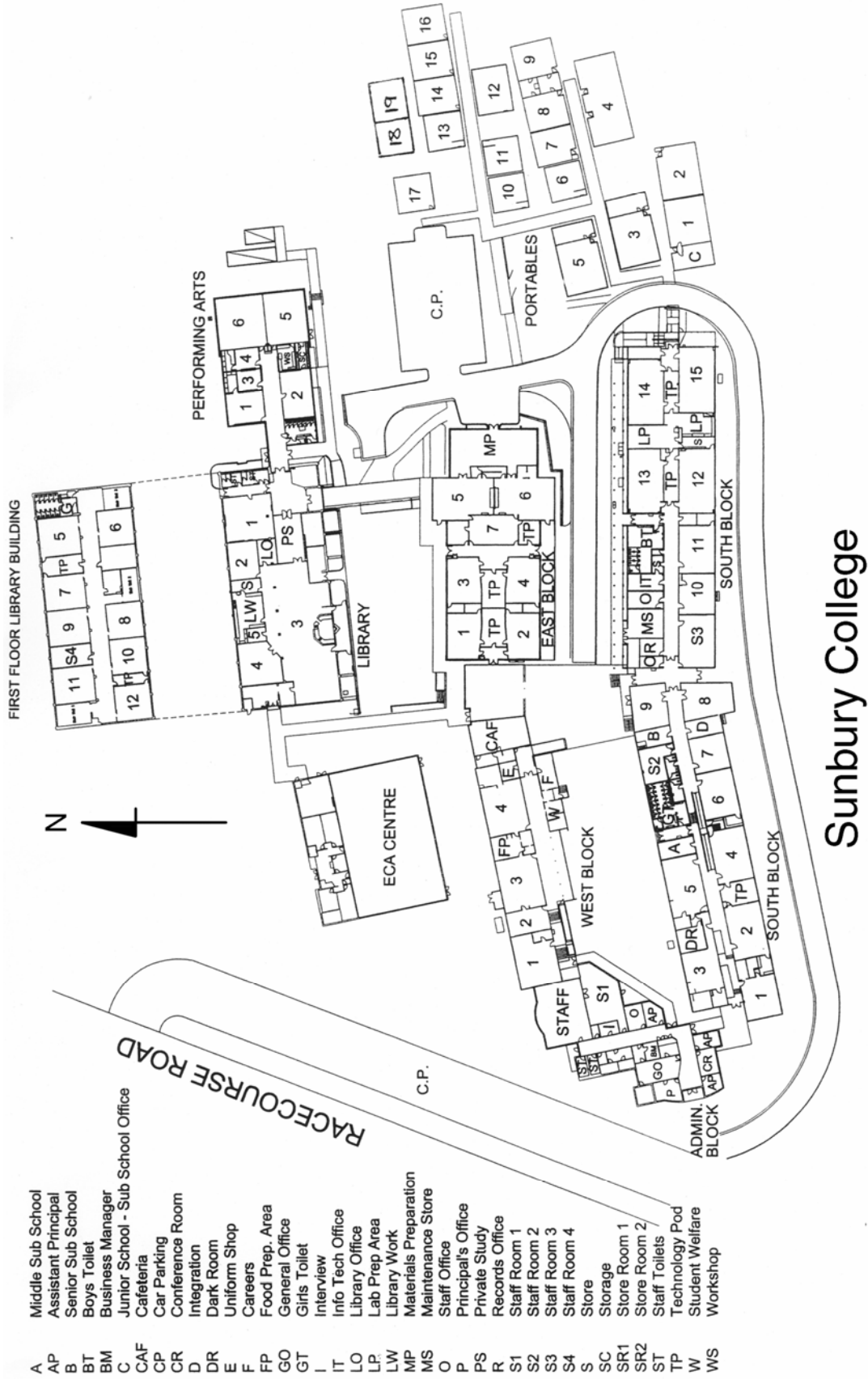




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Sunbury College



WELCOME TO SUNBURY COLLEGE

Sunbury College has a proud tradition within the community in academic, performing arts and sporting areas and we welcome your active involvement.

An effective education involves a positive three-way partnership between the students, parents and teachers. We believe that the College values form a solid foundation for the development of student potential and we seek your support in their implementation.

The College provides a challenging academic program in which students are expected to:

- ✓ Be committed to high academic standards
- ✓ Strive to extend their skills and knowledge
- ✓ Take pride in their completed work
- ✓ Respect the school environment, teachers and other students.

Sunbury College provides sequential courses of study for Years 7-12 across all key learning areas. A core curriculum with some electives in Years 7-10 exposes all students to the full range of studies and develops key skills and knowledge. We also provide an academic safety net in a comprehensive literacy program for years 7 to 10. A broad range of VCE studies is offered with an emphasis on academic, tertiary entrance courses and the Victorian Certificate of Applied Learning (VCAL) which is an alternative to the VCE.

