

**SOUTH OAKLEIGH**  
COLLEGE



# **A – Z Guide to South Oakleigh College 2024**

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# COLLEGE VISION, MOTTO & VALUES

## Vision:

To foster and develop a love of learning, where all students are active participants in a learning culture which prepares them to be 21<sup>st</sup> Century learners. To ensure they are given sufficient support and challenge, and a diversity of challenging experiences; all of which promote academic excellence and personal development. Our motto, 'knowledge conquers all,' encapsulates these ideals.

We recognise that our students have individual talents, and we aim to provide a broad range of opportunities for our students to achieve their potential and become confident, effective life-long learners. Through celebration of diversity and encouraging individuals to develop a strong sense of social responsibility, empathy, and compassion for others, we are consciously nurturing students to contribute productively as they become global citizens of the 21<sup>st</sup> century.

## Values:

Our core purpose is underpinned by the following shared values:

**High Expectations:** challenging ourselves and the status quo

**Respect:** for ourselves, each other, and our environment

**Responsibility:** for our learning, our own actions and our community

**Resilience:** to confront challenges with optimism and perseverance

**Teamwork:** working co-operatively with others to achieve success

## 2024 TERM DATES

Term 1: Tuesday 30 January – Thursday 28 March

Term 2: Monday 15 April – Friday 28 June

Term 3: Monday 15 July – Friday 20 September

Term 4: Monday 7 October – Friday 20 December

## ABSENCES / LATENESS

All absences must be explained with either a 'Parent Approval' entered in Compass, a written note, medical certificate, or a phone call to the school. Students who arrive late to school, for any reason, are required to use Compass to sign in before going to class. Notes for lateness should be given to the office at this time to excuse students for being late. Lateness without a note when signing in will incur a lunchtime detention for the student. Students who are late without a note three times in a term will result in detention after school from 3:15pm – 4:00pm. A printed late pass must be presented to the classroom teacher upon arrival to class which may be collected from Student Services,

We encourage all parents and guardians to log onto Compass to input an approval for student absence or contact the College before 8:45am. Further information on Compass can be found in this booklet. Absences for extended periods of illness will require a medical certificate. Parents and guardians can access Learning Tasks or homework from Compass during this time or ask for work to be sent home via email for students to complete during their absence. If parents do not contact the College, Compass will generate a text message. Parents are then asked to contact the College to explain the student's absence.

## ACCIDENT INSURANCE, AMBULANCE COVER ARRANGEMENTS AND PRIVATE

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

Parents and guardians of students, who do not have student accident insurance/ambulance cover, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance/transport and any other transport costs.

Student accident insurance/ambulance cover policies are available from some commercial insurers and can be obtained by parents/guardians for individual students.

Private property brought to school by students, staff or visitors is not insured and the Department does not accept any responsibility for any loss or damage.

All items of personal property should be clearly marked with the student's full name. Large amounts of money and other valuables should not be left in lockers, on desks or in classrooms. Such items can be left at the Student Services Office for safe keeping. For Sport and PE lessons, valuable items may be left in the valuables box in the Gym/PE Office. Students should engrave their personal calculator for identification. A reminder: students are not permitted to use iPods, MP3 players etc., in class and therefore are encouraged NOT to bring them to school. The safety and security of these items are the responsibility solely of the students.

## ACKNOWLEDGEMENT OF COUNTRY

We at South Oakleigh College acknowledge the traditional custodians of the land on which we learn and work, who are The Bunurong/Wurundjeri People of the Kulin Nation, and we pay our respects to elders past, present and emerging. We extend that respect to all aboriginal and Torres Strait Islander people in our organisations and communities.

## ARRIVAL AT SCHOOL

Students are expected to arrive at school before 8:30am. The first bell sounds at 8:35am and students are expected to be in their first class at 8:45am promptly together with their Student Planner and appropriate equipment for Period 1 and Mentor Group meeting. The classroom teachers will record your child's attendance each period and this information is used to assess your child's attendance percentage.

## ASSESSMENTS AND REPORTING

Assessment and Reporting is continuous throughout the academic year. Parents and students have access to reading feedback comments and viewing results from Common Assessment Tasks within two weeks of the expected

submission date via Compass Learning Tasks. Interim reports are issued to parents and guardians via Compass prior to all Parent-Student-Teacher Conferences. All parents, guardians and students are encouraged to attend Parent-Student-Teacher Conferences to discuss the reports and to address any issues as well as to celebrate success. Appointments with your child's teachers are made online via Compass. These conferences are an opportunity to discuss the students' progress and opportunities for growth.

At the end of Terms 2 and 4, a more detailed report is available via Compass. **Please advise us immediately** if your details change to ensure you receive all communications.

## BANNED / DANGEROUS ITEMS

The College does not encourage students to bring personal items to school as we will not take responsibility for their loss; these items include mobile phones, iPods, jewellery, and the like. We also do NOT encourage the following banned items as they will be confiscated: bum-bags, handbags, chewing gum, permanent markers.

All members of the College Community have a right to feel safe at school. Objects which could pose a danger to others, including offensive weapons, fireworks, explosive devices, knives, etc., are NOT to be brought to the school premises, nor are they to be carried by students between home and school. Students in breach of this rule will face severe consequences.

Students who continually disobey the College rules will receive an appropriate consequence in line with our Student Engagement and Wellbeing policies.

## BELL TIMES

Occasionally the College plans days where students are dismissed early. Early dismissal days can be viewed on Compass and are published in advance. These days allow for teachers to access professional learning, collaborate and review our College curriculum. Students will also follow the early dismissal timetable on end-of-term days. The Early Dismissal timetable is below:

	Normal Day	Early Dismissal Days
<b>PERIOD 1</b>	8:45AM	8:35AM
<b>PERIOD 2</b>	9:45AM	9:37AM
<b>RECESS</b>	10:45AM	10:29AM
Locker bell	11:05AM	10:49AM
<b>PERIOD 3</b>	11:10AM	10:54AM
<b>PERIOD 4</b>	12:10PM	11:46AM
<b>LUNCH</b>	1:10PM	12:38PM
Locker bell	2:05PM	1:33PM
<b>PERIOD 5</b>	2:10PM	1:38PM
<b>DISMISSAL</b>	3:10PM	2:30PM

# BICYCLES / CYCLISTS

Students who ride bicycles to the College MUST HAVE a lock on their bicycles. It is also inadvisable to have valuable accessories on bicycles. Students are advised to have their bicycles property identified. It is compulsory for all students who ride bicycles to wear safety helmets. All cyclists must abide by the rules set by the College and appropriate laws.

