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CRANBOURNE WEST
SECONDARY COLLEGE

YEAR 7 & 8 PROGRAM HANDBOOK

STRENGTH THROUGH DIVERSITY

WELCOME TO CRANBOURNE WEST SECONDARY COLLEGE

At Cranbourne West Secondary College, we provide a dynamic learning environment that stresses the importance of community, relationships and independence. We strongly believe in the provision of a positive environment with high expectations. We encourage excellence through academic and experiential learning, and we aim to provide our students with a broad array of academic and personal skills with which they can launch into adult life with confidence and optimism.

In a safe and secure learning environment we encourage students to achieve their personal best and to respect the needs, feelings and opinions of others. We are a school that recognises student effort and acknowledges and celebrates student achievement and success. We embrace inclusion, diversity, student voice and agency.

Our core school ethos is to **'ASPIRE'**

A Acceptance
S Sincerity
P Perseverance
I Inclusivity
R Respect
E Excellence

This is at the heart of the College and these values are regularly explored and promoted to create and sustain a positive learning community.

Our College motto is **'Diversis Viribus' - Strength Through Diversity**, and we believe that all students can experience success with hard work and dedication. Parents can also assist with this process by playing an active role in the education of their children.

The College provides multiple platforms for parents to communicate and participate in their children's education, including Compass, Parent/Teacher conferences, Progress reports and Semester reports.

We encourage you to consider Cranbourne West Secondary College for your child's secondary school education.

Yours sincerely,



Rob Duncan
Principal

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DET STATE-WIDE ORIENTATION DAY

The DET state-wide orientation day will be held on Tuesday 12th December 2023 for all Grade 6 students enrolled in Year 7 for 2024.

On this day, parents/guardians of confirmed Cranbourne West Secondary College 2022 Year 7 students will be required to transport their child to the College for our Year 7 Orientation Program.

The transition process from Primary to Secondary school is exciting but for some it can be stressful. In order for your child to settle into Secondary school life, they will participate in a range of transition and team building activities as well as the opportunity to form friendships within their new cohort. It also enables teachers to get to know their students in a more relaxed and less structured environment.

To ensure your child can participate effectively on the day they will need to bring:

- Pencil case with pens and pencils
- A snack and lunch
- Drink bottle filled with water
- Appropriate clothing and runners for sporting activities

The day commences at 8:45am and will conclude at 2:50pm.

Further information will be provided closer to the day.



SUPPORTED INCLUSION SCHOOL

Cranbourne West Secondary College is part of the DET Supported Inclusion Schools initiative. This means that the College will provide inclusive education for a significant cohort of students with disabilities within a mainstream secondary school setting.

Cranbourne West Secondary College supports the principle that every student is able to attend their designated neighbourhood government school. As a Supported Inclusion School, we will provide a safe, accessible and inclusive environment for every student who enrolls.

The College has been designed and purpose built to be inclusive. This means that the buildings are designed following Universal Design Principles, so that there is no physical barriers to a student with a physical or intellectual ability to attend the College. As such we can cater for a slightly higher percentage of students with a disability than other schools.

This means that all students with a disability who live within our designated neighbourhood zone can be catered for and have the choice of attending our school rather than a special setting.

Cranbourne West Secondary College will support all students through;

- Providing reasonable adjustments for students with a disability
- Student Support Groups
- Individual Education Plans
- Working with families of children with additional learning needs
- Inclusive Educational Environment

ENROLMENT INFORMATION

We request the following information for your child's enrolment to be confirmed and processed:

- Australian Birth Certificate / Australian Citizenship
- Proof of address
- Immunisation History Statement
- International Passport / Visa (if applicable)
- Two most recent school reports for your child
- Wellbeing or Inclusion needs for your child (if applicable)
- Medical Plans signed by your doctor (if applicable)
 - Asthma Management Plan
 - Allergy Management Plan
 - Anaphylaxis Management Plan
- Court/Legal Documentation (if applicable)

An enrolment form or data will be provided by the Office after enrolment confirmation for review and completion.

We encourage you to view our Enrolment Policy on the College website or contact the Office on 9770 7200 if you have any questions regarding the enrolment process.

2024 VICTORIAN SCHOOL TERM DATES

Term 1	Term 2	Term 3	Term 4
29 January* until 28 March	15 April until 28 June	15 July until 20 September	7 October until 20 December

* The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. As such, students will commence on 30 January 2024.

Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The remaining three student-free days are determined by each individual school.

DET Term Dates available from

<http://www.education.vic.gov.au/about/departement/Pages/datesterm.aspx>

The College will publish student-free days and important dates after the first School Council Meeting of the year.



YEAR 7 & 8 PROGRAMS

Mainstream Program

Cranbourne West Secondary College's Year 7 and 8 Program is divided into eight domains: The Arts, English, Language (Japanese), Physical Education, Mathematics, Science, Humanities and Technology. The curriculum is in line with the Victorian Curriculum which describes what students are expected to know and be able to do at different levels, and how well they should know and be able to do it.

The key characteristics of students at this level include:

- Developing self-efficacy skills to maintain confidence and a positive attitude
- Developing an individual sense of identity
- Having an awareness of universal ethics and morality, culture and nationhood
- Shifting from the concrete to the conceptual
- Discriminating in terms of value, quality and worth
- Developing an awareness of formal methods of inquiry.