The College also provides an effective student support structure through the Home Group system, the Pathways program, the Peer Support program and with the work of the Sub-school leaders and managers and the Student Welfare and Career Pathway coordinators.

The College obtains excellent results which are published in the annual report.

I am confident that your experience with this school will prove to be beneficial and rewarding. Your contribution to the continued success of the College in ensuring positive outcomes for students will be highly valued.

Mr. P. Hendrickson
Principal





CURRICULUM

At Sunbury College students from years 7-9 gain a sound knowledge in each of the areas (domains) identified by the Victorian Curriculum and Assessment Authority and outlined in the Victorian Essential Learning Standards. The recent implementation of curriculum innovation at Sunbury College has created a diverse selection for students who aim to achieve academic excellence. Our college boasts a Pathways program for each year level that fosters student connection with their own learning and social environment. Students experience a range of activities that develop their organisational skills and enhance their understanding of time management.

Extra curricular activities such as, sport, camps, musical and dramatic performances and the Year Nine City Curriculum program extend student learning, as do the intensive Literacy and Learning Enhancement programs which target specific learning needs.

Sunbury College has a senior subject selection process which incorporates comprehensive course counselling. Year Ten students may apply to begin VCE studies to raise their Tertiary Entrance Ranking if aiming for university studies. Students are also supported with access to career planning resources to ensure they are ready for the work environment.

The College is a vibrant place to learn with opportunities for students with all learning styles. Our Curriculum Committee constantly reviews and refines course offerings in line with DE&T directives and the needs of the local community.

Years 7 & 8

Students in Years 7 & 8 will complete classes in all of the Key Learning Areas plus four of the five electives over the two year period.

Core Subjects:

- English
- Mathematics
- Science
- Italian or Japanese (Literacy for students in TRAC program)
- Physical Education / Sport
- Pathways
- Geography -1 semester Yr 7 & 1 semester Yr 8
- History - 1 semester Yr 7 & 1 semester Yr 8
- Health - 1 semester Yr 7 & 1 semester Yr 8
- Drama - 1 semester Yr 7 & 1 semester Yr 8
- Music - 1 semester Yr 7 & 1 semester Yr 8
- Creative Arts - 1 semester Yr 7 & 1 semester Yr 8
- Information Technology - 1 semester Yr 7 & 1 semester Yr 8

Electives:

Food
Ceramics
Woodwork
Metalwork
Textiles

LITERACY INTERVENTION PROGRAM

Sunbury College offers a Year 7, 8 and 9 TRAC program (Teaching Relevantly and Cooperatively). The aim of the TRAC program is to develop reading and writing in a holistic environment to support students' academic and emotional achievements. Students are selected by an interview process after consultation with feeder primary schools and they receive literacy support in every subject. Places are limited and as a result the program has a high profile among students and staff at the College. Year 10 students may choose Literacy support as an elective.



Year 9

Students in Year 9 will complete classes in all the Key Learning Areas and may select two electives to complete. Students needing extra literacy help are withdrawn from LOTE classes to attend special literacy classes. Year 9 students will also participate in our “City Curriculum” program which is a week long study experience in the Melbourne CBD.

Key Learning Area Subjects:

- English
- Mathematics
- Science
- Italian or Japanese Literacy also available
- Physical Education / Sport
- Vocational Education
- Geography - 1 semester
- History 1- semester
- Art
- Graphics

Electives:

- Ceramics
- Creative movement
- Drama
- Food
- Metalwork
- Music
- Textiles
- VYDP – St John’s Ambulance
- Woodwork

Year 10

Students in Year 10 will complete English, Mathematics and Pathways and choose four subjects to complete each semester. Subjects chosen must be selected from each of the Key Learning Areas.

Year 10 students will also undertake a two week period of Work Experience.

Acceleration – Students who are interested in, and capable of, completing a year 11 subject whilst in year 10 may be permitted to enrol in these subjects if they meet the selection criteria established by the College for acceleration.

- English
- Mathematics (Consumer Maths option)
- Pathways

Science subjects offered:

- From Cars to Stars
- Biotechnology
- Chemical Processes
- Life Science

SOSE subjects offered:

- Geography
- Human Rights
- History – From Trenches to Hitler
- History – From Hitler to Hippies
- Business Accounting & the Law

Personal Development subjects offered:

- Ball Sports
- Racket Sports
- Fun & Fitness
- Popular Sports
- V.Y.D.P. (St John’s Ambulance)
- Bushcraft
- Watercraft
- Driver Education

Arts subjects offered:

- Modern Art
- Visual Communication
- Dance
- Media
- Music
- Photography



Technology subjects offered:

- Computer Programming
- Desktop Publishing
- Information Technology
- Design Graphics
- Fashion by Design
- Food
- Hospitality
- Metalwork
- Woodwork

English & LOTE subjects offered:

- Craft of Writing
- Literacy
- Japanese

Years 11 & 12

VICTORIAN CERTIFICATE OF EDUCATION (VCE)