# BULLYING

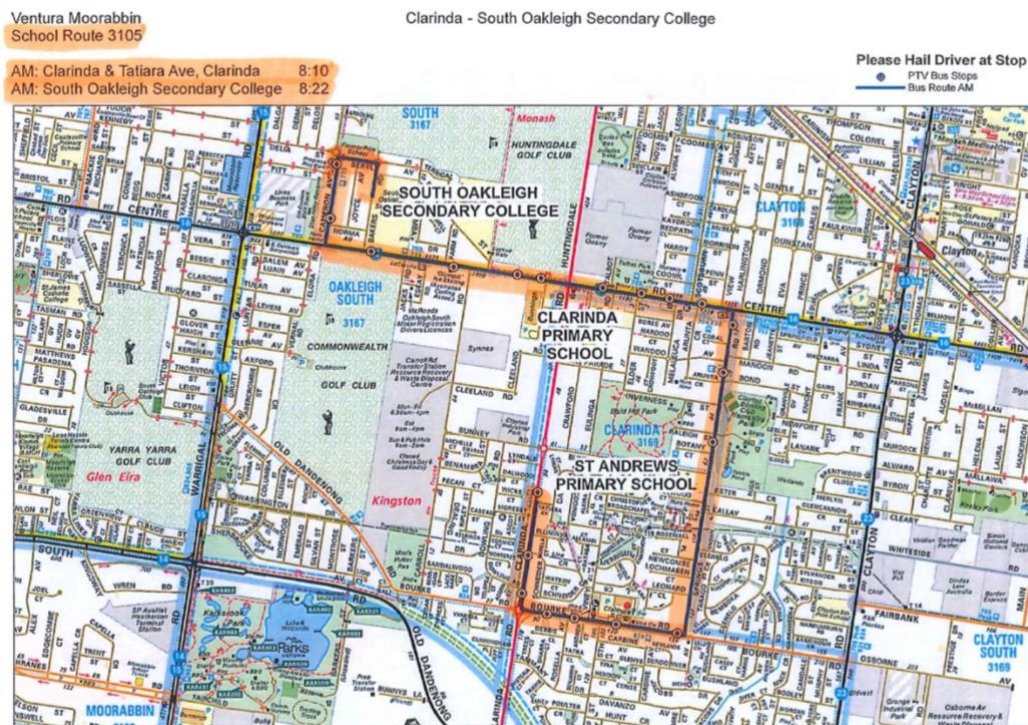
**The College does not tolerate bullying or harassment in any form.** Every member of the College community has a right to feel safe from bullying at school. This includes all forms of harassment, bullying and cyber bullying.

All reports of bullying will be taken seriously and thoroughly investigated. All complaints will be treated confidentially. Parents have a responsibility to ensure their children use the internet and social media wisely and do not engage in acts of harassment. Remind your child that it is **against the law** to send abusive or threatening messages. (Refer to your child's planner for more detailed information and check our website for further information and who to contact).

# BUS ROUTES

There are many Public Transport bus services which stop very close or near the college, please check the PTV website for further information or:

To view our current PTV-funded services please visit: <https://www.venturabus.com.au/route/south-oakleigh-secondary-college/>

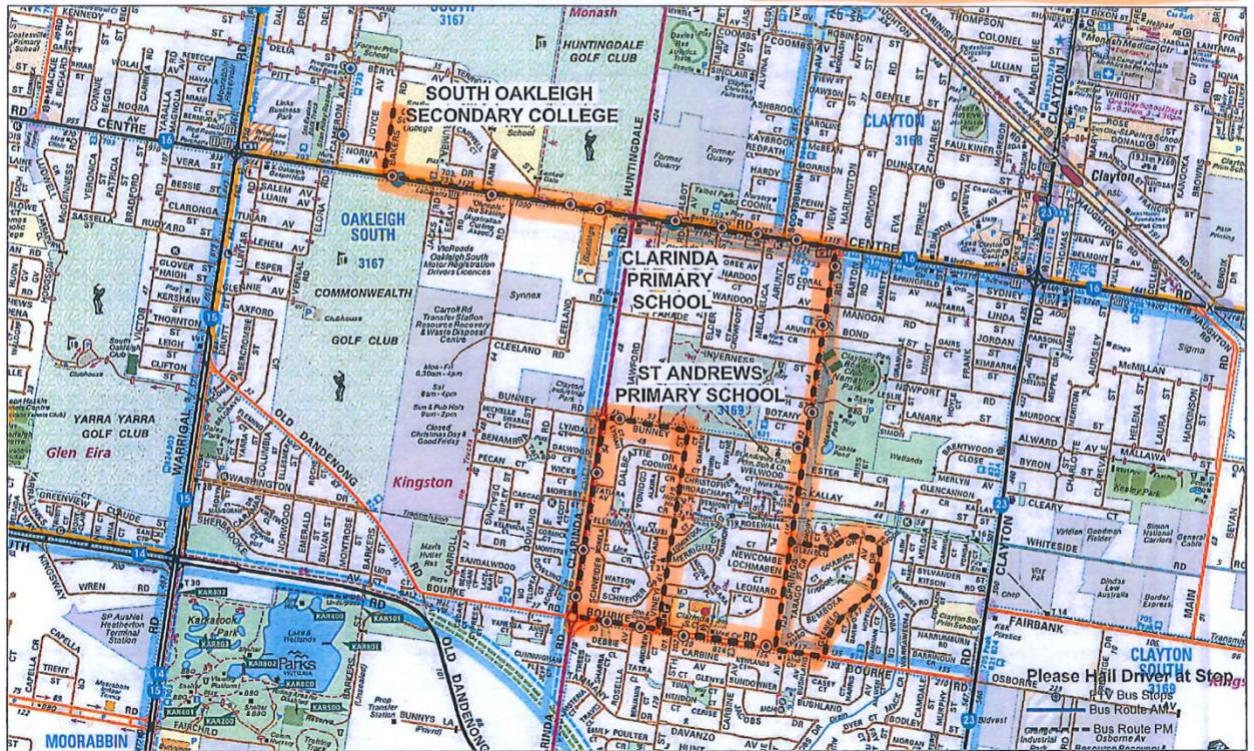


Ventura Moorabbin  
 School Route 3104/ 3124

Darren Ct Clarinda (St Andrews Primary) - South Oakleigh Secondary College

AM 3104: Bunney Rd/Darren Ct Clarinda 7:50  
 AM 3104: South Oakleigh Secondary College 8:02

PM 3124: South Oakleigh Secondary College 15:20  
 PM 3124: Springs Rd, St Andrews Primary School 15:40