Year 7 and 8 are timetabled across 25 periods (58-minute periods) per school week as follows:

Year 7			
Subject	Class/lesson	Subject	Class/lesson
English	5 Periods	Physical Education	2 periods
Maths	5 Periods	Rotations	4 periods
Science	3 periods	Language-Japanese	2 periods
Humanities	3 periods	Personal Best	1 period

Year 8			
Subject	Class/lesson	Subject	Class/lesson
English	5 periods	Physical Education	2 periods
Maths	5 periods	Rotations	4 periods
Science	3 periods	Language-Japanese	2 periods
Humanities	3 periods	Careers/Health	1 period

Magnum Opus Program

At Cranbourne West Secondary College, we aim to develop student's critical thinking skills, problem solving skills and general capabilities to ultimately meet their personal goals.

We strive to create independent and global learners whilst importantly creating a pathway to meet student career aspirations. Magnum Opus meaning "great work" work in Latin is a program to meet the needs of high achieving students. This program offers a challenging curriculum program with extension and extra-curricular activities. The program aims to shape students to believe in themselves through the display of resilience, self-regulation and self-discipline. We aim to cater for a broad range of student abilities and to provide pathways for students to achieve post-school success. We achieve this through high quality learning programs that challenge each individual student according to their own skills, needs and interests.

The Magnum Opus Program aims to accelerate the learning of participants to enable them to engage in post compulsory school options at an earlier rate than would be usual. It will be usual practice for a student undertaking this program to complete one or two unit 3/4 VCE sequences as a Year 11 student. Students enrolled into this program must be prepared to take risks, be independent and meet personal goals. Students should be working at least 12 months ahead of expected levels. Well rounded students are best suited to this program as acceleration will be occurring across all learning areas.

Please view the Magnum Opus Program handbook to find out more about the program and application/selection process.



CURRICULUM INFORMATION

English

English concentrates upon the important skills of speaking, listening, reading, and writing. Students experiment with language during a range of activities in each of these areas.

These activities include:

- Writing in a range of styles
- Writing for different audiences and purposes
- Reading, analysing and discussing a wide range of texts (including novels, poetry, plays, films and newspapers).
- Preparing and presenting oral presentations

The English curriculum is developed in line with the Victorian Curriculum and incorporates Information and Communications Technology (ICT). The college utilises a wide range of strategies to help all students develop their potential as communicators. Students are also encouraged to demonstrate their English skills through a variety of different assessments so that they feel comfortable and confident in celebrating their achievements. Classes are supportive learning environments where students extend their skills and knowledge and strive to be more independent learners - both inside and outside of the classroom.

English as an Additional Language

English as an Additional Language concentrates upon the important skills of speaking, listening, reading and writing. Students experiment with language during a range of activities in each of these areas.

These activities include reading novels, analysing and discussing both written and visual texts, and creating a wide range of written texts. The skills of grammar, punctuation and spelling are reinforced throughout the course.

The English as an Additional Language Curriculum is developed in line with the Victorian Curriculum and incorporates Information and Communications Technology (ICT), and uses a wide range of strategies to help all students develop their potential. Classes are supportive learning environments where students extend their skills and knowledge and strive to be more independent learners for both school purposes and their lives outside of school.



Mathematics

Mathematics develops students' skills in problem solving, practical mathematics and formal written mathematics. We aim to provide education that allows students to explore the curriculum in depth especially with key topics that are essential for future years of education. The mathematics curriculum is set up in a way that every student can achieve their personal best, where students can work at differing levels.

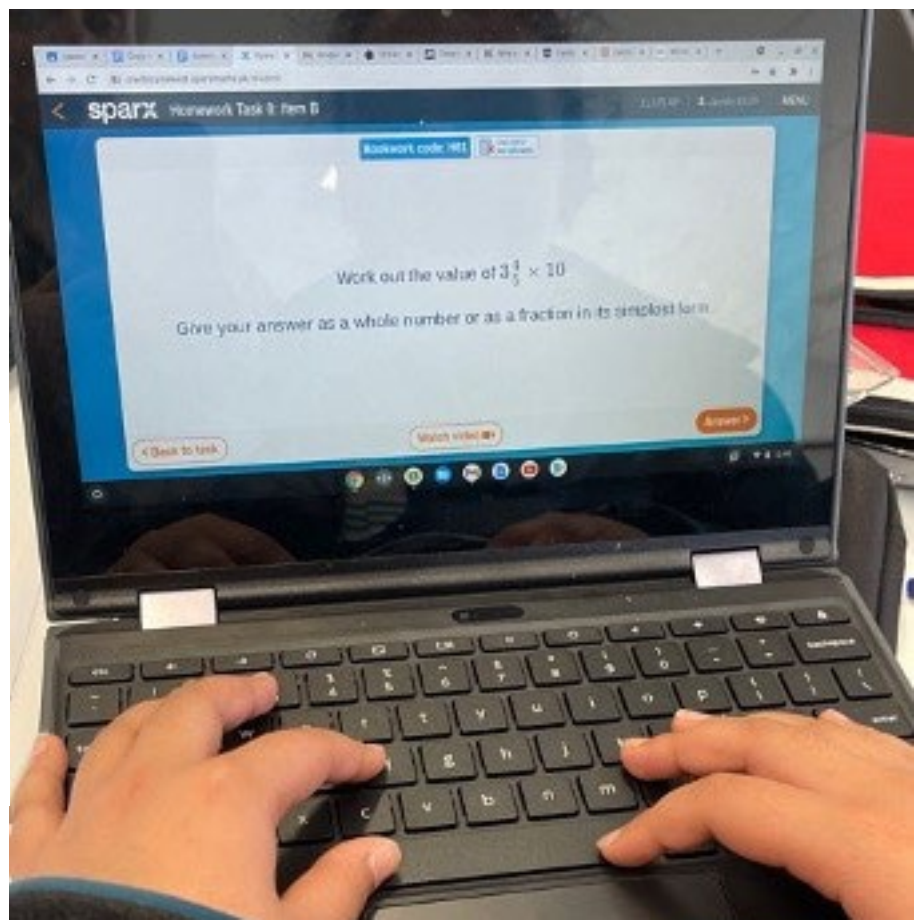
Our Mathematics Curriculum has been developed in line with the current Victorian Curriculum. The aim for essential learning in Year 7 and 8 Mathematics are to develop basic and extended mathematical knowledge and skills through the study of the following dimensions:

- Number and Algebra
- Measurement and Geometry
- Statistics and Probability

Furthermore, students develop the following skills:

- Mathematical, ICT and numeracy skills that address individual student pathways.
- Application of mathematical knowledge and skills to investigate, analyse and solve practical problems through problem solving.
- Develop good study habits and organisation as well as how to work in a group to achieve a common goal.

All students in Year 7 and 8 will complete the SPARX homework program. This is an adaptive program that will improve students learning skills and knowledge of mathematics.



sparx

Maths. Reimagined.

Science

Year 7 and 8 Science introduces students to the field of Science, where they are provided with opportunities to develop an understanding of important scientific concepts and processes, the practices used to develop scientific knowledge, the contribution of science to our culture and society, and its applications in our lives.

Our Science Curriculum has been developed in line with the current Victorian Curriculum and covers a range of topics from each of the major branches of Science.

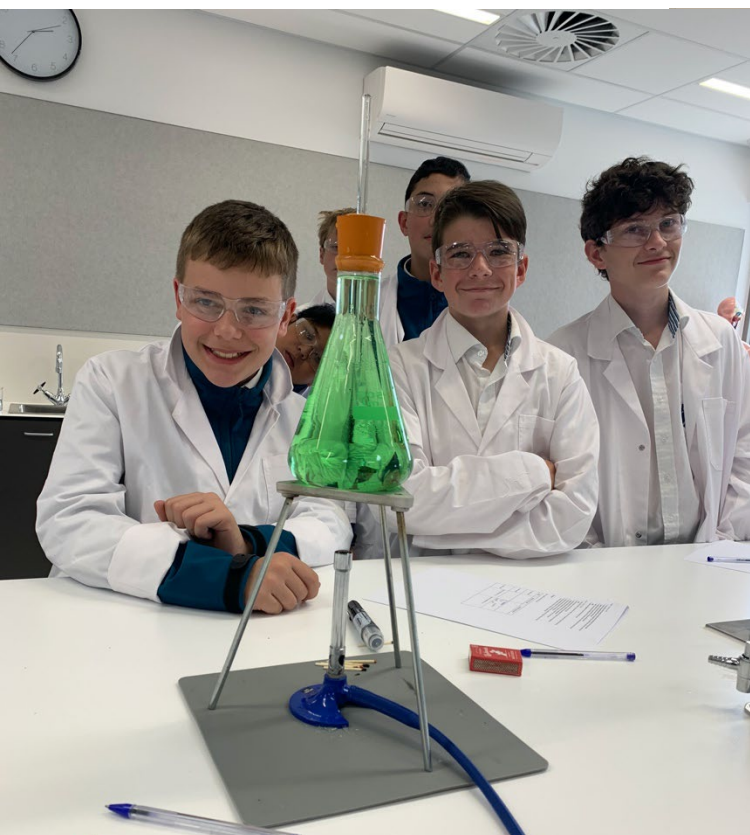
Topics covered in Year 7 Science include:

- Laboratory Safety and Science Skills
- Biology - Classification and Ecosystems
- Chemistry - States of Matter and Mixtures
- Earth and Space Sciences - Interactions between the Earth, Sun and Moon.
- Physics - Forces and Simple Machines

Topics covered in Year 8 Science include:

- Laboratory Safety and the Scientific Method
- Biology - Cells and Organ systems
- Chemistry - Atoms and Chemical Changes
- Earth and Space Sciences - Geology
- Physics - Energy, Light and Sound

Each topic area will involve a range of classroom activities including problem solving, group activities, practical experiments, and formal written reports. Assessment tasks will include assignments, graded practical reports, tests, homework and class work.



Humanities

Year 7 and 8 Humanities students will study one of the following four Humanities subjects per term, over the course of the year.

Topics covered in Year 7 Humanities include:

- History – Indigenous Australia and Ancient Egypt
- Geography – Mapping, Graphing and Liveability
- Economics – Supply & Demand, Production and Budgeting
- Civics & Citizenship – Federation, Constitution and Levels of Government

Topics covered in Year 8 Humanities include:

- History - Medieval Europe
- Geography - Landforms and Rainforests
- Economics - Economic Systems and Work
- Civics & Citizenship - Citizenship, Representative Government and Elections

The Humanities curriculum is developed in line with the Victorian Curriculum and incorporates a range of Information and Communications Technology (ICT). The College utilises a wide range of strategies to help all students develop their potential as informed global citizens.

Classroom activities include a range of individual and group tasks with excursions and incursions being included to supplement student learning. Assessment tasks for Humanities range from research projects and posters to oral presentations and tests.



LOTE - Japanese

Studying a Language Other Than English (LOTE) contributes to the overall education of students, not only in developing communication skills but also in enhancing cross-cultural understanding and improving their ability to be independent thinkers. Learning Japanese provides access to the extraordinary culture of Japan and its social perspectives which students compare with their own cultural background and our Australian way of life.

The Japanese Curriculum is developed in line with the Victorian Curriculum and incorporates Information and Communications Technology (ICT).

