



Welcome to Gleneagles S.C.

29 January 2019

WELCOME

It is my pleasure to write to the families of all students commencing at Gleneagles S.C. for the first time this year. Thank you for entrusting your child's education to our College.

In this document we are seeking to provide you with information that will help you settle in, understand our processes and be able to plan for the year ahead.

The College uses the Compass Parent Portal for most communication with home. Below is a guide on how to use it. The College Website www.gleneagles.vic.edu.au has additional information that may also be helpful.

My staff and I are here to assist in addressing any issues that may arise. I wish all members of our school community a successful year!

Sue Peddlesden
COLLEGE PRINCIPAL

COMPASS PARENT PORTAL

Parents will be issued with a unique user name and password. The first time you log on, you will be asked to change your password. It is important that these details are kept private, including from your children.

If you haven't received yours, simply contact the office on 9708 1319.

If you have your password but are having trouble logging on to the site click on the "Can't access your account?" and you will be prompted to reset your password.

To log on to Compass click here: <https://gleneagles-vic.compass.education>

or download the app to your tablet or smartphone by going to your usual app store and looking for this logo



Once it is downloaded, open the app and select Gleneagles S.C. Key information will now be at your fingertips.

A User Guide has been posted to the parent feed on Compass.

Through a personal secure online Compass account, parents/guardians receive important communication and are kept informed about their son/daughter's learning, including viewing their child's timetable, attendance and accessing information about upcoming events. Teachers will post feedback, both positive and negative (e.g. work not submitted) involving your child.

Teachers will regularly report on your child's learning disposition and academic progress throughout the term. As your child completes key assessment tasks, teachers will provide feedback to the student and parent via Compass.

You can also complete permission forms for excursions and pay for excursions and activities electronically.

If you want to contact your child's teacher, then simply select the "email teacher" option available on Compass.

The College Newsletter is published to the Compass Parent Portal News Feed each fortnight, on a Friday. A Principal's Bulletin will also be published on Compass, several times each term.

We encourage parents to log into Compass at least three times per week.

UNIFORM SHOP

Uniform items can be purchased from **PSW Quality Apparel** either online or from their shop:

Address: PSW - Hampton Park Store

Unit 2, 10-12 South Link

Dandenong South, VIC 3175

Tel: 9768 0343 www.psw.com.au

Trading hours

Monday to Friday 8.30am - 5.00pm

Saturday 9.00am - 5.00pm

SECOND HAND BOOKS & UNIFORM

The college is conscious of the need to provide an efficient process for families to be able to buy and sell their second-hand textbooks, uniforms and other student resources.

I am delighted to inform you of the school's new initiative to provide parents with the ability to trade these second-hand items via the Sustainable School Shop website. www.sustainableschoolshop.com.au

Results from other schools have been excellent – families have enjoyed a very comprehensive and convenient method of buying and selling second-hand items.

The new service is very accessible, it preferences our school first and then provides access to buy and sell items with families attending other schools. Many schools use this service. Access to second-hand textbooks, uniforms, calculators, stationery, musical equipment, etc is available all year.

For the best results:

- Register on the Sustainable School Shop website and nominate the school
- A subscription to the service will be provided to you
- List your items for sale
- List wanted ads for those items you are looking to buy
- The school's uniform and book lists are loaded into the system to make listing ads easy
- The system matches the ads of buyers with sellers and notifies the buyer via email

Buyers contact sellers and arrange where and when to trade

- Most trading will occur with other parents from our school
- Parents are well supported via Sustainable School Shop's telephone (0438 743 444) and email help lines

The system is simple and easy to use – If you don't have a computer, internet access or an email address, please call the Sustainable School Shop for assistance

You can pre-arrange the transaction and then trade after the texts are not required.

The college is providing this service so there is no cost for families. Each family that registers on the Sustainable School Shop will be given a subscription.

We hope you will make the most of this opportunity and gain the benefit from recycling your children's school items, while at the same time helping another family within our school community.

STUDENT ABSENCE NOTIFICATION

It is essential that students attend school every day unless quite ill. The rule of thumb for parents is to ask the question whether you would take a day off from paid work for the illness your child is reporting. If not, then your child should probably go to school.

