

# ALEXANDRA SECONDARY COLLEGE WELCOMES



YEAR 7 & 8  
2017

Dear Students and Parents,

This booklet is designed to help both parents and students learn more about Alexandra Secondary College.

A.S.C. is a school committed to providing its students with the knowledge and skills they need to meet the challenges of the twenty-first century. We offer our students a broad education in a supportive environment.

Year 7 and 8 students are regarded as very special people in our college and we understand that for many of them the change from Primary to Secondary school or to a new school is a very large step. We have many ways to make it easier for them.

Principal –  
Mr. Nigel Lyttle



Assistant Principal –  
Ms Sue Malcolm



OFFICE STAFF

Anne Norris  
Jan McDonald  
Anita Rennie  
Sue Dundas (Teacher support)

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## STAFF

Year 7 and 8 students have a House Advocate, a Senior House Leader and classroom teachers; all of whom work towards helping students get the most from their education. There is also a Student Welfare Coordinator (SWC), a Chaplain, a School Nurse and a Social Worker who can assist with a range of issues that might arise. The staff are friendly and firm; helpful and understanding.

## HOUSES:

House Leaders work with staff and students to develop a sense of unity and team-work. House Leaders are in place to assist staff and students to manage discipline and other issues, and to maintain communication between all sections of the community.

The House structure facilitates a strong link between students and staff in a pastoral care situation. Each House Advocate is responsible for a group of 20 – 25 students from all year levels. They meet at form assembly every morning, with occasional extended sessions for special events. The ultimate aim of the program is to develop a relationship between a staff member and a group of students and their parents that will enhance the positive learning environment and provide strategies for students to cope with the myriad of issues that face them in education today. Other benefits of the House structure include student leadership, role-modelling by senior students and participation in House competitions.

## HOUSE LEADERS

CUMMING & LONG  
Ally Crouch



BAINBRIDGE  
Mark Davies



WEINBERG  
Cath Collett



## WELFARE TEAM:

Bron (Welfare Coordinator), John (Chaplain) and Sara (School Nurse) can help students work through problems, and link them up with counsellors and psychologists if issues become bigger.



Bronwyn Howell



Sara Watts



John Leary

They run groups for students with similar needs, such as low confidence, anger issues or anxiety, etc. Staff and parents may refer students to them, or students may seek support themselves.

# WHAT WILL YOU DO AT ALEXANDRA SECONDARY COLLEGE?

The curriculum is broadly based so that students experience a wide range of learning opportunities. Of course there are specialized areas as well, but this occurs in the Middle School. We plan the curriculum so that academic and applied learning combine to give our students a great start for their future.

During Year 7 and 8 students will complete the following subjects:

English	4 periods per week.
Mathematics	4 periods per week.
Health and Physical Education	4 periods per week.
Science	3 periods per week.
Languages (Japanese or Indonesian)	3 periods per week.
Humanities (History and Geography)	3 periods per week.
Information Technology	2 periods per week.
Lifeskills	1 period per week.
Technology (Wood, Metal, Home Economics and Textiles)	} 3 periods per week for } 1 term for each subject.
Arts (Graphics, Art, Music and Drama)	

## English

Would you like to travel around the world, go back in time or explore the future? In the study of English we explore stories from around the globe and discuss a wide range of issues. Sharing and recording information is what English is all about at secondary college.



Students will build their skills in a range of writing styles such as: writing persuasively on topics they are passionate about, creative expression, factual writing and informing others of their opinions and ideas. Students explore text types such as: novels, films, poems, documentaries, newspapers and digital texts as stimuli for their writing. Students will also have many opportunities to gain confidence in public speaking and sharing their views and beliefs. We look forward to you joining our diverse and vibrant English classes.

