

# CHELTENHAM SECONDARY COLLEGE

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24<sup>th</sup> January 2020

Dear Students, Parents and Guardians,

A very warm welcome (especially to our new families and students) to the new academic year!

An education at Cheltenham Secondary College prepares students for life. Through our core values of Personal Best, Respect, Responsibility and Sense of Community, our College actively promotes a balanced culture of excellence and wellbeing, focused on instilling in each individual the knowledge, skills and capabilities necessary for their future success.

Our students and staff work tirelessly together to create a challenging environment that seeks to instil a love of life-long learning, so that your child can become part of the thinkers and leaders of tomorrow. We provide outstanding opportunities for curriculum extension, leadership progression and personal development in a positive, caring and safe learning environment.

## Parent Contribution Payment

Your annual Parent Payment enables us to offer a wide range of enrichment activities that are essential to shape your child and all students of the school into the best versions of themselves. Your contributions support and sustain valuable programs and experiences including student wellbeing programs, student leadership, inter school sporting opportunities, performing arts and the many learning support and enhancement programs.

The Parent Contribution Payment Summary is now available on Compass. Payment can be made through the Compass Parent Portal (a direct link to the Course Confirmation / School Payments is available on your parent portal home page). We can also offer a payment plan via Compass to pay by instalments with automatic deductions. A Parent's Guide to Compass with detailed instructions is available on the school's website and has been sent to you as a news item via My News on the Compass parent portal.

Please make all payments to the school, including excursions and camps, via the Compass Portal. We appreciate that some families may sometimes experience financial difficulties in meeting requests for payments. A range of support options are available to assist eligible parents, including Youth Allowance and State School Relief Committee support. The school Director of Wellbeing is able to assist in this area should you need.

Please note that the college is transitioning to a cashless environment and in 2020 will not be accepting cash payments for excursions or parent contributions.

Students will not be considered for co-curricular programs such as interstate and overseas tours and exchanges until all parent payments for the student have been received, including excursions/ incursions, or until a payment schedule has been activated.

## Building Fund

While the Department of Education and Training provide the school's physical structures (buildings/classrooms) your contribution to the Building Fund allows us to maintain the basic infrastructure of the school as well as allowing us to enhance our learning environments through small building projects. Please remember that these contributions are fully tax deductible.

Over the past few years, we have completed significant upgrades across the school, which have contributed to improved learning facilities for our students. Last year we completed stage 2 of our building program, creating a central learning hub for the school which includes our new library, 7 new classrooms and a large collaborative learning space.

Unfortunately, classroom air conditioners are not funded by the Department of Education & Training, however our parent contributions have allowed the college to purchase air conditioning units worth over \$100,000, new classroom furniture, writing boards and television monitors. These upgrades would not have been possible without your generous contributions.

To support our senior students, we have created the VCE / VCAL Study Centre, Year 12 Silent Study Space and a Year 12 Common area, allowing student to collaborate and be supported by teachers.

Additionally, we upgraded the wireless network, which has improved student connectivity across the school and has enabled more individual devices to be connected to our school network. This will improve your child's access to collaborative learning opportunities using Google classrooms and other learning platforms. During the summer holiday period, a number of classrooms received a fresh coat of paint along with the corridor walls. Our continuous focus on the care of our buildings and facilities guarantee that they are well maintained to the best possible standard.

By the end of January, the old Art building (A Wing) will have been demolished and rejuvenation and activation of this area will become our focus for 2020. A number of specific and discrete spaces will be created including half court netball / basketball courts, outdoor learning spaces, vegetable gardens and green areas for our student to enjoy. These improvements can only be achieved through the support and generosity of our parent community.

## **College Operations**

In November last year a letter was sent home regarding a number of important and significant changes to the operations of the College which will commence this year. This information is included below as a reminder.

### **Mobile Device Policy**

- In 2020, all government schools will be introducing a mobile phone policy.
- As a school we understand that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school. However, during school hours, personal mobile devices must be switched off and locked securely in the student's locker. Students will not be permitted to use their mobile devices during recess, lunch time or during any other school related activity unless prior College approval has been granted.

