



Achieving Excellence Together

SWAN HILL COLLEGE
Parent Handbook 2024



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SCHOOL INFORMATION

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

OFFICE HOURS 8:30am to 4:15pm Monday to Thursday
8:15am to 4pm Friday

PHONE (03) 5036 4900

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

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

WEB PAGE www.shc.vic.edu.au 

SCHOOL HOURS / BELL TIMES

	Start	Finish	Duration	Bells
Daily Briefing	8.45am	8.55am	10 minutes	
Warning Bell				8.56am 9.00am
Period 1	9.00am	9.48am	48 minutes	9.48am
Period 2	9.48am	10.36am	48 minutes	10.36am
Recess	10.36am	11.05am	29 minutes	11.05am 11.09am
Period 3	11.09am	11.57am	48 minutes	11.57am
Period 4	11.57am	12.45pm	48 minutes	12.45pm
Lunch	12.45pm	1.35pm	50 minutes	1.35pm 1.39pm
Period 5	1.39pm	2.27pm	48 minutes	2.27pm
Period 6	2.27pm	3.15pm	48 minutes	3.15pm

Staff Supervision Hours

8:25am – 3:45pm

IMPORTANT 2024 DATES

TERM ONE	<p>Monday 30th January - Thursday 28th March (9 weeks)</p> <p>JANUARY</p> <p>Monday 23rd School Office opens.</p> <p>Wednesday 24th Booklist collection – Harrison Hall</p> <p>Thursday 26th PUBLIC HOLIDAY – AUSTRALIA DAY</p> <p>Monday 29th Staff return to school.</p> <p>Tuesday 30th Years 7 & 11, 12 commence.</p> <p>Wednesday 31st All students in attendance</p> <p>FEBRUARY</p> <p>Wednesday 7th School photos</p> <p>Wednesday 14th House Swimming Carnival</p> <p>Tuesday 20th Division Swimming</p> <p>MARCH</p> <p>Tuesday 6th Summer Sports</p> <p>Monday 11th PUBLIC HOLIDAY – LABOUR DAY</p> <p>Monday 25th Parent Teacher Interviews</p> <p>Thursday 28th Last day of Term 1</p>
TERM TWO	<p>Monday 15th April - Friday 28th June (11 weeks)</p> <p>APRIL</p> <p>Monday 15th Term 2 commences.</p> <p>Wednesday 17th House Athletics Carnival</p> <p>Tuesday 25th PUBLIC HOLIDAY - ANZAC DAY</p> <p>MAY</p> <p>Wednesday 1st Winter Sports</p> <p>Thursday 16th House Cross Country</p> <p>JUNE</p> <p>Monday 10th PUBLIC HOLIDAY – KINGS BIRTHDAY</p> <p>Tuesday 18th Student Free Day</p> <p>Tuesday 18th GAT</p> <p>Friday 28th Last day Term 2</p>
TERM THREE	<p>Monday 15th July - Friday 20th September (10 weeks)</p> <p>JULY</p> <p>Monday 15th Term 3 commences.</p> <p>AUGUST</p> <p>Friday 16th Student Free Day</p> <p>SEPTEMBER</p> <p>Monday 9th Parent Teacher Interviews</p> <p>Friday 20th Last day Term 3</p>
TERM FOUR	<p>Monday 7th October - Friday 20th December (11 weeks)</p> <p>OCTOBER</p> <p>Monday 7th Term 4 commences.</p> <p>NOVEMBER</p> <p>Monday 4th Student Free Day</p> <p>Tuesday 5th PUBLIC HOLIDAY – MELBOURNE CUP</p> <p>DECEMBER</p> <p>Monday 3rd Student Free Day</p> <p>Friday 20th Last day 2024</p>

Please note these dates are subject to change and are correct as at 6/11/2023

PRINCIPAL TEAM

Welcome to Swan Hill College. We are a rural secondary school situated near the majestic Murray River, 350km Northwest of Melbourne. We have two campuses: the main campus with approximately 720 students from Years 7 to 12; and our FLO (Flexible Learning Options) campus with 40 students. The College offers a broad range of VCE and VET subjects for our students who are supported by 65 teaching and 40 support staff.

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

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

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

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



DE ROSEWARNE
Acting Principal



SARAH SUTTON
Acting Assistant Principal
Junior School



KRISTEN LE GASSICK
Assistant Principal
Senior School

ADMINISTRATION TEAM



Peta Lindsay
Business Manager



Brianna Dale
Enrolments Officer



Lynda McKerrow
Admin / Bus Coordinator



Ashleigh Smith
Bursar



Kellie Kerr
Principals Assistant



Robina Benbow
Camps & Excursions

CURRENT STUDENT WELLBEING



JADE HUNTER
Wellbeing Manager

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

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

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

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



HUGH BROAD
School Chaplain

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

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

WELLBEING TEAM 2024



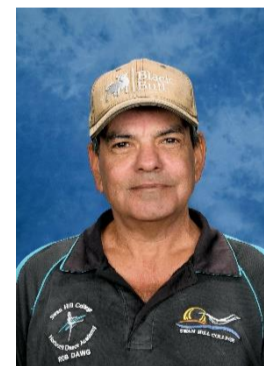
Charlotte Williams
School Counsellor



Jaylee Morrison
Wellbeing Admin/ Sickbay



Ruby Rosewarne
Student Counsellor



Robbie Gray
KESO



Tony Bolton
Mental Health Practitioner



Maddie Hellings
Student Councillor



Josie Rovere
Student Counsellor

DOCTORS IN SCHOOLS PROGRAM



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

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

Nurse Holly and Dr Tunde

DISABILITY AND INCLUSION 2024



Nerida Morrish
Disability Inclusion Manager

The Disability and Inclusion leader facilitates Student Support Group meetings and works with staff and families to develop Individual Education Plans. They manage the referral process to Student Support Services & Assessment Australia, coordinate assessment and feedback meetings, and communicate to staff the individualised recommendations and adjustments to support students in classes. Funding applications through the Disability Inclusion Profiles are also coordinated through the Disability and Inclusion leader. They also support our Year 7 students as they transition to high school and visit classes to provide coaching to staff and support to students. The Disability and Inclusion leader is supported by Learning Support Officers, Classroom Assistants, and Education Support Officers.



Stacey Lawry
Disability Inclusion Assistant

LEARNING SUPPORT OFFICERS 2024



Loretta Rowlands



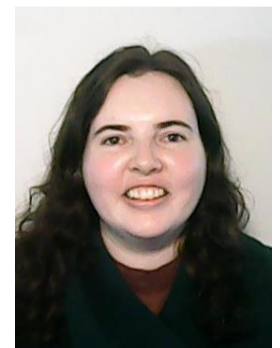
Robyn Reed



Nicole Rogers



Leo Swan



Emily Smith



Nicole Ward



Ping Tan



Kate Everett

JUNIOR SCHOOL 2024

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

Students in junior school have a number of camps available to them throughout the 3 years. In Year 7 the students head off to Billabong Ranch early in the year and participate in a variety of bonding activities. In Year 8 we have the Snow Camp (four days in Falls Creek, undertaking downhill skiing, cross country skiing and tobogganing). Year 9 is our Alpine School for Student Leadership, offering a select group of students an alternate educational setting to explore, experience and develop leadership qualities. A larger group of Year 9 students can attend a week long camp in Term 4.