## Science



Work with a Bunsen Burner, investigate chemical reactions, build constructions such as racing cars, 'visit' outer space and dissect a fish ... the list of exciting topics and experiments is vast! In Science, students use hands-on activities to investigate scientific topics and gain insight into how scientists work. They work together to understand the results they've collected, and learn to communicate their results from experiments in a scientific way. Potential scientists of the future start here!

## Mathematics

Mathematics is Fun! At secondary college, students will be challenged to extend the basic number skills they've learned at Primary School and apply them to real life situations. They'll work in groups to solve problems and come up with a range of possible solutions. Students will use their mathematics to record their own results, getting instant feedback and satisfaction as they monitor their progress over time. They will consolidate their skills to have a thorough understanding of the basics to take into the next five years of Mathematics at Alexandra SC. Knowing and understanding your multiplication tables is crucial to all learning in mathematics – so make sure you practise them over the holidays ☺. (Check out [www.mathsisfun.com](http://www.mathsisfun.com) to prove it's true!)



## Physical Education



Health and fitness are vital for our well-being and our future. In Physical Education, students will learn to appreciate the importance of an active lifestyle and build their skills in a range of physical activities such as aquatics, running, jumping and throwing, movement and rhythm, kicking and striking, and a range of team sports. Students will gain an insight into health and fitness benefits and the effect of physical activities on body systems.

## Information Technology

In Information Communication Technology (ICT) students develop their use of ICT for tasks associated with file access and organisation, information creation and presentation, problem solving, decision making, communication, and creative expression. Students investigate and develop an understanding of how these are applied in safe and collaborative real world environments as well as an online one. Students work at demonstrating cross curricula skills, enabling them to engage in the effective use of ICT across their work life.



## Humanities



Explore other lands and other times without leaving Alexandra. In Humanities (History and Geography) students investigate a range of human and natural environments through both physical and virtual exploration. In History, students journey to our ancient past, marching with a legion of Roman soldiers before watching a plague rip through a medieval village. In Geography, students explore the processes that affect our natural landscapes, identify the problems that beset our megacities and then design and create their own sustainable city.

## Languages: Japanese and Indonesian

The Languages curriculum aims to develop knowledge, understanding and skills so that students become better equipped to communicate in the language they are learning in an increasingly globalised world. Students develop an understanding of the relationship between language, culture and learning, and they develop intercultural capabilities and an understanding of themselves as communicators. In both Japanese and Indonesian, students develop and apply their skills in all language areas: listening, speaking, reading and writing. Languages also play a key role in understanding the role of grammar, and improving literacy skills.

### Japanese

Students entering Alexandra Secondary College may already have an understanding of the use of Hiragana script. Students new to Japanese will learn the 46 characters making up the Hiragana chart. In addition to the development of language skills, students develop an appreciation for a variety of aspects of traditional and contemporary Japanese lifestyle and culture.

Students may have the opportunity to participate in a college tour of Japan, which is offered to students at Year 9 level and above, every second year.



### Indonesian



Students choosing Indonesian develop their understanding of the language and culture of one of Australia's largest neighbours. The Indonesian language (Bahasa Indonesia) uses the same written alphabet as English, and has a standardised system of spelling and pronunciation. This makes Indonesian relatively easy to learn, though of course, all students will need to work hard to be able to speak and understand the language.

In later years, students may have the opportunity to participate in a college tour to Indonesia and host visiting Indonesian students.

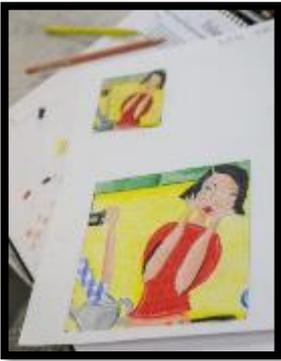
## Technology

Students use a 'hands-on' approach to working with wood, metal, plastics, food and textiles to produce their own creations. They'll get their sewing machine license, learn how to cook hygienically to produce tasty and nutritious foods for you at home, and learn how to successfully use a range of hand tools and to work safely in the workshops. Quality outcomes are produced using a design, recording and evaluation process so that students learn from their experiences.