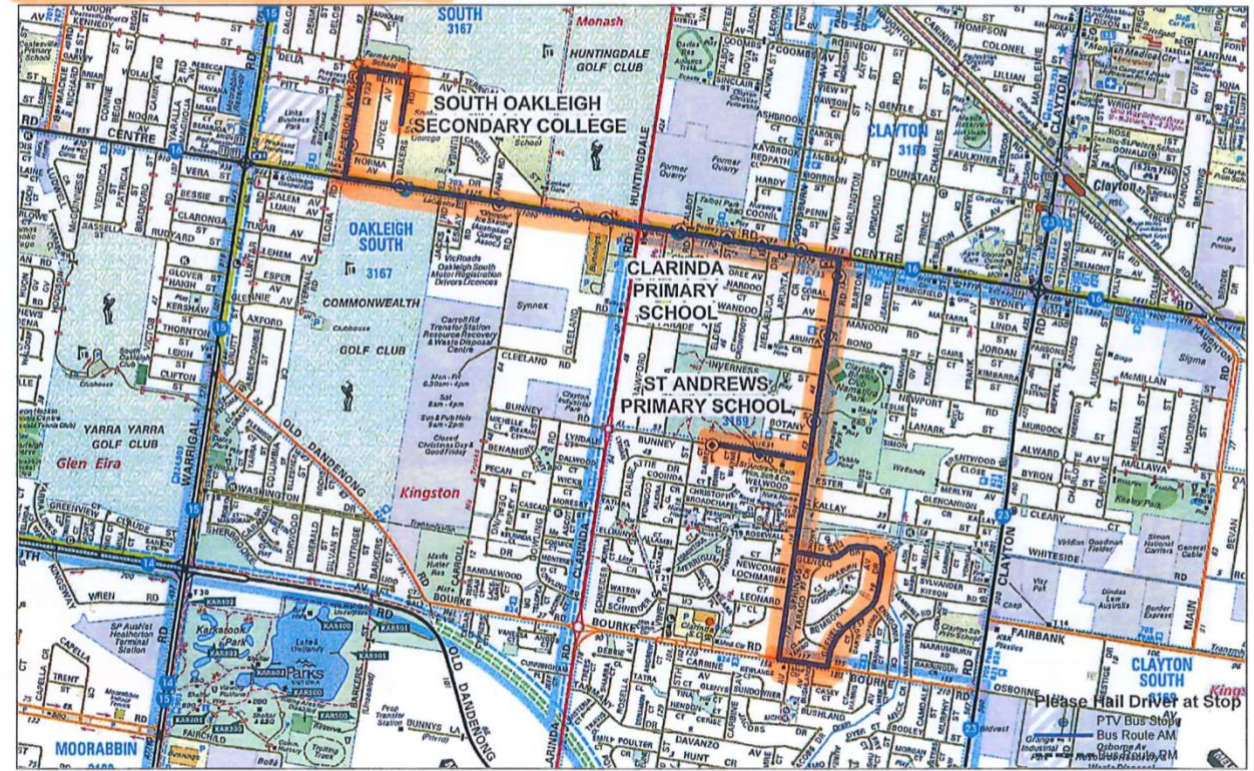


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# CAMPS

The College values all extracurricular activities, including camps. We regard all camps as a wonderful opportunity for students to develop their leadership skills, teamwork, personal development and much more. It is an expectation that students attend their Year Level Camp.

The College also offers our students cultural overseas trips to Greece and Japan, a Volunteer Program to Fiji and a Science Camp to NASA, Florida. These are amazing experiences for all involved.

# COMMUNICATION

Parents who wish to communicate with the College may telephone or email:

South Oakleigh College  
Bakers Road  
South Oakleigh 3167  
Phone (03) 9579 2322

Email: [south.oakleigh.sc@education.vic.gov.au](mailto:south.oakleigh.sc@education.vic.gov.au)

Fax: (03) 9579 2946

Website: <http://www.sosc.vic.edu.au>

Throughout the year we send out important information to parents and guardians relating to your child or in an emergency when we need to contact you or your emergency contact. Please ensure your contact details (address, phone numbers, emergency contacts and email address) are always current.

# COMPASS

Our College uses Compass School Manager as our Parent Portal. This is our main method of communicating to parents and students' information about upcoming events, excursions, and information evenings. Parents are expected to log into Compass regularly (at least twice during the week and once on weekends).

Using our parent portal you will be able to:

- Access your child's Semester Reports
- Access your child's Progress Reports
- Book your Parent-Student-Teacher conferences
- View up-to-date class and school attendance information
- Approve or enter upcoming or past absences for your child
- View Learning Tasks and teacher feedback
- Update your registered email and mobile number (used for SMS alerts) details
- Access information regarding upcoming events and news
- Download, print and approve upcoming excursions
- Purchase school photos

**Please contact the front office for your login details if you lose them.** Please use the Compass Guide for Parents and Families to understand how to use Compass. The Compass App is also available on Smart phones.


Get the Compass Guide for Parents here:

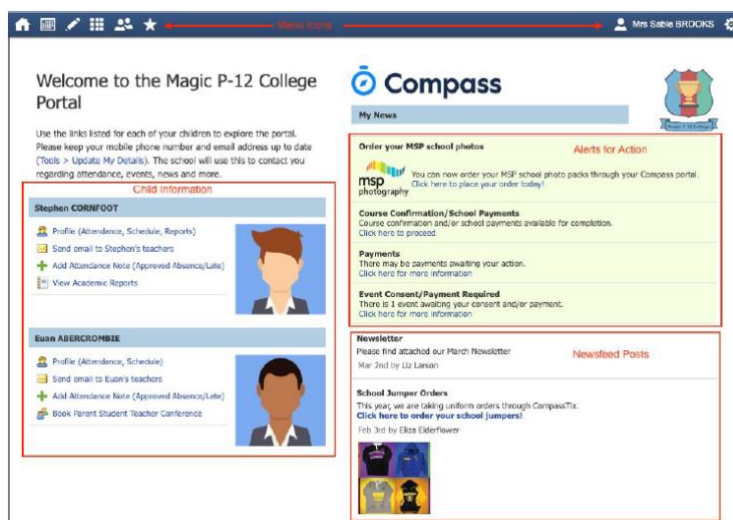
<https://sosc-vic.compass.education/Communicate/KnowledgeBase/?article=Parent+Portal.A+Parent%27s+Guide+to+Compass>

Our Compass website allows you to monitor your child's progress, ongoing feedback from Learning Tasks, reports and other functions such as providing approval for excursions. The web address for Compass is <https://sosc-vic.compass.education/>. There is also a link from the College website at [www.sosc.vic.edu.au/](http://www.sosc.vic.edu.au/)

When you first access Compass you will be prompted to update your contact details. This ensures that the school can contact you easily.

## HOME SCREEN

Once logged in you will see the home screen (shown below). It has some links at the top (which are always visible in Compass), a section for your child(ren) that attend the school, and a section showing the latest news that is relevant to you. Clicking on the Home icon  at the top left will always return you to this screen.



## STUDENT ACTIONS

There are a number of actions that can be accessed via shortcuts next to the student's photo. Further information on some of these is shown on the following pages.

## NEWS FEED

News items that are relevant to you will appear underneath the "My News" heading. At the top of the list will be items requiring your actions, such as payment or consent forms for excursions, and approval of any absences.

## PROFILE

### (Attendance, Schedule, Reports)

From the Home screen, clicking on the "Profile" link for one of your children will bring up the dashboard for that student (shown below). This screen has a summary section, the current day's timetable for the student, and the student chronicle. Note that classes where the roll has been marked by a teacher have a green edge. The student chronicle is a section that allows staff to record any issues related to the student. Entries appear in reverse chronological order (somewhat like entries on a social media site).



