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# MANSFIELD SECONDARY COLLEGE

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## 2024 PARENT HANDBOOK

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### Term Dates 2024

Term 1	<b>Monday 29 January **</b> to Thursday 28 March
Term 2	Monday 15 April to Friday 28 June
Term 3	Monday 15 July to Friday 20 September
Term 4	Monday 7 October to Friday 20 December

**\*\*29 January is a Student free day for all students:**

- **Year 7 & 12 students start on Tuesday 30 January 2024 and**
- **Years 8, 9, 10 & 11 students start on Wednesday 31 January 2024.**

### College Hours

Students should be at school by 8:50am and the school day ends at 3:20pm.

The School Office is open from 8:30am to 4:30pm Monday to Friday during the school term.



## 2024 PARENT HANDBOOK

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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



Julie Anderson  
Learning Specialist - Literacy



Robyn Carrington  
Learning Specialist - Numeracy



Melanie Brooks  
Yr 8 & Junior School  
Coordinator



Nigel Kain  
Curriculum Coordinator



Jessica Macdowell  
Yr 12 & Senior School  
Coordinator

TBA  
Disability Inclusion Coordinator



Brad Freind  
Wellbeing Coordinator



Jenny Hearn  
Integration Support



Shelly Comben  
Careers Coordinator



Anna Francis  
Business Manager  
Financial Support



Abbey McConnell  
Resource Centre Manager



### Introduction

Mansfield Secondary College is an isolated rural Secondary College with approximately 480 students across Years 7-12. We are committed to all students achieving excellence in both academic and vocational streams of education and have achieved consistently strong academic outcomes.

### 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. 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 the school's values and support the school's broad direction outlined in its strategic plan.

### Be 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 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 team of staff 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
- 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  
The MHP is accessed via the Wellbeing Coordinator
- A **Youth Worker** providing counselling and support

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.

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 Education – Vocational Major (VCE- VM)
- Victorian Pathways Certificate (VPC)
- 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

Year 9 is a time for consolidation, development and preparation for Year 10. The curriculum structure at this level ensures that all students are exposed to a broad range of subjects in the electives areas thereby providing an opportunity for specialisation in areas of interest.

Elective choices in Year 9 and 10 include Food Technology, Wood Technology, Materials Technology, Robotics, Coding, Agribusiness, Adventure Challenge, various PE subjects, Music, Drama, Art, Indonesian, Business Management, Astronomy, Environmental Science, Science of Human Conflict and Philosophy.

#### 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.





### 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

Our 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:

- Performances at school assemblies
- **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.



**Rock on the Rocks lunchtime performance**

### 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 students self-esteem and literacy levels.



### Numeracy

All students are tested when they start Year 7, and coupled with the information from their primary school, numeracy issues can be identified. Students are then offered weekly numeracy tutoring to help them address 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 Physical Education Program, students are actively encouraged to participate and represent the College in a range of sports. MSC successfully competes against schools from the Southern Ranges District. We also compete in winter sports including the Australian Interscholastic 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).



**MSC 2023 School Captains & Prefects**

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 project completed in 2021 is the Bagungga Garden, an outdoor learning space inspired by aboriginal culture and tradition.



**Bagungga Garden**



**Drama and Music:** Students participate in a variety of class and practical performance tasks, which are aimed at giving them an understanding of Drama and Music but also to instil confidence and participation in the individual and encourage cooperative group-work practices. They also learn how to reflect and constructively evaluate their work and that of others. In addition to class participation the program offers opportunities to participate in performances at local and community events.



**Students performing at School Assembly**

**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.

- Years 7-10 Term 3 Snowsports Program
- Year 7 Howqua Camp
- Year 8 Rubicon Camp
- Year 8 Surf Camp
- Year 9 Humanities Melbourne Trip
- Year 9 and 10 Indonesian Melbourne Trip
- Year 9 and 10 Agribusiness Seymour Alternative Farming Expo
- Year 9 and 10 Adventure Challenge camps and day trips throughout the year
- Year 9 and 10 Philosophy Camp
- Year 11 and 12 Outdoor Education camps and day trips throughout the year
- Year 11 Adventure Camp
- Senior School Retreat Days
- Senior School Melbourne Careers Expo



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**Yr 11 Adventure Camp**



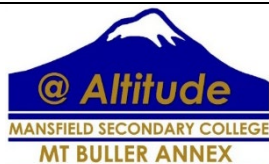
**Year 9-10 Adventure Challenge**



**Mt Arapiles**



**Year 8 Surf Camp**



**Term 3 Mt Buller Annex:** Through the Mt Buller Annex, MSC is pleased to again offer an outstanding educational opportunity to students from Years 7-10, for the winter season of 2024.