Sunbury College offers a wide range of VCE subjects for students to elect a course most suited to their further educational or career goals. Year 11 Students study English plus five other subjects. Year 12 students study English OR English Literature plus four other subjects. The following subjects are currently offered at our college:

- English
- Economics
- Business Management
- Philosophy
- Japanese
- Physical Education
- Health and Human Development
- Studio Art
- Visual Communication & Design
- Media
- Food Technology
- Information Systems
- Information Processing & Management
- Design & Technology: Textile
- Design and Technology: Wood
- Design and Technology: Metal
- Drama
- Accounting
- Music Performance
- Legal Studies
- English Literature
- Maths Methods
- Further Maths
- Specialist Maths
- Physics
- Chemistry
- Biology
- Psychology
- Geography
- History Revolutions
- History Australian
- Systems Technology
- International Politics
- National Politics

All VCE students also participate in our timetabled Pathways program which involves career investigation and planning, development of personal and study skills and special motivational guest speakers.

Acceleration – Students who are interested in, and capable of, completing a year 12 subject whilst in year 11 may be permitted to enrol in these subjects if they meet the selection criteria established by the College for acceleration.



Victorian Certificate of Applied Learning (VCAL)

VCAL provides an alternative course to VCE at years 11 and 12 and is suited to students who prefer a more practical approach to learning and generally intend to move directly from school into the workforce or work related training. Like the VCE it is a recognised qualification through the VCAA (Victorian Curriculum and Assessment Authority). Places are limited at both years 11 and 12.

Strands

Literacy and Numeracy Skills – literacy and numeracy modules

Industry Specific Skills – Industry specific units from Vocational Education and Training (VET) programs or VCE VET.

Work Related Skills – structured work placement or part time apprenticeship/traineeship, part time work, work experience and/or work placement

Personal Development Skills – community based projects, voluntary work and/or structured activities

Vocational Education and Training (VET)

The College offers VET certificate courses as part of VCE or VCAL. They provide students with specific training for work in a variety of industries and recognition of their competency to undertake work tasks. Therefore courses are more practical than traditional curriculum. They suit students who wish to obtain their VCE but want to develop industry specific skills at the same time. Subjects offered vary each year but have included hospitality, equine industry, horticulture, multimedia and business administration.

Vocational Education and Training (VET) covers a variety of vocational courses that are based on agreed national industry competency standards. That is, the course provides training in specific competencies needed to undertake a particular job. VET includes: TAFE courses, traineeships and apprenticeships, the latter two now grouped under the title, New Apprenticeships. Students undertake a range of VET programs including TAFE Tasters and full Certificate courses. These courses have been delivered to students in conjunction with Registered Training Organisations (RTOs). A number of students undertake school based apprenticeships in conjunction with their schooling. Some gain traineeships through their retail jobs that can also contribute to their senior Certificates. Other VET style electives are also run at Year 10. The College is also a member of the Macedon Ranges VET Cluster.

CAREERS/COURSE COUNSELLING

The College is highly committed to providing students with access to relevant, timely and reliable careers information and counselling. The focus is to provide, wherever possible, a tailored program to suit individual needs. The College aims to be both flexible and willing to investigate any opportunities that benefit our students.

The Careers Coordinator is responsible for careers counselling, organising the Work Experience Program, maintaining a library of relevant, timely materials for student use and assisting the VET and VCAL Coordinators in developing Vocational Education and Training Programs. The Careers Coordinator is also responsible for liaising with the Victorian Tertiary Admissions Centre and in-servicing students on: application procedures for tertiary courses, how tertiary offers are made and how the ENTER (Equivalent National Tertiary Entrance Rank) is used in this process.



Students are able to access a modern and well resourced careers room. They are encouraged to come and browse through written and audio visual material, use career related computer programs and discuss issues with the Careers Coordinator. Students also receive assistance with the completion of specific application forms if they so desire.

Written and Audio Visual Material includes: University/TAFE handbooks and individual course pamphlets, positions vacant as sent by local employment networks, career descriptions, Defence Force information, brochures on Government schemes that effect youth, videos and other written information on job seeking skills: resumes, letters of application and coping with interviews. In addition, students are able to apply for tax file numbers through the Careers Coordinator. Careers Information is also distributed to students via a weekly Careers Bulletin that is also available on the College Intranet.

Computer programs available to students include:

OZJAC: A program that allows students to investigate different careers and pathways into those careers.

COURSE SCAN: This program is designed to assist student selection for tertiary courses and provide details of pre-requisite subjects. They are ideal for Year 10-12 students as they are able to program in their subject selections and get a print out of what courses they are eligible for.

CAREER BUILDER: A careers exploration program with a companion design your own resume, job application program.

Access to the Internet is also available from the Careers Room. The internet is increasingly used by tertiary institutions, employer and business groups in the promotion of courses and careers. Students are issued with a list of relevant websites each year, via a variety of publications.