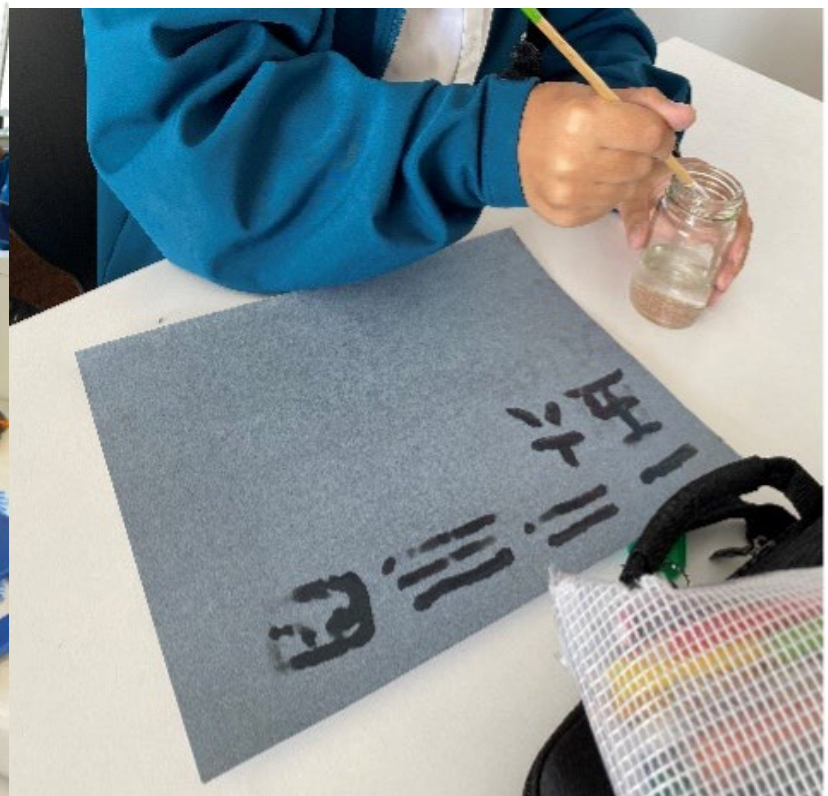
Topics covered in Year 7 Japanese include:

- Writing - Japanese characters in the Hiragana script and some Kanji
- Reading - a wide range of multimodal texts
- Speaking - self-introductions in Japanese and formal/casual language
- Listening - classroom instructions and everyday greetings
- Viewing - cultural practices and diversity. For example, Ancient Legends

Topics covered in Year 8 Japanese include:

- Writing - Japanese characters in the Katakana script alongside Hiragana and Kanji
- Reading - a wide range of multimodal texts
- Speaking - talking about your interests, likes and dislikes
- Listening - understanding real life scenarios and conversations
- Viewing - cultural practices and diversity. For example, school life in Japan

Classroom activities include a range of individual and group tasks and are extremely varied to continually reinforce remembering another language.



Health and Physical Education

The Health and Physical Education program provides a number of opportunities for students to gain lifelong skills in different settings.

Health Education

Students learn the importance of leading healthy lifestyles in relation to physical, mental, social, emotional and spiritual health and wellbeing. Topics include:

- Healthy Behaviours
- Cyber Safety
- Nutrition
- Harm Minimisation
- Mental Health
- Respectful Relationships
- Puberty
- Sexual Education

Physical Education

This program promotes positive attitudes towards a healthy lifestyle while promoting fair play, respectful relationships, and inclusivity within a practical environment. As the foundation for lifelong participation and enhanced performance, students develop proficiency in movement skills, physical activities, and movement concepts, and acquire an understanding of the science behind how the body moves. Students will participate in a range of activities and sports.



Personal Best

Personal Best is an exciting elective subject that gives Year 7 students the chance to focus on an area of study they want to excel in and achieve their personal best.

Through Personal Best students will demonstrate the true spirit of our College motto *Diversis Viribus – Strength Through Diversity* and will be given the opportunity to showcase excellence through a diverse range of platforms.

Sample Personal Best Projects include:

- Street Art – students design and create of a mural on the College grounds
- State Schools Spectacular Choir
- Coding
- Glee Club – training for interschool competition
- STEM
- Math Extension
- Japanese Cooking
- Cheer and Hip Hop Dance – training for interschool competition
- Cranbourne West Media Centre – Radio Station, Newspaper and Yearbook
- Cranbourne West Theatre – students develop and perform theatrical skills
- Sports Extension

How is Personal Best different from other subjects?

- Personal best involves student lead projects
- Students have input into the projects offered
- Students have input into the project they select
- Every term students have the opportunity to select a new project or continue with their current project

Personal Best is:

- Hard work
- Pushing yourself
- Setting goals
- Creating a finished product – a game, performance, script
- Working hard every week
- Teamwork
- Implementing the College Values of ASPIRE to achieve excellence



