

Year 7 Enrolment Information Handbook 2023

INTRODUCTIONS

HEAD OF MIDDLE SCHOOL - Justin Bond

Welcome to East Doncaster Secondary College. We value and celebrate the pursuit of excellence. Our focus is student connectedness and student learning. We establish agreed expectations that are strongly infused with respect, trust and collaboration.

During this exciting time of transition from primary to secondary education, we will do our best to support students. It is our intention that all students and their families share in the rich culture of our school and be as proud of being at East Doncaster Secondary College as we are. We want our students to be the best they can be.



This information booklet contains key information about our College, contacts, important dates and the program for Orientation Day.

Parents and students are cordially invited to attend our planned Information Evening at 7.00pm, Monday 21 November 2022 in the East Doncaster Secondary College Sports Centre (entrance via Carpark C on Dryden Street). The Orientation program for students is held on Tuesday 13 December 2022 from 8.45am until 3.15pm.

Student placement into Home Groups for 2023 will be based on information we receive from primary schools and other considerations.

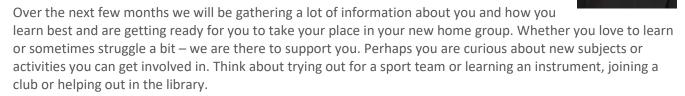
You will be notified prior to Orientation Day as to which Home Group, House, Positive Futures pastoral group and LOTE (Language Other Than English) your child has been allocated.

If you have any queries regarding the Information Pack, the Information Evening, or other matters, you are welcome to contact us on 9842 2244.

TRANSITION COORDINATOR - Tina Marchant

A message to all new Year 7 students from the Transition Coordinator

Welcome and congratulations on your successful placement at East Doncaster Secondary College – your new school home and where you will be spending a lot of time over the next six years. Our Year 7 team have already been working behind the scenes to prepare a learning environment in which you will grow academically and thrive personally.



New experiences can be exciting and sometimes a bit scary! There will be so many new people to meet — students, teachers and other school staff. Get ready to be a great friend who is accepting and kind as well as a great learner who is open to new ideas and willing to try hard. Practice getting school tasks finished on time and get organised with your books and materials. You could even buy a lock and practice opening and closing it in readiness for using your very own locker.

I am looking forward to meeting you in person.

See you on Orientation day if not before.

COLLEGE CONTACTS

Address	Telephone	03 9842 2244
20 George Street	Website	www.eastdonsc.vic.edu.au
Doncaster East		
Victoria 3109	E-mail	east.doncaster.sc@education.vic.gov.au

Staff Contacts:

Principal	John Roberts
Assistant Principals	Karen Boyle, Cameron Campbell, Jasvinder Kaur
Head of Middle School	Justin Bond
Transition Coordinator	Tina Marchant

IMPORTANT DATES

DATE	EVENT
Saturday 10 September 2022	Edutest – for ALPHA Year 7 2023
End of November	Parents notified of Home Group, House, Positive Futures Group and Language Other Than English subject (LOTE) information
Monday 21 November 2022 – 7.00pm	Information Evening in EDSC Sports Centre
Tuesday 13 December 2022 – 8.45am until 3.15pm	Year 7 2022 Orientation Day
Monday 30 January 2023	First day of Term 1 – All Year 7 students attend
Friday 3 February 2023	School Photos 2023
Monday 27 February to Wednesday 1 March 2023 Wednesday 1 March to Friday 3 March 2023	Group 1 attends Year 7 Camp Group 2 attends Year 7 Camp

ORIENTATION DAY

When?	Tuesday 13 December 2022
What time should I get to EDSC?	8.40am – The first bell rings at 8.45am
Where do we meet?	Go to the Middle Courtyard. Stand in front of the sign for your Home Group.
What should I wear?	Comfortable clothes and runners. You do not have to wear your primary school uniform.
What should I bring?	A hat, pencil case, lunch, drink. <i>Optional</i> – money for the canteen. Please do not bring valuable items. Bring everything in a small bag. You will be given an EDSC school bag – which is included in the Parent Payments.
What should I do if I am late?	Call the office on 9842 2244 to let them know. Someone will pick you up from the office and take you to your class.
What are the Home Groups called?	The classes are alphabetical i.e. 7A, 7B, 7C etc.
What time does the day finish?	3.15pm Students will be dismissed from the Middle Courtyard. Please organise a suitable meeting place with your student after school.