## The Arts:

### Art and Graphics



Develop your creative side! In Graphics and Art, students will use observation, experience and research to inspire creative and imaginative artwork. They'll design and make a range of art works using drawing, printmaking, painting, sculpture, and graphics software. Students will explore a range of practical skills and techniques to present artworks for different occasions and contexts.

In the Arts we celebrate originality, self-expression and the fact that there is 'no wrong answer' in the presentation of individual ideas!

### Performing Arts

Performing Arts, including Music and Drama, is a lively program that helps students to work positively with others, to respect diverse ideas and opinions and to use initiative and self expression. It focuses on self and encourages students to explore and communicate their thoughts and perspectives in many and varied mediums ranging from creative plays, mime, improvisation and skits to mask and prop making. Students are asked to challenge themselves and step outside their comfort zone in their presentations, work as a team in their productions and reflect on what they have learnt about themselves.



### Lifeskills:

Students all participate in our pastoral care program, where they learn about areas such as dealing with bullying, building friendships, goal setting and achieving their best. They work with the Year 10 students in our Peer Support Program, and also participate in our Health education program to develop awareness of their own feelings and behaviours, and to build their understanding of dealing with the risks of drugs and alcohol, and learning about their bodies.



# THE A - Z OF ALEXANDRA SECONDARY COLLEGE

## ASSEMBLIES

House assembly is held each morning before classes commence. Advocates will mark the roll, collect absence notes and keep students up to date with what is happening around the school by reading the daily bulletin. If a student is out of uniform they provide a note to their advocate at form assembly.

Whole house and general assemblies are usually held a few times each term.

## ATTENDANCE POLICY

Parents are requested to contact the College when they know their child will be absent from school (5770 2000). The school will attempt to contact parents / guardians of students who are listed absent in the morning without prior notification.

Our policy is – “It’s not OK to be away”. It’s difficult for students to maintain contact with their curriculum, their teachers and their peers if they aren’t at school.

## BICYCLES / UNICYCLES / SCOOTERS / SKATEBOARDS

Students riding to school may leave their bikes, etc at the area provided at the college. A lock is recommended. Students riding bikes to school are to wear helmets when riding to and from school and enter and leave via the Rose St. entrance.

## BUSES

The school bus runs are operated by the Fallon and McKenzie bus lines. School buses are provided free of charge to the student’s nearest school for students who live more than 4.8 km’s from the school. Temporary travel on buses can be requested on presentation of a note to the office before school. Where possible, a temporary bus pass will be issued.

## CAMP

A Year 7 camp is held at Rubicon Outdoor Centre each year. This camp focuses on team building, cooperation, facing challenges, goal setting and a celebration of starting at Secondary College. The Year 8 camp is held at Phillip Island and provides students with the opportunity to experience a surf beach environment and the activities it offers. It focuses on team building, positive relationships and learning new skills.



## CANTEEN

The school canteen is located at the front of the assembly hall. Lunches can be ordered at recess by writing an order on the bags provided in the canteen, then placing it in the lunch order box. The canteen offers a great range of healthy lunches and snacks.

## COMPUTERS

Students have access to a wide range of computer facilities. The College has made a big investment to ensure that our students are able to use up-to-date software. All students are asked to supply their own individual devices. More information will follow in a separate document.

## EXCURSIONS

A range of excursions and visits are arranged, all of which build upon the content of classroom subjects. These include plays and films, musical concert performances and a range of academic, cultural and environmental experiences.



## FEES AND LEVIES

Government funding for classroom materials and student resources is basic and schools have always asked parents to provide a little extra. Our school community has traditionally offered a high degree of support for the modest contributions we ask parents to pay.