The Careers Coordinator counsels students on a wide range of issues relating to subject choices, career choices and alternatives to school. The process is very much aimed at providing students with all the relevant information and allowing them to make informed choices about their lives. Students may make appointments to consult with the Careers Coordinator and sessions can be on an individual or group basis. Parents are often also involved in discussions with the Careers Coordinator and may make appointments at any time throughout the year.

WORK EXPERIENCE PROGRAM

The College offers a Work Experience Program to Year 10 students in a two-week block. Students from other levels are able to undertake work experience in certain circumstances and after consultation with the Careers Coordinator and their Sub-School Manager.

MANAGED INDIVIDUAL PATHWAYS (MIPS)

In response to a Government initiative, the College has put in place a number of support mechanisms for post compulsory students, which assists them in planning career pathways. Pathways is now a timetabled part of the Curriculum with personnel appointed as Pathways Coordinators in each Sub School. Their role is to oversee the program delivered by Pathways teachers and to plan events that will foster student personal growth and skill development. The College has also implemented Destination Tracking procedures that better enables the Careers Department to assist ex students when required.



LEARNING ENHANCEMENT

The development of Learning Enhancement Opportunities is an important priority at Sunbury College. Learning Enhancement includes the following programs :

VCE Acceleration - Year 10	Mathematics (Westpac) - All Levels
Australian Schools Science Competition - All Levels	Chemistry Quest - Year 12
Geography Competition - Years 7 – 10	Seimens Science Experience - Year 9
Science Competition (UNSW) - All Levels	City of Hume Newspaper - All Levels
Computer Competition (UNSW) - All Levels	Lions Club – Youth of the Year- Year 11 and 12
Business Management Competition - Year 11	Debating - Year 7 –10
English Competition (UNSW) - All Levels	Epilepsy Trivia Quiz - Years 7 - 10

For students identified with particular ability, the College offers the following withdrawal programs at various levels:

- Research program
- English/Literature Program - Students select and study a classic
- Thinking Skills Program
- Tournament of Minds
- Future Problem Solving

Students may enter competitions and programs automatically by paying into the Student Competition Fund. The recommended amount of \$40 covers all competition costs.

The College is continually investigating new and effective enhancement programs and will implement selection based on their suitability.

SUMMARY OF EXTRA CURRICULAR ACTIVITIES

The College provides an extensive range of extra curricular opportunities for students.

Cultural and Artistic

- Performing Arts Festival
- Music performance, bands, ensembles
- Japanese school visit/exchange annually
- Trip to Italy

Sport and Leisure

- House swimming and athletic carnivals
- Interschool sport in a large range of sports
- Annual camps at year 7 and 8
- Year 7 Billy Cart Derby

Educational Enhancement

- City curriculum at year 9
- Literacy program
- Learning enhancement program
- Science, English, Mathematics, Computer and Geography competitions
- St John Ambulance participation

Citizenship and Community

- Student Representative Council and Year Level Councils
- Participation in youth forums
- Community service



Leadership

- School Captains
- House Captains
- Student Representative Council
- Year Level Councils
- Students on School Council
- Youth forums

Extra Activities

- Annual Debutante Balls
- Valedictory award night and dinner, year 12
- Lunchtime Barbeques

Careers and Work

- Work Experience at year 10
- Careers Counsellor
- Managed Individual Pathways sessions

Pastoral Care

- Form teacher/daily assembly
- Three Sub Schools with Leader and Managers
- Student Welfare Co-ordinator
- Guidance Officers
- Equal Opportunity Co-ordinator
- Pathways program – timetabled
- Peer Mediation
- Peer Support

CAMPS

The College conducts camps at year 7 and 8. These camps are important developmental exercises for students. Attendance is expected unless there are medical reasons. Year 7 students participate in a two night, three day camp at Phillip Island as part of the transition program. Students are able to meet their peers, get to know their teachers and other students and learn co-operation, teamwork, respect for others and initiative. In year 8 students attend a four day camp as an extension of their development in these areas. Year 11 VCAL students also attend a short camp at the beginning of the year.

LIBRARY AND INFORMATION TECHNOLOGY

The College has a well equipped library with a private study area for the use of year 12 students. The library is open before school, at lunchtime and after school. There are a large number of computers available for class and individual student use throughout the library. In addition the College has four well equipped computer rooms and eight computer pods attached to classrooms for student use.

All students are allocated annually a set amount for printing. In addition, as parents pay relevant materials charges and levies, a proportion is added to the student's printing balance.

Once this money has been spent the College has a "user pays" system in relation to student printing. Students may add credit to their printing account at any time to cover printing costs..

In addition, students have access to the Internet on a user pays system. All students are required annually to enter a User Agreement regarding the appropriate use of the College Computer Network.

Students also have access to the College Intranet and individual home folders. This innovation means that students are able to access the College network from home through their own Internet Service Provider. This gives them the scope to collect worksheets, open files and access resources at home as if they were logged on to the College network at school. Instructions for using this facility are distributed through the newsletter.

