



**> INFORMATION  
FOR STUDENTS  
AND PARENTS**

**SUNBURY  
COLLEGE**





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## > WELCOME TO SUNBURY COLLEGE

Sunbury College has a proud tradition within the community in academic, the arts and sporting areas. 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 options in Years 7-10 exposes all students to the full range of studies and develops key skills and knowledge. A broad range of VCE studies is offered with an emphasis on academic studies suitable for tertiary entrance.

The College also provides an effective student support structure through the role of significant teachers at Year 7, House Connect teachers, Careers and Pathways program, and the work of House Leaders and the Middle and Senior School Program Leaders. The College also has a Wellbeing Coordinator who organises events, coordinates counselling opportunities and oversees the role of our counsellor, youth workers and Chaplain.

Our teaching team is committed to ensuring your child maximises their academic potential at Sunbury College. Just as importantly we offer a school environment that fosters personal growth. We aim to develop young people who are resilient and positive contributors to their community.



**Mr Stephen Smith**  
Principal



## > SCHOOL STRUCTURE

The College Principal heads a leadership team that comprises:

**Two Assistant Principals**

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**Middle Years Programs Leader**

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**Senior Years Programs Leader**

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**Teaching and Learning Leader**

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**English/Literacy Leader**

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**Policy Development Leader**

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**Connect Program Leader**

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**Daily Operations Leader**

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**Pathways and Transition Leader**

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In conjunction with this Leadership team, each key learning area has a leader responsible for the development of curriculum in line with the Victorian Curriculum and Assessment Authority and the National Curriculum and Careers and Transition is overseen by a designated full time staff member.

Student management is undertaken through a House structure. Students are allocated to one of four houses: Batman (Red), Evans (Green), Clarke (Yellow) and Jackson (Blue). The House Leaders manage students in their House and liaise with parents and teachers to ensure student engagement and wellbeing. Overseeing the House Leaders are the Middle and Senior Program Leaders. In addition, each Year 7 form will have a significant teacher who will manage the students in their form as well as an overall Year 7 Coordinator. Teachers will be appointed to Connect groups, vertical groups within the House structure. They meet regularly with their group over the course of their education at Sunbury College. A student wellbeing team will work across all houses to offer further support for students and plan whole school wellbeing initiatives.

The College values are: Respect, Learning and Recognition, Trust, Fairness, Support and Compassion, Teamwork and Honesty and Integrity. These come under the broader headings of: Respect, Relationships and Responsibility.





## > CURRICULUM

At Sunbury College students in years 7-9 gain a sound knowledge in each of the areas identified by the Victorian Curriculum and Assessment Authority prescribed curriculum, the Victorian Curriculum. You can access this information through the following link: <http://victoriancurriculum.vcaa.vic.edu.au/>

Embedded activities such as: camps, musical events, art, technology and fashion show, sport, Work Experience and the Year Nine City Curriculum program extend student learning, along with opportunities to enhance academic learning across all year levels. Learning enhancement includes extension maths at Year 9 and opportunities for high achievers to take part in specific learning activities through higher education providers, particularly in relation to Science, Technology, Engineering and Maths (STEM) areas of study and English. Differentiation is embedded in teaching practice to ensure students are challenged and progressing along the learning continuum. The College has a senior subject selection process which incorporates comprehensive course counselling. Year Ten students are invited to accelerate and begin VCE studies to raise their Australian Tertiary Admissions Ranking (ATAR) 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 also offers an Academic Sports Program to students (Years 10-12) interested in undertaking tertiary studies in a sports or health related field.

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 Department of Education directives and the needs of the local community.

### Learning Program 7 (LP7)

English, Mathematics, Science, Geography / History  
– subjects undertaken with significant teacher(s)

#### Other Subjects

Languages: Japanese, Physical Education

**Semester subjects:** Drama, Art, Food, Information Technology

### Year 8

English, Mathematics, Science, Geography / History  
Languages: Japanese, Physical Education

**Semester subjects:** Visual Communication, Music and Technology (Wood and Textiles)

### Year 9

English, Mathematics, Science, Geography / History,  
Physical Education

#### Semester Subjects

**Compulsory Art Unit:** At least one of: Photography, Digital Art, Art, Photography, Visual Communication

**Other Unit Choices:** Dance, Drama, Food Technology, Global Perspectives, Digital Technology, Industry and Enterprise, Language: Japanese, Media Studies, Music, Numeracy Extension, Numeracy Support, Product Design: Textiles, Product Design: Wood and Plastics.



