



SCHOOL INFORMATION

# GLADSTONE PARK

THE SCHOOL OF CHOICE



KNOWLEDGE IS POWER

GLADSTONE PARK



# PRINCIPAL'S MESSAGE



PRINCIPAL  
LYNNE GUTTERSON

Dear Parents,

Welcome to Gladstone Park.

Let me introduce myself – I am Lynne Gutterson, the Principal of Gladstone Park.

Gladstone Park is such a popular and successful school because it promotes the values that really matter: respect, academic success, student pride and strong discipline.

At our college, your child will be challenged to achieve their very best. We will never tolerate anything less than maximum endeavour.

In an environment of firm discipline, we offer warmth, care and an especially high level of individual support.

Congratulations on your child being selected as part of the Gladstone Park community.

**Lynne Gutterson**  
**PRINCIPAL**

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# SCHOOL HOURS & SCHOOL COMMUNITY LIBRARY

## SCHOOL HOURS

School starts each day at 8.50 AM and classes finish at 3.10 PM. Attendance is necessary every day, except where prior notice is given. We expect all students to aim for full attendance.

The school day is structured into six periods:

Warning Bell	8.43 AM
Music	8.45
<b>Period One</b>	<b>8.50</b>
<b>Period Two</b>	<b>9.40</b>
Recess	10.30
Warning Bell	10.48
Music	10.50
<b>Period Three</b>	<b>10.55</b>
<b>Period Four</b>	<b>11.45</b>
Lunch	12.35 PM
Warning Bell	1.23
Music	1.25
<b>Period Five</b>	<b>1.30</b>
<b>Period Six</b>	<b>2.20</b>
Dismiss	3.10 PM*

Students cannot go to their lockers between period one and period two, period three and four and between period five and period six.

\*School finishes at 2.30pm on the last day of each term.

## SCHOOL/COMMUNITY LIBRARY

Our library is a branch of the Hume Global Learning Village Library Service with full access to its resources.

It also means the College has a library with extended hours for students to do homework after school.

Applications for a borrower's card may be made only at the Library. Library resources may be borrowed only with your card.

## HOURS:

Monday, Wednesday	8.30 AM – 5.00 PM
Tuesday, Thursday	8.30 AM – 7.00 PM
Friday	8.30 AM – 5.30 PM
Saturday	9.30 AM – 1.00 PM

# GLADSTONE PARK



# TRANSPORT, SCHOOL FEES & LEVIES & FINANCIAL ALLOWANCE

## TRANSPORT

### *Buses*

An extensive network of bus routes helps students travel to and from the school. Buses service Broadmeadows, Greenvale and Tullamarine, (Moonee Ponds) bus routes. Several buses deliver and pick up students at the front of the school. There is a bus stop across the road from the Kindergarten and the other is near the entrance path to the College. A Student Concession Card is available for purchase; please contact Broadmeadows Station. For further information contact Tullamarine Bus Lines (9338 3817).

### *Cars*

Parents are not to park, drop off or collect students within the school grounds, as this poses a danger to students and staff. Owing to a shortage of space, students' cars must not be parked in the staff car park.

### *Bicycles*

Students must place their bicycles in the bike racks outside the gym. Students must not ride their bicycles around during the day. Students should provide their own chains and locks and should report anyone who is seen interfering with bikes. Parents are reminded that it is compulsory for bike riders to wear helmets. Students should store their helmets in their lockers.

## SCHOOL FEES & LEVIES

School fees and levies are \$195 per annum which compares very favourably with other neighbouring schools.

## FINANCIAL ALLOWANCES

### EDUCATIONAL MAINTENANCE ALLOWANCE

#### *STUDENTS UNDER 16 YEARS OF AGE*

A maintenance allowance is available to students whose parents hold one of the following types of Health benefit Cards:

- Pensioner Health Benefit and Concession Card
- Health Benefit Card; or
- Health Care Card

This allowance may be paid to a parent, legal guardian or foster parent. Application forms for this allowance will be available from the General Office at the start of each school year. The applicant must bring current applicable cards to be photocopied by the college and attached to their application.

### YOUTH ALLOWANCE FOR STUDENTS 16 YEARS OF AGE AND OVER

Youth allowance provides financial help for students to continue their studies. It is subject to an income test on both the student's and parents' incomes. To be eligible for help under Youth Allowance, a student must: meet the income test requirement, be an Australian citizen or permanent resident of Australia, and be enrolled as a full time student.

