities. It can be subtle or explicit.

Subtle (the most common) they include:

- offensive staring and leering
- unwanted comments about physical appearance and sexual preference
- racist or smutty comments or jokes
- questions about another's sexual activity
- persistent comments about a person's private life or family
- physical contact e.g. purposely brushing up against another's body
- offensive name calling

Explicit (obvious) they include:

- grabbing, aggressive hitting, pinching and shoving, etc
- unwelcome patting, touching, embracing
- repeated requests for dates, especially after refusal
- offensive gestures, jokes, comments, letters, phone calls or e-mail
- sexually and/or racially provocative remarks
- displays of sexually graphic material – pornography
- requests for sexual favours

# WOODMANS HILL BULLYING AND HARASSMENT POLICY



## RESPONSIBILITIES:

### **Responsibilities of the Principal**

- To ensure the expectations of staff, students and parents/guardians are clear.
- To monitor the implementation of school rules and values.
- To develop and maintain strong parent and community links.
- To effectively communicate and promote the school's behaviour management guidelines and procedures.
- To ensure that all members of the school community are aware of and have access to the anti-bullying school policy and procedures.
- To respond to each incident of bullying in accordance with the procedures detailed in this document.

### **Responsibilities of Staff**

- To model, educate and discuss appropriate behaviours.
- To watch for indicators of possible bullying.
- To ensure adequate supervision of children at all times.
- To respond to all reported and observed incidents of bullying, as detailed in this policy.

### **Responsibilities of Students**

- To have an understanding of bullying and bullying behaviours.
- To appropriately report incidents of bullying (occurring either to themselves or another student).
- To help someone who is being bullied.
- To not bully others.

### **Responsibilities of Parents/Guardians**

- To support the School's Student Anti-Bullying Guidelines and Procedures.
- To model, educate and discuss appropriate behaviours.
- To watch for indicators of possible bullying (including unwillingness to attend school or talk about school and activities, changes in personality, disturbed sleep, a pattern of headaches and stomach aches, loss of personal property).
- To encourage and support your child to inform you or a staff member if they are being bullied or witness bullying.
- To act appropriately if your child is found to be the bully.
- To speak to your child's Year Level Coordinator FIRST if you suspect or know that your child is experiencing bullying behaviour.
- Under no circumstance should parents/guardians contact other parents/guardians or children regarding an issue of bullying.
- All matters should be referred to your child's Year Level Coordinator who will then respond according to this document.

## RESPONDING TO BULLYING:

Woodmans Hill has a 3-phase approach to addressing bullying in our school community.

1. **PREVENTION:** Our students are provided with education about bullying. We utilise our staff, external providers and our Youth Counsellors and School Nurse to educate our students. We explicitly teach:
  - a. Resilience
  - b. Social intelligence
  - c. Respectful relationships
  - d. Anti-bullying and bullying prevention strategies
  - e. Effects of bullying
  - f. Empathy
  - g. Emotional intelligence
2. **RESPONSE:** Our staff respond to all incidents of bullying according to our conduct and behaviour agreed procedures.
  - a. We ensure the appropriate consequences are put in place for bullying. (It is important to understand that often the appropriate consequence is NOT a punitive consequence e.g. detention, suspension)
  - b. There is a range of strategies to respond to bullying that we utilise at Woodmans Hill. Their use is determined by the nature of each case of bullying. (eg the severity of the offence; whether committed by a group or a single individual; the remorsefulness of the offender; the training and skills of the practitioner and the age of the child.)
  - c. Some strategies used include:
    - i. Serious talks
    - ii. The use of direct sanctions
    - iii. Bully Prevention in the Positive Behaviour Support (SWPB)
    - iv. Strengthening the Victim
    - v. Mediation
    - vi. Restorative Approaches – e.g. restorative chat, restorative conference
    - vii. The Method of Shared Concern
3. **COMMUNICATION:**
  - a. We endeavour to work WITH families to prevent and respond to bullying.
  - b. Communication is a critical element of this and communication with parents will be made, as soon as practicable.

