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# MANSFIELD SECONDARY COLLEGE 2022 PARENT HANDBOOK

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### Term Dates 2022

Term 1	Friday 28 January ** to Friday 8 April
Term 2	Tuesday 26 April to Friday 24 June
Term 3	Monday 11 July to Friday 16 September
Term 4	Monday 3 October to Tuesday 20 December

\*\* 28 January is a Curriculum (Student free) day for all students:

- Year 7 & Year 12 students start on Monday 31 January 2022 and
- Years 8, 9, 10 & 11 students start on Tuesday 1 February 2022.

Terms 1 and 2 are referred to as Semester 1 and Terms 3 and 4 as Semester 2.

### College Hours

#### BELL TIMES

P1	8.55am	to	9.45am
P2	9.45am	to	10.35am
Recess	10.35am	to	10.55am
P3	11.00am	to	11.50am
P4	11.50am	to	12.40pm
Lunch	12.40pm	to	1.35pm
P5	1.40pm	to	2.30pm
P6	2.30pm	to	3.20pm



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### Welcome

At Mansfield Secondary College (MSC) we are committed to providing our students with strong education and training pathways with vocational options. Within a caring, safe and friendly environment we aim to provide challenging learning experiences which successfully cater for our students' abilities, needs and aspirations.

The College is situated in the foothills of Mount Buller in the Victorian High Country, and our curriculum utilises this unique setting. Our students are provided with a wide range of learning opportunities and experiences, which enable them to develop confidence, resilience and positive relationships.

The College is committed to a Positive Behaviours Program (PBS) which aims to encourage students' performance and engagement by explicitly teaching desired behaviours and using all opportunities to reward student efforts and performance. The program underpins a school culture which is based on mutual respect.

Mansfield Secondary College and the High Country cluster primary schools, Mansfield, Merrijig and Jamieson jointly participate in a program to strategically improve pro-social behaviours in young people through the encouragement and practice of the three R's:



**We respect our staff,  
We respect our students,  
We respect our school.**

**Violent or abusive behaviour  
will not be tolerated in our school**

At Mansfield Secondary College we value:  
**RESPECT:** - for self, others and the environment  
**PERSISTENCE:** - doing your best all the time  
**CURIOSITY:** - an interest in the world and our learning



## Key Personnel



Timothy Hall  
Principal



Janessa Burkhardt  
Assistant Principal



Daniel Hough  
Assistant Principal – Acting



Jane Herbert  
Learning Specialist - Literacy



Robyn Carrington  
Learning Specialist - Numeracy



Courtney O'Loughlan  
Yr 7 Coordinator & Head of  
Junior School



Nigel Kain  
Curriculum Coordinator



Jessica Macdowell  
Yr 12 Coordinator & Head of  
Senior School



Brad Freind  
Wellbeing Coordinator



Jenny Hearn  
Integration Support



Shelly Comben  
Careers Coordinator



Trudi Kirk  
ICT & Library Manager



Anna Francis  
Business Manager  
Financial Support



### School Council

School Councils play a key role in Victorian government schools. School Council is a group of dedicated people, working together with Department of Education and Training (DET) members to improve our school. Participation as a school council member is a rewarding and challenging experience. Council members support the Principal to provide the best possible educational outcomes for students.

School Councils have three main responsibilities:

- Finance - overseeing the development of the school's annual budget and ensuring proper records are kept of the school's financial operation
- Strategic Planning - participating in the development and monitoring of the school strategic plan
- Policy Development and Review - developing, reviewing and updating policies that reflect a school's values and support the school's broad direction outlined in its strategic plan.

The School Council President for 2022 is Andrew Howie.

### Becoming involved with the College

Mansfield Secondary College values contact with parents.

If you have specific skills that you are willing to share, please let the school know.

You may be able to:

- Help coach a sporting team or accompany a team on an interschool visit
- Assist with supervision on excursions and school camps
- Help with the school canteen
- Help with specific jobs that need to be completed from time to time
- Nominate for School Council or become involved in the working parties that are set up for specific tasks.