Rotations

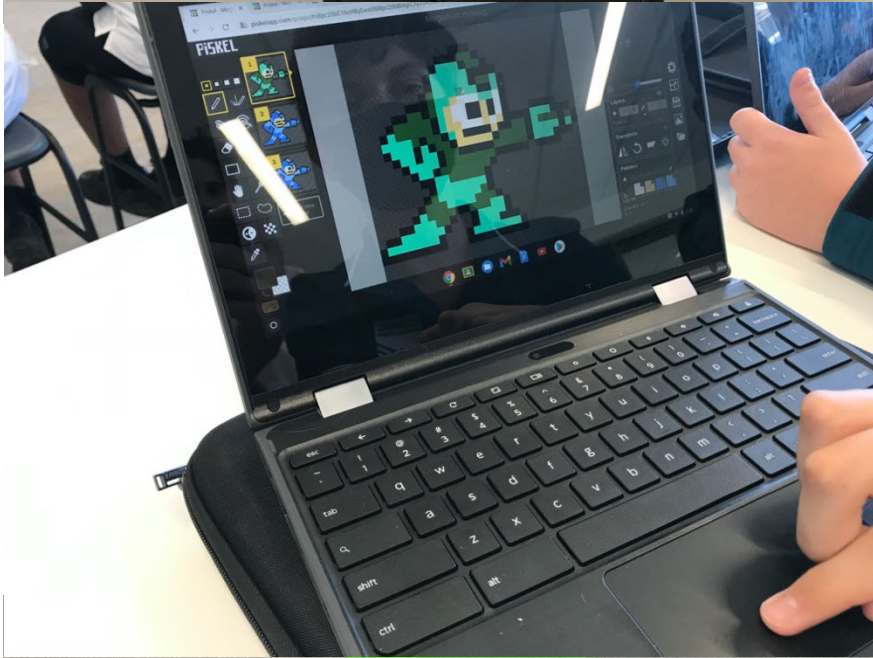
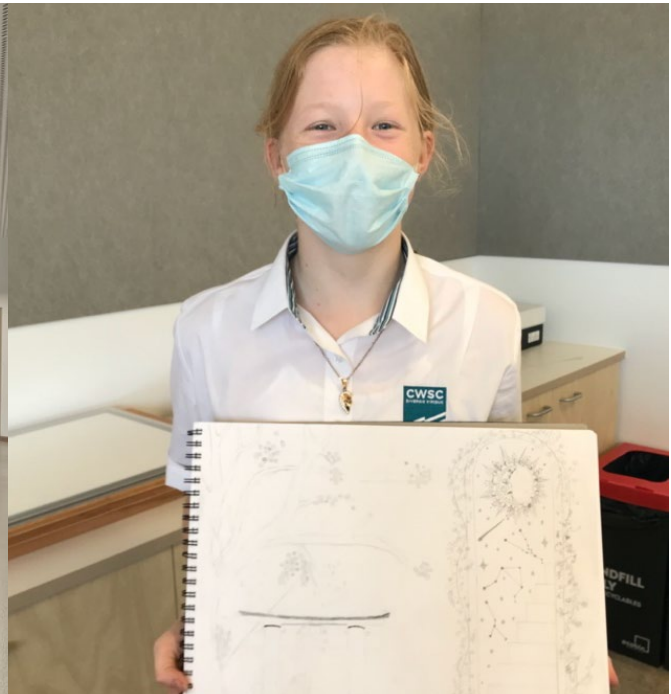
In order for your child to get a broad range of curriculum experiences, work in areas of interest and broaden their scope of knowledge for future studies, each student will complete four different subjects and broaden their scope of knowledge for future studies. Each student will complete four different subjects over two semesters*

The subjects they will experience are from the Arts and Technology domains.

Year 7	
Digital Technology	<p>Digital Technology at Year 7 introduces students to our Chromebook program, Google suite and includes a wide range of ICT skills. In Digital Technology we will educate our students to become confident, responsible cyber citizens. Students will also study topics such as:</p> <ul style="list-style-type: none"> • Coding and Game making • Website Creation • Image and video editing • Cyber Safety and Cyber Bullying • Data analysis
Technology – Wood	<p>In Year 7, Woodwork students begin by understanding all the risks and hazards associated with working in the Workshop. Students are then introduced to safe behaviours by practising and enhancing their skills by using basic hand tools to complete several projects. The curriculum provides opportunity for the students to gain skills that are translatable to home life and the wider community.</p>
Visual Art	<p>The Visual Art program provides students with the opportunity to express their thinking and ideas through visual languages. Students explore diverse materials and technologies. Visual language can successfully communicate emotions, ideas and observations through skilful play with art elements and principles. Our learning experiences encourage students to be resourceful and to find innovative solutions to solve problems or communicate ideas.</p> <p>In Visual Arts students will:</p> <ul style="list-style-type: none"> • Participate in creative challenges • Use traditional and digital drawing tools and processes • Explore a range of painting experiences including watercolour, acrylic on paper and canvas • Make collages with a range of objects and materials • Create prints such as lino, monoprints and basic screen prints • Visit galleries and respond to a variety of artworks from around the globe

Drama	Students devise, interpret and perform drama. They manipulate the elements of drama, narrative and structure to control and communicate meaning. They apply different performance styles and conventions to convey status, relationships and intentions. They use performance skills, stagecraft and design elements to shape and focus relationships with an audience. Students identify and analyse how the elements of drama are used, combined and manipulated in different styles, and apply this knowledge in drama they make and perform. They evaluate how they and drama practitioners from different cultures, times and locations communicate meaning and intent through drama.
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Year 8	
Technology – Metal	In Year 8 Metal work, students will strengthen their knowledge through demonstrating safe behaviours and understanding the risks and hazards in the workshop. The curriculum will focus on analysing how motion, force and energy are used to manipulate and control different systems when creating simple, engineered solutions.
Music	In Year 8 Music, students manipulate the elements of music and stylistic conventions to interpret, compose and perform music. They use music terminology and symbols to recognise, describe and notate selected music features. Students also discover how various elements of music are manipulated to create different styles, which they apply to their own compositional and performance work. Students develop the ability to read and play a range of musical works and use music compositional technology to compose their own music.
Technology – Food	Year 8 Food Technology teaches students safe and hygienic work practices in the kitchen. Students will develop the knowledge to make healthy food choices about food and nutrition. They will explore the range of influences on these choices and build their skills to support healthy food choices. Students will learn how to design, prepare, and evaluate a variety of foods and learn how to incorporate these skills into everyday life.
Visual Communication	In Year 8 Visual Communication Design, students will learn about different styles of design from around the world and evaluate how design is influenced by different cultures and historical design movements. Students will learn practical skills and use a range of methods, materials and media when creating perspective drawings and logo designs. Students will also learn how to select and use the design elements and design principles to create effective visual communication designs when following the design process.