Any queries should be made to the Careers and Vocational Education Coordinator.

## STUDENT WELFARE, INTEGRATION PROGRAM, STUDENT REPRESENTATIVE COUNCIL, BREAKFAST PROGRAM & TUTOR PROGRAM



### STUDENT WELFARE

The Student Welfare Team are always available to both students and parents for guidance, counselling and support.

Our specialist staff include: 2 Social Workers, Psychologist, Health Promotions Nurse and a Speech Therapist.

The Careers and Vocational Education Centre contains the latest and most sophisticated resource materials. The two fully trained staff are always available for guidance of students and parents. Student Services is located in the Centre Block. Appointments can be made at recess and lunchtime.

### THE INTEGRATION PROGRAM

At Gladstone Park we have an Integration Coordinator. Integration aides are available to students with special government funding. Paramedical services may be requested if necessary.

### TUTOR GROUP AND CATCH-UP CLASSES

Tutor Group – Voluntary

The college runs a free after-school tutor program to assist students who would like additional support with their school work, particularly in Maths, Science and English.

Attendance may be the result of student choice or parent referral.

Students may choose to come along to this program to:

- Obtain assistance with homework or work they find difficult
- Catch up on work missed
- Revise work already covered in class

### CATCH-UP CLASSES – Compulsory

In order for students to be successful at school, it is important that they complete all of the set work. Consequently, teachers may refer students via the sub-school to a catch-up class, where students will complete tasks in which they are behind. Attendance in these instances is compulsory.

### ESL STUDENTS

The college also offers targeted after-school tutor programs specifically for ESL students.

### THE STUDENT REPRESENTATIVE COUNCIL

The Student Representative Council, (SRC) is very active, enabling students to have a voice and a practical role in all school affairs. Each class from Year 7 to Year 9 select two students from their class to be Form Captain. Students vote for SRC representatives for each year level. The SRC meets regularly.

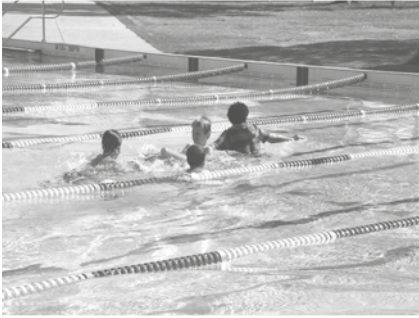
### BREAKFAST CLUB

The College operates a free breakfast program every Monday, Wednesday and Friday mornings from 7.45am to 8.20am in the cafeteria. The program caters for students who arrive at school early in the morning and may not have had the opportunity to eat breakfast at home. The program welcomes all students.



## MAIN EXCURSIONS / CAMPS

**YEAR 7 Swim Day** – Year 7 students enjoy a fun and social day out at Melton Wave Centre early in the school year.



**YEAR 7 ADANAC Adventure Camp** – Yarra Junction



**YEAR 8 Ace-Hi Horse-Riding Camp** – Rosebud



**YEAR 9 Surf Camp** – Anglesea



# MAIN EXCURSIONS / CAMPS



**YEAR 10 The Summit Camp – Trafalgar East**



**Destinazione Italia – Biennial Open to Year 10-12**



**YEAR 11 Ski Camp – Mount Hotham**



I

**London – Paris Art Tour – Biennial Open to Year 10-12**





## PARENTS INVOLVEMENT, COMMUNICATION BETWEEN PARENTS & THE SCHOOL & REPORTS

### PARENT INVOLVEMENT

Parent involvement is encouraged and welcomed.  
Parents may be involved:

- As members of the School Council which meets monthly during the school term. It is composed of elected representatives from parents, teachers and students. The School Council has a well developed sub-committee structure that operates in the areas of Resources and Education Policy. The Council meets on the third Tuesday of each month.
- As representatives of parents on the Education Policy Committee.

### COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

Communication between parents and the school is actively encouraged. Under normal circumstances there are four main avenues:

- A regular Newsletter.
- Parent – Teacher Interviews are in the last week of Term One and Term Three.
- Parents may come to the school to talk to individual staff. It is necessary to make an appointment. Please phone 9933 0500 to contact the teacher and make an appointment.
- Notes to and from staff can be written in the student's official College Planner.

