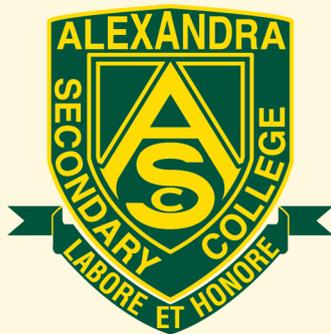


2023

JUNIOR SCHOOL HANDBOOK



**ALEXANDRA**  
**SECONDARY COLLEGE**



# ALEXANDRA SECONDARY COLLEGE WELCOMES

## YEAR 7 & 8

# 2023

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 and strive to build positive working relationships with all of our students and their families.





PRINCIPAL –  
*Mr. Nigel Lyttle*

## OFFICE STAFF

Anne Norris  
Anita Rennie

Jan McDonald  
Maxine Lopez

## STAFF

Year 7 and 8 students have a Form teacher, Year Level Coordinator and classroom teachers; all of whom work towards helping students get the most from their education. There is also a Student Wellbeing Coordinator (SWC), a Chaplain, a School Nurse and a Psychologist who can assist with a range of issues that might arise. The staff are friendly and fair, helpful and understanding.



ASSISTANT PRINCIPAL –  
*Mrs. Emma Kidd*

## YEAR LEVEL COORDINATORS

Year Level Coordinators work with one year level. They enjoy getting to know their students well. Year Level Coordinators will generally be your first point of contact in relation to the academic progress and wellbeing of your child.



YEAR 12  
*Catherine Collett*



YEAR 11  
*Jacinta Marchetti*



YEAR 10  
*Kate Mullins*



YEAR 9  
*Rebecca Van Lierop*



YEAR 8  
*Penny Stuart*



YEAR 7  
*Marian Rice*

## WELLBEING TEAM



*Bronwyn Howell  
(Wellbeing  
Coordinator)*



*Kerry McGahy  
(Family  
Engagement)*



*Mel Cornell  
(School Nurse)*



*Peter Geldart  
(Chaplain)*



*Phil Weeks  
(Psychologist)*

The wellbeing team can help students work through problems, and link them up with external support if issues become bigger.

They may run groups for students with similar needs, such as low confidence, anger issues or anxiety. 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 specialised areas as well, but this starts 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	5 periods per week.
Mathematics	5 periods per week.
Health and Physical Education	4 periods per week.
Science	3 periods per week.
Languages (Japanese)	3 periods per week.
Humanities (History and Geography)	3 periods per week.
Lifeskills	1 period per week.
Design & Technology (Wood, Metal, Home Economics, Textiles & Digital Technologies)	{ Each subject, 3 periods per week for 1 term. 3 periods per week for 1 term. 3 periods per week for 1 term.
The Arts (Graphics, Art)	
Music (Year 7)	
Drama (Year 8)	

# ENGLISH

In Year Seven and Eight students develop their knowledge of the English language and how it works. They discover patterns and purposes of English usage, including spelling, grammar and punctuation. Students study the etymology and morphology of words through a specific vocabulary program. Alongside learning the conventions and patterns that relate to spelling of new words, students improve their English usage through grammar exercises and a range of writing activities. In each semester, students examine a literary text in detail. A diverse range of interesting texts are selected to expose students to different genres and writing styles. By learning to appreciate literary texts and by creating their own literary texts, students enrich their understanding of human experiences and the capacity for language to deepen those experiences. Students develop their ability to:

- Analyse literary texts with relevant and appropriate metalanguage
- Justify a point of view with textual evidence
- Refine their interpretations through class discussions
- Experiment with text structures and language features to create imaginative responses to texts
- Construct an extended analytical response, using structural devices such as introductory and concluding paragraphs and topic sentences.

# SCIENCE

Work with a Bunsen Burner, investigate chemical reactions, build constructions such as racing cars, 'visit' outer space and use microscopes to check out our micro world... 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

The Mathematics program requires students to think, problem solve and discuss ideas and strategies with peers. Through investigations, students can discover how Mathematical processes apply to real world problems. Tasks are designed so that students learn to discuss their thinking with other students and broaden their understanding. Fluency tasks are embedded in the

program to help support accuracy and provide the foundations for future applications of Mathematical thinking. Group work is highly valued within the program to support a broader range of strategies and approach to tasks.

# 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.



# 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, exploring the tombs of pharaohs and identifying their organs in canopic jars, before watching a plague rip through a medieval village. In Geography, students make judgements on what criteria make up the world's most liveable locations, explore the processes that affect our natural landscapes, and design a sustainable city.