We are very proud of the diverse opportunities we offer our students in their early secondary education at Swan Hill College. Our Literacy Program withdraws identified students providing them a smaller setting and an individualised intensive literacy intervention to aid in their learning needs. The Reading Program in Year 7 and 8 develops explicit skills and a deeper understanding of how and why we read. Our Numeracy Pathway Programs allow students to learn at their level, while having access to highly qualified staff. The STEP program presents students with an alternate program to support student's individual needs. Our EAL (English as an Additional Language) program works with eligible students to scaffold their learning of the English language via small group sessions. And our Hands on Learning (HoL) is an innovative education program that caters to the different ways young people learn, where two artisan-teachers work collaboratively with small groups of cross-age students on authentic building projects that provide a platform for students to engage, grow confidence and achieve success at school. HoL fosters strong, long-term relationships that help young people develop the skills and abilities they need to succeed in work and life like collaboration, problem solving, communication, resilience, and empathy.

In Junior School we offer a range of exciting opportunities to develop student leadership. We have forums, PBS leaders, Junior Captains, and Sustainability Leaders amongst many. Students work with peers, staff, and the community to initiate incentives, run activities or lead a team.

We begin transitioning our new Year 7's in early May and from this time on we prepare the students to make their transition to secondary education.

The Junior Sub School team for 2024 comprises of:



Mark Snel
Acting Junior Sub-School Manager



Kerry Dickson
Junior Sub-School Admin



Brianna Dale
Junior Sub-School Assistant



Sharrelle Lahy
Year 7 Manager



Daniel Weston
Year 8 Manager



James Downing
Year 9 Manager

SENIOR SCHOOL 2024

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

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

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

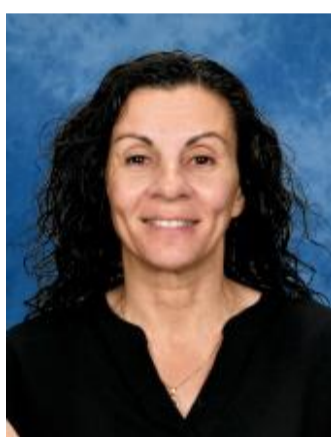
We continue to support our Year 12 students and help prepare them for the outside world. For our VCE students we run an Achieving Excellence Club to provide them with extra tips on how to achieve their ATAR goals. Other programs such as the “TIS Tour” and “VCE Success Strategies Seminar” help guide our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

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

The Senior Sub School team for 2024 comprises of:



Dylan Kiel
Senior Sub-School Manager



Carinda Drummond
Senior Sub-School Admin



Bianca Atkin
Senior Sub-School Assistant



James Hinton
Year 10 Manager



Kara Lierich
Year 11 Manager



Kate Lochery
Year 12 Manager

A – Z INFORMATION GUIDE: IMPORTANT INFORMATION FOR ALL STUDENTS

Absences

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

Attendance

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

Bicycles, Scooters, Skateboards etc.

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

Borrowing Sports Equipment

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

Bus Passes

For students to access occasional travel on a Country School Bus, Parents/Guardians are required to obtain a Bus Pass by completing an 'Application for Adhoc Travel – Student' form. This form is available on the College Website or the General Office. Bus Passes will be issued for Care Only, ie not for after School activities, sport, work, social events. Students will not be allowed to travel on a Country Bus without a Bus Pass.

Canteen

Students select from a wide range of healthy options. Lunches can be pre-ordered.

Communication with Parents

Our fortnightly newsletter 'Newswan' is published in the Guardian, emailed to parents and available via Daymap and our website www.shc.vic.edu.au. We encourage parents to register their email if they are not receiving the newsletter.

Contacting the College

Any person wishing to visit staff or students must first check with the General Office and collect a visitors pass. This includes dropping off items to students such as netbooks and lunch. If parents wish to see Principals, Year Level Managers or other support staff they should phone the College for an appointment on 5036 4900.

Careers

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

Course Changes

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

Camps, Sports and Excursions Fund (CSEF)

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

DayMap Connect

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

Doctors in Schools Program

Appointments can be made through Swan Hill Primary Health on 5033 9900.

Facebook

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

General Office

Hours: 8:30-4:15 Monday to Thursday, 8:15-4pm Fridays. All visitors to the College must report to the General Office. All payments can be made at the General Office where receipts are issued.

Health Issues / Illness

The College Nurse is in the school two days a week and has information on all aspects of health and wellbeing (also see sick bay information).

Late to School

Students late to school must report to their Sub School to sign in. Students should bring a parent note explaining lateness.

Library Cards

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

Lost Property

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

Lost your class?

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

Lockers

Students are issued with a combination lock. Students should use their lockers and leave their bags, mobile phones and electronic devices in their locker. All locker bays are under video surveillance.

Lunch Passes

Students who wish to go home for lunch each day should make a time with parent to sub school leader to confirm.

Medication

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

Mobile Phone & Electronic Device Use

Mobile phones and electronic devices must be locked in student lockers during the school day. This does not apply to student netbooks. Confiscation penalties apply.

Off Campus Passes

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

Phone Calls

Students may make important or necessary phone calls at their Sub School.

Print Credit

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

Sickbay

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

Special Provision for VCE Students

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

Sport Uniform

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

Student Counsellor and Chaplain

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

Timetables

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

Uniform Passes

Students are required to get a uniform pass if they are out of uniform in any way. A note should be taken to their Sub School to obtain a pass before 9am. A student who is out of uniform without a note will be asked to change into the school uniform provided by the College.

VM / VCE / VET Office

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

VCE / VM Information

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

VET (Vocational Education & Training)

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

Video Surveillance

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


POSITIVE BEHAVIOUR SUPPORT MATRIX

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

RESPECT – RESPONSIBILITY – HIGH EXPECTATIONS – BELONGING

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

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



SWAN HILL COLLEGE

POSITIVE BEHAVIOUR EXPECTATIONS

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

For the full PBS Handbook, please visit our website at http://www.shc.vic.edu.au/index.php/policies_documents/

STUDENT ATTENDANCE

Our school attendance policy states that ALL students must maintain at least an 85% attendance to achieve a satisfactory outcome for that year. Attendance below this level could lead to significant catch-up time being spent after hours.

0 - 4 day

This attendance rate is within the normal range. A child with this attendance rate is able to take full advantage of the teaching and learning opportunities available to them. They will almost certainly achieve the best grades for their ability and have a real opportunity to develop strong friendship groups. They are developing a good work ethic.

5 - 9 days

This attendance rate is below the average. A child missing this many days each semester could miss over one year of schooling between prep and year 10. They have been missing a number of days each year that may make it difficult for them to achieve their best.

10 - 19 days

This is a poor level of attendance. A child missing this many days each semester could miss out on up to two (2) years of schooling between prep and year ten. They are missing so much time from school that it will be very difficult for them to keep in touch with work and friendship groups.