### Student Wellbeing

Mansfield Secondary College is committed to building a secure learning environment where all students feel safe and supported. MSC recognises the importance of developing students' resilience and social and emotional capabilities so that they can achieve their full academic potential. The College values of Respect, Persistence, and Curiosity provide a basis upon which appropriate programs and procedures are developed across the College.

The College has a student support team who support students in their learning and participation in school life, these include:

- A team of **Year Level Coordinators** who monitor overall student progress and provide support to students when required.
- A **Wellbeing Coordinator** who is responsible for overseeing the wellbeing of MSC students, providing support, developing programs and referring to external services where required.
- A **School Counsellor** providing counselling and support. Students and parents/guardians are welcome to access our School Counsellor by appointment.
- An **Adolescent Health Nurse** (School Nursing Program) who offers general health-related information and advice to students and is available by appointment.
- A **Mental Health Practitioner** (MHP) who provides mental health support to students, offering fortnightly sessions. The MHP is accessed via the Wellbeing Coordinator.

At times students might require additional wellbeing support. MSC student support team members can make referrals to appropriate external support services. These may include, but are not limited to: psychologists, DET student support services, Rural Outreach Service, North East Child & Adolescent Mental Health Service and Headspace. In all instances, MSC staff will aim to work collaboratively with families to achieve the best outcomes for students.

The student support team work proactively with teachers, students and families to build resilience, improve relationships and develop positive coping strategies. As a 'respectful relationships' school, MSC explicitly seeks to promote and model respect, positive attitudes and behaviours and teach students how to build healthy relationships, resilience and confidence.



### Curriculum

#### Year 7 – Year 10

All Year 7 – Year 10 subjects have been developed in accordance with the Victorian Curriculum. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development, and active and informed citizenship.

Refer to the Mansfield Secondary College website for detailed curriculum outlines: <http://www.mansfieldsc.vic.edu.au/curriculum>

#### Year 11 & Year 12 Senior Years Course Structure

Mansfield Secondary College provides a broad range of opportunities for all students in the Senior Years. Students make their course selection based on their desired vocational pathway from the following course options:

- Victorian Certificate of Education (VCE)
- Victorian Certificate of Applied Learning (VCAL)
- Vocational Educational and Training (VET)
- Australian School-Based Apprenticeships (ASBA)

Refer to the Mansfield Secondary College website for detailed curriculum outlines: <http://www.mansfieldsc.vic.edu.au/curriculum>

#### Elective Subjects

From Year 9 your child will choose a select number of elective subjects, which include: Agribusiness and Adventure Challenge. Students also continue their studies in the Arts, Music, Materials and Food Tech, Indonesian and PE.

#### Career and Pathways Program (CAPs)

This program involves a designated staff member who interviews students in small groups and individually, regarding their families, school subjects, goals and aspiration for future study, and pathways to work. The program is run for all students from Year 7 through to Year 12.

#### Extension

The curriculum at Mansfield Secondary College has been designed to provide for the specific learning needs of students, including students working at a high level.



### Co-Curriculum

#### Instrumental Music Program

Music tuition, particularly instrumental music tuition, is of fundamental importance to the development of your child. It helps develop co-ordination, concentration, discipline and sensitivity as well as technical skills associated with music. Learning an instrument has been proven to assist in literacy and numeracy skills, and co-ordination. It is also a wonderful social and leisure recreation. Instrumental tuition is offered as a logical extension of the classroom music program.

Our Contemporary Music program offers an extensive range of opportunities for students from Years 7 - 12. These include instrumental lessons on string instruments (guitar, bass, violin), key instruments (piano, keyboard), woodwind (flute, saxophone, clarinet), brass instruments (trumpet, trombone) & vocals (classic, contemporary, pop), plus School Rock Band, small ensembles, guitar ensembles, sound production and choir.

Students who participate in the Instrumental Music Program have various opportunities to perform at school and within the community, these include:

- Thursday lunchtime **Rock on the Rocks** performances which take place outside the music room to an audience of staff and students; and
- Opportunities for public performances at a range of community events and local venues.



#### Literacy

The College provides support to students experiencing difficulties in reading, comprehension and writing through a Literacy program. Students are withdrawn from classes for either individual or small group assistance. The program aims to increase participating students self-esteem and literacy levels.

