

### PRINCIPAL'S REPORT

*Meridith Walker*

On behalf of the Casterton Secondary College community I extend a very warm welcome to our Year 7 students, our new enrolments and their families. I also welcome back current students and their families. After a relaxing holiday we are all looking to 2020 with enthusiasm and great expectations.

It has been a pleasure to walk around the school and observe students engaged with their learning. There is a feeling of optimism and students will enthusiastically tell you they are enjoying being at school and enjoying their learning.

Thanks to Warrnambool Books for ensuring that students had all their required books and stationery prior to the start of the school year thereby supporting students with a seamless start.

Casterton Secondary College is developing a well-earned reputation in our community and region for its commitment to fostering academic excellence and improving student outcomes. At the same time, we will provide every opportunity for our students to become lifelong learners and to develop the skills and attitudes that will enable them to contribute positively to local, national and global societies.

The values of Respect, Accountability and Persistence and mantra: High Expectations – No excuses, underpin everything we do at the college.

**Our school provides a service to students that very few other schools do.** We provide:

- One to one support for every student, particularly Year 12 students as they prepare for life beyond school.
- One to one support to VCAL and VCE students throughout the year and beyond their official last day of school
- One to one support to year 12 students AFTER they receive their ATAR scores
- Careers advice and programs for all students 7 – 12
- Flexible timetables to ensure every student reaches his/her potential
- Subject specific support out of class...teachers help students before school, during lunch times, after school and during school holidays.
- Support for the wellbeing of every student

It is anticipated that staff, students, parents and carers will continue a partnership built on communication and mutual respect. To work together to provide every opportunity for Casterton Secondary College students to develop the “whole” person through initiatives and programmes that encourage confidence and excellence, achieve success at the highest level, and pursue their chosen pathway.

#### **Year 12**

I take this opportunity to congratulate the year 12 students of 2019 who got into their preferred course at University, TAFE or entered the workforce.

*The median VCE Study Score for 2019 was 32, an outstanding achievement that placed Casterton Secondary College at the forefront of other secondary schools in the Casterton/Hamilton region.  
An achievement of which the community can be proud.*

The success of our students is a reflection of their hard work, their teachers' knowledge and commitment throughout the year and of the support provided through a careers/ pathways program that extended into 2019.

**Special congratulations to:**

**2019 (inaugural) VCAL DUX:** Morgaine Delahoy

**2019 VCE DUX:** Leah Kerr

**Positive Relationships**

Casterton Secondary College has embraced the principles of Restorative Justice to build a culture of mutual respect through the building of positive relationships by *accepting responsibility for decisions made, establishing trust with and between people and repairing any harm that may have been done.*

It is vital that **we all embrace these principles** and work together to build a positive culture of mutual respect.

**Family involvement**

is an important and welcome part of Casterton Secondary College. It leads to a richer and more cohesive environment for both students and staff. There are many ways parents can be involved, both on a formal and an informal basis. **We welcome any assistance you can give.**

*Informal involvement* activities include - Helping with classroom activities, helping out with sports teams and events, assisting on excursions.

*Formal involvement* with the college includes:

- Becoming a member of the College Council or one of its sub-committees
- Responding to formal questionnaires / surveys, requests from the school.

**Council Elections**

An election is to be conducted for members of the College Council of Casterton Secondary College.

All parents and care-givers are encouraged to consider nominating to be a parent representative on our Governing Council.

Please refer to the information attached.

I thank all members of council, who have been passionate advocates of Casterton Secondary College within the school, local and broader communities.

**Communication**

Effective communication reduces misunderstanding, provides a link between home and school to relay information and relies on all members of the school community to play their part in the process.

If you have any concerns regarding the welfare of your children, please contact the appropriate person. Below is a list of reasons for contacting the school and the **person to speak** to in the corresponding column.

Concern	Who to contact
Late to school	Front Office
Must leave school early and you didn't provide a note in the morning	Front Office
Bullying/Harassment	Middle School Leader (7-9) – Carina Barton Senior School Leader (10-12) – Renae Newell
Welfare	Assistant Principal: John Webb Middle School Leader: Carina Barton Senior School Leader: Renae Newell
Careers advice	Delma Fidler (Careers Coordinator) Relevant sub-school leader (Carina Barton or Renae Newell)
Teacher	Principal – Meridith Walker

## XUNO

Casterton Secondary College is launching a communication system, XUNO (pronounced 'zoo-no'), that includes a parent portal.

The parent portal will allow parents to log in and have immediate access to their children's information. Information available to you will include your child's timetable and attendance in classes, student reports and unexplained absences. The system will include up to date news items and information, greater breakdown of attendance and access to your child's achievements and behavioural incidents.

XUNO will also be used to make bookings for interviews before parent/teacher interviews.

XUNO is also used to showcase news items and calendar events to assist parents with planning and keeping up to date with what is happening at the College.

We look forward to connecting parents, students and teachers through XUNO and believe it will complement our current modes of communication: *website, newsletter and Facebook*.

The SkoolBag app will be replaced with XUNO from September 2020.

XUNO will enrich the communication and connectedness of families with Casterton Secondary College.

Parents/carers will be kept up-to-date with the progress of the launch of the parent portal.

### **2020 Pupil Free Days**

The following pupil free days for 2020 have been ratified by the College Council.