ELEARNING

At Cranbourne West Secondary College we value the use of ICT. Together with our Chromebook Program we are committed to using ICT throughout our teaching practices to enhance and improve student outcomes.

As all students have a device it allows our teachers to cater their Teaching and Learning Program to fit the needs of today's students and to better equip them with the skills they'll need in the modern world. A large amount of ICT is integrated into the Teaching and Learning program. This program will enable students to:

- Higher level of engagement in the curriculum
- Access to additional inclusive education opportunities
- Improve their digital literacy
- Promote individualised creativity in the classroom
- Participate in the eSmart cyber safety program
- Access school resources from inside and outside the College
- Access to educational content from inside and outside the College
- Communicate with staff through our online learning program
- Collaborate with classmates and complete group work in a digital environment

Google Classroom

Our Chromebook allow seamless integration with the Google suite. All of our classes have Google classrooms. Students can access these online classrooms from school and home, allowing students access to classroom resources, complete outstanding classwork or submit assignments. Parents also have access to guardian summaries, which can provide insight into their child's work by providing updates on the following:

- Missing work – Work not turned in when the summary was sent
- Upcoming work – Work that's due today and tomorrow (for daily emails) or that's due in the upcoming week (for weekly emails)
- Class activity – Announcements, assignments, and questions recently posted by teachers

Combined with the Chromebook Program this allows students to have a single log on to all these services as well as instant access to any applications or updates that are deployed.

Chromebook Program

Cranbourne West Secondary College runs a 1 to 1 Chromebook Program. All students that attend the College are expected to participate in this program, as it is a cost effective and sustainable way of ensuring our students can achieve excellence.

The 1 to 1 Chromebook Program is an important element in individualising learning. The device provides students with a personal, portable computer to enhance the opportunities for learning. The devices help the College in engaging the generation of 'digital kids' by nurturing individual learning experiences. We expect them to take responsibility for their device, including taking this home after school, charging the device at home and taking it to all classes.

Parents/Guardians will be responsible for appropriate use outside school hours.

EXTRA-CURRICULAR

Camps and Excursions

Year 7 and 8 students will engage in a Camp in 2022. The location of the Camp will be determined based on the student preferences/student surveys and the approval of School Council. More details about the camp will be communicated to families later in the year. The Camp will take place early Term 4. Families eligible for CSEF can use funds towards the camp.

At Cranbourne West Secondary College, excursions and activities play an important role in supporting our curriculum and ensuring our program is engaging for all students.

Sport

Sport is an integral part of the Year 7 and 8 program with many sporting opportunities available for students. We understand the benefits of lifelong physical activity and the self-esteem and confidence that is gained from being involved in a positive sporting environment.

Term 1

Baseball, Cricket, Softball, Swimming, Tennis and Volleyball

Term 2

Cross Country, Football AFL, Netball, Soccer, Aerobics and Cheer

Term 3

Athletics, Badminton, Basketball, Handball, Hockey, Rugby, Table Tennis, Aerobics and Cheer

Term 4

Aerobics and Cheer

We are affiliated with School Sport Victoria (SSV), competing in the Casey South Division against several other local secondary schools. Success at the Division level enables teams to progress through the stages of competition of Zone and State.

Instrumental Music Program

The Instrumental Music Program is an optional program available at Cranbourne West Secondary College. This will be run by highly qualified instrumental music teacher and will consist of lessons, online content, theory and practical components. The program will run on a termly basis and cost \$50.00 in 2024.

In addition, students may take part in the band program. Bands rehearse once a week at lunch time or after school.

Instruments offered in 2024: Voice, Piano/Keyboard, Guitar, Bass Guitar and Drums.

House Competitions

The House Carnivals program at Cranbourne West Secondary College promotes participation for all students across a broad range of events and activities. We aim to cater for all students' interests and needs. Students and staff are allocated to one of four houses.

McKeon	Mabo	Freeman	Irwin
			
Named after swimming great, Emma McKeon who has collected 11 Olympic medals!	Famous Indigenous Australian, Eddie Mabo campaigned for Indigenous land rights.	Famous runner and Olympian, Cathy Freeman who now advocates for Indigenous education	Steve Irwin, The Croc Hunter Wildlife expert, zookeeper, environmentalist & conservationist

Winners of house competitions will represent Cranbourne West Secondary College in interschool, zone and state level competitions.

House competitions include:

Term 1

Athletics, Cross Country & Dodgeball

Term 2

Debates & Public Speaking

Term 3

Maths & Science Challenge

Term 4

Go Kart Design & Race and Street Art Challenge

SCHOOL EXPECTATIONS

School Hours

Students are expected to be at school for home group at 8.45am. Music plays prior to class time before school, at recess and lunch.

Home Group	8:45 am	to	8:55 am
Period 1	8:55 am	to	9:53 am
Period 2	9:53 am	to	10:51 am
Recess	10:51am	to	11:16 am
Period 3	11:16 am	to	12:14 pm
Period 4	12:14 pm	to	1:12 pm
Lunch	1:12 pm	to	1:52 pm
Period 5	1:52 pm	to	2:50 pm

The Office hours are 8.20am – 4.15pm Monday to Friday.