# Senior School Leader's Report

I would like to start by saying that it has been wonderful to see so many students make such a positive start to the 2018 school year. Our Year 11 VCE and VCAL students have embarked on a significant journey in their education. Just as exciting is the fact that our current Year 12 cohort are only months away from completing their secondary schooling and graduating...into the world of work or further study.

There are also a number of students in Year 10 who have chosen to extend and accelerate their learning by undertaking a VCE study as part of their learning program.

There are a few simple steps that VCE students can take, that will help students to be prepared for all classes, including having the required equipment. This includes the textbooks as prescribed on the 2018 booklist. Please ensure that you/your student speaks to their subject teacher and/or student manager if you are experiencing difficulty purchasing the required books, to see what support can be put in place.

Students need to be punctual and in full attendance in all classes. Attendance at school is one of the essential keys to successful completion of your VCE/VET/VCAL. Failure to meet the school's Attendance Policy, will result in non-satisfactory completion of a unit/s.

Students need to be in class in order to learn and by doing this, students are giving themselves every opportunity to keep up to date which is so important and at the same time, demonstrating that they want to be successful.

*'If learners are to take more responsibility for their own learning, then they need to know what they are going to learn, how they will recognise when they have succeeded and why they should learn it in the first place.'* (Learning Unlimited, 2004)

As normal, if students are experiencing any problems regarding their attendance at school, please make sure you let the school know, so that we can put supports in place.



Reminder to all VCE students, that you have free access to Edrolo. Edrolo is an exceptional resource that supports students with learning and revising key concepts and terminology, watching video clips, familiarising yourself with content prior to the lesson, revising content, SAC and exam revision with immediate feedback.

If you have not already set up an Edrolo account:

Go to [www.edrolo.com.au/ballarat-woodmans/](http://www.edrolo.com.au/ballarat-woodmans/)

Enter your surname and check that it recognises your correct first name

Enter your email address, mobile phone number, and select a password

Click 'Let me in'

You'll then be logged into your account

Please start by watching our short training video — you're now ready to go!

**Need help logging in to Edrolo?** Speak to your teacher or Ms O'Shea.

## SAC/SAT Completion Policy

All VCE students have signed a SAC/SAT Completion Policy Student Agreement to say that they understand and commit to adhering to the student expectations and processes outlined.

A reminder to students that if you are not able to attend a SAC/SAT on the scheduled date OR miss a SAC due to unforeseen circumstances, YOU are responsible for completing either the **Application for Extension of Time for a SAC/SAT form** OR **Absence from SAC/SAT Explanation form**. These forms are available from the noticeboard in the VCE calendar or can be obtained from Shannon O'Shea (VCE Coordinator). The student must give these forms (along with any required supporting evidence/documentation) to their teacher who will determine when the SAC catch-up will take place.

# SAC/SAT COMPLETION POLICY

## STUDENT AGREEMENT

The purpose of this policy is to convey to staff, students and parents/carers, the processes the student and teacher are required to follow if the student cannot be present when a SAC is completed in class or when a SAT is due for final submission. The policy caters for students individual adverse circumstances.

- **SACs** are the marked School Assessed Coursework completed under test conditions in classes.
- **SATs** are *School Assessed Tasks that are required for folio subjects*.
- These pieces of work contribute to the Teacher's assessment of student achievement in their Units 1-4 VCE subjects.
- SACs & SATs contribute towards 50% of the study score for each subject (Exam 50%).
- If a student cannot be present when a SAC is completed in class or when a SAT is due (see Table 1), they will be required to complete and submit either:
  - an **Application for extension of time for a SAC/SAT OR**
  - an **Absence from SAC Explanation Form**
- Supporting documents will also be required by the office for school/Centrelink records.
- All missed SACs will be completed the following Wednesday night in the **After-school Supervised Session** in room 2 from 3.30 - 5.00pm.
- Students & parents/carers will receive written confirmation of SAC/SAT completion arrangements.
- Failure to meet deadlines will result in the student needing to go to the SAC/SAT Appeals Panel.
- If a student misses a SAC/SAT due to exceptional foreseen or exceptional unforeseen circumstances, the student is still able to successfully complete the Unit and get a 'Satisfactory' outcome and a scored assessment, providing supporting documentation is submitted within three days of the student returning to school.
- If a student misses a SAC/SAT due to non-exceptional circumstances, the student is still able to successfully complete the Unit and get an 'Satisfactory' for the relevant outcome by completing the SAC and their necessary classwork but, will **not** get a scored assessment.