20+ days

This is very poor level of attendance. A child missing this many days each semester could miss over 2.5 years of schooling between prep and year ten. Immediate action by parents is required. They are missing so much time from school, equal to a whole term out of the year, that it will be almost impossible for them to keep in touch with work or friendship groups. After prolonged absences these children often disrupt learning in the classroom and need reminding of classroom rules, routines and expectations.

Points to remember:

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

READING PROGRAM

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

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

Daymap Parent Portal Quick Start Guide

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



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

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



The Home Tab

This is the main page of the Parent Portal. The Parent Portal is navigated via vertical tabs along the left side.

If you have more than one child enrolled at the school their names will be available on the drop-down box in the top left corner. Select the appropriate student to see his / her information.

The left-hand section is the Student Activity Feed of recent activity for the selected student. You will view:

- Student Notes
- Student Diary Notes
- Student Records
- Assessment Tasks
- Daymap Reports published to the Parent Portal.

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

Debra Akenfield Log Out
Student: Samantha AKENFIELD

Daymap Connect

Home
My Messages
This Week
Attendance
Assessment
Reports
My Account

Student Activity

27/11/2014
Attendance
Sign In Reason: Medical Certificate entered at 1:26 PM

English 7R
Published: 17/11/2014
Assignment
Photo Story Task
Grade: B
Mark: 10 / 12
Comments: Excellent detail.

Maths 7R
Due: 5/11/2014
Assignment
Angles Rich Task
Overdue. Work has not been received

Week 16 starting Monday, 27 October 2014

English 7R
Due: 30/10/2014
Outcomes Based Assessment
Test Outcomes Based
Overdue. Work has not been received

Week 11 starting Monday, 22 September 2014

My Messages Messaging

Andrew Johnston (AJ) 8/10/2013 @

Year 7 Parents

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

Pa . . .

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

My Messages

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

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

Debra Akenfield Log Out
Student: Samantha AKENFIELD

Daymap Connect

Home
My Messages
This Week
Attendance
Assessment
Reports
My Account

New Message Reply Delete Refresh

Inbox
Sent
Deleted
Drafts

Messages

Andrew Johnston (AJ) 8/10/2013 @

Year 7 Parents

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

Pa . . .

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

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

From: Andrew Johnston (AJ)
To: Debra Akenfield (tbt)

Year 7 Parents

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

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

Please contact me with any questions.

Andrew Johnston
Year 7 Coordinator

This Week

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

Debra Akenfield Log Out
Student: Samantha AKENFIELD

Daymap Connect

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Week starting on: 30/11/2014 Previous Next

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

Symbols:
 ✓ Marked as present ✕ Marked as absent, approved ✕ Marked as absent, unapproved L Marked as late
 ⊙ Roll has not been marked

Tasks and Homework


SCI 7R
Andrew Johnston
3/12/2014
Prac Reports for all three Cells tasks are due by next Friday. You must submit your entire prac book for marking at this time.

Attendance

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

Debra Akenfield Log Out

Student: Samantha AKENFIELD



Home

My Messages

This Week

Attendance

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Attendance Map

Month	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
January			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
February				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					
March					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
April			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
May				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
July					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
August					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
September			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
October				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
November					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
December			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

Attendance Map Legend

Present Unapproved Absence No Classes Weekend / Holiday
Approved Absence Late Roll not marked

Attendance Rates


Class	Code	Teacher	Lessons	Approved	Unapproved	% Attendance	% Unapproved
7R	7R	Sean Harpness	219	44	6	77%	3%
DETENTION	DETENTION	Andrew Johnston	2	0	0	100%	0%
English 7R	ENG 7R	Andrew Johnston	260	44	2	82%	1%
French 7R	FRE 7R	Chris Donnelly	88	14	0	84%	0%
Graphic Art 7R	G/A 7R	Sam Car	174	23	1	86%	1%
History 7R	HIS 7R	Jeffrey O'Shaunessy	172	30	0	83%	0%
Maths 7R	MTH 7R	Andrew Johnston	131	24	1	81%	1%
Phys. Ed. 7R	P.E 7R	Paul Keane	84	17	0	80%	0%
Religious Ed 7R	RED 7R	Jeffrey O'Shaunessy	172	33	0	81%	0%
Science 7R	SCI 7R	Andrew Johnston	128	24	0	81%	0%
TOTAL			1430	253	10	82%	1%

Assessment - Current Tasks

The Current Assessment Tasks for the student are listed in this Tab. Clicking on the Assessment Task will open Assessment Task information including due date, further comments or instructions, the learning areas assessed, attachments and the status of the Task.

Debra Akenfield Log Out

Student: Samantha AKENFIELD



Home

My Messages

This Week

Attendance

Assessment

Current Tasks

Current Tasks

All Classes

Assessment Tasks


Task	Assignment
English 7R Published: 17/11/2014	Photo Story Task Grade: B Mark: 10 / 12 Comments: Excellent detail.
Maths 7R Due: 5/11/2014	Angles Rich Task Overdue. Work has not been received

Assessment - Schedule

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

Debra Akenfield Log Out

Student: Samantha AKENFIELD



Home

My Messages

This Week

Attendance

Assessment

Current Tasks

Schedule

All Classes

S M T W T F S S M T W T F S S M T W T F S S M T W T

January

February

March

April

May

Gravity Prac Reports Task

Photo Story Task

The Runner Map Story Task

Photo Story Task

Year 7 English Assessment Plan

Angles Rich Task

Photo Story Task

Year 7 English Assessment Plan

Mitcham Demo Task

Photo Story Task

Year 7 English Assessment Plan

Assessment - Assessment Plan

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

Debra Akenfield Log Out
Student: Samantha AKENFIELD

Daymap Connect

Home | My Messages | This Week | Attendance | Assessment | Current Tasks | Schedule | **Assessment Plan** | Results | Reports

Assessment Plan
All Classes

Science 7R
Published: 20/02/2014
Assignment
Gravity Prac Reports Task
Andrew Johnston
Grade: A
Mark: 15 / 0
Comments: My kids are great!

Week 6 starting Monday, 3 March 2014

English 7R
Published: 7/03/2014
Assignment
The Runner Map Story Task
Andrew Johnston
Grade: A
Mark: 18 / 0
Comments: Great work.

Assessment - Results

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

Debra Akenfield Log Out
Student: Samantha AKENFIELD

Daymap Connect

Home | My Messages | This Week | Attendance | Assessment | Current Tasks | Schedule | Assessment Plan | **Results** | Reports

Results
All Classes Year: 2014 Listing Tabular

Task	Assignment
English 7R Published: 17/11/2014	Photo Story Task Andrew Johnston Grade: B Mark: 10 / 0 Comments: Excellent detail.
English 7R Published: 29/10/2014	Chapter Summaries Andrew Johnston Grade: B Comments: Good effort.
Maths 7R Published: 13/08/2014	Woodleigh Demo Andrew Johnston Grade: A Mark: 14 / 0 Comments: Great work.