PERFORMING ARTS

At Sunbury College, we offer tuition in CLASSROOM MUSIC, INSTRUMENTAL MUSIC, DRAMA, DANCE and MEDIA. We also provide an extensive Extra Curricular program, including musical ensembles and the Annual College Performing Arts Festival which includes plays, dance concerts and media presentations.



CLASSROOM SUBJECTS :

CLASSROOM MUSIC - All students study Classroom Music as a core subject in Years 7-8. Classroom music is offered as an elective subject in Years 9-10. It is also a V.C.E. subject.

Classroom Music provides students with a general Music education, incorporating practical and writing tasks.

DRAMA - Drama is compulsory for all Year 7 students. Drama is offered as an elective subject in Years 8-10. Students in Years 9-10 prepare performances for parents, other year levels and orientation students. VCE Drama is offered.

DANCE - Dance is offered as an elective subject in Years 9-10 and is also offered as a VCE subject.

MEDIA - Media is offered as an elective subject at Year 9-10 and is also offered as a VCE subject.

INSTRUMENTAL MUSIC

Instrumental Music is an extra subject offered to students in Years 7-12, if they wish to study a specific instrument. Students are withdrawn from regular class one period per week, on a rotation system, to attend a lesson with their Instrument teacher. In addition, they attend Band or Ensemble sessions at lunchtimes. A compulsory Tuition fee is charged for each Instrument studied.

The College operates an Instrument Hire Scheme for students wishing to hire instruments. Instrument purchase plans can also be organised.

Instruments Offered for Tuition :

Acoustic Guitar, Bass Guitar, Electric Guitar, Drum Kit, Violin, Cello, Trumpet, Trombone, Saxophone, Flute, Clarinet, Singing (Year 10-12)

* Keyboard is not available as an Instrumental Music subject but is taught in classroom Music.

PERFORMANCE OPPORTUNITIES :

We encourage students to sit for A.M.E.B. Exams, to perform in College run concerts such as the V.C.E. and Annual Instrumental Music Concerts, presentations and at Year level Assemblies. They also perform in regional and statewide ensembles and concerts.

SPORT

INTER SCHOOL SPORT : Sunbury College has a proud record of successful participation in Inter-School Sport. In swimming and athletics the school is in A Division, the highest possible Division. In team sports such as Netball, Basketball, Volleyball, Cricket, Badminton, Squash and Football, we have enviable records including many State Championships.

All students at Year 7, Year 8, Intermediate and Senior levels are encouraged to join a school team.

INTER HOUSE SPORT : At Sunbury College an Inter House Sport Competition operates for swimming and athletics. The four Houses - Batman, Evans, Jackson and Clarke - compete against each other for team trophies and ultimately the status of being the winning house over an entire year. Personal awards are also made to outstanding teams and individuals in order to recognise participation, effort and achievement.



PASTORAL CARE

Sunbury College has a strong pastoral care program beginning with transition at year 7. We aim to ensure that new students feel welcome, valued and confident. A peer support program is in place which provides for a year 11 student to be a buddy for each year 7 student. Year 7 students have the same teacher for several subjects to provide continuity of support. Year 7 students have a camp early in the year to promote friendships, independence and confidence.

Our College boasts a Pathways program for each year level that fosters student connection with their own learning and social environment. Students experience a range of activities that develop their organisational skills and enhance their understanding of time management.

Form teachers have daily contact with their form and are the first port of call for students requiring assistance. Each of the three Sub Schools, Junior, Middle and Senior have staff who work closely with students on all issues affecting their school life.

The **Student Welfare Co-ordinator** is available to assist students in need. Confidential counselling sessions are offered to students on issues such as school organisational concerns, stress, anger management, friendship difficulties, health concerns and personal problems. Small group sessions on anger management and social skill development are also offered. Students can participate in a variety of peer mentoring programs, such as peer support or peer mediation, or be involved with groups such as the Drug Action Team or Radio group. Youth Allowance application forms are available and assistance is offered with school uniform.

REPORTING AND COMMUNICATION

REPORTS:

The school will issue two major reports each year. Major reports will be issued at the end of Terms 2 and 4 and will be in booklet form with comments from each teacher. Minor reports will be issued at the end of Terms 1 and 3 for students in Years 7-11. Report afternoons/evenings are held at the end of terms 1, 2 and 3. Times are advertised via students and newsletters.

The College produces an annual magazine which is paid for in the school service charge. Students who have paid the service charge will receive this in December. If the Service Charge has not been paid, the magazine may be purchased separately. The College Newsletter is published twice each Term and distributed via mail. This is an important form of communication, especially in relation to Term Dates, Parent Teacher Nights etc.

All students are issued with a school diary which includes a copy of the school rules. Students are encouraged to use their diary every day and for parents to communicate with form teachers via diary notes.