Our friendly office staff provide help, assistance and support to parents, students, and staff. All visitors to the College (including volunteers) are to sign in at the Office before visiting classrooms or participating in activities conducted at the College. Visitor passes are to be kept and used to sign out of the College.



Attendance

Student attendance is a critical factor in student achievement and success. For learning to take place students have to be at school, in class and paying attention. Students who regularly miss days of school will also miss the valuable opportunities for learning that often cannot be regained.

In 2018 new DET Attendance requirements were introduced. If your child is sick or absent, you are required to notify the College as soon as possible on the day of absence, by contacting the Office or entering a parent approval on Compass. Notifying the College of your child's absence either prior to, or on the day that they will be away, helps ensure the safety and well-being of children and will fulfil your legal responsibility.

All Victorian government schools are required to contact parents/guardians as soon as practicable on the same day of an unexplained student absence. If your child is absent on a particular day and you have not contacted the College to explain why, the absence will be marked as unexplained.

This system promotes daily school attendance. Going to school every day is the single most important part of your child's education, they learn new things every day – missing school puts them behind.

Late Arrivals

- Between 8.45am and 8.55am, students go straight to their home group class.
- After 8.55am, students will need to go to the Office to sign in and take their late pass to class.
- Students that are late to school without a note from a parent may receive a consequence.

Please ensure your child has a note for any authorised lateness. Alternately parents/guardians can contact the Office to explain their child's lateness or by adding a parent approval on Compass.

Early Departures

- Parents/guardians provide a note to their child's timetabled class teacher with the reason for the early departure. Students must obtain a leave pass from the Office.
- Students must not leave the College without permission and signing out.

Lockers

Lockers are provided for all Secondary students in designated year level areas. Students are expected to keep their valuables, including books, sports gear etc. in their locker. Lockers are not accessible under any circumstances during class time. Please ensure your child brings a lock on the first day of school to use their allocated locker. Our recommended combination locks are on the Booklist.

Compass

Cranbourne West Secondary College uses Compass School Manager as a central portal for communication between the College and parents/guardians. Compass

streamlines many school operations, from attendance, communication, event management and reporting.

Parent/guardians will be able to do the following via the parent portal;

- View news updates
- Make online payments
- Update your child's attendance records/explain absences
- Provide consent for events
- View your child's schedule/timetable/reports
- Contact your child's teacher via email

A Compass User Guide will be provided to all families on enrolment. Face-to-face Compass training is also available for parent/guardians.

Booklist

Our book supplier is Champion Education, located in Dandenong South.

We work very hard to ensure that only essential items are listed on the booklist, as such we expect all items to be purchased. Although families are welcome to purchase items from other locations

Booklists can be found on our website. Families will be provided 2024 booklists including delivery and collection details in the November information pack.



It is expected that all students attending Cranbourne West Secondary College wear the full College uniform at all times during College activities, in and outside of school hours. As displayed below, we have a formal academic uniform and a pe/sport uniform. Students can wear their pe/sport uniform on days where they have timetabled pe/sport classes.

School shoes must be black, polishable shoes. TBar shoes are also accepted. No other shoes will be acceptable, except on days when the PE uniform is worn, when runners are acceptable.



Approved Casual Dress Days will be conducted throughout the year as fundraising activities. These will be advertised prior to the event.

Students that do not comply with the Uniform Policy may be excluded from participating and given a consequence. Non-school uniform items such as hoodies and non-uniform hats will be confiscated, if worn. The College Uniform Policy has been developed with consideration of viewpoints from parents/guardians and teachers of the College. Our Uniform Policy is designed to create a sense of pride and promote active and safe participation for all students at the College.

The purpose of the Uniform is to:

- Create a sense of collective and individual pride at Cranbourne West Secondary College and the identification with our College
- Assist in individual student safety and group security when travelling to and from school and on school excursions
- Promote active and safe participation in school life
- Minimise issues of equality, health and safety, and expense which are also factors that contribute to the establishment of the Uniform Policy

It is part of the Uniform Policy that all students wear the correct school uniform every day. Please ensure all parts of your child's uniform are clearly labelled with their name and year level so we can ensure they get back to your child if ever misplaced.

PSW are our uniform supplier with a store located in Dandenong South. Please refer to the price list in our enrolment pack or visit their website www.psw.com.au



WELLBEING, INCLUSION AND ENGAGEMENT

Cranbourne West Secondary College is committed to providing a safe, secure and stimulating learning environment for all students. We are a college that sets high expectations for our students and one that strives to create an environment which embraces diversity, inclusivity and multiculturalism in the wider community.

Our College offers a highly skilled and approachable Wellbeing and Inclusion Team who manage and oversee referrals to other services and agencies, as well as coordinate and run events and programs that support our students' mental health and wellbeing.

The Wellbeing and Inclusion Team is led by a Leading Teacher, with support from Education Support Staff in counselling, administration and classroom support. Our College Nurse is onsite between 11 am and 2 pm every day. The Wellbeing and Inclusion Team work closely with the Sub-school leadership and teachers across the College in order to provide a coordinated approach to student support.

It is an environment which supports students to feel comfortable, safe and confident in themselves, and to seek support from our wide array of student support services when they need it. The College believes strongly that in order for students to realise their full potential, they need to be happy, healthy and safe. Cranbourne West Secondary College supports its students to engage with their learning programs fully and acknowledges that student wellbeing and student learning outcomes are inextricably linked.