## > SENIOR SCHOOL CURRICULUM

### Year 10

English, Mathematics (Advanced Mathematics class offered for high achieving students), Science

#### Other Semester Choices (following rules to ensure breadth)

**Humanities:** Business Accounting and the Law, Business (VET), Geography, History (Philosophy and Ethics, Power and Conflict, Slavery to Black Power)

**Health and Physical Education:** Health Knowledge and Promotion, Physical Education (Choice of AFL Football, Exercise Science, Outdoor Education (VCE), Personal Fitness, Sport and Recreation (VET), Sports Science)

**Technology:** Computer Programming including games design, Baking and Catering, Food Technology, Information Technology, Interactive Digital Media (VET), Product Design: Textiles, Product Design: Wood and Plastics

**Arts:** Dance, Drama, Drawing for Design, Digital Art, Media Studies, Art, Music (VET), Photography, Visual Communication Design

**Languages:** Japanese

**VCE Acceleration:** High Achieving Year 10 students are invited to accelerate and complete a Year 11 subject while in Year 10.

## Year 11 and 12 – Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL)

### VCE Subjects offered

Accounting, Business Management, Biology, Chemistry, Computing, Computing: Software Development, Dance, Drama, Economics, English, Food Technology, Geography, Health and Human Development, History – American Year 11, History – Australian or Revolutions Year 12, Interactive Digital Media (VET), Legal Studies, Languages: Japanese, Literature, Mathematics: General Mathematics, Mathematical Methods, Specialist Mathematics, Further Mathematics, Media Studies, Physical Education, Certificate III Sport and Recreation (VET), Physics, Product Design and Technology (Textiles), Psychology, Studio Arts, Visual Communication and Design.

**Other VET opportunities:** A small number go to TAFE one day a week – e.g. Building and Construction. At the college students can complete a Food Handlers Certificate and undertake a barista course.

**VCE Acceleration:** High Achieving Year 11 students are invited to accelerate and complete a Year 12 subject

**VCAL Program offered:** Please check the artwork files very carefully and come back to me with changes or an approval to proceed to print

## Vocational Education and Training (VET)

The College offers VET certificate courses from Years 10 - 12. 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 Business, Music, Interactive Digital Media and some Hospitality modules. Students in VCE can access VET programs offered by TAFE providers. This requires a tailored school program to allow for one day a week at TAFE. Courses often link to specific apprenticeship pathways like Building and Construction or Hair and Beauty.

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. 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.



## ➤ SUMMARY OF EXPERIENCES OFFERED

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

### **Cultural and Artistic**

- Musical Production
- Music performance, bands, ensembles
- Instrumental Music
- Show Off – The Arts and Technology show
- Japanese school visit/exchange annually
- Trip to Vietnam – Community Project

### **Sport and Leisure**

- House swimming and athletic carnivals
- Interschool sport in a large range of sports
- Annual camps at years 7 and 8 (numbers permitting)
- Day camps
- Outdoor Education camps
- Geography camps

### **Educational Enhancement**

- City Experience at Year 9
- National subject competitions
- Year 9 General Achievement test
- VCE Acceleration
- Numeracy Extension and Support Year 9
- Extension and support groups at Year 7
- Teaching that offers differentiation to ensure all students are challenged
- Academic Sports Program (Years 10-12)

### **Citizenship and Community**

- Student Representative Council and House Leadership groups
- Participation in youth forums
- Community service activities

### **Leadership**

- School Captains
- House Captains
- Student Representative Council
- Students on School Council
- Youth forums
- Leadership forums

### **Student Support**

- Significant Teacher Year 7
- Connect Teacher
- Wellbeing Coordinator and Wellbeing team
- Mind Matters Program
- Safe Schools
- House Leaders
- Sub School Program Leaders

### **Careers and Work**

- Work Experience at Year 10
- Careers Guidance
- Varied activities related to careers options including: campus visits, industry seminars, guest speakers and information sessions

### **Special Events**

- Annual Debutante Balls
- Valedictory award night and dinner, Year 12
- Year 10 Formal
- Work Habits Awards
- Academic Awards night



## ➤ ASSESSMENT AT SUNBURY COLLEGE

### Year 7-10

Students are assessed according to their progression on the Victorian Curriculum continuum. At Year 7 students who are at the expected standard should be at Level 7 by the end of the year. By the end of Year 10, they should be at Level 10. Depending on the assessment item, other assessment tools may be employed including percentage score, graded score, whole number score and statements of achievement.