#### Numeracy

All students are tested when they enter Year 7 and coupled with the information from their primary school, any numeracy issues can be identified. Students are then offered weekly numeracy tutoring to help them address these issues with the aim of ensuring that all students can be successful in mainstream mathematics.



### Sport

In addition to being able to improve or develop their sporting skills in the College's Physical Education Program, students are actively encouraged to participate and represent the College in a range of sports. Mansfield successfully competes against schools from the Southern Ranges District in a wide range of sports. We also compete in winter sports including the Australian Interschool Snowsports Championships. Within the College, students participate in inter-house competitions in athletics, swimming, cross country and round robin team events.





## Other Programs

**Student Leadership:** Positions of responsibility and leadership for students at Mansfield Secondary College include College Captains, Prefects and the Student Action Team (SAT). The College actively encourages student participation in leadership programs offered by outside providers. One such program is offered by the School for Student Leadership to Year 9 students from around Victoria at one of their three regional campuses: Dinner Plain, Snowy River and Gnurad Gundidj. The school's key goal is to build leadership capacity in young people through an extensive outdoor program. On their return to Mansfield Secondary College students complete a Community Learning Project; a student inspired and led project which aims to benefit the community. A recently completed project at the College is the Bagungga Garden, an outdoor learning space inspired by aboriginal culture and tradition.



**Drama and Music:** This program includes opportunities for students to participate in the Beechworth Music Camp, State Schools Spectacular and the Mansfield Music and Dramatic Society.





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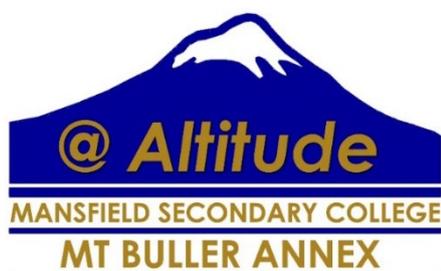
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**Camps and Excursions:** Students have the opportunity to participate in a multitude of school excursions, activities and camps designed to enhance their learning experience, overcome challenges, learn leadership skills and explore new opportunities. Visit the College website for details of opportunities offered throughout the year at <http://www.mansfieldsc.vic.edu.au/co-curriculum/major-excursions-and-camps>





**Mt Buller Annex:** An outstanding educational opportunity exists for students in Year 7 to Year 10 to study and train at Mt Buller for 10 weeks during Term 3. Students can embrace the opportunity to learn in an alternative classroom setting based in the Alpine Central building on Mt Buller. The school operates from Monday to Friday from 1.00pm - 5.00pm. The @Altitude Curriculum specifically addresses students' academic learning to the mountain context. Students complete a range of learning activities focused on the domains of numeracy, literacy, science and humanities. The learning activities draw on daily experiences on the mountain to engage and challenge students. Curriculum outcomes are delivered in line with the Victorian Curriculum with a focus around Global Education.



**Snowsports:** Mansfield Secondary College is located close to the alpine environment of Mt Buller and as such, we have the incredibly unique opportunity to offer a regular snowsports program to students in Years 7 – 10. Every Wednesday during Term 3, students are offered the opportunity to engage in skiing or snowboarding lessons at Mt Buller and to enjoy the beautiful surroundings with their friends. Buses leave the College at 9am and return between 5:00 – 5:30pm. First timers are more than welcome. Parents are also encouraged to come along to help out with supervision of students. Students will receive high quality instruction from Mt Buller ski/snowboard school, tailored to their ability level, and will also have the opportunity to practice the skills learnt in small groups afterwards.

Students involved in the Wednesday snowsports program are also afforded the opportunity to compete in the Victorian Interschools competitions at Mt Buller along with the National Championships held at Mt Buller or Perisher NSW (alternates each year). Many of our students have experienced success at these competitions and have even represented Australia at the Winter Olympics!

Past students of MSC remember the Wednesday snowsports program as a highlight of their schooling and we are grateful for the support of Mt Buller ski school, a relationship maintained and built on for over 20 years.