EQUAL OPPORTUNITY

Sunbury College has an extensive Equal Opportunity Policy which is overseen by the Equal Opportunity Co-ordinator. Discrimination / Bullying is any unwelcome, unacceptable or offensive conduct, either verbal or physical. This can occur on the basis of gender, race, religion, culture, physical appearance, disability and differing abilities. Bullying behaviour causes someone to feel fearful, threatened, excluded or to be physically hurt. This may occur as an isolated incident or over a period of time.

Discrimination / Bullying of any kind is totally unacceptable at Sunbury College

There is a set of procedures to be followed if you are being bullied or discriminated against.

Types of Bullying

Physical Bullying

Intentional and unwelcome use of physical contact or deliberate property damage.

Verbal Bullying

Use of language to threaten or hurt, eg. put downs, teasing.

This includes by telephone, email or fax.

Exclusion Bullying

Leave someone out on purpose to cause feelings of non-acceptance.

Extortion Bullying

Use of threat or power to gain something

Sexual Bullying

Unwelcome and uninvited comments, attention, contact or behaviour of a sexual nature that is offensive or humiliating.

Racial / Religious Bullying

Unwelcome and uninvited comments or gestures on the basis of race / religion.

Gesture Bullying

Use of non-verbal signs to cause fear, threat or intimidation

What should you do if you are bullied?

Talk to a member of staff with whom you feel comfortable, preferably sub school staff but also the Student Welfare Co-ordinator the Equal Opportunity Co-ordinator, an assistant Principal or form or classroom teacher. They will take action under the policy and if the bullying continues it will be dealt with under established processes.



STUDENT CODE OF CONDUCT

- The promotion and encouragement of students to actively participate as a team with staff and parents in maintaining a productive teaching and learning environment.
- The responsibility to act with honesty and integrity in all our interactions.
- The intention of engendering optimism through the curriculum and by encouraging self worth.

To facilitate a safe and productive learning environment, Sunbury College has the following expectations of students:

LEARNING

Students are expected to:

- Value their educational opportunities;
- Take responsibility to maximise their own learning;
- Behave in a manner which fosters the learning environment (e.g. Mobile phones not permitted to interfere with the rights of others to learn).

MOVEMENT

Students are expected to be punctual to class, and be orderly and responsible for their movement in corridors, classrooms, College grounds and wider community.

SAFETY

Students are expected to act in ways that ensure their own safety, the safety of other students, the College staff and members of the community.

COMMUNICATION

Students are expected to:

- Use appropriate language (both verbal and non-verbal) and tone;
- Listen attentively showing respect towards the views of others.

RELATIONSHIPS

Students are expected to:

- Show tolerance of individual differences;
- Be respectful in dealing with others;
- Be sensitive to the feelings of others;
- Abide by the Equal Opportunity Policy.

ENVIRONMENT

Students are expected to respect and maintain the physical environment of the College (e.g. no littering, no eating / no chewing in class).

ATTENDANCE

Students are expected to attend the College within the set school hours. Students are to follow the College lateness and non-attendance procedures (e.g. reporting to Assistant Principal's Office if late).

PROPERTY

Students are expected to:

- Utilise the facilities of the College in a respectful manner;
- Treat the property of other students and staff with appropriate care;
- Accept responsibility for personal property brought to school.

UNIFORM

As mandated by the College Council, students are expected to attend in designated school uniform. Students are to follow the College uniform procedures (e.g. hats not to be worn in classroom).



UNIFORM

UNIFORM DRESS CODE

School Council has the authority to create and implement a dress code for students. This power arises from an Order made by the Governor-in-Council.

It is the policy of Sunbury College School Council that all students in Years 7-12 shall wear school uniform. The current uniform was introduced following extensive consultation with, and acceptance by, the school community.

The uniform dress code will normally apply during school hours and while travelling to and from school.

REASONS FOR UNIFORM

1. Uniform promotes a collective and individual sense of pride in students and a sense of belonging to the school.
2. The majority of parents, when surveyed, have requested uniform.
3. Safety and security of students - uniforms provide identification within the school grounds and assist in identifying trespassers.
4. Uniforms are generally more durable, suitable and cheaper in comparison to other forms of dress.
5. Uniforms provide a levelling of dress standard with little or no competition between peer groups over clothing worn to school.
6. Students from low income families are not disadvantaged because of the high cost of keeping up with fashion.
7. The wearing of the sport uniform assists in team spirit and identifies students in inter-school competition.

IMPLEMENTATION OF UNIFORM POLICY

1. It is the task of the Principal and staff to ensure that students comply with uniform policy. It is expected that parents and students will co-operate with the College uniform policy.
2. Uniform will be worn on all excursions during school hours with the exception of sports trips and field excursions.
3. Excessive amounts of make-up, jewellery and nail polish are not to be worn. (One ring, watch, bracelet, necklace and one pair of earrings is the recommended maximum). Jewellery must be non-prominent.
4. Students not in school uniform must bring a note of explanation including the item/s not worn and the length of the breach.
5. Parents of students who are persistently out of uniform will be contacted and assistance offered in ensuring that uniform is worn.
6. Graduated penalties in line with the student code of conduct may be applied for breaches of uniform policy but not to the extent of adversely affecting a student's studies.