28 <sup>th</sup> January	<b>2020 Preparation/ Curriculum development/XUNO training</b>
29 <sup>th</sup> January	<b>Developmental Assessment (Dr Michael Francis)</b>
3 <sup>rd</sup> August	<b>Student/Staff Wellbeing/Curriculum development</b>
4 <sup>th</sup> November	<b>Curriculum Development</b>

*Please refer to the SkoolBag app, website, newsletter and Facebook for information about what is happening at the college.*

Meridith

## WELCOME TO OUR 2020 YEAR 7 STUDENTS

*Carina Barton*

Thursday 30th January, and a new dawn, literally, for the 22 year seven students starting their first day at Casterton Secondary College.

Resplendent in new uniforms and shiny black shoes, the students spent the first two lessons learning important school policies and procedures, getting their new lockers and planners, and generally completing the 'housekeeping' that comes with starting a new chapter in their young lives.

After recess they were thrust into the 'real' world of secondary college life with a double humanities class before lunch. After lunch Mr McKinnon set them up with their computer log-ins, and showed them how to create files 'the CSC way', although it must be said, most of the students found setting their background far more entertaining.

It was a relaxed and friendly start to their secondary education and judging by the happy, smiling faces at the end of the day, one they all enjoyed.

On the 12<sup>th</sup> – 14<sup>th</sup> of February the year seven students will attend their Orientation camp in Warrnambool. This provides an excellent opportunity for students to get to know each other as well as familiarise themselves with the school expectations and values.

We look forward to our new cohort of year sevens enjoying the rest of their secondary education with us for the next six years.



## INTRODUCING NEW STAFF

Casterton Secondary College welcomes Ms Indu Yadav teaching Maths and Mr Brett Van As teaching Biology and Science. Both have already settled into the community and school life well

## WELCOME TO 2020 YEAR 12

Good Luck for the coming year



## CAREERS NEWS

*Delma Fidler*

It is all GO in the Careers office at the moment. Students commenced HDSC on Friday the 31<sup>st</sup> and those students who attend on a Tuesday started on the 4<sup>th</sup> of February. As a testament to the variety of options offered at Casterton Secondary College, online course have also begun. This year we have students studying Business, Aged Care, Individual Education Support, Animal Studies and Sport and Rec. Students will start their placements during the week of the 10th of February unless alternative arrangements have been made. Students and parents remember the following:

- If you are away from a placement, HDSC or can't attend school to work on your course you must notify your employer, HDSC or the school by making a phone call, no TEXTING.
- You must notify Mrs Fidler, a text is acceptable if you are absent.
- No mobile phones to be used during work hours.
- No social media posts.
- Students are to report to the front office to pay \$10 before boarding the bus to HDSC.
- Mrs Layley must be informed and approve all changes to bus arrangements
- Students who wish to get on and off at Coleraine must see Mrs. Fidler

Most importantly make the most of your placement and enjoy the opportunity to learn new skills and make new contacts in a work environment that you have indicated you have an interest in.

## YEAR 10 - DAIRY IN FOOD TECH

*Sally French*

As an introduction to their unit of work on dairy, the Year 10 Food Technology students spent a decadent lesson tasting a range of cheeses. The students were required to record the taste and texture of the different cheeses, while also comparing the nutritional information of each cheese. Most of the students were brave enough to give blue-vein cheese and even pate a try.

This week, cooking classes begin for Year 10 students. Year 7 students will begin their cooking classes week 4. All Year 10 and 7 families are reminded that students are required to bring an apron and large container to each practical lesson.

Bentley and William courageously tasting Blue Vein Cheese (Right)



## STUDENT DROP OFF / PICKUP ZONE

*Steve Rathmell, OHS Nominee/Manager*

Parents/carers are reminded that members of the public are not to drive their cars onto school grounds via the White Street entrance at any time. This is a potentially dangerous practice as students are always present in that area.

Parents/carers are asked to use the Stadium carpark; which is a safe place to drop off and collect your children before and after school.

All parents/carers should avoid dropping off and picking up students on the north side of Mt Gambier Road as we do not have a designated crossing supervisor, students crossing the very busy road are at risk of serious injury, especially when visibility is restricted whilst buses are parked outside the College grounds.

Your cooperation with the above request would be appreciated to ensure the safety of our school community.

## UNIFORM SHOP HOURS

### Uniform

It has been delightful to see our students proudly wearing the school uniform. Comments from members of both the school and local community have been positive; relating to the quality, style and pricing.

The uniform shop is open on Wednesdays 2 – 4pm and Fridays 8:30 – 10:30am. Other times are available by appointment. Layby is available.

**Every student is expected to be wearing uniform.**

I ask parents/carers to familiarise themselves with our Uniform Policy (ratified by Council) which can be found in the student planners.