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**Hands on Learning (HoL):** HoL is an innovative education program that schools use to cater to the different ways young people learn, giving participants the hope and aspiration to stay in school and realise their potential. Participants complete hands-on projects around the school and the community and are encouraged to learn new skills and develop attributes that support their learning.

The program is supported by the 'Save the Children' foundation, enabling us to run an evidence based program using the skills of artisan teachers and wellbeing staff.

HoL in Mansfield was established with the support of Bendigo Bank, with subsidiary sponsorship from The Rotary Club of Mansfield and Yenckens Hardware. For more information visit the HoL website: [handsonlearning.org.au](http://handsonlearning.org.au)

In 2021 HoL has received additional support from the Country Womens Association.





### Assessment and Reporting

The 'progressive reporting' system that is used at Mansfield Secondary College allows parents to know how their child is progressing with their studies. 'Progressive reporting' is a report that builds throughout the year and provides students and parents with ongoing assessment of student learning accessed online via Compass our parent portal.

Progressive reporting will allow the parent and the student to see:

- What they have achieved
- Where they need to improve, and
- Suggested paths for improvement.

Throughout the year parents will have access to:

- Assessment Rubrics (Years 7-10). Each semester parents will receive a minimum of two assessment rubrics per subject. An assessment rubric is how teachers assess a student's learning against the Victorian Curriculum. A rubric is in the form of a matrix or grid, and is a tool used to interpret and grade students' work against criteria and standards.
- Progress Reports twice a term, and a
- Summary Report at the end of each semester.

Parent Teacher Student Interviews are held twice a year for all students.

### Attendance

In Victoria, it is compulsory for students aged 5-17 to attend school. Parents are legally required to ensure that their child attends school every day and to provide an explanation for any absences.

Parents will receive a text message if their child is absent in Period 1, and the school has not received prior notification.

Attendance throughout the day is monitored and Year Level Coordinators monitor absences that are not accounted for by parent notification.

**Written permission from the parent/legal guardian must be received for any student who seeks to leave the school premises during lunch or recess.** Students are only permitted to leave school grounds with parent permission to go home. Students are not permitted to leave school grounds to purchase food from other premises including High St and BP Service Station.

If a student is to be collected from school during school hours, parents are to collect their child from school, or authorise a relative or friend to collect their child.

Year 12 students must sign out if they are leaving the property during study periods.

The Mansfield Secondary College *Attendance Policy* is available on the College website at: <https://www.mansfieldsc.vic.edu.au/index.php/mansfield-secondary-college/policies-documents-library/college-policies>



### Uniform

The College believes the benefits of wearing a school uniform are:

- to define an identity for our school within our local community
- to develop students' sense of belonging to our school community
- to promote a sense of inclusiveness, non-discrimination and equal opportunity, and
- to promote positive community perceptions of public education.

Students are required to wear full school uniform as listed under the 'Guidelines' in the Uniform Policy available on the College website: <https://www.mansfieldsc.vic.edu.au>.

Uniforms can be purchased online via the College website:

<https://www.mansfieldsc.vic.edu.au/uniform-shop>, or directly from the Uniform Shop. Uniform Shop hours are Wednesday 12.45pm-1.35pm.

Uniform queries can be made via email: [mansfield.sc@education.vic.gov.au](mailto:mansfield.sc@education.vic.gov.au)

### Compass Parent Portal

New for Mansfield Secondary College in 2022 is our parent portal – Compass. Compass gives parents/guardians real-time access to student timetables, attendance and extra-curricular activities. The system allows you to directly communicate with your child's teachers and keep up to date with event and news at the College. In addition, Compass can accept payments for school camps and excursion as well as contributions to the school. Log in details will be sent to all families in early 2022 with training opportunities to follow.





### General Information

#### Bikes, Rollerblades, Skateboards, Scooters

Students riding their bike, skating or scooting to school do so at their own risk. For safety and security reasons bikes, rollerblades, skateboards and scooters are not to be used on the grounds during school time.

#### Bike Shed

The College has a bike shed which is locked each morning and opened again before the end of the school day. Bikes, rollerblades, skateboards, and scooters must be left in the bike shed.