The College Council, in setting our fee structure, has done so on the understanding that the charges actually assist in minimizing the number of booklist items, many of which are expensive to purchase individually by utilising an e-textbook. In addition, the fees cover the extra cost of maintaining and improving our computer facilities, library resources, student lockers, use of the College bus for local trips, the school magazine, this booklet and photocopying classroom materials. The list goes on.

We recognise that some families find the fees a difficult burden and that it is not always easy to ask for support. One level of support, primarily intended to be used for students' educational needs includes the Camps and Excursion Fund. This support is available for parents who have a Health Care Card. Details of this allowance are available at the college.

Other forms of support are also available and can be arranged after consultation with the Principal or the Student Welfare Coordinator. Strict confidence is maintained in all cases.

## FIRST AID AND ILLNESS

Sometimes accidents happen, or students may become sick while at school. If that happens, students should report to the staff room for assistance. Please do not send your child to school if they are ill. If a student is ill at school, the parent/guardian or a contact person will be phoned and requested to collect the student. Illnesses often respond to rest, and we'd like to avoid the possibility of infecting other students and staff.

## HOUSES

Students are placed into house groups when they come to ASC. The houses are; Bainbridge (Yellow) Weinberg (Red), Long (Green), and Cumming (Blue). If students have an immediate family connection to a particular house, we try to place them in that house. Students work together in their houses for a range of events over the year, including Athletics, Swimming, Cross Country, the Penny Concert and the end of year picnic.



## INSIDE OUT

The school prints a newsletter every week – “The Inside Out” - which is usually distributed on Fridays. This is a vital link in our communication between the school and parents. It provides important information about the College, as well as exciting reports about student achievements and activities. It is hoped that all parents take the time to read it. If students don't bring the weekly “Inside Out” home, please contact the general office or pick up one from outside the general office. The “Inside Out” can also be emailed to you each week. Please contact Sue Dundas ([dundas.suzanne.l@edumail.vic.gov.au](mailto:dundas.suzanne.l@edumail.vic.gov.au)) to arrange this any time from now on.

## INSTRUMENTAL MUSIC

The Instrumental Music Program at Alexandra Secondary College offers students the opportunity to develop their music skills through regular tuition on an instrument of their choice. The school offers a big selection of instruments.

By learning a musical instrument, students:

1. Develop interests that can be carried on beyond Alexandra Secondary College
2. Gain satisfaction and confidence from developing their abilities
3. Learn in settings/environments both in and outside Alexandra Secondary College
4. Learn to cooperate with others and be part of a team
5. Develop the self-discipline necessary for regular practice



Central to the development of these skills is performance - both solo and group performances are encouraged within the Instrumental Music Program. Each year students are required to perform at two music program concerts as well as a few live to air performances on UGFM, which are broadcast from the music room every few weeks. Students are encouraged to attend the North Eastern Victoria Region Music Camp and End of Year Tour, as well as other events such as “Battle of the Bands” and community performances.

Classes will involve student participation, staff demonstration, a music theory component as well as regular work preparing small ensemble items. The Alexandra Secondary College Concert Band (Bandemonium) rehearses once a week and prepares students for both Alexandra Secondary College and community performances. All instrumental students also belong to at least one band including many rock bands, choir, junior band, steel pan band and more.

Students have a weekly lesson of approximately 50 minutes, and are withdrawn from classes on a rotating timetable - this reduces the incidence of students missing the same timetabled class each week.



Students wishing to do instrumental music have the opportunity to enroll early in Term 1.

The annual fee ranges from \$125 to \$300 depending on the instrument and tuition, and is payable at the beginning of the year. If students don't have their own instrument, a limited number of school instruments are available for hire at a cost of approximately \$180 per year.

Enquiries should be directed to Mr Nick Lester or Mr Phil Kim – Music Coordinators.

## LATE ARRIVAL

The best case scenario is that all students arrive on time at school each day. If late arrival is unavoidable on a particular day, students should report to the front office with a note from their parents to have their attendance recorded.