ALPHA

ALPHA (Advanced Learning Program for High Achievers) caters for high potential learners across all curriculum areas. Typically our ALPHA students show advanced academic development, a capacity for a fast pace of learning and a higher level of achievement. It enables like-minded and highly motivated students to be stimulated in a challenging and supportive learning environment.

Students are invited to undertake a rigorous selection process during Grade 6 with testing in numeracy, literacy, writing, logic and reasoning. This is complemented by the provision of a student profile, developed with the cooperation of the student's primary school teacher.

It is our specific intention that ALPHA students should strive for educational excellence and develop high levels of creativity along with an extended capacity for complex problem solving. Importantly we also help them to develop their interpersonal skills of resilience, leadership, empathy and perseverance. We support them to continue as highly engaged and motivated students so that the foundations are there for outstanding performance in VCE. Acceleration in the study of Mathematics enables many of our ALPHA students to begin their VCE Mathematics plus a further VCE study of their choice in Year 10.

ALPHA classes are supplemented by opportunities for students to become involved in other programs that enable them to develop their gifts, thereby enriching and balancing their learning. Such opportunities exist in sports teams, drama, the Music Program, debating, student leadership and assisting in the organisation of ALPHA events.

ALPHA TEST YEAR 7 2023

To be considered for the ALPHA in Year 7 2023, students must apply for and be offered an enrolment at East Doncaster Secondary College.

Please note that in considering applications, including ALPHA, for East Doncaster Secondary College for 2023 we will follow The Department of Education and Training Priority of Placement.

ALPHA is offered to Year 6 Students transitioning to Year 7 only. Students will then be in enrolled in ALPHA for Year 7, 8 & 9.

The test will be conducted by Edutest and will be held on Saturday 10 September 2022 at 9.00am at the College.

Please complete the online registration at - https://aus.edutest.com.au/D/?t=8QP0R28L if you would like your child to be considered for ALPHA Year 7 2023. Registrations close Friday 5 September 2022.

In order to be eligible to sit the ALPHA Test, enrolment forms and relevant required supporting documents must be returned to the College by the due date of Friday 2 September 2022.

If forms have not been returned and enrolment confirmed by the due date, students will not be permitted to sit the test and will not be considered for ALPHA Year 7 2023.

Please contact Karen Boyle (Assistant Principal - Teaching and Learning) at the College if you have any questions.

YEAR 7 SUBJECTS

Year length subjects

- English OR English as Additional Language (EAL)
- Mathematics
- Science
- Humanities
- Music
- Language Other Than English (LOTE) Italian OR Chinese
- Humanities
- Health and Personal Development (HPD)
- Physical Education (PE)
- Sport

Semester length subjects

- Food Technology
- Wood Technology
- Music
- Drama
- Art
- Visual Communication

EXAMPLE OF A YEAR 7 TIMETABLE

Student: Active Dashboard Schedule Billing Learning Tasks Attendance Reports Analytics Insights Week Month Today Jump to: 31/07/2022 Go Go Tue 2 Wed 3 Thu 4 Fri 5 Aug 1 7:30: 2022 Courtyard Tales - College Magazine Pre-order - BUL 8:00: Instrumental Music 2022 New Enrolments - WIA 8:55: 1 - 7MAC -8:55: 1 - 7PEC -9am 9:45: VLNVLA_ O 9:45: 2 - 7PEC -9:45: 2 - 7MAC 10am 11am 11:50: 4 -7MUC -11:50: 4 - 7ENC -11:50: 4 - 7 SCC -11:50: 4 - 7ENC -12pm 12:14: 4 - 7HUC 1:35: 5 - 7DTC 1:51: 5 - 7ENC - R407 -DAA 2:25: 6 - 7MAC 2:25: 6 -7SCC -2:33: 6 - 7HPDC 3pm 3:30: JNRSTRINGS -3:30: ARTSANIMECLUB -4pm

YEAR 7 ANGLESEA CAMP

Educational Purpose of the Program:	Challenge and team building camp to assist transition from Primary to Secondary school
Details of Supervising Staff:	Staff : Student ratio 1:10
Distance from Expert Medical Care:	Anglesea Medical Centre – 170 metres
Accommodation Arrangements:	YMCA Anglesea Recreation Camp
Travel Arrangements:	Bus Company
Activities that may be offered to Students throughout the program:	Surfing, canoeing, raft building, high ropes, giant swing, vertical challenge, mountain biking, skateboarding, rogaining, initiatives. A Risk Management Plan for this program has been developed
	by staff and is available to parents to review upon request.
Permission/Medical Consent Forms:	A link will be provided to you through your Compass Email in Week 1, Term 1 of 2023.
Confirmation of cost, payment date, Camp Groups and their departure dates will be communicated in Week 1, Term 1 of 2023.	