## STUDENT INFORMATION: SCHEDULE

Clicking on the “Schedule” tab will display the student’s timetable, and any extracurricular activities, for the current week. Other weeks can be accessed by navigating through the calendar.

## STUDENT INFORMATION: ATTENDANCE

The “Attendance” tab has a wealth of information about the student’s attendance. The section at the top displays the current day’s activities and attendance, which enables you to see whether your student was marked present in any of the lessons for that day. The section below displays a summary of attendance for each subject for the year.

Student: **Euan ABERCROMBIE - 10B, Year 10** Active

Dashboard | Schedule | Learning Tasks | **Attendance** | Reports | Analytics | Insights


Summary | Notes/Approvals | **Unexplained** | Arrival/Departure

**Not Present/Late: Unexplained**

Explain with Attendance Note Print Unexplained Letter

Activity Name	Start	Finish	Period	Location	Staff	Status
MATH10B	18/06/2020 08:55 AM	18/06/2020 10:48 AM		UNASSIGNED	SARAH	Not Present

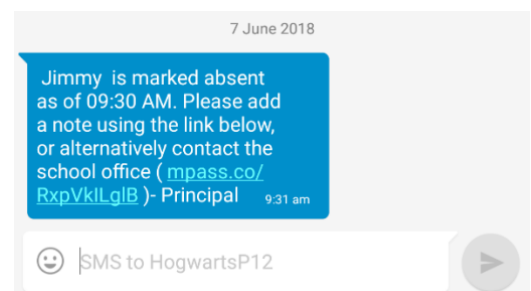
## APPROVING ABSENCES

Outstanding absences can be approved from the home screen: click on the link at the top of the news feed. (Note: if there is no link, there are no outstanding absences). You will be redirected to a page showing any unapproved absences for your student. Each lesson is displayed on a separate line, so if your student is absent for a full day there will be five separate lines for that day. You can approve any absences by selecting the relevant lines, then clicking on the “Parent Approve” icon  **Parent Approve** and following the prompts.

If you want to enter an approval for a future absence (e.g.: a medical appointment or family commitment), this can also be done from the home screen. Click on the “Add Parent Approval” link

 **Add Parent Approval (Approved Absence/Late)** and follow the prompts.

The College uses One Time Attendance Notes via our SMS notifications, there will be a link included in the SMS which you can click on. Clicking on the link will take you directly to Compass to add a note/approval for the unexplained absence. Please note, the expiry of these links is 48 hours. Once the link has expired you will have to log into Compass on your computer.




## ONLINE PAYMENTS

If there is an excursion or similar that requires payment, these payments can now be made through Compass. On the home screen, if a payment is required there will be a link titled “Event Consent/Payment Required” at the top of the “My News” section. This link will give you a screen like the one show below:



## LEARNING TASKS

All CATs & SACs will be recorded in Compass as Learning Tasks. You can view all Learning Tasks that have been set for your child by clicking on the pencil icon  at the top of any screen in Compass and selecting Learning Tasks. A list of all tasks will appear (see below) in reverse chronological order. You can also click "Group by Class" to sort the tasks by subject. The subject which each task relates to is listed on the left-hand side.

Information about each task can be accessed by clicking on the name of the task. On the task information pop-up, there are two different tabs. The "Task Details" tab shows information such as due date, attachments & submissions. The "Feedback" tab shows any results/grades and comments that have been entered for the task.



This feedback area of the Learning Task is the most effective tool available to monitor your child(ren)'s learning progress and will enable you to share in their ongoing success.

Code	Learning Task	Status	Result	Actions
98 Biology	CAT 1: Evolution by Natural Selection Subject-wide Task   Report: Yes	Due date: No due date Submitted: Pending	-	
98 Biology	CAT 2: Excellent Ecosystems Subject-wide Task   Report: Yes	Due date: No due date Submitted: Pending	-	
98 Biology	Overall Result Subject-wide Task   Report: Yes	Due date: No due date Submitted: Pending	-	
99 English	CAT 3: Text response - Holes Subject-wide Task   Report: Yes	Due date: 27/02/2024 04:00 PM Submitted: Received Late	-	
99 English	Overall Result Subject-wide Task   Report: Yes	Due date: No due date Submitted: Pending	-	

## INTERIM & SEMESTER REPORTS

You can access your child's reports directly from the homepage or the students' profile page. Here you will see graphs of our interim reports (term 1 & 3). You can also click on the semester reports and this will download/open a PDF file of the report.

## MAKING BOOKINGS FOR CONFERENCES

Parents can make bookings online based on the settings configured within Compass. To make a booking parents can select 'Book Parent-Student-Teacher Conference' from the Actions button on the Compass homepage.

Welcome to the Magic P-12 College Portal

Use the links listed for each of your children to explore this portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

**Stephen CORNFORD**

- Profile (Attendance, Schedule, Reports)
- Send email to Stephen's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos

**Euan ABERCROMBIE**

- Profile (Attendance, Schedule)
- Send email to Euan's teachers
- Add Attendance Note (Approved Absence/Late)
- Order Photos
- Book Parent Student Teacher Conference

**Compass**

**My News**

- Order your MSP school photos
- Opt-In Event Invitations
- Course Confirmation/School Payments
- Parent Student Teacher Conference**
- Event Consent/Payment Required
- Attendance: Attendance Note Required
- Magic High's School Fets

Parents can start booking right away or follow the tutorial which shows you how to book.

## OTHER MENUS

The Home icon can be clicked at any time to take you back to the **Home screen** in Compass.



The Calendar icon will take you to view the available **Calendars** i.e. school events, your child's schedule etc.



The Pencil icon opens the **Teaching and Learning menu** from which you can select to view all the Learning Tasks assigned to your child/children.



The Grid icon will open the **Organisation menu**. Here you can access the Events page and also the Course Confirmation page to pay school fees.



The People icon is the **Community menu**. Here you can book parent teacher conferences (when available). You can also access any School Resources made available from this menu.



The Star icon opens the **Favourites menu**. This contains links to useful websites the school recommends.



The Cog icon gives you access to the **Tools menu**. Here you can opt to change your password, view your payment history and update your details.



## COMPUTERS AND THE INTERNET AT THE COLLEGE

Computers and the Internet are provided for all students to enhance their learning. Students are expected to use both appropriately, and with care, as directed by staff. All students and parents must read and sign the **"Acceptable Use Policy"** as it relates to the correct use of computers, College Network and the Internet (a copy of this is in the Student Planner). Please discuss this with your child, as ignoring the guidelines will cause your child to be restricted or banned from using the Internet and/or school computers, netbooks/iPads.