UNIFORM ITEMS

- JACKET :** (Woollen or Spray) Compulsory at all Year levels if students wish to wear a jacket. Non-school jackets may not be worn.
- JUMPER :** Burgundy with College Logo.
Available in two knits Wool/Nylon and Poly/Cotton
- RUGBY TOP:** Approved design only
- THE ONLY ACCEPTABLE OUTER GARMENTS ARE THE COLLEGE JACKET, JUMPER OR RUGBY TOP.**
- POLO SHIRT :** White polo shirt with burgundy trim and logo. (Approved design).
Available in short and long sleeve.
- SKIVVY:** White skivvy long sleeve – only under jumper/ rugby top
- SUMMER DRESS :** Approved design only.
- WINTER SKIRT :** Approved design only.
- STOCKINGS :** Burgundy stockings or tights. NO socks worn with these.
Flesh coloured stockings may be worn with white/grey socks.
- SOCKS :** Plain white or grey.
- GIRLS SLACKS:** Plain College Grey (not canvas or jeans).
Two styles available
- BOYS TROUSERS :** Plain College Grey (not canvas or jeans).
Three styles available
- GIRLS SHORTS:** Pale grey lightweight fabric. Approved design.
- BOYS SHORTS :** Pale grey lightweight fabric. Approved design.
- SHOES :** Plain black lace up leather school shoes, **no** boots or runners. Girls may wear substantial black strap court shoes with buckle. **NOT STOCKED** by Uniform Shop
- OPTIONAL :** Burgundy School Backpack
Burgundy Scarf
Sunbury College Key ring

SPORT AND PHYSICAL EDUCATION UNIFORM **Compulsory in years 7 - 12**

- POLO SHIRT :** Approved design only. White polo top with burgundy trim and logo – Short sleeve OR new burgundy top being phased in.
- SHORTS :** Approved design only. Burgundy.
- TRACKPANTS :** Black only, no markings or stripes accepted.
NOT STOCKED by Uniform Shop.
- RUGBY TOP :** Approved design only.
- RUNNERS :** Tennis shoes or sneakers.
(Non-marking soles only in the Ecacentre). **NOT STOCKED** by Uniform Shop



THE UNIFORM SHOP

The Uniform Shop is situated behind the school canteen and offers a complete range of College wear. Secondhand uniform sales are also available through the Uniform Shop.

Shop Hours: **Every Tuesday 1.00pm – 4.30pm**

A uniform fitting day is organised in September for new students commencing the following year to be outfitted.

The Uniform Shop is also open during Parent / Teacher Interview sessions and on the Secondhand Book Sale day, which is usually held in early December.

Please note EFTPOS facilities are available Monday to Friday ONLY between 8.30am – 4.20pm

COLLEGE FEES AND CHARGES

Each student is provided with a Subject Selection / Levy Agreement Notice in Term 4, which outlines their subjects and the associated Materials Charges for the following year.

The Service Charges enable the College to provide the following items to students: locker, house sports costs, I.D. card, student diary and school publications. For example, school publications include the provision of the school's magazine and handbook as well as two newsletters per term posted home to each family. The Year 12 School Magazine has an increased cost as a hard cover copy is supplied. The newsletter cost is a family charge and is only levied on the first student. The school diary is specifically designed for students of Sunbury College and contains important information for parents and students.

Subject Materials charges are kept to a minimum and provide for additional materials based on experience of individual subject costs in past years. The College minimizes charges through bulk purchasing and a capacity to save on G.S.T. rather than have individual parents purchase items themselves.

Specific charges such as those for Driver Education, Food Technology, Outdoor Education and VET in schools programs must be paid in advance before the commencement of these subjects. The College purchases items and services from outside suppliers to conduct these classes.

In addition to Subject Based Materials Charges and Service charges the school maintains a Library Fund which is a voluntary fee of \$50.00, contributed either per child or per family. This amount, if paid, is tax deductible and can be paid at any time.

To assist parents in supporting their child/children at school, the College provides for Subject Materials charges and Service charges to be paid either:

- In full prior to the end of Term 1
- or
- In 4 term instalments within three weeks of the beginning of each term
- or
- By confidential alternative arrangements with the Principal/Business Manager



SCHOOL BUS AND TRANSPORT INFORMATION

Sunbury College is the co-ordinating school for buses bringing students into Sunbury from outlying areas. For Sunbury College students there are currently school buses from Bulla, Clarkefield, Diggers Rest and Gisborne South all of which stop at the College. The eligibility requirements for free travel on these buses are as follows :

- (i) the student must reside at least 4.8 kms from the school being attended and
- (ii) the school attended must be the nearest appropriate school (i.e. primary, secondary, government, non-government).