The annual Year 7 Anglesea Camp is a very important component of the Transition program at Year 7. It provides students with the opportunity to mix socially with their new classmates and to participate in a range of outdoor educational activities. It also provides staff an opportunity to build relationships with students. All students are expected to attend.

The YMCA Anglesea Recreation Camp is 110 kilometres from Melbourne. It is situated off the main highway on the Geelong side of Anglesea. The camp is on 10 hectares of bushland and is within easy walking distance of Anglesea Surf Beach, river and township.

Year 7 Camp runs for three days. The year level is split into two, with half attending from Monday to Wednesday and the remainder from Wednesday to Friday. In this week students attend the normal school program on the two days they are not on camp.

Parents are responsible for all medical costs if a student is injured on a school approved excursion unless the Department of Education and Training is found liable (liability is not automatic). Parents can purchase student accident insurance cover from a commercial insurer if they wish. The College advises insurance or ambulance subscription particularly for the adventure based activities undertaken during the camps program.

For further information you may contact Justin Bond, Head of Middle School, on 9842 2244.

BOOKLIST ONLINE

In 2023 we will continue with our whole school 1 to 1 Digital Learning Program for all students. Our Year 7 students will be required to purchase a laptop. The purchase of these devices is crucial to the learning program as students will access eBooks rather than an extensive number of expensive textbooks. Details of the 1 to 1 Digital Learning Program for all students are available on Compass. (Please note that laptops are not included in Parent Payments).

There will be a limited number of books, novels and stationery required to be purchased for 2023. Please note: Do not place your booklist order until you have received confirmation of your child's LOTE subject.

To purchase these items follow the instructions below:

- The Year 7 2023 online booklist will be available from Monday 17 October 2022. It is best to place orders before Wednesday, 14 December 2022
- To order your school books online, please visit www.campion.com.au
- Click 'Order Here' and create an account
- Select East Doncaster Secondary College from the drop down list in 'VICTORIA' Schools.
- Enter the Code VCFT this will give you the list of resources by year levels.
- Select resources needed and follow the online purchasing prompts.
- Home Delivery will be between Thursday 5 January 2023 & Wednesday 25 January 2023.

Booklist Frequently Asked Questions:

What is Campion?

Campion is a third party company who EDSC uses to administer our booklist and supply new books to students.

Do I have to buy everything on the list?

You need to buy everything listed for the subjects your student is enrolled in. However, general stationery items such as pens and rulers do not need to be purchased from Campion if you already own these items or can source them elsewhere.

Do I have to buy books through Campion, or can I buy second-hand books elsewhere?

You don't have to buy your student's books through Campion. However, there is a risk of buying incorrect editions of textbooks from other parties, as textbooks are revised regularly. If you'd like to buy second-hand books, we recommend buying them through the Sustainable School Shop. This company has been supplied with the EDSC booklist and can help ensure you buy the correct editions.

Why am I charged \$15.95 at the end of my order?

Campion charges a \$5.95 processing fee for all orders. This year, orders will also be charged a \$10 home delivery fee as due to COVID-19, school delivery and pick-up is unable to take place. However, you may be able to organise order pick-up from Campion by contacting Campion directly.

Do we have to bring all the books in on the first day of school?

No, you can stagger what you bring in to make it easier. For the first few days students will only require their device, pencil case and something to write on.

For further assistance, please contact: Campion Education (Australia) Pty Ltd - 1300 433 982

Alternatively, you may be able to go directly to the Campion store:

1/170-180 Rooks Road

Nunawading, Victoria, 3131 Phone: 1300 433 982

PADLOCKS

All students are required to secure their locker with a suitable strong padlock, it is important for students to have secure locks to ensure any personal belongings, including school work and laptops, are protected. This is a requirement of the students 1 to 1 Digital Learning Agreement. This can be either a combination or keyed lock. Please ensure that the student has one for the first day of school. If the lock is key mechanism, please bring the spare key to the Middle School Office for those occasions when keys cannot be found.