1. Guard your privacy. What people know about you is up to you.
2. Protect your reputation. Self-reflect before you self-reveal. What's funny or edgy today could cost you tomorrow.
3. Nothing is private online. Anything you say or do can be copied, pasted, and sent to millions of people without your permission.
4. Assume everyone is watching. There's a huge, vast audience out there. If someone is your friend's friend, they can see everything.
5. Apply the Golden Rule. If you don't want it done to you, don't do it to someone else.
6. Choose wisely. Not all content is appropriate. You know what we mean.
7. Don't hide. Using anonymity to cloak your actions doesn't turn you into a trustworthy, responsible human being.
8. Think about what you see. Just because it's online doesn't make it true.

<b>I will protect my reputation and privacy</b>	<b>I will demonstrate my maturity</b>
I will create privacy settings on social networking sites.	I agree to only use the Internet responsibly and not be hurtful to anyone.
I will keep my password private.	I agree not to use technology to cheat in games or in school.
I will not give out my personal information (like my address) to someone I don't know.	I agree to flag and report content that is potentially inappropriate.
I will not put myself at risk by posting or sending sexy or scandalous photos.	I will be mindful of how much media I consume and will balance it with other activities in my life.

I will not post anything on my profile that I wouldn't want my parents, teachers, college admissions officers, or future employers to see.

I will contact an adult if anything potentially dangerous happens online.

## CONSEQUENCES / DENTENTIONS

South Oakleigh College uses Restorative Practice to engage with students in terms of attendance and behavioural expectations. This practice and our HRRRT values allow students and staff to understand what is expected of them and what they can expect from each other. Students who do not comply with College Rules and expectations will incur consequences suitable for their non-compliance. Parents will be notified if their child is placed in detention as they are conducted from 3:15pm- 4:00pm.

## CSEF

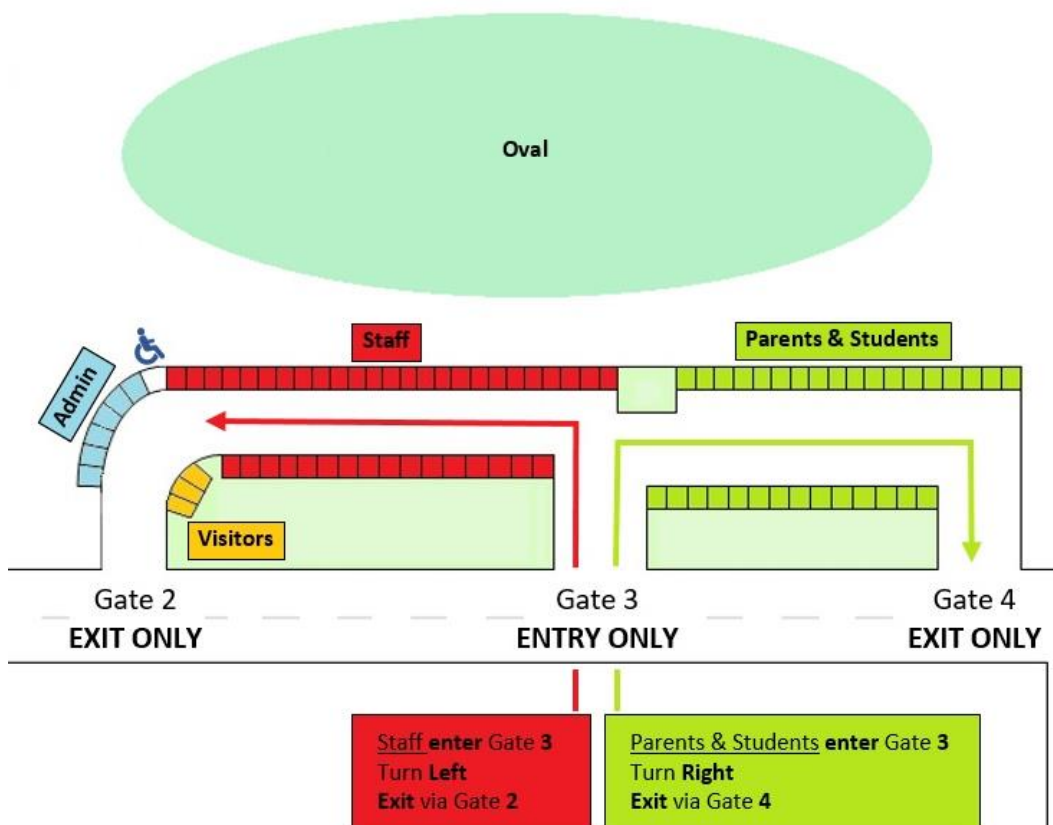
This is an allocation of Government funds for Camps, Sports and Excursions. Eligibility will be subject to the parent(s) or legal guardian(s) holding a current concession healthcare card. Please ask for a CSEF application form if you believe you are eligible.

## DIRECTOR OF STUDENTS

South Oakleigh College comprises of three sub-schools. The Junior School (Years 7 & 8), Middle School (Years 9 & 10) and Senior School (Years 11 & 12). The Director of Students works with all teachers and Year Level Leaders to support students with their learning and personal development.

## DROPPING OFF STUDENTS AND PARKING

There is no school crossing on Bakers Road, so great care is required when students are dropped off in the morning and picked up at the end of the day. We ask that if it is necessary for parents to drop off students in the College car park they enter gate 3, turn right and exit via gate 4.



# DROPPING OFF STUDENTS AND PARKING

There is no school crossing on Bakers Road, so great care is required when students are dropped off in the morning and picked up at the end of the day. We ask that if it is necessary for parents to drop off students in the College car park they enter gate 3, turn right and exit via gate 4.

## EARLY LEAVERS

If parents require students to leave school before 3:10pm, a note is required on the day either physically or on Compass. Write a note for your child in their planner/put a note on Compass so that they can present it to their classroom teacher and be allowed to leave class at the time stated on the note. Students collect their bag and report to the General Office to wait for a parent to collect and sign them out. Students are not permitted to leave the College without parental consent and signing out.

## EXCURSION / SPORT PERMISSION FORMS

An indemnity form is completed with the enrolment form for each student. This will enable students to attend all excursions and sporting events. Notification of the excursion/sporting activity will still be sent to parents as they occur, via Compass. Any costs associated with these activities will be kept to a minimum. We ask parents to remind students that payment for any activity must be made at least **two weeks** prior to the date of the excursion/sporting activity and full College uniform, including blazers and ties must be worn, unless otherwise indicated.

## EXTRACURRICULAR ACTIVITIES

Each year, students are consulted when providing enrichment clubs of interest. Below are a few of the Extracurricular Activities we offer:

### Cultural and Artistic

- International Volunteer Program
- Instrumental Music/ Choir
- Music Performance, Bands, Ensembles
- Talent Show
- School Production
- Theatrical Performances
- Cultural immersion trips to Japan and Greece
- Science Camp to the USA

### Sport and Leisure

- Fitness Club
- Running Club
- House swimming Athletic and Cross-Country Carnivals
- Interschool Sports
- Sport Development Program

### Educational Enhancement

- Annual Camps
- Curriculum-Based Excursions
- [Homework Club](#)
- Accelerated Programs
- Literacy Program
- Duke of Edinburgh
- Year 12 Study Retreat
- UNSW Competitions

### Leadership

- College Captains / House Captains
- Peer Support
- RYPEN Camp / MUNA delegates
- PAG (Principal's Advisory Group)
- Student Leadership Camps and Conferences
- Students on College Council
- Youth forums
- Student Voice

### Extra Activities

- Art Club
- Chess Club
- Coding Club
- Dungeons & Dragons Club
- STEM club
- Tv Club
- Lunchtime Groups and Activities
- Debating
- School Magazine
- Plus more



# ACCEPTABLE HAIR COLOURS & STYLES

Hair colour chart: If selecting a hair colour outside of the allowed range, please check with a principal class member before proceeding. Hair styles and colour is to be unremarkable (extreme hair colours or styles e.g. spikes, mohawks and mullets are not permitted).