Cranbourne West Secondary College understands that student wellbeing and achievement is enhanced by connectedness to, pride in and engagement with the College.

We nurture our students through an extensive and integrated student wellbeing and engagement program that:

- Promotes the safety and protection of every child
- Fosters inclusion
- Encourages attendance
- Cultivates the understanding and practice of the College Values, student code of practice and student behaviour policy
- Promotes engagement with learning and participation in all aspects of school life
- Meets and caters for individual needs
- Develops character strengths
- Builds leadership capacity
- Builds resilience
- Provides health and wellbeing education
- Includes access to a range of counselling and allied health services
- Seeks and honours student voice

This facilitates the formation of confident, creative and resilient individuals.

STUDENT VOICE AND LEADERSHIP

Student Voice

Student Voice is about empowering students and giving them the opportunity to influence change. At Cranbourne West Secondary College there are a variety of student lead leadership positions available to students from every year level.

Student Leadership Positions

College Captains

College Captains actively promote the College Values ASPIRE and represent all students in important events. They are ambassadors for the College and assist in staff selection, promotion to the broader community and demonstrate leadership across all areas of the College.

Vice Captains

Vice Captains actively promote the College Values ASPIRE and support the College Captains in representing the student body.

House Captains

House Captains are responsible for leading their house in building strong house spirit, instilling values of participation, team work, perseverance, respect and fun!

Sport Captains

Sport Captains are responsible for leading the College in Sport. They work closely with the Sports and Physical Education Leaders to motivate students to sign up for school teams, assist with team trainings, sports equipment, permission slips, messages, umpires and coaches.

Home Group Captains

Home Group Captains represent their Home Group at meetings with the Year 7 Team Leaders and present ideas for lunchtime activities, excursions, fun days and camps.

The Year 7 Leaders

The Year 7 Leaders are responsible for organising the games room for Year 7 students during recess and lunchtime. This includes meeting with their peers to find out what activities and resources they require and petitioning and meeting with the Year 7 Team Leaders to ensure this happens.

Wellbeing & Inclusion Captains and Student Voice Captains

Wellbeing & Inclusion Captains and Student Voice Captains assist in promoting a healthy and harmonious College environment. Their role is to ensure every student feels welcome, has a group to hang out with at recess and lunchtime, and feels connected to the Cranbourne West Secondary College community.

CAREERS AND PATHWAYS

Year 7: I Discover

Year 7 students use a range of activities to discover their strengths and interests to develop a positive self-image that provides the foundation for optimistic pathway planning. They develop an awareness of the importance of social and interpersonal skills in their future life and work roles.

Students investigate the contribution of work to the community and family, recognising the role of paid and unpaid work. They focus on understanding issues relating to stereotyping and discrimination through the study of occupational and labour market information.

Students build their career action plan on the self-knowledge they have acquired through the activities they have undertaken.

Year 8: I Explore

Students in Year 8 explore the influence that a positive self-image and good learning habits have on occupational choice. They research a wide range of occupational profiles to examine the nature of the work, the personal attributes and skills necessary to perform the tasks, and the required entry-level education and training.

Students use their occupational knowledge to investigate a range of occupations that contribute to their community and develop an awareness of the opportunities available in their local area. Students apply their occupational knowledge to explore possible career options that may suit their educational and personal goals. They revisit their annual career action plan and review their career and learning goals in line with their academic achievements. They adjust their plans to be more reflective of their in-school and out of school experiences, activities and interest to learn more about their potential.

ADDITIONAL SCHOOL INFORMATION

Social Media

Cranbourne West Secondary College has a Facebook page to keep parents and students up to date with information and events going on within the College. We also have an Instagram page. Please Like/Follow our page to celebrate our students' achievements and stay in contact with the College.



@CranbourneWestSecondary College



cranbournewestsecondarycollege

Canteen

The Canteen is being operated by Bocca Foods who provide an assortment of healthy homemade food options for breakfast, recess and lunch.

The Canteen is open for breakfast on Monday - Thursdays at 8:30am, Friday at 7:30am and during recess and lunch Monday - Friday.

Registration, online ordering and payments can be made via this website: <https://boccaonline.com.au/>

Buses

There are no College buses however Public Transport Victoria has regular bus routes passing the College. For further timetables of both bus lines check <http://ptv.vic.gov.au/>.

All students aged 16 and under can travel at a concession rate. Concession cards and application forms are available from most staffed stations, some bus depots and online at <http://ptv.vic.gov.au/tickets/concessions/>

Bicycles, Scooters, Skateboards and Rollerblades

Students are encouraged to ride their bicycles to the College along the cycle paths provided by the City of Casey, wearing an approved helmet, and must use supervised crossings where provided.

Within College grounds students must remove their roller blades, walk their scooter or bike and carry their skateboard. A bicycle enclosure is provided by the College. We recommend students use a quality bicycle lock to secure their bicycle.

Cars

If you drive your child to/from school, please observe the 40km/h speed limit and use the parking available along Strathlea Drive. Please be mindful of the bicycle lane as this is not permitted parking.

Dropping off or picking students or parking in the staff car parks on the College grounds is not permitted.

Police and the City of Casey regularly monitor speed and parking around the College. It is also very important children enter and leave school via the Strathlea Drive gates only. This will ensure all members of our community remain safe.

CONTACT DETAILS

Term 1 to 4	Monday to Friday 8:20am to 4:15pm
School Holidays	Closed or as advertised
Phone	(03) 9770 7200
Mail	80 Strathlea Drive, Cranbourne West 3977
Email	cranbourne.west.sc@education.vic.gov.au
Website	www.cwsc.vic.edu.au