Reports

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

Debra Akenfield Log Out
Student: Samantha AKENFIELD

Daymap Connect

Home | My Messages | This Week | Attendance | Assessment | **Reports** | My Account

Demo 2014.pdf
Demo 2014 Final

My Account

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

Debra Akenfield Log Out
Student: Samantha AKENFIELD ▾



Home	My Details														
My Messages	If any of the below details are incorrect or out of date, please report to School Administration														
This Week	<table><tr><td>First Name: Debra</td><td>Surname: Akenfield</td></tr><tr><td>Title: Mrs</td><td>Home Phone: 555-5555</td></tr><tr><td>Mobile: 0411 551 51</td><td>Business Phone: 555-5555</td></tr><tr><td colspan="2">Email: Nathan@loopsoftware.com.au</td></tr><tr><td colspan="2">Address</td></tr><tr><td>Town: Melbourne</td><td>PostCode: 3000</td></tr><tr><td>State: Vic</td><td>Country: Australia</td></tr></table>	First Name: Debra	Surname: Akenfield	Title: Mrs	Home Phone: 555-5555	Mobile: 0411 551 51	Business Phone: 555-5555	Email: Nathan@loopsoftware.com.au		Address		Town: Melbourne	PostCode: 3000	State: Vic	Country: Australia
First Name: Debra	Surname: Akenfield														
Title: Mrs	Home Phone: 555-5555														
Mobile: 0411 551 51	Business Phone: 555-5555														
Email: Nathan@loopsoftware.com.au															
Address															
Town: Melbourne	PostCode: 3000														
State: Vic	Country: Australia														
Attendance															
Assessment															
Reports															
My Account	Change Password														
	Please click here to change your account password														

OPEROO – Permission Request Platform

Overview

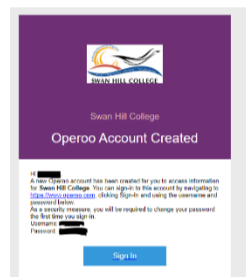
Operoo is Swan Hill College's permission/excursion communication platform. All school related permission requests are sent to families through Operoo. Please ensure you have provided Swan Hill College with your preferred email. We recommend you check your emails regularly and also check your spam/junk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

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

Registration

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

Finalising your registration



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

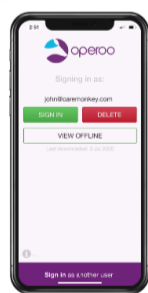
Excursions & School Activity Permissions

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



Notifications

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



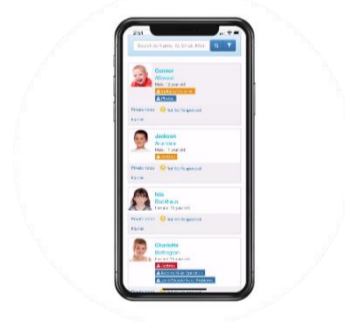
Parent forms

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



Medical forms

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



Your language

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



Anytime access

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



Safe & secure

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



NETBOOK & LAPTOP POLICY, PROCEDURES AND INFORMATION – YEAR 7

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

- Year 7 ICT 101 course (Part of the College Educational Program)
- Student Computer and Network policy.

Parents will be supplied with a personalised agreement document with full details of the device warranty, acceptable use policies and full terms of the netbook agreement during the first week of school in 2024.

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

Parents have a choice of devices on the portal. Both are heavily subsidized by the College and a discount of \$290 will be applied at checkout. (A voucher number will be supplied to you individually for each student starting year 7 in 2024)

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

In 2023, there were two selections available for you to pick from. Both devices are an 11.6 Inch netbook with up to 12 hours battery life and a 3-year onsite warranty, 4GB RAM and 128GB M2 Sata file storage. They both also have optional insurance policies, which we strongly recommend adding. That can reduce the cost of any accidental damage repairs for 3 years.



In 2023, the cheaper device is non touch screen with one camera and the dearer device is touch screen and comes with an active stylus pen and dual cameras. More information will be available in the coming months.

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

If you would like to receive the device before Christmas, to say put it under the tree, then orders must be placed by 25th November and can be picked up at the College General office when advised.

For further information, please call the College on 03 5036 4900 and ask to speak to the ICT office or email it@shc.vic.edu.au

BYO COMPUTER PROGRAM – YEARS 8-12

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

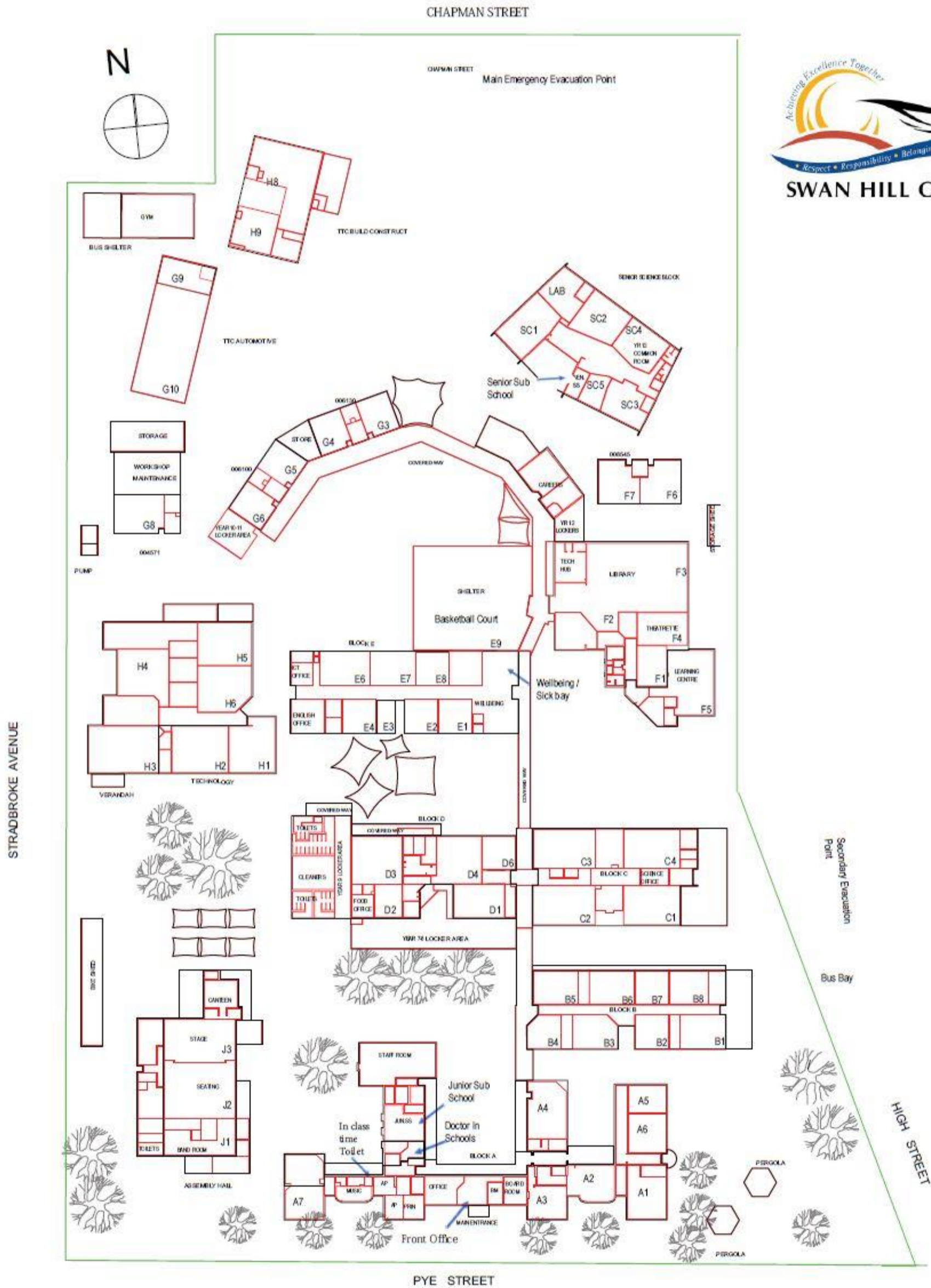
Swan Hill College will connect a computer that is not supplied or recommended (purchased from <http://shc.orderportal.com.au>), provided it meets the following minimum hardware and software specifications.