All learning tasks are put up on Compass so that parents are able to follow progress throughout the semester. An end of semester exam is undertaken in all subjects and reported on the semester report along with the Victorian Curriculum progression.

### VCE

Students are assessed according to the Victorian Curriculum and Assessment Authority guidelines for VCE subjects. Students are awarded a Satisfactory or Not Satisfactory for the completion of a Unit of Study. In addition at Year 11, grades are awarded to give parents and students an indication of academic achievement. Students undertake School Assessed Coursework and School Assessed Tasks in line with the curriculum guidelines. At Year 12, student coursework and tasks are assessed for the calculation of the Australian Tertiary Admissions Rank (ATAR). End of year exam scores also contribute to the ATAR.

### VCAL

Students are assessed on their competency in their VET program and the satisfactory completion of VCAL subjects.

### Work Habit Ratings

Six times a year, the College publishes student work habit ratings. The following areas are reported on a scale with a score from 0 (Never) to 4 (Always):

- Attendance
- Behaves Well and Shows Respect for the Learning Environment
- Shows Endeavour and Uses Class Time Effectively
- Engages in Learning by Listening and Questioning
- Prepares Well for Assessment Tasks
- Acts on Feedback
- Meets Work Deadlines
- Brings Correct Equipment to Class

Students with a work habits rating of 3.75 or above are considered to be on track to achieve their academic potential.

# › REPORTING AND COMMUNICATION

## Reports

All reports are posted on Compass (see below). Parents are encouraged to then save a copy on their home computer files or print off the report for personal records.

The school will issue two major reports each year. Summative reports will be issued at the end of Terms 2 and 4. Work Habits ratings are published at regular intervals to give students feedback on their work habits and how this may be impacting on their ability to achieve academic potential.

All students are issued with a school diary which includes a copy of pertinent school rules. Students are expected to use their diary every day to record important dates and homework.

## Communication

Sunbury College has a strong record of open and friendly communication with its parent body. The College responds promptly to parent contact and aims to be proactive in alerting parents to up-coming events and specific information related to their child. Our primary communication tool is through Compass. We also have a Facebook page, primarily set up to provide parents with an insight to College life.

## COMPASS Student Management System

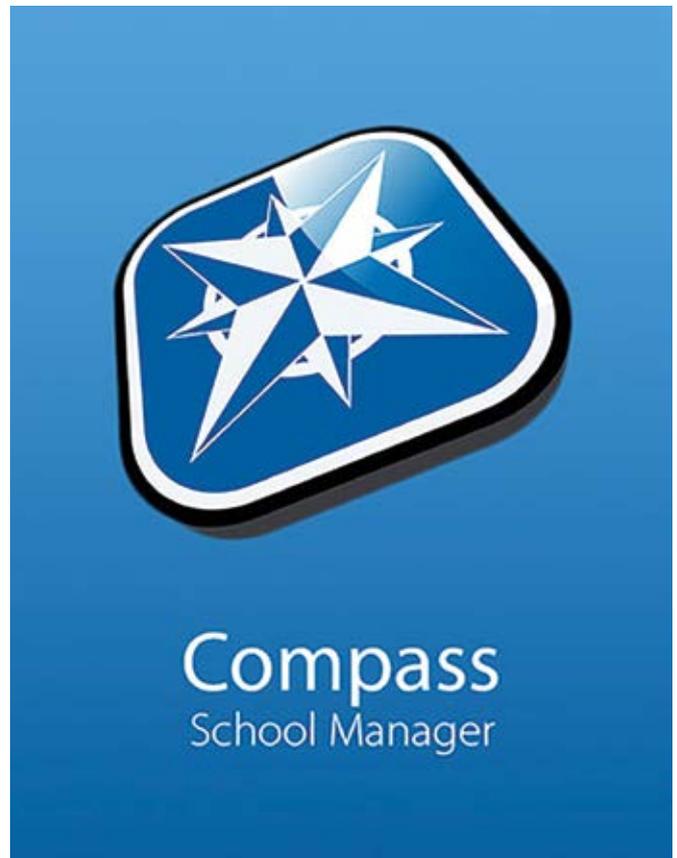
Compass is a modular, web-based school management platform. Parents and students receive their own unique log on to Compass once the student is enrolled at Sunbury College.