## 2020 FOOTY TIPPINGS COMPETITION

The Casterton Secondary Colleges Footy Tipping Competition is about to kick off for season 2020. First round is Thursday March the 19<sup>th</sup>. All rounds need to be filled in before the season start and can be dropped off at either Secondary College, Post Office or in the designated box at Foodworks. Weekly updates are left in most businesses or found on our Facebook site. Looking forward to another year

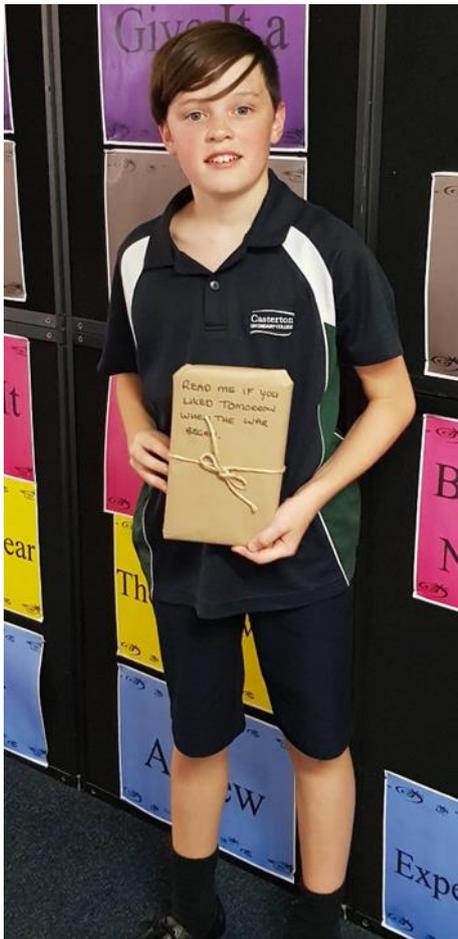
P: 03 55811 588

[facebook.com/castertonsecondarycollege](https://facebook.com/castertonsecondarycollege)

## VINEYARD EXPLOITS

*Brett VanAs*

The Year 10 cohort have now taken over as Guardians of the Vines. As part of their studies in Chemistry they will be making our newest vintage of Red Dog Red. The students' first job was to prune the vines right back, so growth is devoted toward the grapes. Despite the occasional blood blister from the secateurs, the students applied themselves with enthusiasm and did a fantastic job. Plus, the cuttings were able to be tossed into the paddock as a tasty snack for our cows.



Year 7 students enjoying a mystery book activity

## SCHOOL PHOTOS 2020

- School photos for this year will be taken on Wednesday February 26<sup>th</sup>.
- All students will receive an order envelope prior to Wednesday February 26<sup>th</sup>.
- Parents are requested to ensure that all students are in correct school uniform.
- **Envelopes containing correct money are to be brought to school on February 26<sup>th</sup> and will be collected by the PHOTOGRAPHER. Please do NOT take to the general office or bring to school before February 26<sup>th</sup>.**
- Students requiring a family group photo taken may collect an additional order form from Mr. Webb.
- *All students will have an individual photo taken even if not buying a photo pack.*

J. Webb  
Assistant Principal

## Year 7 & 10 vaccinations in 2020

The Secondary School Vaccine Program offers free vaccines to Year 7 and 10 students. These vaccines provide protection against:

- Diphtheria, tetanus and pertussis (whooping cough) – one dose for year 7 students
- Human Papillomavirus (HPV) – two doses for year 7 students
- Meningococcal A,C,W,Y – one dose for year 10 students

Parents/guardians of year 7 and 10 students should look out for the vaccine consent card booklet coming home from school with your child. You need to read the information, **complete and return the card BY Friday February 21st regardless of whether your child is being vaccinated at school.**

The Glenelg Shire council **immunisation** service may contact you about the Secondary School Vaccine Program. Schools are authorised to provide basic parent/guardian contact details to local councils for this purpose. Contact the school by **28<sup>th</sup> February 2020** if you do not want your contact details given to the Glenelg Shire council **immunisation** service.

To learn more about the Secondary School Vaccine Program, the vaccines, the diseases they protect against, or how you can prepare your child for vaccination, go to

<https://www.betterhealth.vic.gov.au/health/healthyliving/immunisation-in-secondary-schools>

Additionally, the Commonwealth government is funding vaccinations for all children under 20 years of age who missed any scheduled vaccines, including a catch up program for Meningococcal ACWY vaccine for adolescents aged 15-19 years of age who have not already received the vaccine in school. If students have missed vaccines, either in childhood or adolescence, and require catch-up vaccines, they should speak with their immunisation provider. (ie. local council or GP)

## **A Three Way Partnership - Student Engagement and Inclusion Policy**

We intend to highlight sections of our Student Engagement and Inclusion Policy in this and future newsletters.

The following section outlines the rights, associated responsibilities and shared expectations of staff, students and parents.

### **Section 3: Rights**

*The Charter of Human Rights and responsibilities Act (2006) requires all schools to consider the four basic principles of this act: Freedom, Respect, Equality and Dignity*

#### **PRINCIPLES CONCERNING THE RIGHTS OF THE SCHOOL COMMUNITY**

Casterton Secondary College should be a pleasant environment where individuals can develop to the fullest, academically, physically, emotionally and socially. This can only happen when all members of the school community behave in an acceptable and responsible manner.

A school or work place can only operate successfully with rules and standards based upon consideration, co-operation and courtesy. These promote a happy, safe, healthy working environment.

#### **CONSIDERATION**

- All members of the school community are important and we must respect each other's rights, feelings property and opinions.
- We must take responsibility for our own actions and treat others in the same way that we want them to treat us.

#### **CO-OPERATION**

Each member of the school must demonstrate co-operation in all activities

- In the classroom
- In the school yard
- In the sporting and social events.

#### **Co-operation**

- Enables students to learn and teachers to teach
- Promotes a sense of responsibility, trust and honesty
- Develops self-control.