# LANGUAGES



## JAPANESE

Languages primarily develop and apply listening, speaking, reading and writing skills. In addition to exploring grammatical conventions, they support the growth of literacy skills. Students become better equipped to communicate in the language they are learning. They gain knowledge of the relationship between language and culture, and see themselves as communicators with intercultural capabilities, in an increasingly globalised world.

Students entering Alexandra Secondary College may already have an understanding of the use of Hiragana script. Students new to Japanese will learn the 46 Hiragana characters. In Year 7, students will learn how to introduce themselves and others.

They will also learn how to communicate aspects of their school and home lives. In Year 8, students will learn how to communicate information relating to family, and free time activities.



In addition to the development of language skills, students develop an appreciation for a variety of aspects of both traditional and contemporary Japanese lifestyle and culture. Students have the opportunity to participate in a biennial college tour of Japan, which is offered to students at Year 9 level and above.

# DESIGN AND TECHNOLOGY



Students work through a rotation of four areas throughout the year including Metalwork, Woodwork, Home Economics and Textiles. One term of each subject is completed. This occurs over both Year 7 and 8. (Please note that there is a levy for Home Economics to cover food costs).

Students use a 'hands-on' approach when working with wood, metal, food and textiles to produce their own product design.

Students learn how to work safely and hygienically to produce tasty and nutritious foods for you at home. Students learn about Textiles, use of a sewing machine and applications such as tie dying and sustainability.



Safety is a major priority and students will learn how to, successfully use a range of hand tools and power tools in the Woodwork and Metals area.

Quality outcomes are achieved through the use of the design process, recording and evaluating processes, so students learn from their experiences.

## DIGITAL TECHNOLOGY

In Year 7, students organise their digital workspace and employ accepted file naming conventions. They consider different network topologies and hardware to create the most efficient network for a job. Students create and check algorithms, discover what 'binary' is used for and convert binary numbers to the decimal number systems. They use the Turtle in 'Python' programming to create designs.



In Year 8, students build and program robots to complete simple tasks, and use 'Python' programming language to create simple programs. Students employ the principles of design when using a DSLR camera to take considered photographs. They then learn editing techniques using photo editing software to enhance their final images.



## 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. Students design and make a range of finished pieces using drawing, printmaking, painting, sculpture, and graphics software.



In Graphics, students create design solutions based on specific design problems. Students explore a range of practical skills and techniques to present artworks for different occasions and contexts.

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

### DRAMA

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.

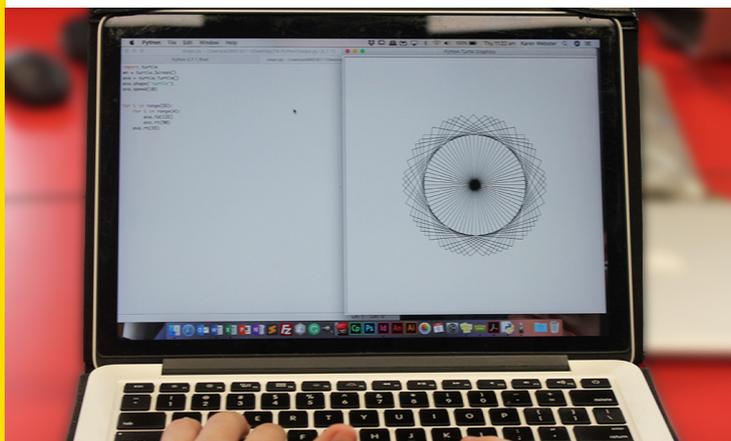
## MUSIC

Music is a fantastic opportunity to work together to create, rehearse and perform pieces from around the world. African drum patterns, improvised blues solos on the marimba, class performances of Baroque cannons and learning popular tunes on the ukulele are the norm in Music lessons. You will learn to read and write notes and rhythms, explore the history of music, investigate how music is used in films and much more.



## 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. They build their understanding of dealing with the risks of drugs and alcohol, and they learn about their bodies and how they are changing.



# THE A- Z OF ALEXANDRA SECONDARY COLLEGE

## ASSEMBLIES

Form 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 with a reason and a date for when the student will be back in uniform. Each form group consists of 20-25 students from all year levels, enabling students of different ages to mix and get to know each other.

Year level assemblies are held weekly and 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 inform parents / guardians of students who are listed absent in the morning without prior notification.