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

Computer Type	Laptop or Netbook or Tablet that runs Windows 10 or Windows 11.
Windows 10 Minimum Specifications	4GB RAM (8GB recommended)
	120 GB SSD or SATA Hard Disk (Larger for arts or technology)
	Intel Celeron Dual Core 2.0ghz or Intel Atom quad core 1.5ghz
	AMD A series 1.3ghz quad core or higher
	11.6-inch LCD (Larger for arts or technology subjects – Media, Furniture, etc.)
	4 hours battery life
	Wireless AC or Wireless AX
We strongly Recommend	Extend Battery life of at least 6 or more hours
	Extend warranty to 3 years (Or the term of your child’s remaining schooling)
	Include a Carry case to protect the device
Swan Hill College will supply for free	Microsoft Office for the duration that your child is at school (Includes Word, Excel, Power Point, Publisher)
	Current Adobe Creative Cloud software as well as other department recommended software
Notes	Swan Hill College ICT department can only offer limited software and hardware support for these devices.
	Consider if the warranty is on site or return to base. (Do you have to send it away for repair)
	Consider Accidental Damage insurance to cover any repairs required that are deemed “User Induced Damage”, for example if the unit is dropped.
	Currently IOS, Android, Linux and Chromebook devices are not supported by the College’s infrastructure. We now can support Macbook computers for connection to our network, printing and Office for Mac
	Devices that are found to have pirated or illegal software installed will be rejected by the College.
	Year 7 Students should not purchase BYOD devices. Please contact the College for Year 7 device details.

SCHOOL MAP

SWAN HILL COLLEGE



POLICIES

UNIFORM CODE



Help for non-English speakers

If you need help to understand the information in this policy, please contact our General Office on 03 5036 4900 or email swan.hill.c@education.vic.gov.au

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

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

While at school, travelling to or from school or participating in school activities, Swan Hill College students must comply with the following:

- Uniforms must be clean and in good repair
- Uniforms must be clearly marked with the owner's name
- Additional layers of clothing may be worn underneath the uniform for added warmth, provided these undergarments are completely hidden.

This Code aims to:

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

Uniform requirements

- Students are required to wear full uniform every school day (except for authorised casual dress days).
- All items of uniform are to be kept clean and in good condition at all times.
- Shoes should be black leather or leather look and be clean and polished.
- Head coverings worn for cultural or religious reasons should be plain white.
- All skirts and dresses must be of a dignified length.

Personal appearance and grooming

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

PURCHASE OF UNIFORMS

Uniform items can be purchased from Clarks Gift Salon. Secondhand uniform may be available through local Buy Swap Sell groups.

Support for families experiencing difficulty

Please contact the General Office to discuss support that we may be able to provide to families experiencing difficulty meeting uniform costs, including information about eligibility for uniform support through State Schools' Relief. Further information about State Schools' Relief is also available on their website: <https://www.ssr.net.au/>

IMPLEMENTATION

Swan Hill College will ensure that this Student Dress Code is communicated to all families and students through our website, Parent Handbook, or available upon request from our General Office. We will assist students who may be experiencing difficulties complying with this policy where possible.

Non-compliance with uniform code

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

Measures taken by Swan Hill College to address concerns about student non-compliance with the Student Dress Code will also be addressed in accordance with our Student Wellbeing and Engagement Policy.

EXEMPTIONS TO STUDENT DRESS CODE

We recognise that there may be situations where the application of this dress code may affect students unequally.

Students and their parents or carers may apply either in writing or in person to the principal for an exemption to this Student Dress Code if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the dress code
- the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code.

When the Principal receives a request for an exemption, they will:

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carers
- encourage the student and/or their parents/carers to support their application with evidence.

The principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers.

Concerns about this student dress code

Swan Hill College welcomes feedback from the school community in relation to this Student Dress Code. If you have a concern or complaint about the Student Dress Code, further information about raising a concern or complaint is available in our school’s *Parent Complaint Policy*, available on our website.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Discussed in student forums
- Included in staff handbook / parent handbook
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

Further information and resources

- Swan Hill College Parent Complaint Policy
- Swan Hill College Student Wellbeing and Engagement Policy
- Department of Education and Training [Student Dress Code](#)
- Department of Education and Training [Student Engagement policies and guidelines](#).







POLICY REVIEW AND APPROVAL







Policy last reviewed	November 2022
Consultation	Students and Uniform Committee
Next scheduled review date	November 2025

APPENDIX A: SWAN HILL COLLEGE UNIFORM ITEMS

Uniform supplier

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

COMPULSARY UNIFORM	
<p>SHC Polo Shirt SHC Navy and white polo shirt. A long sleeve white or navy skivvy top may be worn underneath.</p> <p>WORN WITH: Shorts, long pants or skirt.</p>	
<p>Shorts</p> <ul style="list-style-type: none"> Navy tailored style with front zip and hemmed long leg school shorts; or Grey woven cotton or polyester/rayon school shorts. <p>WORN WITH: SHC Polo Shirt.</p>	
<p>Long Pants</p> <ul style="list-style-type: none"> Adidas Essentials Stanford Pants in Legend Ink (navy blue) colour (added Aug 2022) Navy tailored style long school pants with front zip; or Grey woven cotton or polyester/rayon long school pants. <p>WORN WITH: SHC Polo Shirt.</p>	
<p>Skirt Tailored style with inverted pleats front and back stitched to hip line. Polyester/viscose tartan with a grey background and navy and white over check.</p> <p>WORN WITH: SHC Polo Shirt.</p>	
<p>Dress Princess line style school dress with short sleeves in a crisp blue and white polyester/cotton fabric, with a revere collar, buttoned tab front, centre action back and side pockets.</p>	
<p>SHC Rugby Top SHC navy, white and yellow horizontal striped cotton rugby top.</p>	
<p>Jackets</p> <ul style="list-style-type: none"> SHC navy spray jacket; or SHC navy polar fleece jacket. 	
<p>Socks & Tights</p> <ul style="list-style-type: none"> Plain white, grey, or black socks (without visible logos or brand names above the shoe); or Navy or dark blue tights. 	