#### **COURTESY**

- is an important part of working or being together. This involves:
  - Being tolerant of differences in others
  - Encouraging and assisting those less able
  - Showing politeness and respect for others

## Responsibilities and Shared Expectations

Principal Class, Teaching and Non-Teaching Staff	Students	Parents
<ul style="list-style-type: none"> <li>• Uphold the school values</li> <li>• Adhere to the Staff Code of Conduct</li> <li>• Serve as positive role models and demonstrate integrity and respect through attitudes, personal conduct and dress</li> <li>• Foster an environment where all students feel safe, valued and trusted and have the opportunity to develop, assume and maintain responsibility and self motivation</li> <li>• Assist with the development and implementation of early intervention plans for at risk students</li> <li>• Comply with all relevant legislation relating to confidentiality of student, staff and parent/guardian information</li> <li>• Plan and conduct assessments, provide feedback to students, report on student learning and use the outcomes of student assessment to inform classroom planning</li> <li>• Be punctual to all classes and meetings</li> <li>• Provide support for students during the school day</li> <li>• Be accessible and available within the confines of the working day</li> <li>• Meet all deadlines</li> <li>• Work in a Restorative and non judgemental manner</li> <li>• Ensure all students are valued and cared for</li> <li>• Value student and parent input</li> <li>• Create a safe and stimulating learning environment that encourages students to take responsibility for their learning</li> <li>• Use a range of approaches and resources to provide meaningful learning for all students</li> <li>• Establish and maintain clear expectations for students as learners and for their behaviour</li> <li>• Work effectively in teams which may include other staff, parents, carers, members of the community</li> <li>• Be aware of the social and and cultural background of the students</li> <li>• Consistently follow and apply agreed school policies</li> <li>• Always speak positively about the school and colleagues in public</li> <li>• Ensure a budget is prepared and managed to allow all programs to operate</li> <li>• Reflect critically on professional practice, establish learning and development needs and goals and undertake training to maintain and enhance capacity to provide best practice within the school setting</li> <li>• Work collaboratively with school staff and members of the wider community to establish productive partnerships and achieve individual student objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Uphold the school values</li> <li>• Adhere to the Student Code of Conduct</li> <li>• Adhere to the Student Uniform policy</li> <li>• Display a positive attitude to learning and prepare for and actively participate in all learning experiences provided</li> <li>• Students have the responsibility to attend their classes. If a student misses a class, he or she is responsible for making up the work by either speaking to the appropriate teacher or obtaining a classmate's notes and handouts and submitting any assignments due</li> <li>• Bring a note to explain any absences</li> <li>• Become involved in a wide range of school activities</li> <li>• Respect the rights of all members of the College community</li> <li>• Consider the safety of all members of the College community</li> <li>• Be punctual to all classes.</li> <li>• Students are expected to arrive in class with their Student Planner and appropriate books and equipment for each subject. This includes maintaining internet and print balance</li> <li>• Use the Student Planner efficiently and effectively</li> <li>• Respect the learning environment</li> <li>• Participate in Restorative Practices</li> <li>• Keep parents informed of what is happening at school</li> <li>• Seek help and encourage others to seek assistance from staff when required</li> <li>• Act in an appropriate manner when in school uniform out of the school grounds</li> <li>• Adhere to all College policies relevant to students</li> </ul>	<ul style="list-style-type: none"> <li>• Uphold the school values</li> <li>• Promote a positive attitude towards school and learning</li> <li>• Support regular and punctual attendance at school</li> <li>• Provide a note of explanation or phone the Absence Hotline to explain student absences</li> <li>• Assist your child prepare for school</li> <li>• Take an interest in your child's learning and progress</li> <li>• Support your child with homework</li> <li>• Participate in Parent/Student/Teacher interviews</li> <li>• Cooperate with requests from the school</li> <li>• Immediately notify the school of any changes in contact information</li> <li>• Communicate regularly with the school</li> <li>• Become familiar with the Student Code of Conduct and school rules</li> <li>• Work in partnership with school staff and your child to develop learning goals and strategies to ensure your child achieved their educational potential</li> <li>• Participate in Restorative practices</li> <li>• Provide necessary requisites to support student learning</li> <li>• Always speak positively about the school and encourage your child to participate in all College programs</li> </ul>

## Every Day Counts – Students **MUST** strive for 100% attendance

1 or 2 days absent a week doesn't seem much but .....

He / She is only missing just ....	That equals....	Which is ....	and over 13 years of schooling that's ....	Which means the best your child can perform is ...
1 day per fortnight	20 days per year	4 weeks per year	Nearly <u>1.5 years</u>	Equal to finishing in <b>year 11</b>
1 day per week	40 days per year	8 weeks per year	Over <u>2.5 years</u>	Equal to finishing in <b>year 10</b>
2 days per week	80 days per year	16 weeks per year	Over <u>5 years</u>	Equal to finishing in <b>year 7</b>
3 days per week	120 days per year	24 weeks per year	Nearly <u>8 years</u>	Equal to finishing at <b>year 4</b>

## Being On Time to School and Class Counts

Just a little bit late doesn't seem much but .....

He / She is only missing just ....	That equals....	Which is ....	and over 13 years of schooling that's ....
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly <u>Half a year</u>
20 minutes per day	1 hour 40 minutes per week	Over 2.5 weeks per year	Nearly <u>1 year</u>
Half an hour per day	Half a day per week	4 weeks per year	Nearly <u>1 and a half years</u>
1 hour per day	1 day per week	8 weeks per year	Over <u>2 and a half years</u>

*Did you know your child's best learning time is the start of the school day?*

# EVERY DAY COUNTS

## Secondary School Attendance

**Going to school every day is the single most important part of your child's education. Students learn new things at school every day – missing school puts them behind.**

### Why it's important

We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.

