

RESPECT ACHIEVEMENT BELONGING



Every student will learn, achieve and succeed.

ENROLMENT HANDBOOK

2024





WELCOME TO SALE COLLEGE



A very warm welcome to all students and families at Sale College.

At Sale College it is our aim that students will find our school to be a safe, secure and happy environment in which they will be challenged to produce their very best in all aspects of their school life.

The values that guide us are Respect, Achievement and Belonging and the College and its staff are dedicated to providing the best possible education outcomes for every student.

Respect: for ourselves, each other and the environment

Achievement: challenging ourselves to achieve to the best of our ability & talents

Belonging: wearing the school uniform, accepting differences and taking an active role inside and outside the classroom

It is our intention that all students experience success in our College and there is an expectation that in joining us, students are aware that this is a serious work place and that we expect every student to give their best.

We have developed an excellent program for all students which will prepare them for their years of secondary education and 'Lifelong Learning'.

This handbook includes information in regards to enrolling and starting your child in 2024 . Please read through the information carefully with your child and return all necessary documents to the front office.

We look forward to welcoming you to the Sale College community.



IMPORTANT ENROLMENT INFORMATION



Dear Parent/Guardians,

Thank you for enrolling at Sale College for 2024.

This Handbook includes information for Students Enrolling in 2024 and is for your records.

The following documents are to be returned to Sale College to complete enrolment.

- Enrolment Form
- Copy of Birth Certificate
- Additional Family Enrolment Form (*Separated families only*)
- General Medical Advice Form (*For students with a medical condition*)
- 2024 Bus Application to Travel Form for students eligible to use a government provided bus.
- Camps, Sports and Excursion Application (for eligible health care card holders)
- ICT Computer agreement and rental agreement

If you have any questions please contact the school on 5144 3711 Press 1 for Guthridge and 51441711 Press 2 for Macalister.

Sincerely,

Brendan Staple

College Principal

SCHOOL CONTACTS



Sale College
Principal
Brendan Staple



Macalister Campus
Principal
George Duursema



Guthridge Campus
Principal
Jake Shingles



Assistant Guthridge
Campus Principal
Jason Pell



Assistant Macalister
Campus Principal
Christine Paynter



Year 7
Team Leader
Brittany McIntosh



Year 8
Team Leader
Jordan Stubbe



Year 9
Team Leader
Caleb Allanson



Year 10
Team Leader
Kate Rabbetts



VCE
Team Leader
Yvette Staple



Vocational
Team Leader
Jayne Hopgood

PASTORAL TEACHERS

Pastoral Teachers Should be the initial contact person for all matters concerning pastoral care of students, discipline, academic progress, illness, family concerns etc. Their primary responsibility is for the overall welfare, discipline and general progress of students at their year level. These are key people in the education of our students. You will be notified at the start of the year on who your child's pastoral teacher is for 2024.

Phone Number	Guthridge – (03) 5144 3711 Press 1 Macalister – (03) 5144 1711 Press 2
Postal Address	PO Box 231 Sale 3851
Internet Homepage	www.salecollege.vic.edu.au
School Email	sale.college@education.vic.gov.au
Department of Education and Training Senior Education Improvement Leader (Wellington District) PO Box 974 Sale 3851 (03) 5144 1844	

COMPASS



Our school uses the Compass parent and student portal as a communication tool which will allow you to stay updated on a range of aspects including: **attendance, lateness, GPA (interim reports), end of semester reports, curriculum information, assessment tasks, special events, activities and general information including the student newsletter.**

Each family is given their own log in details. From there you can either download the Compass app on your smart phone or visit <https://salecollege-vic.compass.education/>.

Please contact the front office for your login details.

A Compass User Guide is included in the Enrolment Pack

SCHOOL VALUES



The core ethos of the College is to provide an environment where all students learn and seek advice and assistance. It is also about policies and practices designed to enhance the well-being of each student.

Sale College expects that all students will:

- Enjoy their studies.
- Be challenged in all activities to achieve levels of excellence.
- Develop the skills of learning and gain satisfaction and confidence from their developing abilities.
- Be treated individually
- Be supported by a welfare program.
- Respect themselves, teachers, other students and the workplace.
- Work with teachers and parents as a team to ensure that they receive a quality education in our college.