If an absence is necessary then the parent should notify the school of a student absence by 10 a.m. You can contact the school via email: attendance@gleneagles.vic.edu.au or by phone on 03 9708 1319.

The school will send text messages each day to notify parents of student absences that have not been reported. Phone calls are also made to parents where texts are not available and on a random basis to confirm the messages we receive.

2019 BELL TIMES

Students should arrive at school no later than 8.20 a.m. each day.

Normal Day		Home Group / Mentor Day	
Monday, Wednesday, Friday		Tuesday, Thursday	
Bell Times		Bell Times	
8:20	Warning Bell	8:20	Warning Bell
8:30	Period 1 Start	8:30	Period 1 Start
9:18	Period 1 Finish	9:16	Period 1 Finish
9:21	Period 2 Start	9:18	Period 2 Start
10:09	Period 2 Finish	10:04	Period 2 Finish
10:09	Recess Start	10:04	Recess Start
10:26	Warning Bell	10:22	Warning Bell
10:37	Recess Finish	10:32	Recess Finish
		10:32	Home Group Start
		10:52	Home Group Finish
10:37	Period 3 Start	10:54	Period 3 Start
11:25	Period 3 Finish	11:40	Period 3 Finish
11:28	Period 4 Start	11:42	Period 4 Start
12:16	Period 4 Finish	12:28	Period 4 Finish
12:16	Lunch Start	12:28	Lunch Start
1:06	Warning Bell	1:11	Warning Bell
1:16	Lunch Finish	1:21	Lunch Finish
1:16	Period 5 Start	1:21	Period 5 Start
2:04	Period 5 Finish	2:07	Period 5 Finish
2:07	Period 6 Start	2:09	Period 6 Start
2:55	Period 6 Finish	2:55	Period 6 Finish

COLLECTING STUDENTS DURING THE SCHOOL DAY

Please try to make appointments for students outside school hours but where this is not possible, please consider the lesson times and arrange for your child to come to the office at the start of recess or lunchtime or the start of a class, rather in the middle of the class. The parent/guardian will need to come into the office to sign the student out. Only the parent/guardian can sign out a student unless a special arrangement has been made with the school, in advance. If something unexpected occurs and you need to collect your child, please ring the office so that the child can be called to the office. Without prior notice, it could take up to 20 minutes to call a student to the office (we are a large school).

STUDENT FREE DAYS 2019

Each year schools are provided with three student free days for professional activities. The first day of Term 1 (Tuesday, 29th January 2019) is a student free day. School Councils have flexibility to set the dates. To enable you to plan in advance for these days, the following will be student free days in 2019:

- *Tuesday 29th January*
- *Friday 14th June*
- *Thursday 22nd August*

Parent teacher interviews will be held on

- *Tuesday 7th May*
- *Thursday 12th September*

Please put these dates in your calendar.

Students are expected to attend the interviews with their parent/guardian. Regular classes are not scheduled on these dates.

WHOLE SCHOOL CARNIVALS FOR 2019

Semester 1 of 2019 is a very busy time of year with many events on the calendar. Three major events are the SPORT CARNIVALS – Swimming, Cross Country and Athletics. The emphasis of the carnivals is participation, co-operation and developing house spirit. School representative teams will be selected from these carnivals and will further participate in the District Carnivals.

All students are expected to attend and enthusiastically encourage their fellow house members. Students are to wear their house colours in spirit of the carnivals. Parents are most welcome to attend as spectators.

Parents need to give permission for students to attend these carnivals. Simply log on via Compass and the permission form for carnivals will be available.

WHOLE SCHOOL CARNIVAL DATES FOR 2019

Swimming Carnival: Monday 18th February

Cross Country Carnival: Friday 5th April

Athletics Carnival: Friday 3rd May

STUDENT ACCIDENT INSURANCE and AMBULANCE COVER ARRANGEMENTS

Parents are reminded that the DET (Department of Education and Training) does not provide personal accident insurance or ambulance cover for students. Parents and guardians of students who do not have student accident insurance/ambulance cover are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance/transport and any other transport costs.

These costs may be recoverable from the Department where an injury is caused by the negligence of the DET, a school council or their employees or volunteers. Student accident insurance/ambulance cover policies are available from some commercial insurers and can be obtained by school councils on a whole-of-school basis, or by parents/guardians for individual students.