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

PARENT PAYMENT POLICY



PO Box 1440
Swan Hill 3585
Phone: 5036 4900
Email: swan.hill.c@education.vic.gov.au
ABN 71 937 788 115

16 October 2023

Dear Parent/ Guardian,

Swan Hill College is looking forward to another great year of teaching and learning and would like to advise you of Swan Hill College's voluntary financial contributions for 2024. Please find the contribution schedule for Year's 7 to 12 attached.

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

Within our college, your support in 2023 allowed us to:

- Fully upgrade our Sound and Lighting system in Harrison Hall

Please find below Swan Hill Colleges voluntary financial contributions schedule for 2024, which includes an overview of what your contributions will contribute towards.

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

Yours sincerely,

Kristen Le Gassick
Acting Principal

John Lyons
School Council President

Achieving Excellence Together
Respect - Responsibility - Belonging - High Expectations

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

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



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



FINANCIAL HELP FOR FAMILIES

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



SCHOOL PROCESSES

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

Swan Hill College 2024

Please find the itemised list of curriculum and optional items for your child. Swan Hill College continues to welcome your voluntary contributions for 2024.

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

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

Curriculum Contributions						
	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Maths Pathway – contribution towards subscription	\$ 50.00	\$50.00	\$50.00	\$50.00		
Food Technology – cooking ingredients	\$ 100.0	\$ 100.0				
Integrated Technology – woodwork / metal materials	\$ 45.00	\$ 45.00				
Food Technology - Cakes & Pastries – cooking ingredients			\$100.00			
Food Technology – Catering – cooking ingredients			\$100.00			
Food Technology – Food Glorious Food – cooking ingredients				\$100.00		
Food Technology – MasterChef – cooking ingredients				\$100.00		
Technology Furniture Design & Construction – wood / nails etc			\$90.00	\$90.00		
Technology – Fabulous Technology - timber / metal / nails glue etc			\$90.00	\$90.00		
Technology – Metals & Manufacturing - woodwork / metal materials			\$90.00	\$90.00		
Technology – Computronics - materials			\$80.00			
Technology – Auto - materials			\$45.00			
VCE Food Studies - cooking ingredients					\$150.00	\$150.00
VCE Design & Technology					\$100.00	\$100.00
Total	\$195	\$195	Based on electives	Based on electives	Based on electives	Based on electives

Vocational Educational Training (VET)

From 2024, the Department will reimburse VET material fees to government schools to address the cost barrier for families. The funding covers the costs of materials required for training and assessment that are consumed and cannot be recycled. Please note students may wish to upgrade materials for certain projects (i.e. upgrade from pine to mahogany). Any upgrade from the materials provided by Swan Hill College is considered an OPTIONAL ITEM and a contribution from families will be required.

Other Contributions – For non-curriculum items and activities

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

Other Contributions	Amount
Materials and ICT Supports (broken down as follows) <ul style="list-style-type: none"> - School Yearbook \$25.00 - Locker Maintenance \$15.00 - Student Travel within local zone \$25.00 - Student use of hired venues \$15.00 - Personal Development Programs \$20.00 - Electronic Information – Daymap/Operoo/LineWize \$50.00 	\$150.00
Tax Deductible contributions	
Building Fund – A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure, a suggested amount is \$30 per family	
Total Amount	\$150.00

Educational Items for students to own

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

Extra-Curricular (OPTIONAL) Items and Activities

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

Extra-Curricular (OPTIONAL) Items and Activities	Amount
Camps and excursions as scheduled throughout 2024. The cost of these excursions will be advised throughout the year and can include class excursions, Interschool sports and year level camps.	To be advised
Optional Music – Instrument Hire	\$160.00
Optional Music - Tuition	\$280.00
VCE Design & Technology (project based costing)	Costs associated where students wish to upgrade material for certain projects. i.e. students wanting to use mahogany wood and silver for Technology in lieu of the school’s standard timber and metal upgrade from pine to mahogany
VET Subjects	Parents may still opt to pay for some costs such as for uniform requirements or personal protective equipment, that are used and retained by the student.

MOBILE PHONE POLICY



Help for non-English speakers

If you need help to understand this policy, please contact Swan Hill College on 5036 4900 or emailing swan.hill.c@education.vic.gov.au

PURPOSE

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

SCOPE

This policy applies to:

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

DEFINITIONS

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

POLICY

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

At Swan Hill College:

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

Personal mobile phone use

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

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

Secure storage

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

Where students bring a mobile phone to school, Swan Hill College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Swan Hill College students are required to store their phones in their lockers, from the first warning bell at 8:56am until the final bell at 3.16pm, and make sure they are locked at all times. Failure to comply with the policy will see students having to lock their phones away at the relevant sub school.

Enforcement

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

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

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments

VIOLATION/CONSEQUENCE

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

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

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

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

Exceptions

Exceptions to the policy:

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

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

1. Learning-related exceptions

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

2. Health and wellbeing-related exceptions

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

3. Exceptions related to managing risk when students are offsite

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

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

Camps, excursions and extracurricular activities

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

Exclusions

This policy does not apply to:

- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g., work experience
- Students who are undertaking VET
- School Sports days
- **Before 8:56am and after 3:16pm, if still on school grounds e.g., study in the common room or homework room**

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement*
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2022
Consultation	School Council
Approved by	Principal
Next scheduled review date	October 2025 (3 years)

BULLYING PREVENTION POLICY

PURPOSE

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

The purpose of this policy is to:

- Explain the definition of bullying so that there is shared understanding amongst all members of the Swan Hill College community.
- Make clear that no form of bullying at Swan Hill College will be tolerated
- Outline the strategies and programs in place at Swan Hill College to build a positive school culture and prevent bullying behaviour
- Ask that everyone in our school community be alert to signs and evidence of bullying behaviour, and accept responsibility to report bullying behaviour to school staff
- Ensure that all reported incidents of bullying are appropriately investigated and addressed
- Ensure that support is provided to students who may be affected by bullying behaviour (including targets, bystanders and students engaging in bullying behaviour)
- Seek parental and peer group support in addressing and preventing bullying behaviour at Swan Hill College.

When responding to bullying behaviour, Swan Hill College aims to:

- Be proportionate, consistent and responsive
- Find a constructive solution for everyone
- Stop the bullying from happening again
- Restore the relationships between the students involved.

Swan Hill College acknowledges that school staff owe a duty of care to students to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include harm that may be caused by bullying behaviour.

SCOPE

This policy addresses how Swan Hill College aims to prevent, address and respond to student bullying behaviour. Swan Hill College recognises that there are many other types of inappropriate student behaviours that do not meet the definition of bullying which are also unacceptable at our school. These other inappropriate behaviours will be managed in accordance with our Student Wellbeing and Engagement Policy and Inclusion and Diversity Policy.

This policy applies to all school activities, including camps and excursions.

POLICY

Definitions

Bullying

In 2018 the Education Council of the Council of Australian Governments endorsed the following definition of bullying for use by all Australian schools:

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records)

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Bullying has three main features:

- It involves a misuse of power in a relationship
- It is ongoing and repeated, and
- It involves behaviours that can cause harm.

