



**> 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 in college life. 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. Our four key values are: Respect, Responsibility, Resilience and Endeavour.

Respect

“We value ourselves, others and our environment”

- I value the rights of others to learn and teachers to teach
- I accept the unique qualities of others
- I listen to others
- I speak and behave courteously
- I take care of my property and respect the property of others
- I take pride in the college environment
- I act in a way that earns trust from others

Resilience

“We are strong, healthy and successful”

- I do my best even when things are challenging
- I ‘bounce back’ from difficult situations
- I have a positive attitude
- I try strategies to improve my mindset
- I attend school

Responsibility

“We are accountable for our actions”

- I take responsibility for my learning by being on time, organised and prepared for class
- I think before I act
- I accept the consequences of my actions
- I wear the correct college uniform
- I follow our school rules and procedures
- I take action to improve things that are not right
- I speak up for the rights of others

Endeavour

“We constantly strive for excellence”

- I set and work towards achieving my challenging goals
- I show initiative
- I am proactive in seeking learning opportunities
- I lead when the chance presents
- I actively participate in our community
- I am a productive learner

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.

A core curriculum with some elective options from years 7-10 exposes all students to the full range of studies and develops key skills and knowledge within the Victorian Curriculum. A broad range of Victorian Certificate of Education (VCE) studies are offered with an emphasis on academic studies suitable for tertiary entrance. A Victorian Certificate of Applied Learning (VCAL) program is also offered as a senior program and alternative to the VCE.

Our leadership and teaching teams are 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 Darryn Kruse
Principal



› 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 Pathways and Vocational Programs Leader is responsible for careers and course counselling from years 7-12. Students are counselled 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 team 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 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 Pathways and Transition team.

› COMPUTERS

The college has computer pods in the library and in 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 the Network User 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 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.



› INSTRUMENTAL MUSIC

Instrumental Music is an extra subject offered to students, 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.

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

The college also offers 'voice' as a music tuition option.

› 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.

› 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 is defined as any unwelcome, unacceptable or offensive conduct, either verbal or physical, based on perceived difference. This may occur on the basis of such things as gender, race, religion, culture, physical appearance, disability and/or differing abilities. If such discrimination takes place in an ongoing or repeated manner, it may also be deemed a form of bullying. Bullying behaviour causes someone to feel fearful, threatened, excluded or to be physically hurt. Discrimination / bullying of any kind is not accepted at Sunbury College. There is a clear policy with set 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. There is an expectation that all students strive for 100% attendance in order to achieve their academic potential.

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 Sunbury College Council, students are expected to attend in designated school uniform. Students are to follow the college uniform protocols.

School Rules

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. The college is currently implementing a Positive School Wide Behaviour model that reinforces the restorative approach to dealing with issues and encourages students to take responsibility for their actions.

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 contract 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 member of the Principal class, 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 wear the 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 support 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

- 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.
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.
Shirts:Striped shirt with logo. Available in short and long sleeve. Approved design
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.
 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 ProgramCompulsory additional uniform for students selected into the program
College Scarf:.....Grey Scarf with logo

THE UNIFORM SHOP

The Uniform shop is situated in the Administration wing and offers a complete range of college wear.

Shop Hours: Every Tuesday 12.30pm – 4.30pm

Uniform can be purchased direct from our supplier, Academy Uniforms, at their 238 Thomastown store or online at www.academyuniforms.com.au



› COLLEGE FEES AND CHARGES

Each student is provided with a Subject Selection / Levy Agreement Notice in term 4, which outlines the associated charges for the 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 part 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 PTV 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 Coordinator.

› 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, Presentation 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.



› 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.



› 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

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 1.00pm.

Circuit 1 - Normal Day Mon, Wed, Thurs, Fri		Circuit 2 - Tuesday 7 Period Day		Circuit 3 - 2.30 Finish	
8:50am	Student Entry	8:50am	Student Entry	8:50am	Student Entry
9:00am	Period 1	9:00am	Period 1	9:00am	Period 1
9:50am	Period 2	9:44am	Period 2	9:44am	Period 2
10:40am	Recess (26 Mins)	10:28am	Recess (26 Mins)	10:28am	Recess (24 Mins)
11:00am	Warning Bell	10:49am	Warning Bell	10:47am	Warning Bell
11:06am	Period 3	10:54am	Period 3	10:52am	Period 3
11:56am	Period 4	11:38am	Period 4	11:36am	Period 4
		12:22pm	Period 5		
12:46pm	Lunch (44 Mins)	12:58pm	Lunch (44 Mins)	12:20pm	Lunch (42 Mins)
1:25pm	Warning Bell	1:37pm	Warning Bell	12:57pm	Warning Bell
1:30pm	Period 5	1:42pm	Period 6	1:02pm	Period 5
2:20pm	Period 6	2:26pm	Period 7	1:46pm	Period 6
3:10pm	End of Day	3:10pm	End of Day	2:30pm	End of Day



> KEY CONTACTS

PRINCIPAL Mr Darryn Kruse

ASSISTANT Mr Craig O'Bree

PRINCIPALS Ms Cecilia Hoey

PROGRAM LEADERS

MIDDLE and TRANSITION Mr Marc Westgarth

SENIOR Mr John Lane

HOUSE LEADERS

BATMAN Ms Katelyn Walters
Ms Kate Hedin

CLARKE Ms Sarah Heath
Mr Heath Simpson

EVANS Ms Brylee McNamara

JACKSON Mr Chris Fellows

YEAR 7 COORDINATORS Mr Ray Qoon
Ms Rachel Withers

STUDENT WELLBEING COORDINATOR Ms Kim Porter

BUSINESS MANAGER Ms Fiona Rankin

OFFICE MANAGER Ms Roylene Kyritsis

SCHOOL BUS TRAVEL Ms Carol Cauchi

COLLEGE CONTACT

Telephone: 9744 1066

Fax: 9744 7695

Email: sunbury.co@edumail.vic.gov.au

Website: www.sunburysc.vic.edu.au

Compass Parent Portal: https://sunburysc.vic.jdlf.com.au/Login.aspx



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