Information Parents can access by logging onto Compass:

- Student Schedules
- Student Attendance
- Student Reports
- Student Learning Tasks and Grades
- Keep up to date with the news feed posts – Newsletters, Items about school success, House Cup activities, Excursions etc.

Parents can use Compass to:

- Email teachers
- Book Parent Teacher Interviews
- Record Absences from School
- Monitor their child's: work tasks and grades awarded, ability to meet deadlines, Work Habit Ratings and attendance in class.



## Other ways we communicate at Sunbury College

- At Year 7, your child's significant teacher will also email a weekly bulletin informing parents of events and activities.
- Teachers at all levels often email parents with specific concerns and/or feedback on student performance.
- We welcome email and or phone contact.
- Attendance alerts are sent out via SMS.
- Face to face meetings can be organised upon request or instigation by the school.
- Currently there are three official parent teacher events:  
End of Term 1 – afternoon and evening,  
Beginning of Term 3 – Senior School only 3.45 – 6.45pm,  
End of Term 3 – 3.45 to 6.45pm.
- The College produces an annual magazine, NIKE. Students who have paid the charge will receive this in December.
- The College Newsletter is published once each Term and posted on Compass. In addition, hard copies are placed in the Administration office for parents.
- The College has a webpage and Facebook site.



## ➤ 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 and Pathways Coordinator is responsible for careers and course counselling from Years 7-12. The Careers and Pathways 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 and Pathways Coordinator and sessions can be on an individual or group basis. Parents are often also involved in discussions and may make appointments at any time throughout the year.

The College uses MIPS Online, a web based computer program that allows all students from Year 7 -12 to create their own profile and document their individual Career Action Plans for the duration of Secondary School. A Work Experience program is offered for all Year 10 students. The College offers a range of programs and counselling sessions to support students in their post schooling options and supports students with application procedures for employment, vocational or higher education courses. Students also receive assistance with the completion of special entry, scholarship and high achievers applications for tertiary entrance.

Students are able to access a modern and well-resourced careers room. They are encouraged to come and browse through written and electronic resources, use career related computer programs and discuss issues with the Careers and Pathways Coordinator.

## ➤ COMPUTERS

The College has computer pods in the library and specialist art and media rooms, as well as three computer rooms for delivery of Computing subjects. New facilities are scheduled to be built by 2020.

All students are required to submit a Network User Agreement regarding the appropriate use of the College Computer Network. There is a clear policy for breaches of the College Network agreement.

Students also have access to the College Intranet and individual home folders.

Students from Years 7-12 are invited to 'Bring their own device' (BYOD) to school (netbook, iPad with some restrictions) but must complete a BYOD agreement form before they are able to access the school's wireless network. Students in Year 7 who do not have a device may be able to obtain a College netbook for loan 24/7 but again must complete a Netbook User Agreement prior to obtaining the device.

All students are allocated annually a set amount for printing. 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.



## > SPORT

### **INTER-SCHOOL SPORT:**

Sunbury College has a proud record of successful participation in Inter-School Sport. In swimming and athletics the school experiences significant success at regional and state level. In team sports such as Netball, Basketball, Volleyball, Cricket, Badminton, Squash and Football, we have enviable records including many State Championships. All students are encouraged to participate in school teams.

### **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.



## > INSTRUMENTAL MUSIC

Instrumental Music is an extra subject offered to students in Years 7-12, if they wish learn to play a musical instrument. Students are withdrawn from regular class one period per week, on a rotation system, to attend a lesson with their 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.

## > EQUAL OPPORTUNITY

Sunbury College supports the premise that all people in the college will be treated with respect regardless of gender, sexuality, race, religion, culture, differing abilities, physical appearance, disability or socio-economic status. Discrimination / Bullying is defined as 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 clear policy with set of procedures to be followed if a student is being bullied or discriminated against. This policy is published along with main school rules in the student school diary.