NOTE: Parents and visitors first must report to the General Office when visiting the school.

### REPORTS

Reporting Schedule is as follows:

#### *Term One*

Week 5 – Progress Report posted home.

Last week of term – An Interim Report is distributed at Parent Teacher interview night, on the Wednesday of the last week of Term One.

#### *Term Two*

Week 5 – Progress Report posted home.

Last week of term - detailed written Semester Report given to students on the last day of term.

#### *Term Three*

Week 5 – Progress Report posted home.

End of term – An Interim Report is distributed at Parent Teacher interview night, on the Wednesday of the last week of Term Three.

#### *Term Four*

Week 5 – Progress Report posted home.

Last week of term – A detailed written report is given, after exams for Year 10 and Year 11, on the last day for Year 7, Year 8 and Year 9.

# COLLEGE VALUES & EXPECTED BEHAVIOUR

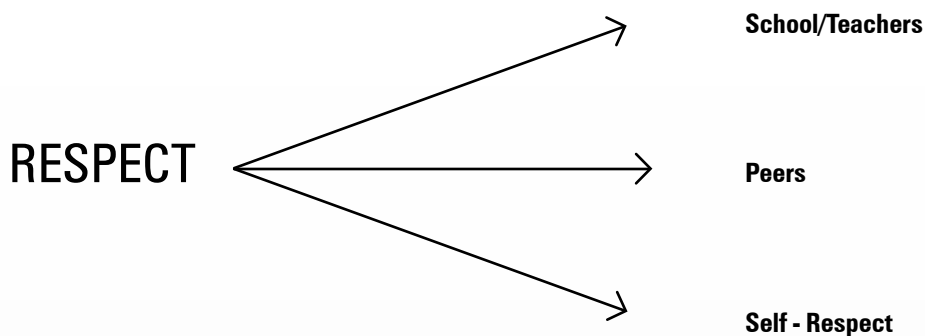


## COLLEGE VALUES

Students are expected to adhere to all the college values of:

Cooperation	Responsibility	Persistence	Tolerance	Honesty	Equality	Respect
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The key College value is respect. There are three types of respect:



## EXPECTED BEHAVIOUR

At Gladstone Park, we set high expectations and expect all students to strive to achieve their best in their studies. Those students who do not comply with the school's standards can expect firm sanctions, especially if their behaviour interferes with the learning of others.

It is expected that our students will:

- Treat all members of the college with respect. Each member of the school community should behave and speak in an appropriate manner.
- Treat the colleges and other people's property with respect at all times.
- Concentrate and participate in school programs to the best of their ability.
- Not disturb the work of others.
- Attend all classes punctually and bring the right equipment to every class.
- Complete all set work and homework.
- Not smoke at school or to and from school.
- Act in a responsible manner on public transport and school buses.

- Wear the correct school uniform from Years 7 to 12 during school hours and to and from school. This includes school shoes.
- Not bring alcohol or non-prescribed drugs to school or at school activities at any time.





# SANCTIONS & RESPONSIBILITIES OF OUR STUDENTS

## SANCTIONS

It is necessary for the College and parents to work together for the benefit of the students:

Every attempt is made to negotiate a strategy to modify the behaviour of students where necessary. At times, detentions and/or suspension are seen as appropriate sanctions.

Some of the offences for which detention and/or suspensions may be given are:

- Smoking or having cigarettes
- Being out of grounds without permission
- Persistent lateness to school or to class
- Vandalism
- Repeated failure to bring an absence note
- Disobeying or being rude to a teacher
- Using offensive language
- Not having their planner in class

## RESPONSIBILITIES OF OUR STUDENTS

### SCHOOL PLANNER

Students are required to have an official School Planner and use it to record their homework and other important school details. This planner is listed on the booklist and will be distributed at school. The School Planner is not to be used as a personal diary. It is compulsory to take it to every class and an entry must be made each period outlining homework to be completed. Parents are urged to check the planner regularly as homework is a significant part of the school program.

### STUDENTS LATE TO SCHOOL

Students late to school must report to their relevant sub-school on arrival. They must receive a pass from the sub-school office before going to class. Explanation notes from parents must be brought for lateness and handed in to the relevant sub-school manager, or a parent/guardian may phone the relevant Sub-School Manager prior to the late arrival of the student to avoid a detention.