Bullying can be:

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 – e.g. spreading rumours, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude a person and/or damaging a person’s social reputation or social acceptance.

Cyberbullying is direct or indirect bullying behaviours using digital technology. For example, via a mobile device, computers, chat rooms, email, social media, etc. It can be verbal, written and include images, video and/or audio.

Other distressing and inappropriate behaviours

Many distressing and inappropriate behaviours may not constitute bullying even though they are unpleasant. Students who are involved in or who witness any distressing and inappropriate behaviours should report their concerns to school staff and our school will follow the Student Wellbeing and Engagement Policy.

Mutual conflict involves an argument or disagreement between people with no imbalance of power. In incidents of mutual conflict, generally, both parties are upset and usually both want a resolution to the issue. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

Social rejection or dislike is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

Single-episode acts of nastiness or physical aggression are not the same as bullying. However, single episodes of nastiness or physical aggression are not acceptable behaviours at our school and may have serious consequences for students engaging in this behaviour. Swan Hill College will use its Student Wellbeing and Engagement Policy to guide a response to single episodes of nastiness or physical aggression.

Harassment is language or actions that are demeaning, offensive or intimidating to a person. It can take many forms, including sexual harassment and disability harassment. Further information about these two forms of harassment, including definitions, is set out in our Inclusion and Diversity Policy. Harassment of any kind will not be tolerated at Swan Hill College and may have serious consequences for students engaging in this behaviour. Swan Hill College will use its Student Wellbeing and Engagement Policy to guide a response to students demonstrating harassing behaviour, unless the behaviour also constitutes bullying, in which case the behaviour will be managed in accordance with this Bullying Prevention Policy.

BULLYING PREVENTION

Swan Hill College has a number of programs and strategies in place to build a positive and inclusive school culture. We strive to foster a school culture that prevents bullying behaviour by modelling and encouraging behaviour that demonstrates acceptance, kindness and respect.

Bullying prevention at Swan Hill College is proactive and is supported by research that indicates that a whole school, multifaceted approach is the most effect way to prevent and address bullying. At our school:

- We have a positive school environment that provides safety, security and support for students and promotes positive relationships and wellbeing.
- We are a SWPBS school where we promote positive behaviour throughout our College in accordance with our Positive Behaviours Handbook.
- We strive to build strong partnerships between the school, families and the broader community that means all members work together to ensure the safety of students.
- Teachers are encouraged to incorporate classroom management strategies that discourage bullying and promote positive behaviour.
- A range of year level incursions, programs and events are planned for each year to raise awareness about bullying and its impacts.
- In the classroom, our staff have access to a wide variety of PBS lessons, which teach students what constitutes bullying, and how to respond to bullying behaviour assertively. This promotes resilience, assertiveness, conflict resolution and problem solving.
- We run programs to support students dealing with bullying such as Shine, SOAR, SEED, Hands on Learning and STEP
- Students are encouraged to look out for each other and to talk to teachers and older peers about any bullying they have experienced or witnessed.
- We participate in the National Day of Action against Bullying and Violence.

For further information about our engagement and wellbeing initiatives, please see our Student Wellbeing and Engagement policy.

INCIDENT RESPONSE

Reporting concerns to Swan Hill College

Bullying complaints will be taken seriously and responded to sensitively at our school.

Students who may be experiencing bullying behaviour, or students who have witnessed bullying behaviour, are encouraged to report their concerns to school staff as soon as possible.

Our ability to effectively reduce and eliminate bullying behaviour is greatly affected by students and/or parents and carers reporting concerning behaviour as soon as possible, so that the responses implemented by Swan Hill College are timely and appropriate in the circumstances.

We encourage students to speak to their Year Level Manager. However, students are welcome to discuss their concerns with any trusted member of staff including teachers, Learning Support Officers, or wellbeing staff

Parents or carers who develop concerns that their child is involved in, or has witnessed bullying behaviour at Swan Hill College should contact the relevant Year Level Manager by phone on 50 364 900.

Investigations

When notified of alleged bullying behaviour, school staff are required to:

1. Record the details of the allegations in Daymap; and
2. Inform the relevant Year Level Manager

The Year Level Manager is responsible for investigating allegations of bullying in a timely and sensitive manner. To appropriately investigate an allegation of bullying, the Year Level Manager may:

- Speak to the those involved in the allegations, including the target/s, the students allegedly engaging in bullying behaviour/s and any witnesses to the incidents.
- Speak to the parents of the students involved.
- Speak to the teachers of the students involved.
- Take detailed notes of all discussions for future reference.
- Obtain written statements from all or any of the above.

All communications with the Year Level Manager in the course of investigating an allegation of bullying will be managed sensitively. Investigations will be completed as quickly as possible to allow for the behaviours to be addressed in a timely manner.

The objective of completing a thorough investigation into the circumstances of alleged bullying behaviour is to determine the nature of the conduct and the students involved. A thorough understanding of the alleged bullying will inform staff about how to most effectively implement an appropriate response to that behaviour.

Serious bullying, including serious cyberbullying, is a criminal offence and may be referred to Victoria Police. For more information, see: [Brodie's Law](#).

Responses to bullying behaviours

When the Year Level Manager has sufficient information to understand the circumstances of the alleged bullying and the students involved, a number of strategies may be implemented to address the behaviour and support affected students in consultation with Student Wellbeing, Sub School Managers, Assistant/Principal as required.

There are a number of factors that will be considered when determining the most appropriate response to the behaviour. When making a decision about how to respond to bullying behaviour, Swan Hill College will consider:

- The age and maturity of the students involved
- The severity and frequency of the bullying, and the impact it has had on the target student
- Whether the student/s engaging in bullying behaviour have displayed similar behaviour before
- Whether the bullying took place in a group or one-to-one context
- Whether the students engaging in bullying behaviour demonstrates insight or remorse for their behaviour
- The alleged motive of the behaviour, including any element of provocation.

Year Level Managers may implement all, or some of the following responses to bullying behaviours:

- Offer counselling support to the target student or students, including referral to Wellbeing.
- Offer counselling support to the students engaging in bullying behaviour, including referral to Wellbeing.
- Offer counselling support to affected students, including witnesses and/or friends or family of the target student, including referral to Wellbeing.
- Facilitate a restorative practice meeting with all or some of the students involved. The objective of restorative practice is to repair relationships that have been damaged by bringing about a sense of remorse and restorative action on the part of the person who has bullied someone and forgiveness by the person who has been bullied.
- Facilitate a restorative between some or all of the students involved to help to encourage students to take responsibility for their behaviour and explore underlying reasons for conflict or grievance. Restoratives are only suitable if all students are involved voluntarily and demonstrate a willingness to engage in the restorative process.

- Facilitate a Student Support Group meeting and/or Behaviour Support Plan for affected students.
- Prepare a Safety Plan restricting contact between target and students engaging in bullying behaviour.
- Provide discussion and/or mentoring for different social and emotional learning competencies of the students involved.
- Monitor the behaviour of the students involved for an appropriate time and take follow up action if necessary.
- Implement year group targeted strategies to reinforce positive behaviours.
- Implement disciplinary consequences for the students engaging in bullying behaviour, which may include removal of privileges, detention, suspension and/or expulsion consistent with our Student Wellbeing and Engagement policy, the Ministerial Order on Suspensions and Expulsions and any other relevant Department policy.