OFFICIAL EDSC SCHOOL BAGS

All students are required to have an East Doncaster Secondary College school bag. The official EDSC school bag is a compulsory part of the uniform. The school bag is included in the Parent Payments for Year 7 students. The school bags will be distributed to students on Orientation Day, Tuesday 13 December 2022. This is a requirement of the students 1 to 1 Digital Learning Agreement. This will ensure the students are prepared to start their first day of school with their full uniform, including the school bag.

*New Year 8-12 students may purchase through Reception, Compass Payment or PSW.

COMPASS

East Doncaster Secondary College uses a community portal called 'Compass'. This is the primary means of communication between the school and home. Parents are able to login to Compass via this link https://edsc-vic.compass.education or via the school website.

Compass log in details will be sent to parents/guardians during Term 4 2022.

Each family listed in the school administration database has a unique login for Compass. To access your child's personal information click on the student profile link next to your child's photo.

- Reports view your child's report as an electronic file. Please save a copy as a PDF for your records.
- Newsletter the newsletter is published on Compass. Login to view it each fortnight.
- Teacher email parents can email their child's teachers directly.
- Family Details update your email address and phone numbers. The details listed are used to send emails and the SMS absences alerts.
- News Feed provides information and reminders about events and activities. Your news feeds will only show information relevant to you and your children.
- Attendance view your child's timetable/attendance online and approve absences.
- Parent/Student/Teacher interviews book Parent/Student/Teacher interviews appointments with teachers online.
- School Photos purchase school photos online.
- Payments/Consent consent and pay for your child's excursion/incursion/camp/sporting events.

It is essential that parents/guardians log in regularly to access the Newsletter and check important information. It is also essential that the parent/guardian Username and Password is kept in a safe place, and not made available to students.

UNIFORM

GIRLS UNIFORM

SUMMER

- The designated College check dress or;
- Trousers or slacks tailored navy or tailored navy shorts.
- Shirt sky blue, short sleeves, open neck.
- College Pullover Year 7-9 Thomas Moore Blue Vneck. Year 10-12 Navy blue.
- Socks Plain white colour, long or short. No logos or branding visible. No black socks. No tights.
- Shoes only polishable black leather formal lace-up or T-Bar shoes. No platform soles or non-polishable shoes. No runners including black leather runners.
- Hair ribbons plain College blue or plain white Summer uniform should be worn in Terms One and Four.

Summer uniform should be worn in Terms One and Four.

WINTER

- The designated College check skirt, or slacks tailored navy.
- Shirt sky blue long sleeves, open neck. A plain white T shirt, without logo, may be worn under the shirt.
- College Pullover (as for Summer).
- Socks Plain white colour, long or short, or black tights. No socks are to be worn on top of tights.
 Grey socks may only be worn with slacks.
- Shoes (as for Summer).
- Hair ribbons (as for Summer)

BOY'S UNIFORM

SUMMER

- Trousers –long plain College grey or tailored grey shorts.
- Shirt sky blue, short sleeves, open neck.
- College Pullover Year 7-9 Thomas Moore Blue Vneck. Year 10-12 Navy blue.
- Socks grey only with shorts. No logos or branding visible. No black socks with shorts.
- Shoes polishable ONLY black leather formal school shoes. No runners including black leather runners.

Summer uniform should be worn in Terms One and Four.

WINTER

- Trousers (as for Summer).
- Shirt sky blue, long or short sleeve, open neck.
 A plain white T shirt, without logo, may be worn under the shirt.
- College Pullover (as for Summer).
- Shoes (as for Summer).
- Socks grey only

SPORT UNIFORM

- Navy blue shorts with College logo.
- College Sports top in House colour with College logo.
- Socks white. No logos or branding visible.
- · Sport shoes.
- Navy blue tracksuit pants with College logo.

Sport Uniform for Year 7, 8 and 9 only. Year 7, 8 and 9 students only are allowed to wear the full official EDSC sports uniform on timetabled PE and Sport Education Day. This includes wearing this uniform to and from school. Variations of the sports uniform will not be accepted.

All students are to wear the complete school uniform both at school, and on their way to and from school

ADDITIONAL ITEMS FOR OUT OF CLASS

- Navy Soft Shell Jacket with College logo. Must be worn over the pullover. Only for outside the classrooms
- School Bag with logo the East Doncaster Secondary College official school bag is a compulsory part of the school uniform
- Scarf plain navy
- Gloves plain navy
- Hat plain navy

All articles of uniform are to be marked clearly with your name.