# STUDENT CODE OF CONDUCT

## The Student Code of Conduct aims to:

- Promote and encourage students to actively participate as a team with staff and parents in maintaining a productive teaching and learning environment.
- Foster responsibility to act with honesty and integrity in all our interactions.
- Engender optimism through the curriculum and encourage self-respect.

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

## Movement

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

## Safety

Students are expected to act in ways that ensure their own safety, the safety of other students, 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.



## Attendance

Students are expected to attend the College within the set school hours. Students are to follow the College lateness and non-attendance procedures.

## 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 protocols (e.g. hats not to be worn in classroom).

A break-down of the main school rules are listed in the student diary. These rules cover behaviour in class, the yard, and to and from school, the wearing of uniform, notifying absence from school, items not permitted at school, the wearing of jewellery and make-up. The College has a Mobile phone/Electronic Device policy that bans their use or appearance in class.



## Breaches Of The Code Of Conduct

The College follows a Restorative Practice model in dealing with student management issues. The aim is to address the issue, restore a positive relationship and move forward with learning. This practice involves building authentic relationships and discussing behaviour with students in a manner that facilitates understanding of expectations, repatriation of damaged relationships and renewed positivity about learning.

### Consequences for breaches of school policy and procedures can be but may not be limited to:

**Exclusion:** When a student interferes with the learning of others in class and fails to respond to warnings given by their teacher, the teacher may decide to exclude the student from class to another class. The excluded child is accompanied to the other class by a responsible student. A follow up time is established where the student and the teacher resolve the issue that lead to the exclusion.

**Mediation:** The College aims to restore relationships that have been impacted by student behaviour. Mediation may be in the form of a restorative practice exercise where a teacher facilitates a discussion between two or more students about an issue.

**Communication Contracts:** In some circumstances of low level harassment or bullying, an initial response is to undertake a communication contract whereby the student agrees to and signs a statement stating they will refrain from certain types

of communication with a fellow student. This contact is also countersigned by the parent.

**Detention:** Lunch/ Afterschool depending on the nature of the breach. A Principal's Detention is run on a Friday night for one hour for breaches that would normally involve a suspension but in discussion with the House Manager and Leader the student has been given an opportunity to avoid the suspension. Failure to attend a Principal's Detention will result in an automatic suspension on the following Monday. Parents are notified of Afterschool and Principal's detentions.

**Parent Meetings:** Parents may be asked to attend a meeting to discuss their child's behaviour and to help in establishing strategies for improvement.

**Suspension:** There are certain circumstances where a student's behaviour and actions warrant a suspension. The suspension can be external or internal. In circumstances where there has been physicality or extreme behaviour in class, the suspension is always an external one. The message to the student is that they are not welcome to attend if they behave in this way.

**Pre-expulsion and Expulsion:** The Department of Education has clear guidelines regarding expulsion. The College always aims to build the relationship with the child and work towards improved behaviour. Expulsion is always a last resort.



## > UNIFORM

### Uniform Dress Code

School Council has the authority to create and implement a dress code for students.

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. This is a community wide expectation. All local secondary schools have a strictly adhered to uniform policy.
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. 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. Excessive amounts of make-up, jewellery and nail polish are not to be worn. (One ring, watch, bracelet, necklace and one pair of earrings are 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. The College reserves the right to send a student home with inappropriate attire and / or to place them in replacement uniform for the day.
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 Continued...**

### **Uniform Items**

- Blazer:**.....Burgundy with Logo
- Spray Jacket:**.....Black with Logo
- Jumper:**.....Burgundy with Logo. Available in two knits Wool/Nylon and Poly/Cotton