NOTE: Students who reside in Gisborne, Romsey and Riddells Creek are not eligible for travel to Sunbury College as it is not their nearest school. Fare paying is an alternative if there is space.

In addition there are MET buses servicing many areas of Sunbury and also from Diggers Rest, Goonawarra, Killara (Sunbury Coaches) and Greenvale via Bulla (Tullamarine Bus Lines). The train also operates through Sunbury from Diggers Rest. Inquiries regarding school bus travel should be made through the Bus Co-ordinator.

FRIENDS OF THE SUNBURY COLLEGE

The College operates a parent group known as the Friends of the College which meets twice a term. This group assists with the annual second hand book sale, organises the Debutante Balls each year, provides feedback and advice to school council and provides awards and scholarships for student achievement.

The objectives of the group are to:

1. meet regularly on an informal basis in order to provide parents and friends with the opportunity to be involved in the operation of the College.
2. give members the opportunity to provide and receive feedback on matters of interest and concern relating to the College. The group reports monthly to School Council.
3. examine ways in which the group may assist the College and students each year.
4. give members up to date information regarding College operations and events.
5. provide a venue for parents and friends to meet each other informally.
6. provide support to the College by conducting fundraising ventures. This aspect is voluntary.

INTERNATIONAL STUDENTS

Sunbury College is an accredited school for overseas students who are Full Fee paying. This is normally in years 11 and 12 but can be extended to year 10. The College has an International Student Co-ordinator who supports students with all aspects of their education. Initial contact must be through the International Students Unit of the Department of Education and Training.

CANTEEN

The College has a canteen which provides breakfast items and lunches and snacks for students. Lunch orders can be placed in the morning and collected at lunch time. The College is aware of the need for healthy food to be supplied and has recently upgraded its menu.



COLLEGE PHOTO PUBLICATION POLICY

The College encourages student participation in academic, enhancement and sporting activities. Acknowledging our students' achievements is very important to the education process.

The College will, from time to time, publish photos of students to recognise their achievements - academic, extra curricular and sporting, in our College Newsletters and Magazine. The College Newsletter is also published on the College Website. Your child may be photographed for the above purposes whilst at Sunbury College.

If you do not want your child's photo to be used in College publications please provide your written request not to publish your child's photo to the College Office. *(Please note however, that it is standard process to publish class photos in the Annual College Magazine which will include your student if they were present on photo day.)*

BELL TIMES

CIRCUIT 1 – Normal Day NORMAL DAY	CIRCUIT 2 – Wednesday LONG ASSEMBLY	CIRCUIT 3 HOUSE ASSEMBLY	CIRCUIT 4 2.30 FINISH
8.50am Warning Bell	8.50am Warning Bell	8.50am Warning Bell	8.50am Warning Bell
9.00am Form Assembly	9.00am Form Assembly	9.00am Form Assembly	9.00am Form Assembly
9.06am Period 1	9.12am Period 1	9.06am Period 1	9.06am Period 1
9.55am Period 2	10.01am Period 2	9.54am Period 2	9.47am Period 2
10.44am Recess – 18 Mins	10.50am Recess – 18 Mins	10.42am Recess – 17 Mins	10.28am Recess-18 Mins
11.02am Warning Bell	11.08am Warning Bell	10.59am Warning Bell	10.46am Warning Bell
11.12am Period 3	11.18am Period 3	11.05am Period 3	10.53am Period 3
12.01pm Period 4	12.07pm Period 4	11.53am Period 4	11.34am Period 4
12.50pm Lunch – 42 Mins	12.56pm Lunch – 42 Mins	12.37pm Lunch – 44 Mins	12.15pm Lunch-46 Mins
1.32pm Warning Bell	1.38pm Warning Bell	1.21pm Warning Bell	1.01pm Warning Bell
1.42pm Period 5	1.48pm Period 5	1.29pm House Assembly 1.44pm Period 5	1.08pm Period 5
2.31pm Period 6	2.34pm Period 6	2.32pm Period 6	1.49pm Period 6
3.20pm End of Day	3.20pm End of Day	3.20pm End of Day	2.30pm End of Day



CONTACTS

PRINCIPAL

MR PETER HENDRICKSON

ASSISTANT
PRINCIPALS

MS ANNE ADA
MS MARGARET BATES
MR JOHN FITZGERALD

SUB SCHOOL
LEADERS

JUNIOR
MIDDLE
SENIOR

MS DIANE WILSON
MR STEVE SHALLIES
MS ROBYN AXTON

TRANSITION CO-ORDINATOR

STUDENT
WEFARE
CO-ORDINATOR

MS BARBARA LLOYD

CAREERS

MS CECILIA HOEY

BUSINESS MANAGER

MS VICKI CASSAR

OFFICE MANAGER

MS BERNADETTE STEPNEILL

INTERNATIONAL
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MS M. BATES

SCHOOL BUS TRAVEL

MS M. BATES

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