Swan Hill College understands the importance of monitoring and following up on the progress of students who have been involved in or affected by bullying behaviour. Where appropriate, school staff will also endeavour to provide parents and carers with updates on the management of bullying incidents.

The Year Level Manager is responsible for maintaining up to date records of the investigation of and responses to bullying behaviour.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following school policies:

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Parent Complaints policy
- Duty of Care Policy
- Inclusion and Diversity Policy

The following websites and resources provide useful information on prevention and responding to bullying, as well as supporting students who have been the target of bullying behaviours:

- [Bully Stoppers](#)
- [Kids Helpline](#)
- [Lifeline](#)
- [Bullying. No way!](#)
- [Student Wellbeing Hub](#)
- [Office of the eSafety Commissioner](#)
- [Australian Student Wellbeing Framework](#)
- Headspace

EVALUATION

This policy will be reviewed on a 2-year basis, or earlier as required, following analysis of school data on reported incidents of, and responses to bullying to ensure that the policy remains up to date, practical and effective.

Data will be collected through:

- Discussion and consultation with students and parent/carers
- Regular student bullying surveys
- Regular staff surveys
- [Bully Stoppers Data Collection](#) tool
- Assessment of other school-based data, including the number of reported incidents of bullying in each year group and the effectiveness of the responses implemented.
- Attitudes to School Survey
- [Parent Opinion Survey](#)

Proposed amendments to this policy will be discussed with student representative groups, student leadership, staff, parents' groups, school council.

SCHOOLS' PRIVACY POLICY

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

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

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

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

CURRENT VERSION OF THIS POLICY

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

DEFINITIONS

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

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

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

SCHOOLS

WHAT INFORMATION DO WE COLLECT?

Our school collects the following type of information:

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

HOW DO WE COLLECT THIS INFORMATION?

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

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

Collection notices

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

Unsolicited information about you

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

WHY DO WE COLLECT THIS INFORMATION?

Primary purposes of collecting information about students and their families

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

- educate students

SCHOOLS

WHEN DO WE USE OR DISCLOSE INFORMATION?

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

1. for a **primary purpose** – as defined above
2. for a related **secondary purpose** that is reasonably to be expected – for example, to enable the school council to fulfil its objectives, functions and powers
3. with **notice and/or consent** – including consent provided on enrolment and other forms (the information collected will not be disclosed beyond the Department of Education and Training without consent, unless such disclosure is lawful)
4. when **necessary to lessen or prevent a serious threat** to:
 - a person's life, health, safety or welfare
 - the public's health, safety or welfare
5. when **required or authorised by law** – including as a result of our duty of care, anti-discrimination law, occupational health and safety law, child wellbeing and safety law, reporting obligations to agencies such as the Department of Health and Housing and Department of Families, Fairness and Housing and complying with tribunal or court orders, subpoenas or search warrants
6. to investigate or report **unlawful activity**, or when reasonably necessary for a specified **law enforcement** purpose, including the prevention or investigation of a criminal offence or seriously improper conduct, by or on behalf of a law enforcement agency
7. for Department **research or school statistics** purposes
8. to establish or respond to a **legal claim**.

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

STUDENT TRANSFERS BETWEEN VICTORIAN GOVERNMENT SCHOOLS

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

- support students' social and emotional wellbeing, and health

- fulfil legal requirements, including to:

- take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
 - make reasonable adjustments for students with disabilities (anti-discrimination law)
 - provide a safe and secure workplace (occupational health and safety law)
- enable our school to:
 - communicate with parents about students' schooling matters and celebrate the efforts and achievements of students
 - maintain the good order and management of our school

- enable the Department to:

- ensure the effective management, resourcing and administration of our school
- fulfil statutory functions and duties
- plan, fund, monitor, regulate and evaluate the Department's policies, services and functions
- comply with reporting requirements
- investigate incidents in schools and/or respond to any legal claims against the Department, including any of its schools.

Primary purposes of collecting information about others

Our school collects information about staff, volunteers and job applicants:

- to assess applicants' suitability for employment or volunteering
- to administer employment or volunteer placement
- for insurance purposes, including public liability and WorkCover
- to fulfil various legal obligations, including employment and contractual obligations, occupational health and safety law and to investigate incidents
- to respond to legal claims against our school/the Department.

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

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

NAPLAN RESULTS

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

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

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

RESPONDING TO COMPLAINTS

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

ACCESSING YOUR INFORMATION

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

ACCESS TO STUDENT INFORMATION

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

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

ACCESS TO STAFF INFORMATION

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

STORING AND SECURING INFORMATION

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

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

UPDATING YOUR INFORMATION

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

FOI AND PRIVACY

To make a FOI application contact:

Freedom of Information Unit

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

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

Knowledge, Privacy and Records Branch

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

OTHER POLICIES

Our policies are regularly being updated throughout the year as required. Please refer to our webpage http://www.shc.vic.edu.au/index.php/policies_documents/ for the most up to date versions of our policies. You will also find our complete policy library with the following policies:

- Anaphylaxis Policy
- Asthma Policy
- Attendance Policy
- Bullying Prevention Policy
- Bus Policy
- Camps and Excursions Policy
- CCTV Policy
- Child Safe Policies
- Complaints Policy
- Curriculum Framework Policy
- Digital Learning Policy
- Dress Code (Uniform)
- Duty of Care Policy
- First Aid Policy
- Health Care Needs Policy
- Homework Policy
- Inclusion & Diversity Policy
- Medication Policy
- Mobile Phone Policy
- Parent Payment Policy (SHC)
- Parent Payment Policy (DET)
- Personal Property Policy
- Photography Filming Recording Students Policy and Opt Out
- Privacy Policy (DET)
- SHC RTO Policies & Procedures 2023
- Statement of Values & School Philosophy Policy
- Student Driver Policy
- Student Wellbeing and Engagement Policy
- Visitors Policy
- Volunteers Policy
- Yard Duty & Supervision

PHOTOGRAPHY, FILMING AND RECORDING

ANNUAL OPT-OUT FORM AND COLLECTION NOTICE

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

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

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our school on 5036 4900.

A. Use or disclosure within the school community

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

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

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

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

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

- on the school's website
- on the school's social media accounts

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

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

Privacy

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

[Schools' Privacy Policy](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) (<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).

Ownership and Reproduction

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

Opt Out

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

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

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



OPT OUT FORMS

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

Photographing, Filming and Recording Students at Swan Hill College **Opt Out Form 2024**

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

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

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

Note:

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

Name of Student/s	
Name of parent/guardian	
Signature	
Date	___/___/_____

OPEROO – Permission Request Platform Students at Swan Hill College **Opt Out Form 2024**

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

I have read this information and wish to **opt out** of using the permissions request platform Operoo. I understand this means I will receive notifications of camps and excursions via paper forms given to my child at school.

Name of Student/s	
Name of parent/guardian	
Signature	
Date	___/___/_____



SWAN HILL COLLEGE

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

Achieving Excellence Together