- Parents/guardians of students who do not have student accident insurance, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance/transport and any other transport costs;
- Parents /guardians can purchase insurance policies from commercial insurers.

The College website provides details about Student Accident Insurance companies under the tab 'Services'. The College does not endorse any particular product.

1:1 COMPUTER PROGRAM 2019

Thank you to all the parents that have ensured their child will have their computer for the start of the school year. The uptake has been fantastic which is pleasing to see. The portal to order a device will remain open although current prices are only guaranteed until the end of January (we have yet to be notified that these will change but they could). If you require more information about the 1-1 Computer Program, please visit the College website and follow the Quicklinks on the Homepage for further details: www.gleneagles.vic.edu.au

KEY STAFF FOR 2019

Principal Team

College Principal	Sue Peddlesden
Assistant Principals	Adele Duffy
	Kathie Toth
	Andrew Barker
	Jo Tippett
Wellbeing Manager	Colette Davis

Student Engagement and Wellbeing Team

Year 7, 8 & 9 Sub-School Leader	Sophie Sykes	Year 10 & VCE Sub-School Leader	Nick Evans
Year 7 Team Leaders	Kevin McCall	Year 10 Team Leaders	Kate Morris
	Kellie Fallon		Jess Ferguson
Year 8 Team Leaders	Helena Corrigan	11 VCE Team Leader	Daniel Bowen
	Lucie Turner	12 VCE Team Leader	Sarah Reynolds
Year 9 Team Leaders	Tim Pearson		
	Zohra Salehi		

HOME GROUP TEACHERS

7A	Ying Ji Zhang
7B	Meghan Mulholland
7C	Beth Cooper
7D	Anthea Petropolous
7E	Lloyd Phillips- Madeira
7F	Luke Rochford
7G	Kellie Fallon
7H	Katrina Wood
7I	Sean Kelly
7J	Christina Siomos
7K	Tim Hooper
7L	Anika Rupp
7M	Kevin McCall
8A	Adam Spiers
8B	James Swallow
8C	Helana Corrigan
8D	Julie Mullins
8E	Melissa Casley
8F	Holly Entwistle
8G	Mary Claire Boudreau
8H	Lucie Turner
8I	Kirsty Letts
8J	Fiona Minorgan
8K	Karen Sykes
8L	Ni Du
9A	Chiquita Murrian
9B	Kirsty Wilson
9C	Nina Vordonas
9D	Katherine Seyler
9E	Sam Clark
9F	Lyn Spooner
9G	Craig Binge
9H	Michelle Paterson
9I	Draga Vodiloski
9J	Zohra Salehi
9K	Max Humphries

HOME GROUP TEACHERS

10A	Ashlea Thompson
10B	Layla Hayes
10C	Luci Cottier
10D	Jess Ferguson
10E	Darren Sainsbery
10F	Kate Morris
10G	Adam Vulic
10H	Tammy Van Rossum
10I	Fiona Maudsley
10J	Emily Hales

VCE MENTORS

Daniel Bowen	Sarah Reynolds
Emily Piddington	Candice Russell
Nick Evans	Balbir Singh
Colette Davis	Susan Abraham
Rob Young	Janette Tang
Donna Farrell	Kathie Toth
Caroline Hamilton	John Goodier
Deepa James	Ariella Sweet
Roshni Brookfield	Adam Siddiway
Jess Kinersley	Jess Mason
Hannah Langmead	Frank Ngari
Tim Li	Adam Parker
Duane Balog	Emmanuel
Meagan Neil	Camilleri

MUSIC 2019



This year we are encouraging as many students as possible to learn an instrument such as trombone, trumpet, clarinet, saxophone, flute, drums/percussion, guitar, piano/keyboard and singing and violin. A very reasonable annual participation fee is required to join this optional program and a few instruments also have a tuition fee.

Year 7 students and parents are asked to attend a Music Information session on Tuesday 12th February 2019 to sign up for this program,. This is the same date as the Year 7 Welcome BBQ.