SEE FOLLOWING PAGE FOR EXAMPLES OF POSSIBLE CIRCUMSTANCES

**Example of possible circumstances for not attending or completing assessment  
on the scheduled date and required documentation and student action**

Circumstance for missing SAC	Definition	Submission of form	Supporting Documents	Assessment
<b>Exceptional Fore-seen</b>	Known medical, surgery  Excursion School Camp School Sport  Funeral  VET	3 days prior to SAC or SAT	Doctor's certificate Documented evidence required within 3 days of return to school	The student is still able to successfully complete the Unit and get an 'S' (satisfactory) and a scored assessment
<b>Exceptional Unforeseen</b>	Medical	Within 3 days of returning to school	Doctor's certificate	The student is still able to successfully complete the Unit and get an 'S' (satisfactory) and a scored assessment
<b>Non-exceptional</b>	Driving lessons or licence, work, missed bus, missed classes, Centrelink and other personal appointments, holidays, birthdays, births	Within 3 days of returning to school	No medical certificate accepted	The student is still able to successfully complete the Unit and get an 'S' (satisfactory) for the relevant outcome by completing the SAC and their necessary classwork <u>but will not get a scored assessment.</u>

## School Council elections in 2018

School councils play a key role in Victorian Government schools. Effective councils have a wide range of skills, expertise and knowledge to support good governance and provide the best possible educational outcomes for students.

The annual school council election process provides an opportunity to attract members keen to add value and bring their expertise and skills to assist the governance of the school.

For further details regarding vacancies, nominations and the election process, please refer to the school website, the notices at the General Office or contact Simon Haber Campus Principal.

# Semester 1 SAC & SAT Dates

Term 1 2018



UNIT 1 SUBJECTS



UNIT 3 SUBJECTS



Week	Date	SAC/SAT
1	30/1- 2/2	
2	5/2 - 9/2	GENERAL MATHS SAC 1
3	12/2 - 16/2	
4	19/2 - 23/2	CHEMISTRY SAC 1 ENGLISH SAC 1 PHYSICS SAC 1 BIOLOGY SAC 1 - PRACTICAL TASK 1
5	26/2 - 2/3	FOOD STUDIES SAC 1 LEGAL STUDIES SAC 1 PHYSICAL EDUCATION SAC 1 BIOLOGY SAC 1 - PRACTICAL TASK 2 ENGLISH SAC 1 FOOD STUDIES SAC 1 PHYSICAL EDUCATION SAC 1 PHYSICS SAC 1 PSYCHOLOGY SAC 1 STUDIO ARTS OUTCOME 1
6	5/3 - 9/3	MATHS METHODS SAC 1 CHEMISTRY SAC 1 MATHS METHODS SAC 1
7	12/3 - 16/3 (Labour Day 12/3)	CHEMISTRY SAC 2 COMPUTING SAC 1 GENERAL MATHS SAC 2 FOOD STUDIES SAC 2 MUSIC PERFORMANCE OUTCOME 2 PSYCHOLOGY SAC 1 FOOD STUDIES SAC 2 MUSIC PERFORMANCE OUTCOME 2
8	20/3 - 24/3	ENGLISH SAC 2 FOOD STUDIES SAC 3 LEGAL STUDIES SAC 2A FOOD STUDIES SAC 3 FURTHER MATHS SAC 1 HEALTH & HUMAN DEVELOPMENT 1
9	27/3 - 30/3	BIOLOGY SAC 1 ENGLISH SAC 2 OUTDOOR & ENVIRONMENTAL STUDIES SAC 1