## HOMEWORK / HOME-STUDY

The development of good study habits is one of the keys to success in education. Work done in school time needs to be practised, revised, and consolidated at home. Minimum weekly homework requirements are listed below. Where a student does not have homework, they are encouraged to study and revise what has been taught in their classes for the day. Parents are encouraged to monitor their child's study habits and talk to their child's mentor group teacher if you have any concerns.

As a guiding rule, the hours of homework students are expected to complete are:

- Years 7 & 8: 1 hour per day
- Years 9 & 10: 2 hours per day
- Years 11 & 12: 1-3 hours per subject per week

Home-study not only reinforces classroom learning, but also helps students to develop skills and attitudes for successful life-long learning. It supports development of independent learning skills, including habits of enquiry and investigation.

### Home-study:

- A valuable part of schooling
- Another opportunity for parents and guardians to participate in their child's education (encourage your child to establish good home-study patterns and take some responsibility for their own learning)
- Allows for practising, extending and consolidating work done in class
- Develops organisational and time-management skills, self-discipline, skills using out of school resources and personal responsibility for learning
- Develops a range of skills in identifying and using information resources
- Challenges and extends gifted and talented students

### Successful Practice of Home-study:

- Include daily independent reading
- Set homework from the day's classes
- May include extension of class work, projects and assignments, essays and research
- The maximum time spent on Home-study is outlined above under the A-Z

### When is the best time for home-study?

No one best time suits every student, but having a regular daily time always seems to help. Decide on a time with your child that is not too late and fits in with family commitments. Sticking to a routine time is much better than a random time. This sets up an expectation that home-study is to be done, and results in less resentment about doing it, less procrastination, and less nagging if your child has reached fatigue-point or it is too late for you to help.

### What about distractions during homework time?

Television, iPods, phones, and home-study definitely DO NOT MIX. Students need a desk in a quiet place to complete home-study. This might even be in the dining room or the kitchen table if there are not too many other distractions. The home-study place needs to be well-lit, and students should sit in a comfortable chair.

Teachers usually set home-study with reasonable limits in mind. If you believe your child is given large amounts of homework which seems to take hours to complete, let the Mentor Teacher or class teacher know.

## HOMEWORK CLUB

The Homework Club runs every Monday and Wednesday after school commencing at 3:15pm. We encourage all students to attend this extra-curricular activity to catch up on work, seek extra help from staff and revise before exams. The Homework Club is supervised by members of the teaching staff.

## HOLIDAY (FAMILY HOLIDAY)

Applications for extended leave are approved on a case-by-case basis. There is a strict attendance policy that needs to be adhered to. The Victorian Curriculum Assessment Authority (VCAA) mandates approval processes for extended leave. Leave will not be approved for overseas family holidays, interstate trips related to weddings, engagements, or other family events unless the parent or guardian has discussed this with the Directors of Students and a member of the Principal Class. All applications must be completed one term prior to the student's first day of absence and the student must speak with all teachers to complete the work section on the form. The Head of House will communicate with the parent or guardian if the absence is not approved. If approval is granted, it is with the expectation that all work missed during absence will be completed during the period of leave.

*Please obtain an application for leave form from the front office. The form must be completed and submitted with flight itinerary to the Director of Students to be signed off by an Assistant Principal in accordance with the above. If a student is granted leave all work requirements set must be uploaded to one of Compass, OneNote or Teams, as directed by the classroom teacher, for feedback and assessment during the time away.*

## HOUSE LEADERS

House Leaders are the first point of contact for parents wishing to discuss matters related to house activities. This could include sports carnivals, house captaincy, mentor groups and current inter-house competitions. They work collaboratively with the Directors of Students, Year Level Leaders and Mentor Teachers, to manage mentor activities and house events and assemblies for all years (7-12) in their Houses (Acacia, Banksia, Grevillea and Waratah). All students are allocated to a House Group (7-12) and are allocated to a Mentor Group with a Mentor Teacher.

## LATE WORK NOTICES

Parents will be notified via Compass email if their child has not submitted a Learning Task by the expected due date. An alternate date will be arranged; however, students are penalised for late submission of work without an adequate reason communicated in advance.

## LEARNING TASKS

Learning Tasks are projects/assignments that appear on the student's End-of-Semester-Report. Descriptions, due dates, grades, and feedback can be viewed on Compass by parents and students. Students have the capacity to submit most Learning Tasks via Compass.

## LEARNING WITH TECHNOLOGY (LWT) 1:1

Students are expected to have IT technology in every classroom. The College uses the O365 suite with a focus on Microsoft TEAMS as its primary platform of classroom delivery. We have considered a variety of models to deliver the right type of device into the hands of students in partnership with parents and guardians. At the forefront of consideration was the features required to deliver the intended learning outcomes, affordability, support, maintenance and insurance. The College has partnered with an industry leading education technology specialist, Learning with Technologies, to provide a comprehensive technology solution.

Due to the rapid advances in technology and the need to keep up with the demand of learning programs, the school has nominated the Lenovo ThinkPad L13 Yoga.

### ORDERING AND PAYMENT PORTAL

Families may order and purchase their device by accessing the payment portal via the link provided.

<https://southoakleighcollege.orderportal.com.au/>

The portal acts as a collection service allowing families to either pay for the device in full or via making contributions at their convenience. Devices will be dispatched to the College once full payment is made for it to be imaged. Families will be notified when the device is ready for collection.



*Lenovo ThinkPad L13 Yoga*

Several warranty and insurance options are available and selected. The College recommends:

- Lenovo 3 Year Onsite Warranty
- Lenovo 3 Year Sealed Battery Warranty
- Lenovo 3 Year Accidental Damage Insurance

Families are encouraged to consider Theft insurance options. Please read the PDS and be familiar with its content.

## LESSON PLANS

Parents and students have the capacity to look at Compass Lesson Plans to understand what work was covered in class for that day. This is particularly helpful for students who are absent on that day, as it allows them to stay up to date with work.

## LIBRARY

The library is open at lunchtime each day for reading and quiet work (unless otherwise advised). The rules of the library are to be respected by students who wish to make use of this facility.