## LIBRARY

The Library is an integral part of the school curriculum. There are a number of study areas, including computer facilities and recreational reading areas.

Students have ready access to a wide range of resources including a comprehensive research and reference collection, a wide range of novels, a magazine collection, and audio-visual material. The library is open during class-time and every lunchtime.



## LOCKERS

Each student is issued with a locker in their house area in which to keep their belongings and a combination padlock. Students keep their belongings their throughout the day unless they are using them.

## PARENTS' AND FRIENDS' ASSOCIATION

The Parents' and Friends' Association works very hard for the school and welcomes new members at any time. The group provides valuable input to a variety of decision-making processes in the school and raise much needed funds via a number of activities. Further information will be provided later this year.

## PARENT – STUDENT - TEACHER INTERVIEWS

Interviews are held in the evenings near the start of Term 2 and end of Term 3. Parents and students are encouraged to attend to gain information about student progress and further develop the partnership between parents, teachers and students that is important for student success. Teachers can also be contacted by phone through the front office, or by email. Teacher's email addresses can be accessed on the school website.

## PEER SUPPORT PROGRAM



Our current Year 9 students will have the opportunity to nominate to become peer support leaders in 2017. They will undergo the training associated with running the program and will assist with some transition activities. These students will learn skills related to being effective and supportive mentors for Year 7 students.

As Year 10 students, they will work with small groups of Year 7 students during Term 1 2017. The mentors will run "getting to know you" activities that will begin the process of creating strong, trusting and supportive relationships with the younger students.

## SPORT

A huge range of sporting opportunities are available for students at ASC. In Term 1, there are the Swimming and Athletic Sports, and team games including baseball, tennis, cricket, volleyball and softball. In Term two there is interschool badminton, netball, soccer and football. In Term Three, the sports that students can choose from are hockey, basketball, table tennis and squash. There is also a school cross country event, and during winter, students can participate in the ski program. If students are successful in these sports they have the opportunity of competing against district schools. Many House sport competitions are also held during the year.

Our PE teachers would love to hear of any special sporting interests you may have.



## STREET PASSES

Occasionally it is convenient for students who live out of Alexandra to be able to access services in Alexandra at lunchtime. Students who would like to request a street pass for a given day must provide a note signed by a parent and place it in the box in the front office prior to the start of House assembly. For safety reasons, street passes should only be requested for urgent needs. This pass does not allow students to go down the street to buy lunch.

## STUDENTS' REPRESENTATIVE COUNCIL (SRC)

Students are encouraged to join the Student Representative Council, which puts forward students' ideas on a range of issues, and organises a range of activities and fund raising events. The students currently support a Third World child and have developed a number of initiatives around the College.



## STUDENT WELFARE

Student welfare at Alexandra Secondary College is of the highest priority. The welfare approach of the College is pro-active, as well as responding to individual needs as they arise. The College regularly provides students with speakers, programs, literature and activities, that enable them to have a greater awareness and understanding of welfare issues. The College provides a range of services on an as-needs or on-going basis to individual students and their families. Welfare is also linked to the discipline procedures via counselling and parental interviews.

It is important to remember that an effective welfare strategy needs good communication between student, parents and school.

## SUNSMART POLICY

During Terms 1 and 4, all students must wear a hat when participating in activities in the sun. This includes Physical Education classes, excursions, camps, lunch and recess. Students who don't have a hat will be asked to sit in the shade. A broad brimmed hat is recommended.

## TIMETABLE

We operate on a 5-day timetable with six, 50-minute periods per day. The timetable tells students the subject, teacher and room number and looks like this.

<u>Monday</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
7A	Maths CT M4	English VP M4	Physical Education FS Comm Centre		Science HL M13	Humanities TL M1
7B	Home Economics MK M16		Humanities TL M5	Indonesian RI B4	Maths TS M4	English LY M4
7C	Science ZE M15	Maths ST M5	Info Tech TL M7	Japanese TL B3	Drama KM Hall	

Students will be assisted to learn how to read their timetable.