Students develop good habits by going to school every day – habits that are necessary to succeed after school, whether in the workplace or in further study.

Missing school can have a big impact on students academically and socially. It can affect their test results, including VCE, and, just as importantly, it can affect their relationships with other students, and lead to social isolation.

There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes.

Each missed day is associated with falling behind in subject topics and assessment tasks, and lead to fewer subject choices and may impact on achievement in years 11 and 12.

### Getting in early

It's never too late to improve attendance – going to school more often can lead to better outcomes. Even at Year 9, when attendance rates for all students are lowest, going to school more often can make a big difference. Every day counts.

Schools are there to help – if you're having attendance issues with your child, speak to your school about ways to address those issues.

### What we can do

The main reasons for absence are:

**Sickness** – There are always times when students need to miss school, such as when they're ill. It's vital that they're only away on the days they are genuinely sick, and setting good sleep patterns, eating well and exercising regularly can make a big difference.

**"Day off"** – Think twice before letting your child have a "day off" as they could fall behind their classmates – every day counts.

**Truancy** – This is when students choose not to go to school without their parent's permission. There can be many reasons for truancy; the best way to address this is for schools and parents to work together.

While all absences are bad for academic performance, unexcused absences are a much stronger indicator of lower reading and maths achievement.

If for any reason your child must miss school, there are things you can do with your school to ensure they don't fall behind:

- Speak with your home room teacher or year level coordinator and find out what work your child needs to do to keep up.
- Develop an absence learning plan with your teacher and ensure your child completes the plan.

Remember, every day counts. If your child must miss school, speak with your home room teacher or year level coordinator as early as possible.

Openly communicating with your child's school about all absences is a good way to prevent attendance issues being escalated to a School Attendance Officer. A School Attendance Officer is a Department of Education and Early Childhood Development Regional Director who has authority to follow up attendance issues. Attendance issues that are escalated can lead to an Infringement Notice.

If you're having attendance issues with your child, please let your year level coordinator, principal or other relevant staff member know so you can work together to get your child to school every day.

### Further information

[www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx](http://www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx)

## **Child Safe Policy**

Casterton Secondary College has developed and maintains a culture of zero tolerance towards child abuse. Casterton Secondary College recognises a responsibility to comply with Ministerial Order 870.

### **Aims of the policy**

To ensure that all Casterton Secondary College students are safe and protected from child abuse in all school environments, during and outside school hours.

### **Implementation of Ministerial Order 870 – Child Safety**

At Casterton Secondary College we believe Child Safety encompasses matters related to:

- protecting all children from child abuse
- managing the risk of child abuse
- providing support to a child at risk of child abuse
- responding in an appropriate manner to incidents, allegations or reports of child abuse

At Casterton Secondary College Ministerial Order 870 is implemented through familiarisation and adherence to the policies and procedures listed below in accordance with PROTECT: Protecting children and young people from abuse is our responsibility:

- This Child Safe policy
- Child Safe Code of Conduct
- Identifying and Responding to All Forms of Child Abuse in Victorian Schools
- Responding to Incidents, Disclosures and Suspicions of Child Abuse – Four critical actions
- The Welfare committee consisting of the Assistant Principal (Mr. Webb), Senior School Leader (Miss Newell), Middle School Leader (Mrs. Barton), School Nurse (Mrs. Sweeney) oversee Child Safety.

The following policies also exist to support Child Safety at Casterton Secondary College:

- Accident Incident reporting procedures
- Risk Assessment
- Anaphylaxis policy
- Bullying and Harassment policy and procedures
- Care arrangements for ill students
- Communication of school policies, procedures and schedules policy
- Critical incident plan
- Distribution of Medication policy and procedures
- Electronic Devices policy
- Emergency Management Plan
- Emergency prevention check list
- 1<sup>st</sup> Aid policy and procedures
- Excursions policy and procedures
- ICT Acceptable Use policy
- Mandatory Reporting policy and procedures
- Student Inclusion and Engagement policy
- Student Health policy
- Student Welfare policy and procedures
- Supervision and Duty of care policy

### Notice of Election and call for Nominations

An election is to be conducted for members of the School Council of Casterton Secondary College.

Nomination forms are available from the front office from Tuesday 11/02/2020 and must be lodged by 4:00pm on 18/02/2020.

A ballot (if required) will close at 4:00pm on 3/03/2020.