During term 3, students can embrace the opportunity to learn in an alternative setting on Mt Buller. Academic classes operate Monday to Friday, from 1.00pm to 5.00pm. The @Altitude Curriculum specifically addresses their academic learning to the mountain context. Students complete a range of learning activities focused around the domains of numeracy, literacy, science and humanities. The learning activities draw on their 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.

In morning sessions, students can improve their skiing and snowboarding skills under some of Australia's leading snowsports program providers and coaches, including Team Buller Riders (TBR), the Mt Buller Race Club (MBRC) and the Mt Buller Ski & Snowboard School. Training is usually for 3 hours each morning, from Monday to Friday, depending on the training provider chosen.

**Term 3 Wednesday Snowsports Program:** MSC has the incredibly unique opportunity to offer a regular snowsports program to students in Years 7-10 each Wednesday during Term 3 at Mt Buller. Parents are also encouraged to come along to assist with supervision of students. Students receive instruction from Mt Buller ski/snowboard school, tailored to their ability level, and are also able to practice the skills learnt in small groups.

Students involved in the Wednesday Snowsports Program are also afforded the opportunity to compete in the Victorian Interschools competitions at Mt Buller and the National Championships held at Mt Buller or Perisher NSW (alternates each year).

We are grateful for the support of parent helpers, Buller Ski Lifts and Bus Fleet.





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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 received additional support from the Country Womens Association.





### Assessment and Reporting

The 'progressive reporting' structure used at Mansfield Secondary College allows parents to know how their child is progressing with their studies. 'Progressive reporting' builds throughout the year and provides students and parents with ongoing assessment of student learning. Parents are able to access results and feedback throughout the semester, rather than waiting for a 'Semester Report' for indications on how their child is progressing.

#### **Progressive Reporting**

Progressive Reporting allows parents and the students to see:

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

Throughout the year parents will have access to:

- **Learning Tasks** (Years 7-10). Each semester parents will receive a minimum of two learning task assessments per subject.
- **Progress Reports** twice a term, and a
- **Semester 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 or late.

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. The only exception is that Year 12 students are allowed to leave the school during study periods, but must sign in and out at the Senior School Office.

The Mansfield Secondary College *Attendance Policy* is available on the College website at: <https://mansfieldsc.vic.edu.au/policies-documents/>





### 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://mansfieldsc.vic.edu.au/policies-documents/>

Uniforms can be purchased online via the College website:

<https://mansfieldsc.vic.edu.au/shop/>, or directly from the Uniform Shop. Uniform Shop hours are Wednesday 1:00pm-1:30pm.

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

### Compass Parent Portal

Compass gives families real-time access to their student's timetables, attendance data, and notification of upcoming events. Reports can also be accessed via Compass. The system allows you to directly communicate with your child's teachers and keep up to date with news at the College. In addition, Compass can accept payments for school camps and excursions. Log in details will be sent to all new families in early 2024.





### General Information

#### Bikes, Skateboards, Scooters

Students riding their bike, skating or scooting to school do so at their own risk. For safety and security reasons bikes, 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, 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 bus travel must complete an 'Application for Permission to Travel' form. 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 School 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 School Office.

#### Canteen

Mansfield Secondary College operates a canteen, serving a range of food. The canteen is open during recess and lunchtimes. Payment methods include cash and EFTPOS (card only).

Volunteer parent support is always appreciated to assist the Canteen Manager.

#### 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 School Office for safekeeping during school hours.

#### Lockers

All students are allocated a locker to store their belongings. Combination locks are available from the School 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 School 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 government 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 Office.

### 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 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 school for use in the classroom. The College acknowledges that there is a significant cost to this requirement and the normal welfare strategies are in place at the College to assist families who need financial support. Refer to the website for recommended minimum requirements.



### College Policies

All College policies are available on the College Website:

<https://mansfieldsc.vic.edu.au/policies-documents/>

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Attendance Policy
- Bullying Prevention Policy
- Bus Fire Safety Letter Code Red 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
- Electronic Funds Management Policy
- Enrolment Policy
- Excursions Policy
- Fundraising Policy
- Hire & Licence of School Facilities
- Incursions Policy
- Inclusion & Diversity
- Mandatory Reporting Flowchart
- Mobile Phones Policy
- 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
- Respect for School Staff
- Safety & Wellbeing of Students Learning with an External Provider Policy
- Staff Information Registers Policy
- Student Assessment Policy
- Student Engagement & Inclusion Policy
- Student Welfare Policy
- Uniform Policy
- Visitors Policy