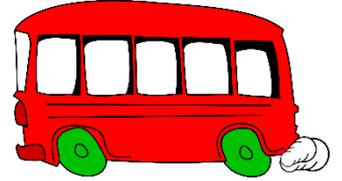
Any student in Year 8, 9 or 10 who wishes to begin an instrument must see Ms Horvat at the beginning of the term.

Ms Horvat: Instrumental Music Director – PD staffroom

GETTING TO & FROM SCHOOL

BUS TRAVELLERS

The bus bay is at the back of "The Shed". There are two teachers on duty after school each afternoon to supervise bus travellers, bike riders and students leaving the school. We have a very good relationship with the bus companies, Ventura, Cardinia Transit and Cranbourne Transit. Students travelling on the buses should have a valid myki. For details of all the bus routes, please refer to the College website <http://www.gleneagles.vic.edu.au/services/bus-information/>. This link will also provide information on how to obtain a Student Concession Card and/or a Proof of Age Card.



We expect our students to behave appropriately while on buses. The consequence of inappropriate behaviour is to be removed from the bus for two weeks or longer. Please note that school bus contracts are operated by the government and not the school. We liaise with the relevant agencies but the decision on what buses will run and on what routes is made beyond the school.

BIKE RIDERS

All bike riders **must** wear helmets to and from school. The bike enclosure is locked during the day. We strongly recommend bicycles are locked in the bicycle rack for additional security. The bike compound is behind the "Shed". Helmets should be stored in the student's locker. Bike riders are to walk bikes across the pedestrian crossings at Heatherton Road and Reema Boulevard.



SCHOOL SAFETY - PEDESTRIAN CROSSING

We are fortunate to have supervised pedestrian crossings at Heatherton Road and Reema Boulevard. Students crossing Heatherton Road and Reema Boulevard **must** use these crossings and follow directions of the supervisors. Students **must not** cross at the roundabout at the corner of Reema Blvd and Hannah Drive. The City of Casey advises that school crossings will only operate between the school zone times of 8.00am - 9.30am and 2.30pm - 4.00pm.



Parents/guardians parking near the crossings need to observe all signs.

COLLEGE STAFF CAR PARK

Please be advised that the College Staff Park is not to be used as a drop-off or pick-up location for students. The only exception to this situation is where a parent may be required to attend the College to pick up an ill child or where the student has a disability that restricts mobility e.g. on crutches.

DISABILITY PARKING

Parents/guardians should only access the disabled bays in this carpark if their child is disabled or if the parent is disabled **and** is exiting the car to enter the school. We only have two marked bays and these are heavily used. We ask parents with a disability who are only collecting their able bodied child(ren) to park on the street.



SUPERVISION BEFORE & AFTER SCHOOL

Parents should note that staff are available in the office building from 8.00am each morning and that two teachers are on duty in the yard from 8.15am. Students are expected to remain on the school property after arriving by bus, bicycle, walking or being dropped off by car in the morning.

After school, two teachers are on duty until 3.10pm. All students can study in the library until 4.00pm and students may wait in the office to be collected until 4.30pm, by arrangement. No other supervision is available before or after school. Reliable VCE students may choose to study in the VCE study centre after 4.00p.m. but it should be noted they will not be directly supervised if they take this option.

FINANCIAL INFORMATION

GLENEAGLES SCHOOL ASSISTANCE PROGRAM

We recognise that some families may be under financial pressure, particularly at the start of the year. Parents/guardians with Health Care Cards may qualify for the Gleneagles School Assistance Package.

ELIGIBILITY FOR GLENEAGLES SCHOOL ASSISTANCE PACKAGE

The Gleneagles Secondary College School Assistance Package (SAP) will be offered to parents of eligible students, until they turn 16.

To be eligible you must:

1. Have a student enrolled at Gleneagles Secondary College as at 30th January 2019.
2. Be the parent or legal guardian of the student and
3. Be an eligible beneficiary within the meaning of the State Concession Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, and
4. Submit your application to the school by 28th February 2019.

To enable us to process your School Assistance claim we need you to come to the Bursar's office.

PARENT PAYMENTS

Each parent will have received information on the parent payments for the relevant year level. Attached to the parent payment form was a letter from the School Council President explaining clearly what parents are required to pay and what is deemed to be voluntary. I have included an extract of this letter in this newsletter:

The DET guidelines states; "the Education and Training Reform Act 2006 provides for the provision of free instruction in the standard curriculum program, and empowers school councils to charge for goods and service used in the course of instruction and to raise funds".