<b>SCHOOL COUNCIL ELECTION PROCESS AND TIMETABLE 2020</b>	
<b>Name of the school: CASTERTON SECONDARY COLLEGE</b>	
<b>EVENT</b>	<b>DATE</b>
a) Notice of election and call for nominations	Tuesday 11 February 2020
b) Closing date for nominations	Tuesday 18 February 2020
c) Date by which list of candidates and nominators will be posted	Thursday 20 February 2020
d) Date by which ballot papers will be prepared and distributed	On or before 25 Tuesday 2020
e) Close of ballot	Tuesday 3 March 2020
f) Vote count	Thursday 5 March 2020
g) Declaration of ballot	Friday 6 March 2020
h) Special council meeting to co-opt Community members (the principal will preside)	Monday 16 March 2020
i) First council meeting to elect office bearers (the principal will preside)	Monday 16 March 2020

Following the closing of nominations a list of the nominations received will be posted at the school. The terms of office, membership categories and number of positions in each membership category open for election are as follows:

<b>Membership category</b>	<b>Term in office</b>	<b>Number of positions</b>
Parent member	2 years from the day after the date of the declaration of the poll in 2020 to and inclusive of the date of the declaration of the poll in 2022	2
Parent member	1 year from the day after the date of the declaration of the poll in 2020 to and inclusive of the date of the declaration of the poll in 2021	1

If the number of nominations is less than the number of vacancies, a notice to that effect and calling for further nominations will be posted in a prominent position at the school.

Meridith Walker  
Principal  
Casterton Secondary College

## School council elections – Information for parents

### What is a school council and what does it do?

All government schools in Victoria have a school council. They are legally constituted bodies that are given powers to set the broad direction of a school in accordance with their constituting Order and the *Education and Training Reform Act 2006*. In doing this, a school council is able to directly influence the quality of education that the school provides for its students.

**Who is on the school council?** For most primary school councils, there are several possible categories of membership:

A mandated elected Parent member category – more than one-third of the total members must be from this category.

DET employees can be Parent members at their child's school as long as they are not engaged in work at the school

A mandated elected DET employee member category – members of this category may make up no more than one-third of the total membership of school council. The principal of the school is automatically one of these members

An optional Community member category – members are co-opted by a decision of the council because of their special skills, interests or experiences. DET employees are not eligible to be Community members

A small number of school councils have Nominee members.

For all schools with a Year 7 and above cohort, there is an additional category of membership:

A mandated elected Student member category, two positions.

Generally, the term of office for all members is two years. The term of office of half the members expires each year, creating vacancies for the annual school council elections.

### Why is parent membership so important?

Parents on school councils provide important viewpoints and have valuable skills that can help inform and shape the direction of the school.

Those parents who become active on a school council find their involvement satisfying and may also find that their children feel a greater sense of belonging.

### Do I need special experience to be on school council?

Each member brings their own valuable life skills and knowledge to the role. However, councillors may need to develop skills and acquire knowledge in areas that are unfamiliar to them. It is important to have an interest in your child's school and the desire to work in partnership with others to help shape the school's future.

### Code of conduct for school councillors

School councils in Victoria are public entities as defined by the *Public Administration Act 2004*. School councillors must abide by the *Code of Conduct for Directors of Victorian Public Entities* issued by the Victorian Public Sector Commission. The Code of Conduct is based on the Victorian public sector values and requires councillors to:

**act with honesty and integrity** (be truthful, open and clear about their motives and declare any real, potential or perceived conflict of interest and duty)

**act in good faith** in the best interests of the school (work cooperatively with other councillors and the school community, be reasonable, and make all decisions with the best interests of students foremost in their minds)

**act fairly and impartially** (consider all relevant facts of an issue before making a decision, seek to have a balanced view, never give special treatment to a person or group and never act from self-interest)

**use information appropriately** (respect confidentiality and use information for the purpose for which it was made available)

**exercise due care, diligence and skill** (accept responsibility for decisions and do what is best for the school)

**use the position appropriately** (not use the position as a councillor to gain an advantage)

**act in a financially responsible manner** (observe all the above principles when making financial decisions)

**comply with relevant legislation and policies** (know what legislation and policies are relevant for which decisions and obey the law)

**demonstrate leadership and stewardship** (set a good example, encourage a culture of accountability, manage risks effectively, exercise care and responsibility to keep the school strong and sustainable).

### **Indemnity for school council members**

School councillors are indemnified against any liability in respect of any loss or damage suffered by the council or any other person in respect of anything necessarily or reasonably done, or omitted to be done by the councillor in good faith in:

the exercise of a power or the performance of a function of a councillor, or

the reasonable belief that the act or omission was in the exercise of a power or the performance of a function of a council.

In other words, school councillors are not legally liable for any loss or damage suffered by council or others as a result of reasonable actions taken in good faith.

### **How can you become involved?**

The most obvious way is to participate in and vote in the school council elections, which are held in Term 1 each year. However, ballots are only held if more people nominate as candidates than there are positions vacant.

In view of this, you might consider:

standing for election as a member of the school council

encouraging another person to stand for election.

### **School council induction video**

The school council induction video provides a summary of the purpose and responsibilities of school councils as well as the roles and responsibilities of school councillors. The video can be viewed on the [Department's website at School Councils](https://www.education.vic.gov.au/school/teachers/management/community/Pages/schoolcouncils.aspx).

<<https://www.education.vic.gov.au/school/teachers/management/community/Pages/schoolcouncils.aspx>>

### **What do you need to do to stand for election?**

The principal will issue a Notice of Election and Call for Nominations following the commencement of Term 1 each year. All school council elections must be completed by the end of March unless the usual time line has been varied by the Minister.

If you decide to stand for election, you can arrange for someone to nominate you as a candidate or you can nominate yourself in the Parent member category.

DET employees whose child is enrolled in a school in which they are not engaged in work, are eligible to nominate for Parent membership of the school council at that school.

Once the nomination form is completed, return it to the principal within the time stated on the Notice of Election. You will receive a Nomination Form Receipt via post, email or by hand following the receipt of your completed nomination.