#### Buses

While parents/guardians have primary responsibility for transporting their children to and from school, the School Bus Program (SBP) assists families in rural and regional Victoria by transporting students to school.

Students wishing to access a seat on a bus must complete an 'Application for Permission to Travel' form and parents/guardians and students must agree to the conditions of travel including, if applicable, the payment of a fare.

A Conveyance Allowance is also available for eligible students who reside 4.8km or further from their nearest bus stop. Application forms are available at the Front Office.

#### Temporary Bus Passes

Temporary 'ad-hoc' bus passes can be issued to students for travel on a school bus service **for emergency purposes only** however, access to the requested bus cannot be guaranteed. Application forms are available at the Front Office.

#### Canteen

Mansfield Secondary College operates a canteen, serving a range of tasty and healthy snacks, and meals. Our canteen aims to provide a service to students, promoting good eating habits, rather than making a profit. Volunteer parent support is always appreciated to assist the Canteen Manager. The canteen is open during recess and lunchtimes. Payment methods include cash and EFTPOS (card only).

#### Electrical devices and other valuables

Students are **not** encouraged to bring electrical devices and other valuables to school except when they are required for a particular activity. We encourage students to leave valuables at the Front Office for safekeeping during school hours.



### Lockers

All students are allocated a locker to store their belongings. Combination locks are available from the Front Office for \$15. These quality locks guarantee security, avoiding problems associated with lost or forgotten keys or the need to cut off padlocks. Parents can also purchase a standard key or combination lock from another provider, however we recommend that a spare key is given to the Front Office at the beginning of the year in the event that the main key is forgotten or lost. Please label the key on a key tab with your child's name.

### Mobile Phones

The Victorian Department of Education and Training introduced a mobile phone ban in 2020. The ban is in place during school hours in state primary and secondary schools.

The ban stipulates that students will have to switch off their phones and **store them in lockers during school hours until the final bell.**

The only exceptions to the ban will be where students use phones to monitor health conditions, or where teachers instruct students to bring their phone for a particular classroom activity.

In case of an emergency parents or guardians can reach their child by calling the school.

### Sick Bay and First Aid

Students suffering minor injury or mild illness are assisted in the sick bay by staff trained in First Aid. If your child needs special medicine at any time, parents or guardians should notify the College before school commences and provide the relevant medicine with dosage instructions. A trained first aid staff member will dispense the medication as per the instructions provided.

### Student BYOD Devices

It is a requirement that all students at Mansfield Secondary College bring their own laptop to schools for use within the classroom. The school website has the minimum specifications that the devices require. The College acknowledges that there is a cost to this, the normal welfare strategies are in place at the College that will cater for families who need this support. Refer to the website for more information: <https://www.mansfieldsc.vic.edu.au/student-parent-portals/student-byod-devices>



### College Policies

All College policies are available on the College Website:

<https://www.mansfieldsc.vic.edu.au/mansfield-secondary-college/policies-documents-library/college-policies>

- Acceptable Use of Electronic Devices Policy
- Anaphylaxis Policy
- Anti-Bullying & Harassment Policy
- Attendance Monitoring Policy
- Camps Policy
- Care Arrangements for Ill Students Policy
- Cash Handling Policy
- Child Safety Policy (inc Code of Conduct)
- Child Safety Reporting
- Complaints Management Policy
- Distribution of Medication Policy
- Electronic Funds Management Policy
- Enrolment Policy
- Excursions Policy
- Fundraising Policy
- Hire & Licence of School Facilities
- Incursions Policy
- Mandatory Reporting Flowchart
- On Site Supervision Policy
- Parent Code of Conduct
- Parent Payment Guide
- Parent Payment Policy - Department of Education & Training
- Parent Payments FAQs for Parents- Department of Education & Training
- Privacy Policy
- Purchasing Card Policy
- Refund Policy
- Safety & Wellbeing of Students Learning with an External Provider Policy
- Sponsorship Policy
- Staff Information Registers Policy
- Student Assessment Policy
- Student Engagement & Inclusion Policy
- Student Welfare Policy
- Uniform Policy