## UNIFORM



Uniform is an important part of the College and is compulsory for all students. In Years 11 and 12, students have the option of wearing an approved VCE rugby top as an alternative to the Black windproof jacket or woollen jumper. Parents, staff and students have a collective responsibility to ensure that correct uniform is worn. A note of explanation from home is required if school uniform is not worn.

### Girls uniform:

#### Summer

- School Dress
- Shorts - Grey Surrey 603's from Miller's Mensland
- Polo Shirts – white & green with school logo.
- Black jacket and / or green woollen jumper with school logo.
- Socks - white or grey socks.
- Black shoes - flat soled with fully enclosed heel.
- Thongs are not a safe option for school.

#### Winter

- Kilt - green school kilt
- Pants - Grey Surrey or Black Face Off
- Polo Shirts - white and green with school logo. Students may wear a totally white, grey or black long sleeved t-shirt under their polo tops in winter.
- Black jacket and / or green woolen jumper with college logo.
- Footwear - as for summer.

### Boys uniform

- Pants – Grey Surrey 205/207's, 201's, 602's or 522's.
- Shorts - Grey Surrey 603's.
- Polo Shirts – white and green with school logo. Students may wear a totally white, grey or black long sleeved t-shirt under their polo tops in winter.
- Black jacket and / or green woolen jumper with college logo.
- Black Shoes - Flat soled with fully enclosed heel.

### Physical Education uniform

The official college Physical Education uniform consists of:

- Gold and green polo tee shirt with the school emblem
- Plain black shorts or bicycle pants or Plain black tracksuit pants
- A change of sneakers

## OUR VALUES

Our school community has worked together to decide what is important to us; what our values are regarding education at Alexandra SC.

The student, parents and staff went through a brainstorming process where we generated a huge list of values, then all had an opportunity to say what they thought were the most essential. The values we chose are:

Personal Best

Respect

Integrity

Through Positive Behaviour Support, we've developed a common understanding of what respect means (how we show it, and how we can expect to experience it) and will continue with this process with Personal Best and Integrity.

## TRANSITION PROGRAM



There is a whole team of people working hard to make sure that the transition from Grade 6 to Year 7 is a smooth and happy one. Visits by Grade 6 students to the Secondary College, the Grade 6 Cluster Group Days, activities at ASC, Orientation Day, an Information evening and school visits all help make this possible.

We are very proud of the learning, social and physical environment at Alexandra Secondary College and work hard to maintain its well-deserved reputation as a school at the forefront of education in

this state. We are looking forward to having your child join our school community and hope that they take advantage of every opportunity that Alexandra Secondary College provides.

## IMPORTANT TRANSITION DATES

Tues, 16<sup>th</sup> August & Wed 14<sup>th</sup> Sept: Eildon, Taggerty, Buxton & Marysville PS Grade 6 students will come to ASC for 2hrs on each day to learn more about the school > (Alexandra PS and St Mary's CPS will come on individually negotiated days).

Friday, 21<sup>st</sup> October: Grade 6 Day at Alexandra SC – Activities by Year 10 and 11 Sport and recreation students.

Monday, 14<sup>th</sup> November: Grade 6 Day with activities at Rubicon Outdoor Centre

Tuesday, 6<sup>th</sup> December: State wide Orientation Day – Grade 6 students at ASC

School uniform is not required on any of these days. Students are able to use the school buses to get to the Secondary College in the morning and afternoon. More information will be provided about activities and times closer to the dates.



## OUR COLLEGE ENSURES THAT

- All individuals will be provided with the support they need to work towards fulfilling their potential.
- Student input and participation will always be valued
- All students will be provided with the opportunity for success
- Students are encouraged to exhibit pride in their college
- The school will cater for individual needs wherever possible
- Students and parents should feel that they are an important part of the school community.