## LOCKERS

Lockers are provided for all students. It is the student's responsibility to purchase a combination lock from the General Offices for their lockers. Codes for College combination locks are stored on a College database in case students forget their code. Students are expected to organise their books for blocks of time:

Students should only go to their Lockers:

- Before school for Period 1 and Period 2
- After Recess for Periods 3 and 4
- After Lunch for Period 5

## MENTOR GROUPS

Each student is linked to a Year level based Mentor Group and participates on a tailored program relevant to their cohort. Mentor Groups meet weekly with their Mentor Teacher for an hour.

## MENTOR TEACHERS

Mentor Teachers are responsible for looking over a group of approximately 25 students that have been assigned to them through a year level. The Mentor Teacher primarily takes a pastoral care approach to their students.

They are the first point of contact for students and parents to communicate with.

## MICROSOFT OFFICE 365 EDUCATION

### PRIVACY INFORMATION AND CONSENT FORM

South Oakleigh College uses Office 365 Education in the classroom. Office 365 Education is an internet-based service provided by Microsoft for educational purposes only. It provides students and teachers with access to online services such as email, calendar, blogging, online document storage (for schoolwork), sharing and messaging and videoconferencing at school and at home. Office 365 for Education includes the following online services:

Office 365 Education ('online services')	
1.Exchange online email	6.Yammer
2.Lync online	7.Office video
3.SharePoint online	8.OneNote Classroom
4.OneDrive for Business	9.Microsoft Classroom
5.Microsoft Office apps	10.Sway
Terms and conditions	
Microsoft Online Services Terms and privacy information can be found by clicking on the links opposite:	<a href="http://www.microsoft.com/en-us/licensing/product-licensing/products.aspx">http://www.microsoft.com/en-us/licensing/product-licensing/products.aspx</a> <a href="http://office.microsoft.com/en-us/business/office-365-trust-center-cloud-computing-security-FX103030390.aspx">http://office.microsoft.com/en-us/business/office-365-trust-center-cloud-computing-security-FX103030390.aspx</a> <a href="http://office.microsoft.com/en-us/business/office-365-trust-center-top-10-trust-tenets-cloud-security-and-privacy-FX104029824.aspx">http://office.microsoft.com/en-us/business/office-365-trust-center-top-10-trust-tenets-cloud-security-and-privacy-FX104029824.aspx</a>

## CONSENT FOR MICROSOFT TO ACCESS SPECIFIC PERSONAL INFORMATION OF YOUR CHILD

In the College enrolment form we seek your consent for your child to use the above-stated Office 365 Education online services. To enable your child to sign-on and access these services, Microsoft requires access to your child's Department of Education & Training username, first and last name, year level and school.

If you do not provide consent, your child will not have access to the online services and alternate arrangements for allocating work will be made.

## PARENTAL ACCESS TO PERSONAL INFORMATION

The Department of Education and Training's ('Department') use and handling of your child's personal information is governed by the Privacy and Data Protection Act 2014 & Health Records Act 2001(Victoria). You can access personal information held by the Department about you and your child under the Freedom of Information Act 1982 (Victoria). If a mistake in that personal information is identified, the Department is required to correct it under the Privacy and Data Protection Act 2014 .

Microsoft's Online Services Terms provides further information on how Microsoft may use your child's personal information.

## PROVIDING A SAFE ONLINE ENVIRONMENT

Use of online services will be subject to classroom supervision during school hours. A 'Report Abuse' facility will be provided for students to report unacceptable behaviour. A nominated member of staff will address the issue **during school hours**.

To further assist your child in having safe and positive experiences online, you can refer to parent information on the Australian Government's Office of the Children's eSafety Commissioner website: <https://esafety.gov.au/>

In addition, staff at our school have been advised that the use of Office 365 Education is strictly for teaching and learning material only (e.g., lesson plans and classwork) and staff do not upload your child's personal, health, sensitive or security classified information into Office 365 Education.

## STUDENT RESPONSIBILITIES WHEN USING ONLINE SERVICES

When using Office 365 Education, students continue to be responsible for their behaviour, as outlined in our school's Students Acceptable Use Agreement. The main themes of this agreement are:

- Communicate respectfully.
- Protect personal information; and
- Look after yourself and others.

## ACKNOWLEDGEMENT AND CONSENT FOR STUDENT USE OF ONLINE SERVICES

If you have read the information about the online services and presently **do not** consent for your child to access the online services, please contact the College so a member of staff can clarify any of your concerns over the Office 365 Education online service and confirm your position in the Learning Technologies program.

By not contacting the College, you acknowledge, consent, and confirm that:

- You have received and read this Privacy Information and Consent Form – Office 365 Education.
- You understand how your child's personal information will be collected, used, disclosed, and managed.
- You understand that this consent will continue while your child is involved in the use of the consented online services.
- You understand that this consent on behalf of your child may be withdrawn at any time by written notification to the school.
- You understand that if the school determines that the personal information is no longer required or relevant, the use of the personal information will cease.

# MOBILE PHONES

Whilst the College acknowledges that students may need to use mobile phones prior to and after school, the College also recommends that students should avoid having them whenever possible. **Their use at school is not permitted.** The College has a very clear policy on the use of mobiles at school for the following reasons:

- **Research** shows that excessive use of mobile phones can contribute to mental health and social issues.
- **Learning Process:** the use of mobile phones, both in and out of classes, may disrupt the learning process for all concerned and is viewed as disrespectful.
- **Privacy:** mobile phones can be used as cameras, and this threatens privacy, and facilitates breaches of privacy laws.
- **Theft:** unfortunately, these phones are a target for theft and are expensive to replace.

All mobile phones must be turned off and placed in lockers as soon as students enter the school grounds. The safety of mobile phones is the responsibility solely of the student. If a student is found to have their mobile on their person whilst at school, it will be confiscated, and a parent or guardian will be notified to collect the phone at the end of the school day. Any subsequent misuse of a mobile phone will require the mobile phone to be stored in the General Office from the beginning of the day until dismissal.

The safety and security of these items is the responsibility solely of the students.

# NEWSLETTERS


A link to the College Newsletters is sent out regularly via Compass and can also be accessed on the College website [www.sosc.vic.edu.au](http://www.sosc.vic.edu.au). A hard copy may also be obtained from the College. Parents are asked to provide the College with current email address to receive newsletter/Compass notifications.

# PARENT PAYMENTS POLICY




## 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.

## PIERCINGS

Two small studs or plain sleepers in the ears, AND/OR one stud discreetly worn on the nose, plus a watch worn on the wrist, are the only acceptable items of jewellery. Necklaces of symbolic faith must be worn inside the collar of the College shirt or summer dress.

Eyebrow, Lip and Tongue Piercings are not permitted during school hours, free dress days or when on excursions. Students who have these piercings must have them replaced with a clear plastic stud.