If there are more nominations received than there are vacancies on council, a ballot will be conducted during the two weeks after the call for nominations has closed.

### **Remember**

Consider standing for election to school council.

Ask at the school for help if you would like to stand for election and are not sure what to do.

Be sure to vote if the election goes to ballot.

Contact the principal for further information.

## CASTERTON SECONDARY COLLEGE

### MOBILE PHONE / SMART WATCH/ ELECTRONIC DEVICES POLICY

#### Purpose

The widespread ownership of mobile phones and other electronic devices such as smart watches among young people requires that school administrators, teachers, students, and parents take steps to ensure that they are used responsibly at schools.

Mobile phones with cameras and screens, and smart watches, create a new set of privacy issues for the school because:

- images of people can be taken without their knowledge
- images can be saved and then sent to other people
- it is possible to send these images to the internet
- they can be used to bully other people (cyber bullying)

Any other electronic devices that may cause disruption in classes and interrupt student learning.

#### Rationale

**Mobile Phones and Smart Watches.** Casterton Secondary College accepts that parents give their children mobile phones and smart watches to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone or smart watch gives parents reassurance that they can contact their child if they need to speak to them urgently.

- The school acknowledges that some students may need to carry mobile phones or smart watches to and from school.
- ***If students bring mobile phones or smart watches to school they will hand them in during home group until the end of the school day.***
- It is critical that all students are given the best learning environment in which to learn without interruptions created by mobile phone and smart watch use in lesson and study time.
- It is critical that a safe harassment free environment is provided for all students.

#### **Other Electronic Devices**

- The school acknowledges that there will be times teachers will require students to bring electronic devices to school to support their learning.
- If students are required to bring electronic devices to school they will only use them in the lesson/s designated by their teachers.
- It is critical that all students are given the best learning environment in which to learn without interruptions created by electronic devices used in lessons and study time not designated by their teachers.
- It is critical that a safe harassment free environment is provided for all students.

#### Responsibility

- It is the responsibility of students who bring mobile phones, smart watches or other electronic devices (excluding computers used for educational purposes) to school to abide by the guidelines outlined in this document.
- It is the responsibility of students to hand in their mobile phones or smart watches in home group at the start of the day until the end of the school day.

- It is the responsibility of students to ensure they do not bring electronic devices to school unless requested to do so by a teacher as part of their learning.
- The decision to provide a mobile phone, smart watch or other electronic devices to their children should be made by parents or guardians however the college expects all families to comply with the Casterton Secondary College's Mobile Phone/Smart Watch/Electronic Devices Policy.
- ***Parents should be aware that if their child takes a mobile phone or smart watch to school it will remain in the home group box until the end of the school day. (All classrooms have clocks).***
- Parents should be aware that if their child takes an electronic device (excluding computers used for educational purposes) to school for a lesson designated by their teachers it will only be used in that class.
- It is the responsibility of students to adhere to the law regarding privacy and bullying and the correct use of mobile phones and smart watches.

### **Inappropriate Conduct**

- In cases where there are gross invasions of privacy or where student images are used without permission (e.g. sent to another person on the Internet, mobile phone or smart watch) there will be serious consequences.
- In cases where mobile phones, smart watches and other electronic devices are used to bully and harass others there will be serious consequences.
- In cases where a student refuses to follow the guidelines outlined in this document the college will implement student behaviour management processes.

### **Sanctions**

- Students who infringe the rules set out in this document will face normal college student behaviour management processes.
- Repeated infringements may result in suspension.
- As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.

# Bushfire At-Risk Register - Schools

## School procedures for the bushfire season

Fire danger ratings and warnings are used in Victoria to provide clear direction on the safest options for preserving life.

Schools and children's services listed on the DET Bushfire At-Risk Register (BARR) will be closed when a Code Red fire danger rating day is determined in their Bureau of Meteorology district. **Our school has been identified as being one of those at high bushfire risk and is listed on the BARR.**

Where possible, we will provide parents with up to four days' notice of a potential Code Red day closure by letter or phone and on our sign on the front lawn of the school. A Code Red day will be determined by the Emergency Management Commissioner no later than 1.00 pm the day before the potential closure. Once we are advised of the confirmation of the Code Red day we will provide you with advice before the end of the school day.



**Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast.** This is to avoid confusion and help your family plan alternative care arrangements for your child. It is also important to note that:

- No staff will be on site on days where the school is closed due to a forecast Code Red day.
- School camps will be cancelled if a Code Red fire danger rating day is determined for the Bureau of Meteorology district in which the camp is located.
- As a bus co-ordinating school all bus routes will be cancelled.
- Depending on which Bureau of Meteorology district is impacted bus route cancellations may affect our school.

On these Code Red days families are encouraged to enact their Bushfire Survival Plan – **on such days children should never be left at home or in the care of older children.**

For those of us living in a bushfire prone area, the CFA advise that when Code Red days are forecast, the safest option is to leave the night before or early on the morning of the Code Red day.

As part of preparing our school for potential hazards such as fire, we have updated and completed our Emergency Management Plan.