The Sale College Student Code of Conduct supports the values of Respect, Achievement and Belonging and was developed by staff and students. It includes both the rights and responsibilities of every student.



	In classrooms	In the school grounds	Out in the community	In the online community
RESPECT	<ul style="list-style-type: none"> - I am mindful of others - I walk - I talk quietly 	<ul style="list-style-type: none"> - I keep bikes and scooters out of the courtyard - I keep within boundaries - I will line up at the canteen and pay with my own money - I walk and play passively in the courtyard - I leave my bag in my locker 	<ul style="list-style-type: none"> - I protect and keep passwords private - I use inoffensive and non-threatening language - I use ICT appropriately - I respect others' privacy 	<ul style="list-style-type: none"> - I protect and keep passwords private - I use inoffensive and non-threatening language - I use ICT appropriately - I respect others' privacy
ACHIEVEMENT	<ul style="list-style-type: none"> - I stay in class - I complete work on time - I recognise and celebrate others success - I listen to and use feedback to improve 	<ul style="list-style-type: none"> - I go to my locker at the first bell - I keep my locker organised 	<ul style="list-style-type: none"> - I attend school every day - I revise work at home - I complete unfinished tasks and homework by the set date 	<ul style="list-style-type: none"> - I use ICT equipment to complete or enhance my learning - I acknowledge sources of information - I am cyber-safe
BELONGING	<ul style="list-style-type: none"> - I perform my role in group tasks 	<ul style="list-style-type: none"> - I help others feel safe and comfortable - I move quickly and quietly between classes and activities - I use sports equipment in appropriate areas - I keep my locker combination private 	<ul style="list-style-type: none"> - I am active and involved in extra-curricular programs - I keep my family informed by taking home notes and reminding them about the "Buzz" - I am polite to everyone in the school community - I wear my uniform with pride at all times 	<ul style="list-style-type: none"> - I report cyber bullying - I role model the correct use of technology - I do not participate in any cyber-bullying behaviours

STUDENT WELLBEING & ENGAGEMENT



At Sale College we have a strong Wellbeing team of specialty trained professionals consisting of:



School Social Worker
Loretta Bates



Student Engagement
Nathan Finlay



Student Engagement
Russell Ferguson



Mental Health Practitioner
Steph Pougoukas



School Nurse
Kylie Barnes

If students need to see someone from the team, appointments can be made through the front office. All members of the Wellbeing Team can be approached to discuss any concerns that a student or parent may have. All information disclosed remains confidential. We encourage students and parents to contact us if a student is having any difficulties.

DOCTORS IN SECONDARY SCHOOLS

Sale College was successful in being selected to participate in the Victorian Government's Doctors in Secondary Schools program. As part of this program, an adolescent-trained GP (general practitioner) from Inglis Street Medical Centre will be operating on school grounds each **Wednesday morning from 9am – 10:30am at the Guthridge Campus and 12:30pm-3pm at the Macalister Campus** to provide free access to primary health care for secondary students at our school. The GP will provide students with the same services as the kind normally provided by GPs in the community, including seeing students about their physical and mental health, and sexual and reproductive health issues. GPs may also make referrals to other health services as required. The GP will bulk bill consultations through Medicare, so there will be no out-of-pocket expenses for this service for your family. This program is not designed to replace any existing medical arrangements your family may have in place. The GP in the school can provide a convenient alternative to primary care within schools hours, and encourage health care access to those students without an existing relationship with a GP. The program is intended to provide better access to primary care for secondary school students. If you would like to make an appointment please call or text **0437 513 410** or contact either campus front office.

ATTENDANCE

All students at Sale College are expected to attend all scheduled classes and events as per the Department of Education and Training Attendance Policy. Any absences must be explained by Parents/Guardians and medical certificates should be supplied in the instances of illness. Parent/Guardians will receive a text message if their child is absent. All student attendance is recorded on Compass.