Our policy is –“Every day at school matters”. It’s difficult for students to maintain contact with their curriculum, their teachers and their peers if they aren’t at school. Think twice before organizing appointments and holidays during school time if an alternative is possible.

## 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 refrain from riding them in the school grounds.

## BUSES

The school bus runs are operated by the Fallon’s and McKenzie’s 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.

## CAMPS

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

Alexandra Secondary College is a BYOD (Bring Your Own Device) school. Information relating to the recommended specifications of devices is sent out to all Grade 6 students prior to their entry to the College. iPads are not supported at the College as they are not able to run all of the programs required. Students are provided with access to office 365, which enables them to access the Microsoft Office suite of programs at no cost. Students also have access to a variety of free software via the Department of Education and Training's eduStar image. Download of these programs is arranged during Digital Technology classes.

## EXCURSIONS

A range of excursions and visits are arranged, all of which build upon the content of classroom subjects. These may 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 fees cover the extra cost of maintaining and improving our computer resources, 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 (CSEF). 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 Business Manager- Anne Norris. 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 front office for assistance. If a student is ill at school, the parent/guardian or a contact person will be phoned by staff and requested to collect the student. Please do not send your child to school if they are ill. 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 produces a newsletter every week – "The Inside Out". 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. The “Inside Out” is emailed to you each week and can also be accessed via the school web page ([www.asc.vic.edu.au](http://www.asc.vic.edu.au)).

## 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.

### *Research shows that music can enhance learning capacity for other areas as well.*

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.

***Enquiries should be directed to Mr Nick Lester or Mr Jack Mithen – 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. They may bring their own padlock or hire one from the school. Students keep their belongings there 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 end of Term 1 and the 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 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 2023. 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. The mentors will run "getting to know you" activities that will begin the process of creating strong, trusting and supportivesupportive relationships with the younger students.



## SPORT

A huge range of sporting opportunities are available for students at ASC. In Term One, 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, and may even make it to state level. 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 take it to 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 to the shops 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 WELLBEING

Student wellbeing at Alexandra Secondary College is of the highest priority. The wellbeing 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. Wellbeing is also linked to the discipline procedures via counselling and parental interviews.

It is important to remember that an effective wellbeing strategy needs strong 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:

Monday	1	2	3	4	5	6
7A	<i>Maths</i> RI M4	<i>English</i> VP M4	<i>Physical Education</i> FS CC		<i>Science</i> NJ S1	<i>Humanities</i> TL M1
7B	<i>Home Economics</i> MK M11		<i>Humanities</i> TL M5	<i>Japanese</i> BU M1	<i>Maths</i> CT M4	<i>English</i> MS M4
7C	<i>Science</i> ZE S2	<i>Japanese</i> BU M1	<i>Maths</i> CT A5	<i>Digitech</i> MN M7	<i>Drama</i> WN A1	

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.

All uniforms except the VCE t-shirts and jumpers can be purchased at Alexandra Apparel.



### Girls uniform:

#### Summer

School Dress

Shorts - Black Surrey 603's from Miller's Mensland

Polo Shirts – white & green with school logo.

Black jacket or vest and / or green woollen jumper with school logo.

Socks - white or grey socks.

Totally black shoes - flat soled with fully enclosed heel.

#### Winter

Kilt - green school kilt

Pants - Black Face Off or Midford

Polo Shirts - white and green with school logo. Students may wear a totally white, grey or black long sleeved t-shirt without a hood under their polo tops in winter.

Black jacket or vest and / or green woollen 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 without a hood under their polo tops in winter.

Black jacket or vest and / or green woollen jumper with college logo.

Totally 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 and integrity mean (how we show it, and how we can expect to experience it) and how we can always be doing our Personal Best.

# 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, activities at ASC, Orientation Day, an Information evening and visits to Primary Schools 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

<b><i>Fri 12th, August &amp; Fri 9th, September:</i></b>	Eildon, 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).
<b><i>Fri, 7th Oct:</i></b>	Grade 6 Day at Alexandra SC – Activities by Year 10 and 11 Sport and recreation students.
<b><i>Wed, 9th November:</i></b>	Grade 6 Day with activities.
<b><i>Tues, 13th December:</i></b>	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.
- The school will cater for individual needs wherever possible.
- Students and parents should feel that they are an important part of the school community.





**ALEXANDRA**  
SECONDARY COLLEGE

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[www.asc.vic.edu.au](http://www.asc.vic.edu.au)