## Term 2 2018

UNIT 1 SUBJECTS

UNIT 3 SUBJECTS

Week	Date	SAC/SAT
1	16/4 - 20/4	COMPUTING SAC 2 PHYSICAL EDUCATION SAC 2 PSYCHOLOGY SAC 2 SOFTWARE DEVELOPMENT SAC 1
2	23/4 - 27/4	PHYSICS SAC 2 CHEMISTRY SAC 2 - PART A
3	30/4 - 4/5	LEGAL STUDIES SAC 2B BIOLOGY SAC 2 PHYSICS SAC 2
4	7/5 - 11/5	CHEMISTRY SAC 3 ENGLISH SAC 3 FOOD STUDIES SAC 4 GENERAL MATHS SAC 3 MATHS METHODS SAC 2 CHEMISTRY SAC 2 - PART B FOOD STUDIES SAC 4 MATHS METHODS SAC 2 PSYCHOLOGY SAC 2
5	14/5 - 18/5	BIOLOGY SAC 2 STUDIO ARTS OUTCOME 3 OUTDOOR & ENVIRONMENTAL STUDIES SAC 2 STUDIO ARTS OUTCOME 3 SAC 1
6	21/5 - 25/5	CHEMISTRY SAC 4 COMPUTING SAC 3 LEGAL STUDIES SAC 3 MUSIC PERFORMANCE OUTCOME 1 PHYSICAL EDUCATION SAC 3 PSYCHOLOGY SAC 3 ART SAC 1 FURTHER MATHS SAC 2 HEALTH & HUMAN DEVELOPMENT MUSIC PERFORMANCE OUTCOME 1 PHYSICAL EDUCATION SAC 2 PHYSICS SAC 3
7	28/5 - 1/6	BIOLOGY SAC 3 ENGLISH SAC 4 FOOD STUDIES SAC 5 GENERAL MATHS SAC 4 MATHS METHODS SAC 3 MUSIC PERFORMANCE OUTCOME 3 ENGLISH SAC 3 FOOD STUDIES SAC 5 MATHS METHODS SAC 3 MUSIC PERFORMANCE OUTCOME 3
8	4/6 - 8/6 Finish Unit 1	PHYSICS SAC 3
9	11/6 - 15/6 (Queens Birth-day 11/6) Yr 11 exam wk GAT 13/6	ENGLISH SAC 4 OUTDOOR & ENVIRONMENTAL STUDIES SAC 3
10	18/6 - 22/6 Start Unit 2/4	
11	25/6 - 29/6	STUDIO ARTS OUTCOME 1 & 2 STUDIO ARTS OUTCOME 2

# Important Information

## from the

## School Careers Department



Our school has now provided its students and their parents/caregivers with a 'School Careers Website'. You can find it at:

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

It's a "One Stop Shop" for your child's needs with their Career Planning, information, VCE, Post School Options and much more.

They can also use it to create and save their resume.

The site is also designed with you, the parent/caregiver in mind, to provide you with all the information you need about your child's Career Planning and post school options – and the information is constantly changing in these areas. At times I would also like to communicate with you in regards to your child's career planning, so I would ask that you make sure we have your current email address or mobile phone number.

Many Thanks  
Carolyn Gregg – Careers Coordinator

# Arts Academy 2018



Introducing: Cassandra Kent, Charlie Farrell, Gemma Tolliday, Jessica Selkirk, Kloe Weekly, Taya Gust,  
Seated: Amelia (Milly) Yeoman, Tilly Burke, Elspeth Ingram, Jasper Meredith.

# Corporate Cup 2018



Woodmans Hill Staff at the Corporate Cup Lawn Bowls Competition which runs for the next 6 weeks. It was a reasonable start against strong competition. Best performance by Hayley!