#### **THE ONLY ACCEPTABLE OUTER GARMENTS ARE THE COLLEGE SPRAY JACKET, BLAZER OR JUMPER**

- Girl's Blouse:**.....White blouse with logo. Available in short and long sleeve. Approved design
- Summer Dress:**.....Approved design only. No more than 4cm above the knee.
- Winter Skirt:**.....Approved design only. No more than 4cm above the knee.
- Girl's Pants:**.....Approved design only.
- Stockings:**.....Black or flesh coloured stockings or tights only to be worn with winter skirt. NO socks to be worn with tights.
- Socks:**.....Plain white without logos.
- Boy's Shirts:**.....Striped shirt with logo. Available in short and long sleeve. Approved design.
- Boy's Trousers:**.....Plain College Grey (not canvas or jeans). Three styles available.
- Shorts:**.....Boys & Girls. Approved design only.
- Sport Polo:**.....Compulsory for PE & Sport. Burgundy & grey polo top with logo. Approved design.
- Sports Shorts:**.....Compulsory for PE & Sport. Light weight dark grey with piping. Approved design.
- Track Top:**.....Compulsory for PE & Sport. Microfibre dark grey with logo. Approved design.
- Track Pants:**.....Compulsory for PE & Sport. Microfibre dark grey. Approved design.
- Shoes:**.....Traditional black, polishable, hard leather upper, lace up school shoes with heel for boys and girls. No court shoes buckle shoes, boots, soft leather or suede shoes.
- Bag:**.....Compulsory (School supplies one bag per student upon commencement in Year 7)
- College Cap:**.....Compulsory (School supplied one cap per student)
- Academic Sports Program:**.....Compulsory additional uniform for students selected into the program.
- College Scarf:**.....Grey Scarf with logo.



## > 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, and school publications which include various handbooks.

The school diary is provided to all students at the beginning of the year and is specifically designed for students of Sunbury College and contains important information for parents and students. There is a charge for this diary.

The school produces a magazine NIKE. Students will be provided with a copy in December if the required fee is paid.

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 Food Technology, Outdoor Education and VET in schools program 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 Building Fund which is a voluntary fee. Families can pay any amount and it is tax deductible.

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 or instalments.

## > 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:

- the student must reside at least 4.8 kms from the school being attended and
- 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. DO NOT ASSUME THAT APPLICATIONS RESULT IN A SEAT. IF A SCHOOL BUS IS FULL STUDENTS WILL BE PLACED ON A WAITING LIST

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. Enquiries regarding school bus travel should be made through the Bus Co-ordinator.

## > PARENT INVOLVEMENT AT SUNBURY COLLEGE

Parents can become involved in College life in a number of ways:

1. Parent Representative on the Sunbury College School Council
2. Parent support of college programs including: fundraising, Debutante Balls, work experience/work placement and sport.
3. Year 7 Parent Morning Teas with Principal
4. Provide feedback through surveys
5. Attendance at Parent Teacher evenings, Work Habits and Academic Awards nights.



## > 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.)*

## > 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 also runs a Friday morning breakfast program.

## > BELL TIMES

Bell times are published in the student diary. Generally the school day runs from 9.00am (start of Period 1) and finishes at 3.10pm. There are six periods in four days of 50 minutes duration. On a Tuesday students have a session with their Connect teacher and/or a Level/House Assembly so an extra period is scheduled for that day.

End of terms 1-3 is always at 2.30pm and the last day of the school year ends at 1pm.



**SUNBURY  
COLLEGE**



**> KEY CONTACTS**

PRINCIPAL.....Mr Stephen Smith  
 ASSISTANT PRINCIPALS.....Mr Geoff Dillon  
 .....Ms Cecilia Hoey

**PROGRAM LEADERS**

MIDDLE.....Mr John Lane  
 SENIOR.....Mr Craig O'Bree

**HOUSE LEADERS**

BATMAN.....Ms Candeece Brown  
 .....Mr Peter Stipcevic  
 CLARKE.....Ms Sally Birchnell  
 .....Mr Heath Simpson  
 EVANS.....Mr Max Lowry  
 .....Ms Natasha Fella  
 JACKSON.....Mr Chris Fellows

YEAR 7 MANAGER.....Mr Ray Qoon  
 STUDENT WELFARE CO-ORDINATOR.....Ms Kim Porter  
 CAREERS.....Mr John Fitzgerald  
 BUSINESS MANAGER.....Ms Vickie Cassar  
 OFFICE MANAGER.....Ms Roylene Kyritsis  
 SCHOOL BUS TRAVEL.....Mrs Carol Cauchi  
 UNIFORM SHOP MANAGER.....Ms Margaret Cassidy

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