To report an absence you can:

- Call the front office on 5144 3711 Press 1 for Guthridge and 5144 1711 Press 2 for Macalister
- Send an email to sale.college@education.vic.gov.au

If you have any attendance concerns please contact the Year Level Attendance Officers:



Year 7
Kristy Power



Year 8
Tegan Cox



Year 9
Naomi Spence



Year 10
Bella Sheahan



Year 11
Kara Kennedy



Year 12
Dione Sios



SCHOOL BUS TRAVEL



Families who live in the towns surrounding Sale may be eligible to travel on the Sale Country Bus Network. To be eligible for travel on a country network school bus at no cost, government students must attend their nearest government school. Students must reside at least 4.8 km or more from the school. The distance is measured by the shortest practicable route from the student's front gate to the school's main entrance. For people who would like to register for travel on the Country Bus Network, please fill in an Application to Travel form and return to the front offices. We will assess your application and make you an offer which you will need to accept or decline and we will send you a bus pass. Country Bus Travellers will only be allowed access with a Bus Pass issued by the school.

Students not attending their closest school may be accommodated on a bus service as long as they pay a fare and seating capacity exists. Please fill in an Application to Travel Fare Paying form and return to the front office.

For any Bus enquiries please contact the Bus Coordinator on 51443711 and press 1 for the Guthridge Campus or via email at beth.lanigan@education.vic.gov.au

For information regarding school town service bus routes, bus stop locations and times please go to [Sale | Bus Charters Melbourne - Dyson Group](#)

BELL TIMES



8.55am	Locker Bell
9.00 – 10.00am	Period 1
10.05 – 11.05am	Period 2
11.05 – 11.25am	Recess
11.30am – 12.30pm	Period 3
12.35 -1.35pm	Period 4
1.35-2.10pm	Lunch
2.15-3.15pm	Period 5

Sale College's grounds are supervised by school staff from 8:40am until 3:30pm.

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter.

SCHOOL UNIFORM

DESCRIPTION OF UNIFORM

- College Zip Up Jacket.
- Plain black pants
- Black summer shorts (with or without college logo) of approved style and material
- School polo shirt with Logo
- A plain black long sleeve may be worn beneath the shirt Dress of approved style and material.
- Dress of approved style and material.
- Winter skirt of approved style and material.
- Black tights
- Plain white or black socks
- Black enclosed shoes or runners (leather or vinyl)
- Bucket Hat with Logo

Points to note:

- Scuffs, thongs, sandals and raised heels are not acceptable for health and safety reasons. School approved footwear should always be worn. For practical subjects safety dictates that students must wear an enclosed shoe and may be excluded if not compliant.
- The VCE jacket is an acceptable alternative top for Year 12 students. There is a restriction on the colours allowed and the final design is approved by the Principal.
- Music uniform – students who are members of the Sale College Bands are permitted to wear the band uniform during performances.
- **Specifically excluded (not approved):** Cargo style pants or shorts, Corduroy pants/shorts of all types, Ballet flats, black skirts and hoodies.

All school uniform should meet the 'Sale College Dress Code' - this will be addressed on an individual basis

School Uniform can be purchased from the school shop located on both campuses.

UNIFORM SHOP HOURS:

Guthridge Campus: Monday, Tuesday Wednesday 8.30am -11am

Macalister Campus: Monday, Tuesday Wednesday 12pm – 3pm

UNIFORM PRICES:

Polo Tops \$45

Track Pants \$16

Shorts \$30

Jackets \$80

Long Sleeve Tee \$15

Dress \$75

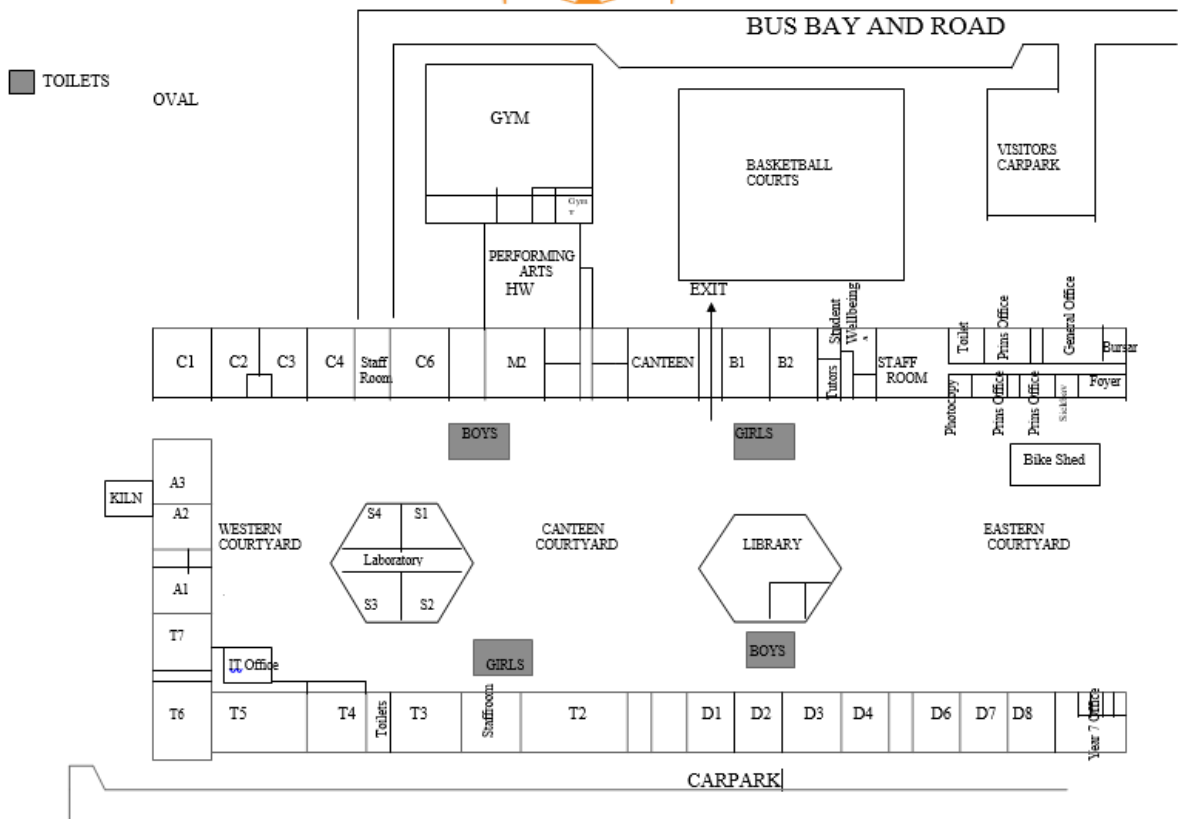
Hat \$15



MACALISTER CAMPUS MAP



GUTHRIDGE CAMPUS MAP





MOBILE PHONE POLICY



PURPOSE

To explain to our school community the Department's and Sale College policy requirements and expectations relating to students using mobile phones during school hours

SCOPE

This policy applies to:

1. All students at Sale College and,
2. Students' personal mobile phones brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network

POLICY

Sale College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Sale College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours, which is in their lockers, year level offices or front offices.
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the school's office.

Personal mobile phone use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Sale College during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile phones owned by students at Sale College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Sale College does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone to school, Sale College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Sale College students are required to store their phones in their own lockers. Students are not to store their phones in a friends' locker nor should any they allow other students to store mobile phones in their locker. Furthermore students should ensure that no other person can access their locker.

Enforcement

Students who use their personal mobile phones inappropriately at Sale College may be issues with consequences consistent with our school's existing student engagement policies.

At Sale College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone:

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms during exams and assessments



Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - ◇ Health and wellbeing-related exceptions; and
 - ◇ Exceptions related to managing risk when students are offsite.
- can be granted by the principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

1. Learning-related exceptions

2. Health and wellbeing-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

Camps, excursions and extracurricular activities

Sale College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones. In general, mobile phones can be brought onto camps/excursions but certain restrictions may be put in place during the camp.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience

2024 SCHOOL TERM DATES



	Start	Finish
Term 1	Wednesday 31st January 2024	Thursday 28th March 2024
Term 2	Tuesday 16th April 2024	Friday 28th June 2024
Term 3	Tuesday 16th July 2024	Friday 20th September 2024
Term 4	Monday 7th October 2024	Friday 20th December 2024



Every student will learn, achieve and succeed.

Guthridge Campus: 279-295 Guthridge Parade Sale Vic

Macalister Campus: 73-81 York & Macalister Street Sale Vic

Phone: 5144 3711 or 51441711

Email: sale.college@education.vic.gov.au

Website: www.salecollege.vic.edu.au