### **What can parents do?**

- Make sure your family's bushfire survival plan is up-to-date and includes alternative care arrangements in the event that our school is closed.
- Ensure we have your current contact details, including your mobile phone numbers. Keep in touch with us by reading our newsletters, Skoolbag app, by checking our website [www.casterton.vic.edu.au](http://www.casterton.vic.edu.au) and by talking to Assistant Principal, John Webb about our emergency management plan.
- Most importantly at this time of year, if you're planning a holiday or short stay in the bush or in a coastal area, you should check warnings in advance of travel and remain vigilant during your stay.
- If your child is old enough, talk to them about bushfires and your family's bushfire survival plan.
- You can access more information about children's services closures on the Department of Education and Training website – see <http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>

For up-to-date information on this year's fire season, visit the CFA website at [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au) or call the 24-hour Victorian Bushfires Information Line on 1800 240 667.

## Sign-in and sign-out Process

As most families will be aware the school has introduced an electronic sign-in and sign-out system for students, staff and visitors.

We cannot allow students to leave school without the consent of a parent/carer.

The Department of Education and Training (DET) Policy regarding leaving school early states: Where a student is considered to be sufficiently mature (i.e. secondary students) to leave the school grounds independently they are able to do so with a valid reason and the knowledge and consent of their parents.

Casterton Secondary College is mandated to support and implement DET Policy.

The parent/guardian must promptly provide an explanation (written or by contacting the school) on each occasion their child is absent from the school. The school will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities under the *Education and Training Reform Act 2006*.

### **CSC Late Arrival/Early Leaver Process:**

- All students late to school will present a signed note (or the school has been notified), from their parent/carer, to the front office **on arrival before they sign in and before home group.**
- All students who need to leave school early will present a signed note, from their parent/carer, to the front office **on arrival before home group.**

To avoid any misunderstanding please ensure your child has a note when arriving late, following an absence or when leaving early.

# SCHOOL CALENDER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>FEBRUARY</b>						
16	17	18	19	20	21	22
		GD meeting		GD swimming	GD swimming back up day	
		17 <sup>TH</sup> – 21 <sup>ST</sup> Year 7 to 10			CAT 1	
23	24	25	26	27	28	29
	House Athletics trials PM only		SCHOOL PHOTOS  YR 7 & 10 Immunisations	Lockdown procedures		
<b>MARCH</b>						
1	2	3	4	5	6	7
					House Athletics at Island Park	
8	9	10	11	12	13	14
	LABOUR DAY HOLIDAY				GD Athletics at Island Park	

- March 16th    7.pm Finance Committee  
               7.30 pm School council
- March 16- 20    Year 7 – 10 CAT 2
- March 18-19    Study Skills Program
- March 23-24    Year 9 Careers Profile
- March 26th    3.45-6.30pm Parents/ Caregivers, Student Teacher interviews
- March 27th    LAST DAY OF TERM 1- **2.30pm finish**

## Community Events



MENTAL  
HEALTH  
FIRST AID  
Australia

# YOUTH MENTAL HEALTH FIRST AID

ABOUT 1 IN 4 YOUNG AUSTRALIANS EXPERIENCE A  
COMMON MENTAL ILLNESS EACH YEAR.

MAKE A REAL DIFFERENCE  
TO THE YOUNG PEOPLE IN  
YOUR COMMUNITY.

BENEFITS INCLUDE:  
IMPROVED KNOWLEDGE  
INCREASED CONFIDENCE  
DECREASED STIGMA  
INCREASED COMMUNITY  
SUPPORT

LEARN PRACTICAL SKILLS  
IN RECOGNISING COMMON  
MENTAL HEALTH PROBLEMS,  
PROVIDING INITIAL  
SUPPORT AND SEEKING  
PROFESSIONAL HELP

Wednesday  
5th, 12th, 19th  
and 26th of February  
6.00pm-9.00pm  
**\*\*must attend all 4 sessions\*\***  
Held at Casterton  
Community Centre

\$20 Fee for  
Glenelg Shire  
residents only

**Bookings essential**

<https://live4lifecasterton.eventbrite.com.au>



For more information please contact  
Nicky Grayson on 0407 831 495



## CANTEEN FOOD MENU

### Lunches must be ordered by the end of Recess

**Any Special Dietary requirements or queries please see Tori in the Canteen**

Item	Price \$
Nachos	3.00
Hot Chips and gravy	3.50
Wedges with sweet chilli and sour cream	3.50
Pizza Slice	2.50
Party pies	1.00
Sausage Roll (Regular)	2.00
Sausage Roll (Large)	3.50
Plain Pie	4.50
Potato Pie	5.00
Potato cake	1.50
Dim Sims- oven baked or steamed	1.00
Egg & Bacon muffin	4.50
Ham and cheese croissant	3.50
Chicken burger	6.00
Chicken burger with chips	8.00
Beef burger with or without egg	6.00
Beef burger with chips	8.00
Vegetable burger	6.00
4x chicken nuggets with chips and gravy	5.50
6x chicken nuggets chips and gravy	6.50
Souvlaki- lamb or chicken	6.50
Cheese burger	4.50
Pizza- vegetarian- spinach, sundried tomatoes, mushroom and onion	6.50
Pizza- BBQ or Hawaiian	6.50
Plain Pie	4.50
Potato pie	5.00
Large sausage roll	3.50
Regular sausage roll	2.00
Hot chicken/ sweet chilli wrap	5.50
Roast chicken and gravy roll	6.00
Toasted sandwich- ham, chicken, roast beef, cheese or tomato	5.50
Meat and salad roll/ wrap or sandwich- ham, roast beef or chicken	6.00
Meat and salad bowl	6.00