



WERRIBEE SECONDARY COLLEGE MISSION & VALUES

At Werribee Secondary College we strive for success in all the chosen endeavours of our students. We nurture the values of respect and responsibility. We respect, and are responsible for embracing our identity and that of others; taking care of our local and global communities, and valuing the right to learn.

We **RESPECT** and are **RESPONSIBLE** for our:



Live Worthily

LEARNING

*I respect my own right to learn and that of others, and I recognise my **responsibility** to become a lifelong learner.*

IDENTITY

*I respect the diverse cultures, religions, languages, beliefs, genders, sexual orientation and the specific needs of those around me. I **respect** my own role within this community and take **responsibility** to show respect for both myself and others.*

COMMUNITY

*I respect the local and global communities within which I live. I understand my **responsibility** in protecting these communities to ensure a safe and sustainable future in which everyone feels they belong.*



STUDENT CONDUCT & EXPECTATION

WERRIBEE SECONDARY COLLEGE
Live Worthily

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COME TO SCHOOL EACH DAY 'READY TO LEARN'

'Ready to Learn' is a Werribee Secondary College priority. It focuses on ensuring students come to school and attend each class fully prepared to learn and make the most of their school day. 'Ready to Learn' begins and ends at home, ensuring students get an appropriate amount of sleep, have an adequate breakfast as well as lunch and at the end of the school day undertake and complete the required homework and home study.

'Ready to Learn' at school means that you:

- Participate fully and to the best of your ability in all aspects of learning.
- Attend school regularly with minimal absences.
- Arrive at school and class on time.
- Bring all required materials to class.
- Wear the uniform correctly and in good condition.
- Respect the college rules on grooming (*hair, jewellery, piercings*).
- Do not bring distractions to class (*no phones or games*).

ALL STUDENTS ARE EXPECTED TO

- Behave in a courteous manner.
- Respect the physical and emotional well being of others.
- Respect the rights and property of other people.
- Behave in a way which does not interfere with the teaching and learning of students.
- Obtain permission from the college administration before communicating with visitors to the college during school hours.
- Wear the college uniform as prescribed to, from and at school.
- Use college furniture, equipment, fittings, buildings, and grounds appropriately.
- Adhere to all college policies and demonstrate the college values.
- Provide a written explanation/approval from parents or guardians for any absences.
- Remain at the college (within boundaries) during school hours unless a permission note and a pass has been provided.
- Be on time to all classes and other school activities.
- Care for the college environment, this includes not littering.
- When in public, students are ambassadors of the college and should follow relevant rules, and respect the rights of the community.
- Follow the BYODD guidelines for using technologies and the school network.

LOCKERS

Students will be allocated a locker in their first week of school each year and must not swap lockers without prior approval from their Coordinator. Students are not permitted to carry bags around the college during the day. Valuable or dangerous items should not be brought to school. No insurance is provided. Students must purchase a secure combination padlock to keep items safe. The preferred lock can be purchased from the General Office (*a type of lock the school holds a master key for*). Students should ensure their locker is kept tidy, and that it is locked at all times when they are not accessing it

HOMEWORK

Homework is an important part of independent learning for students and provides a foundation for further study. Students should arrange to complete their homework in an appropriate location. The school library and resources are available for student use before school, at lunchtime and after school.

The expected homework duration per night: Year 7: 1 1/4 hours, **Year 8:** 1 1/2 hours, **Year 9:** 1 3/4 hours, **Year 10:** 2 hours, **Year 11:** 2 1/2 hours, **Year 12:** 3 hours

The types of homework may include:

- Completing unfinished work from class
- Study and preparation for tests/exams
- Reading set novels
- Project or assignment work
- Revision
- Preparation for the next day's lessons
- Wider reading
- Discussing learning with parents/carers

WHAT TO DO IF...

You are absent from school: *A parent/guardian must inform the college via Compass, a note, or by phoning the Year Level Coordinator as soon as possible. If a long or expected absence is known in advance, this should be discussed with the Coordinator prior to the absence.*

You are late to school: *Late students must report to their Year Level Coordinator's office before attending class, with a note or Compass communication from a parent/guardian explaining the lateness. Unexplained/unapproved lateness may attract consequences.*

You have an appointment and need to leave early: *Students must provide a note from a parent/guardian to their Year Level Coordinator before school, setting out the time of the appointment and when to expect the student to return to the college. The Year Level Coordinator will issue an Early Leavers Pass which the student should show to their class teacher. The student must also present this pass at the General Office to sign out before exiting. The student should report back to their Year Level Coordinator's office if they return on the same day.*

You forget your lunch or miss the bus home: *Don't panic! Student Wellbeing or Year Level Coordinators can help with arranging some lunch. If a student misses the bus, they can report to the General Office who will phone home to arrange for alternate transport.*

You need to use a phone during school time: *Students should speak with their Year Level Coordinator if there is a valid reason they need to phone home during the day. Students are not permitted to use mobile phones when at the college. We recommend that mobile phones are not brought to school. The college takes no responsibility for their safekeeping. If a student brings a mobile phone, it must be switched off during school times, stored in the student's locker. If there is an urgent message from a parent/guardian, the office staff or the Year Level Coordinator will contact the student (usually during break times) to relay the message or instructions.*

You are ill or injured: *Students should report any illness or injury at school to a member of staff who will take the necessary action. The College sick bay (in the administration building) can provide basic first aid (please report to the General Office if requiring the sick bay). If a student is too ill to attend class, staff will arrange for the student to be collected from school.*