## SOCIAL MEDIA

Here at South Oakleigh College we have a range of social media accounts which we actively update throughout the school year. Follow along on: Facebook: South Oakleigh College. Instagram: @south.oakleigh.college LinkedIn: South Oakleigh College YouTube: South Oakleigh College

## SPORTS PARTICIPATION

The College actively participates in Inter-school sport across all year levels. We also have our own Swimming, Athletics and Cross-Country Carnivals where students compete against each other in their House Teams. All students are expected to participate in as many activities as they can to engage in these activities. Notices are put on student notice boards and on Compass when these activities will be held. We also welcome and encourage parents if they have time to come down and support our students when they compete in competition.

The College competes against other schools in the Monash Division Interschool Sport Competition under the School Sport Victoria guidelines. Students are encouraged to try out for selection to represent the College.

At Year 7 and Year 8, all students participate in a compulsory Sports Education Program. Our Football/Soccer/Basketball Sports Development Program is aimed at all interested students in Years 7-12 and provides opportunities to boys and girls at the College to learn and further improve their strategic, tactical, and physical skills through a specialist sports program.

All students, even those who have not played football, soccer, and basketball before, will have the opportunity to develop their skills in a supportive environment. Students will receive expert training and support from Kevin Sheedy, Archie Thompson, and John Gray as well as learn skill development from our specially trained Sports staff.

## SPORTS DEVELOPMENT PROGRAM

We offer a sport development program in AFL, Soccer, Basketball and Martial Arts.

The program is designed to provide students of all abilities the opportunity to improve their strategic, tactical, and physical skills in a supportive environment.

Students receive expert training from elite athletes and coaches in these fields, and participate in workshops on leadership, nutrition, fitness, and goal setting.

## STUDENT PLANNER

The Student Planner plays a crucial role in Home-study and Study. Students are expected to look after their Student Planner and use it appropriately.

Students are required to have their Student Planner with them in all classes and should enter a brief description of the work that needs to be completed the due dates as well for Learning Tasks and Homework. Parents can play an active role in monitoring this by checking their child's Student Planner regularly. Planners are purchased at the College General Office.

Student Planners should include:

- Daily entry of set homework and assignments

- Dates for projects, tests and exams
- Notes from parents and teachers
- Reminder entries for school events or sporting commitments

## STUDENT WELLBEING COORDINATOR / WELLBEING TEAM

Our Student Wellbeing Coordinator oversees the Wellbeing Team at the College. This team looks after the wellbeing of all students and is also available to parents who may need assistance in supporting their child at school. If you would like to discuss concerns relating to your child at school, please contact our Wellbeing Team on 9579 2322 to guide you. He may also guide you to other supports offered by our College School Nurse.

## SUSTAINABLE SCHOOL SHOP

A second-hand textbook trading system:

- List Wanted & For Sale Ads
- The school's booklists are loaded into the system to make the Ad listing process easy, fast and accurate
- Assistance is provided to accurately price items
- Our Ad Matching service shows you
  - Exactly the right items to buy
  - Who has the most items you need?
  - The cheapest items
- Buyers contact Sellers, and arrange where and when to trade
- Excellent email and telephone helplines are provided: 1300 683 337

[www.sustainableschoolshop.com.au](http://www.sustainableschoolshop.com.au)

## TRAVELLING TO AND FROM SCHOOL

There is a clear expectation by the College that students travelling to and from school will be in full school uniform (including blazers) or sports uniform without loitering or behaving in an unacceptable manner. When travelling on buses and trains, students are expected to show respect and courtesy to all passengers as well as keeping public transport regulations. Students are expected to offer their seats on public transport to adults, particularly the elderly and expecting mothers. All bicycle and scooter riders are required to wear a helmet by law.

## COLLEGE UNIFORM

The College Community regards uniform as an important aspect of our image and philosophy. Students are expected to wear it with pride and respect. A note from a guardian is always required if students are not in correct uniform. All students are expected to have uniform items clearly marked and permanently labelled.

### General Remarks

School Uniform is **compulsory for ALL** students. It is expected that the complete uniform is **to be worn to and from the College** as well as during the day (Students **must** wear their black leather school shoes to and from school when in college uniform).

The College expects parents to supply their children with a clean school uniform each day. It is encouraged that parents purchase spare items to ensure that this occurs.

Students in Years 7-10 who have core Physical Education practical class or sport class during the day may come to school wearing their full PE uniform for the day (Students who are studying VCE PE or have a PE elective must change into their PE uniform at school for their practical classes only). The academic uniform, including blazer and tie, must be worn for school photos and to all excursions during Terms 1-4, unless advised otherwise. Students who do not comply will be at risk of being withdrawn from the excursions.



# UNIFORM LIST

The black softshell jacket cannot be worn in place of the blazer or pullover.  
Under no circumstances are students allowed to wear tights/leggings.

## Compulsory P.E & Sport Uniform Items

- College Sports Polo Shirt
- College Shorts AND College Black Tracksuit Pants with logo
- College Rugby Jumper AND/OR College Softshell Jacket
- College Cap or Bucket Hat
- Athletic Runners

Summer Term 1 & 4	Winter Term 2 & 3
<ul style="list-style-type: none"> <li>• Maroon College Pullover</li> <li>• Black Tailored Trousers</li> <li>• Black Tailored Shorts</li> <li>• College Short Sleeve Business Shirt with logo</li> <li>• Summer Dress</li> <li>• School Shoes – Plain, Black leather lace-up</li> <li>• Clear or Flesh coloured stockings (only when cold)</li> <li>• Turnover Knee Hi White Socks (worn with summer dress &amp; not with stockings)</li> <li>• Black Socks (worn with trousers &amp; shorts)</li> <li>• SOC School Bag</li> </ul>	<ul style="list-style-type: none"> <li>• Maroon College Pullover</li> <li>• College Long Sleeve Business Shirt with logo</li> <li>• Green College Tie (Years 7 to 9)</li> <li>• Maroon College Tie (Years 10 to 12)</li> <li>• Black Tailored Trousers</li> <li>• Black Tailored Shorts</li> <li>• College Green Maroon tartan skirt</li> <li>• Plain Black Stockings</li> <li>• Plain White Socks (not worn with stockings)</li> <li>• Black Socks (worn with trousers &amp; shorts)</li> <li>• School Shoes – Plain, Black leather lace-up</li> <li>• SOC School Bag</li> </ul>

The South Oakleigh College uniform is available at PSW in Cheltenham located at 1 Age St, Cheltenham VIC 3192. The College uniforms can be ordered online via the following link: <https://www.psw.com.au/schools/south-oakleigh-secondary-school.html>

## YEAR LEVEL LEADERS

There is an individual Year Level Leader for each year level 7-12 the role of the Year Level Leader is to assist students and teachers to coordinate effective and supportive learning programs for their assigned year group. They work collaboratively with the Directors of Students, Classroom Teachers and Mentor Teachers to manage all students from Years 7-12 in their respective year level. At present there is an individual Year Level Leader for each year level 7-10 and one for the VCE years (11 & 12). The role of the Year Level Leader is to assist students and teachers to coordinate effective and supportive learning programs for their assigned year group.

# SOUTH OAKLEIGH COLLEGE