Parents are able to purchase new uniforms at:

PSW – 12 Strathalbyn Street East Kew.

https://www.psw.com.au

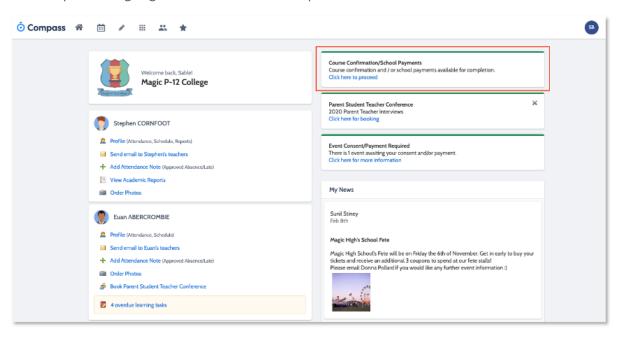
2023 - 1 TO 1 DIGITAL LEARNING PROGRAM

Information relating to East Doncaster Secondary College's 1 to 1 Digital Learning Program will be on a Compass Newsfeed.

ACCEPTABLE USAGE AGREEMENT

Acceptable usage agreement on Compass

Consent for the acceptable usage agreement is made via Compass.



You will receive a notification regarding consent on your dashboard as shown above. Alternatively, you can find the acceptable usage agreement under Organisation > Course Confirmation and Payments.



Click on "2023 Acceptable Usage Agreement". You will be required to work through a number of questions regarding your child and give consent by writing your full name in the Parent Agreement field.

PARENT PAYMENTS

In order to provide the high-quality and successful academic and co-curricular programs within a comfortable learning environment for our students, the College relies on strong support from the College community. Underlying this success are the parent contributions which supplement the Government's allocation to schools to provide materials and services. Such support enables us to enrich and extend the learning experiences of our students by offering enhanced curriculum and a wider range of subjects which meet the diverse needs of our 1600+ students.

This has enabled us to provide students with a purpose-built VCE Centre (The John Landy Centre), a high quality Performing Arts Centre, Sports Centre and Wellbeing Centre (The Phillip Gardiner Centre). It also allows us to employ additional staff to support our students, improve our technology in the classroom and maintain the grounds and environment which makes us a school that excels.

You will receive information regarding Parent Payments via Compass in Term 4 2022.

For further information regarding our Parent Payments Policy and Parent Payments document – Understanding Parent Payment Categories, please refer to our Parent Payments & Implementation Policy in this booklet.

Parent Payments are made up of three categories:

- Curriculum Contributions
- Extra-Curriculum Items and Activities
- Other Contributions

We seek your cooperation in the payment of these contributions by **Tuesday 13 December 2022** via Compass or by Cash, EFTPOS or Credit Card on or before **Tuesday 13 December 2022**.

If you would like further information regarding Parent Payments, please contact Julie Lawrance, Accounts Receivable. We thank you in anticipation and look forward to an enjoyable and rewarding journey with your child and your family.

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.

PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:



Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Other Contributions

Voluntary financial contributions for noncurriculum items and activities that relate to the school's functions and objectives.

Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

 Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot
 pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

 Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

For a more detailed policy – please head to https://www2.education.vic.gov.au/pal/parent-payment/policy



SAFETY OF STUDENTS & STAFF IS PARAMOUNT

Recommended Steps for Evacuation (Detailed)

ANNOUNCEMENT:	Generally there will be a loudspeaker message . A few emergency pips will sound to get your attention and a message will be given, followed by prolonged emergency pips.
	If the PA is not working a messenger will come to your room.
PROCEDURE:	Students are to assemble ready to evacuate and await instructions.
	Teachers are to make sure doors and windows are closed.
	Leave all books and belongings in the classroom and exit through nearest external door if possible, closing classroom door behind you.
	Move as a class in an orderly manner , without running, to the evacuation assembly area (usually on the covered basketball courts or School Oval).
	Keep away from buildings and do not go to lockers or toilets.
	The route to the assembly area will be at the discretion of the class teacher , avoiding congested areas where possible. Move away from the danger zone at all times. If the shortest route moves you close to the danger zone, you will be directed via a different route.