Over the years there has been confusion over what is provided for free, what can be charged for and what is a voluntary payment. Often the media has added to this confusion by over simplifying the matter. The simple matter is that the total sum of parents' contributions almost matches the government cash contribution to the College. We cannot run our programs without parents contributing to the College as explained below. The DET format for the parent contribution is designed to simplify the situation by having three clear sections.

Section A: “Essential Education Items which parents are required to provide or pay the school to provide for their child.” Parents are required to meet this obligation.

Section B: “Optional Extras which are offered on a user-pays basis and which parents and guardians may choose whether their child accesses or participates in” e.g. instrumental music program, school magazine.

Section C: “Voluntary Financial Contributions which parents and guardians may be invited to donate to the school”.

The College Council is mindful that some parents and guardians may need assistance to meet these various costs. A separate sheet was issued to explain various support options and how the school can provide assistance. Please take the time to consider these options and if you need further clarification, contact Sue Quinn, Gleneagles Business Manager or the Gleneagles Principal, Sue Peddlesden who is also able to consider your individual needs and assist you in making appropriate arrangements.

Semester One elective payments are due by 1st March 2019 and Semester Two elective payments by 28th June 2019. If you experience difficulty in meeting these payments on time, please consider the information provided with the parent payment sheet or ring to discuss the issue. We will be following up all families when payment is not received by the due date and no arrangement has been made with the school. We do need all parents to pay the essential items and relevant optional extras. We simply do not have the resources to allow some parents to avoid payment and it would not be fair to the parents who do meet their commitments in a timely manner. We need parent support to provide a quality education program for your students. We would be pleased if you are able to contribute to any of the items in Section C on the parent payments sheets.

CAMPS, SPORTS AND EXCURSION FUND

Please refer to the flyer on the next page for information regarding the Camps Sports & Excursions Fund.

HOT WEATHER

Gleneagles students will be comfortable in hot weather as we have air conditioning throughout the school. Students are also encouraged to bring a clear water bottle to class.

FINANCIAL ASSISTANCE INFORMATION FOR PARENTS

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund helps ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. It is part of making Victoria the Education State and the Government's commitment to breaking the link between a student's background and their outcomes.

CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

School camps provide children with inspiring experiences in the great outdoors, excursions encourage a deeper understanding of how the world works and sports teach teamwork, discipline and leadership. All are part of a healthy curriculum.

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

The annual CSEF amount per student is:

- \$125 for primary school students
- \$225 for secondary school students

MORE INFORMATION

For more information about the CSEF visit
www.education.vic.gov.au/csef

HOW TO APPLY

New applicants should contact the school office to obtain a CSEF application form or download from www.education.vic.gov.au/csef

If you applied for the CSEF at your child's school in 2018, you do not need to complete an application form in 2019 unless there has been a change in your family circumstances.

You only need to complete an application form if any of the following changes have occurred:

- new student enrolments; your child has started or changed schools in 2019 or you did not apply in 2018.
- changed family circumstances; such as a change of custody, change of name, concession card number, or new siblings commencing at the school in 2019.

Check with the school office if you are unsure.



COLLEGE POLICIES AND PROCEDURES

The College has policies and procedures approved by Council. This information is located on Compass, under the School Documentation Tab, School Policies folder, these include:

Anaphylaxis
Asthma
Attendance
Against Bullying
Camps
Excursions
Child Safety Reporting Obligations
Child Safe Standards policy/commitment and code of conduct
Communication with School Staff
Complaints
Curriculum Framework
Digital Technologies (Internet, Social Media and Digital Devices)
Duty Of Care
Emergency Management
First Aid (including arrangements for ill students)
Fundraising
Health Care Needs
Home Study
Inclusion And Diversity
Administration of Medication
Mobile Devices
Parent Disputes
Personal Property
Photographing And Filming Students
Staff Dress Code
Statement Of Values And School Philosophy
Student Wellbeing And Engagement
Uniform And Dress Code
Visitors
Volunteers
Yard Duty And Supervision

Policies can also be found on the College Website under the publications tab.