### **New Uniform Policy**

- Developed in conjunction with students, parents and staff, this policy has been endorsed by the Department of Education and Training and approved by our School Council. The college dress code now ensures that it respects the rights of individual students whilst reflecting the values and interests of our community.

Our uniform policy is no longer gender specific and provides students with the ability to select their preferred uniform.

As a result of parent and community feedback the length of the college shorts, dress and skirt have been addressed in the new policy. Parents are requested to check the length of their child's uniform and ensure that it is worn in the correct manner.

### **Compass – Student Management System**

Compass is the school's online student management system, designed as a one stop system for all key communications and processes including;

- Accessing communications and notices for all year levels;
- Viewing your child's timetable;
- Booking parent/student/teacher interviews;
- Completing online payments for events, camps, excursions and Parent Contributions;
- Communicating student absences

A Parent's Guide to Compass is available via the link which will be published in the school newsletter or contact the school. If you require additional Support with Compass, please contact the college directly on 9555 5955.

Parent login password ***should not be shared*** with students. Please ensure your login details are kept private.

Lost passwords - If you happen to lose or forget your password, please contact the college on 9555 5955 and you will be issued with a temporary password.

### **New College Bell Times**

The college has introduced a new timetable structure for the 2020 academic year. This will ensure all students have equal access to curriculum and teaching time across their studies.

### **New Bell Times (Monday – Friday)**

Warning Bell	:	8.40am
Period 1	:	8.50am - 9.40am
Period 2	:	9.40am - 10.30am
Recess	:	10.30am to 11.00am
Warning Bell	:	10.50am
Period 3	:	11.00am - 11.50am
Period 4	:	11.50am - 12.40pm
Lunch	:	12.40pm to 1.30pm
Warning Bell	:	1.20pm
Period 5	:	1.30pm - 2.20pm
Period 6	:	2.20pm - 3.10pm

### **Student Information**

We value keeping our student records accurate and so if there have been any changes to phone, email, parent/emergency contacts or medical information please phone the school office and let us know (this supports us in the care for every student).

### **School Council Nominations**

I encourage all families to be involved in the education of their child whilst at Cheltenham. Early in the school year I will be calling for nominations for parent and community representation on School Council. Additionally, we have a vibrant and active Parents' Association group – so if you are considering further involvement, these are two groups to which you could consider contributing and supporting the growth of the college.

Finally, we are here to support the educational experience of all of our students. Your child will be challenged academically and we also encourage them to be involved in and embrace all aspects of the college, including our extensive Co-curricular program. We aim to provide a safe and trusted space where students can be themselves, love learning and achieve their personal best in a world class learning environment with inspiring teachers.

I wish everyone a Happy New Year and if you have any questions, please do not hesitate to contact the college.

Yours sincerely,



KARL RUSSELL  
PRINCIPAL

### **Key Dates 2020**

#### **School Term Dates**

- Term 1 – 28th January to 27th March 2020  
(Year 12 & Year 7 Students start on the 29th January, Students in Year 8 - 11 start on the 30th January)
- Term 2 – 14th April to 26th June 2020
- Term 3 - 13th July to 18th September 2020
- Term 4 – 5th October to 18th December 2020

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## **Parent Student Teacher Interviews**

### **Semester 1**

- Year 7 - 12 (No classes will run on this day)  
Wednesday 15th April 2020 - (1.00pm – 4.00pm & 5.00pm – 8.00pm)

### **Semester 2**

- VCE / VCAL  
Wednesday 29th July 2020 - (4.00pm - 7.00pm)
- Year 7 - 10 (No classes will run on this day)      Wednesday 16th September 2020 - (12.00pm – 3.00pm & 4.00pm – 7.00pm)

## **Professional Development Days (Student Free Days)**

### **Term 1**

- Tuesday 28th January (PDD - 1)

### **Term 2**

- Staff Planning Day - Friday 24th April 2020 (PDD – 2)
- Report Writing Day - Friday 12th June 2020 (PDD - 3)

### **Term 4**

- Report Writing Day - Friday 27th November 2020 (PDD - 4)

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