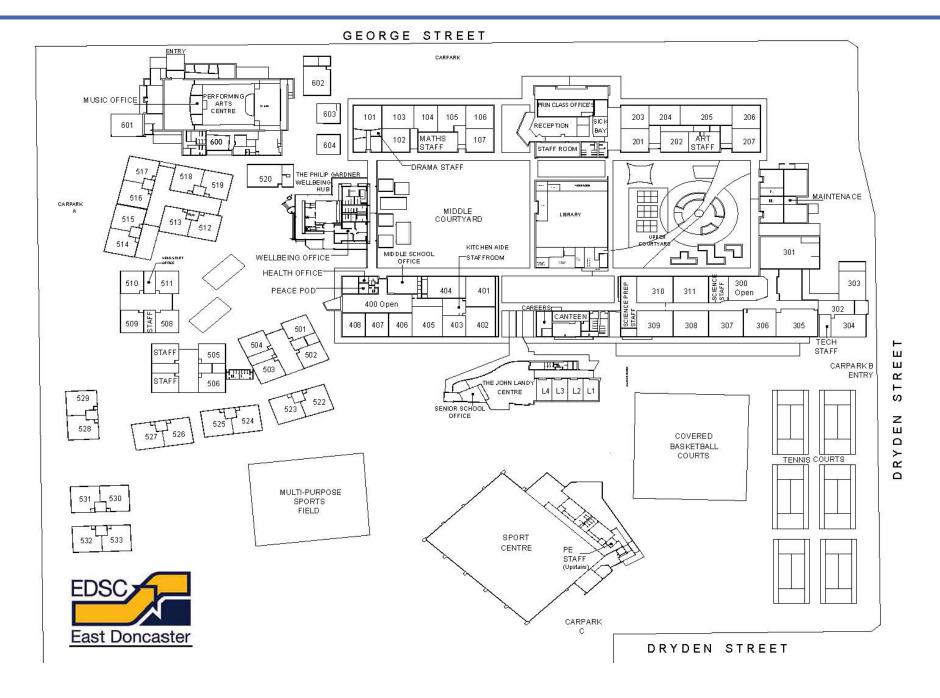
In the event of less than a complete evacuation, all other staff and students will stay in their classroom until further notice.

AT THE ASSEMBLY AREA:	The evacuation assembly area will be on the covered Basketball courts & Tennis Courts on the south side of the school buildings near the oval.
	Do not use the passage between 300 Block and the Canteen. Do not use the passage between the Canteen and The John Landy Centre (JLC)
	Years 7 to 10 Home Groups will assemble on the covered Basketball courts in home group order from 7A on the western side (closest to Westfield Doncaster) on the North court (closest to the school buildings).
	Years 11 & 12 Home Groups will assemble on the Tennis Courts in home group order from 11A on the western side (closest to Westfield Doncaster) on the Southern court (further from the school buildings).
	Students will stand in straight lines in ALPHABETICAL SURNAME ORDER until the roll has been marked by a teacher and will then be asked to sit until all students are accounted for.

Recommended Steps for College Lock Down

ANNOUNCEMENT:	In an emergency where it is appropriate for students and staff to remain isolated from danger, a SCHOOL LOCKDOWN will be called over the public address system or by messenger to classrooms.
PROCEDURE:	Classroom teachers will direct students to sit on the floor of the classroom, below window height.
	Staff and students are to remain in this position until informed that it is safe to resume activities or that they are to evacuate to another site.

COLLEGE MAP



VALUES

'These values underpin the culture of our school community as we embrace the challenges of 21st Century schooling.'

Creating a Culture of Curiosity

East Doncaster Secondary College

CURIOSITY

- · love of learning
- · trying new things
- developing an awareness of our global community
- · developing a sense of interest and wonder

EXCELLENCE

- the development of self discipline and pursuit of improvement in academic results, sport, the arts and personal development
- · always doing your best and supporting and celebrating others to do the same
- · the continuous improvement in the teaching and learning program

FAIRNESS

- · providing opportunities for everyone to participate
- · consistency of approach
- · respect for individual differences

RESPECT

- · rights of all members of the community to achieve their full potential
- · care of the physical environment and the property of others
- acceptance of individual differences and the cultural diversity within the school community
- self respect

RESILIENCE

- persistence
- courage to give and accept advice for improvement
- · positively adapting to change
- trying again to get it right

TEAMWORK

- the encouragement of collaboration and cooperation
- support given to all members of the college community
- contributing to a safe, secure environment
- strong partnerships between parents, teachers and students
- working together in a positive and constructive way.

CARE AND COMPASSION

- · concern for the welfare of others
- · playing a positive role in your school community
- · being sensitive and understanding to the needs of others