# COLLEGE UNIFORM



## COLLEGE UNIFORM

All our students must wear their uniform. This includes when travelling to and from school. Minimal jewellery only is permitted, and no make-up is to be worn and boys must be clean shaven. Hair must be of a natural colour and is to be kept clean and tidy and where necessary tied back to keep it safe. The Principal has the ultimate authority to interpret the College Uniform Policy. All College uniform supplies should be purchased from the College uniform suppliers:

**Suppliers:** Campus Choice, 89 Matthews Avenue, Airport West, Lowes Broadmeadows, Shop G126 Broadmeadows Shopping Center.

General Uniform for Boys and Girls	College jumper Long-sleeved or short-sleeved white College shirt Only plain white T-shirts may be worn under the shirt Grey College-approved school shorts OR Grey College-approved school trousers Plain white-only socks of approved length (above the ankle and below the knee) College-approved black lace-up leather school shoes with a small heel between 1-4 cm
Senior school	College Year 12 top (Year 12 only)
Jackets	<b>Only College-approved jackets may be worn</b>
<b>Long sleeves must NOT be worn under short sleeves</b>	
	<b>GIRLS ONLY OPTIONS</b>
Summer Uniform	College school dress of appropriate length (just above the knee) with white socks OR College-approved tartan pleated skirt with White Socks – Term 1 & 4
Winter Uniform	College school dress with white socks OR College-approved tartan pleated skirt with black tights only – Term 2 & 3
Headscarves	Bottle green or white. Face must be visible
Headwear	Hair is to be of a natural colour. Headbands, clips and scrunchies must be black, white or bottle green only
Woolen scarves	Bottle green only
Sports Uniform	College-approved bottle green track pants, college-approved bottle green basketball shorts, College sports shirt and suitable, supportive runners or cross trainers
Jewellery	Piercings – Apart from earrings, all visible facial and body piercings are banned Earrings – A maximum of two small plain seepers or plain studs per ear Watch – Plain and discreet Bracelets – Medical alert bracelet only, Religious bracelets may only be worn with the Principal's permission Rings – One plain ring permitted Necklace – One chain with or without religious/cultural insignia, to be worn under polo top or dress and not to be visible. No other necklaces are permitted. Safety in practical classes may require students to remove jewellery



# ATTENDANCE POLICY

## 90% MINIMUM ATTENDANCE

It is essential students attend as many classes as possible. Students who miss school tend to fall behind in their work, lose confidence and then fail.

It is government policy for all schools to adopt policies which encourage maximum attendance.

At Gladstone Park students must have a minimum 90% attendance or they will automatically fail.

"90% Minimum Attendance" is defined as:

- In class
- On an approved school activity (eg: interschool sport, excursion)
- Absent **with a doctor's certificate**
- Special leave approved by the sub-school (eg: funerals)

This means the maximum number of days absent per semester is 10 days.

### *Special Leave*

If you are aware of any confidential, medical or personal circumstance that will affect your son or daughter's attendance, please contact the sub-school as soon as possible.

### *Extended family holidays*

These will never be accepted for "90% Minimum Attendance" for Year 11 or 12. Generally, they will be accepted at Year 7-10 if you contact the sub-school in advance. Please note that if a student goes overseas without prior permission, their enrolment will be withdrawn and their place offered to a student on the waiting list.

## ABSENCES

Other absences:

To ensure students safety, the college must record that parents are aware of all other absences such as minor illnesses or personal reasons. We need a written note or phone call.

Following an absence, students must bring a note of explanation from parents. This will normally be required on the day of return. The note may be written in a language parents know. The absence note should be legible and contain: student's name, form, date(s) of absence, reason for absence and student ID number. Notes should also be signed by a parent/guardian.

All absence notes must be handed in at the relevant sub school office.

Parents should contact the school in the morning if the student is absent.

Parents of absent students will be contacted by phone on the day of absence if prior notification has not been received by the College.

## ILLNESS

A student who is ill at any time during the school day should obtain permission to leave class and report to the Sick-bay. When necessary, parents will be contacted by the school.

**NO STUDENT WHO IS ILL IS TO GO HOME OR MAKE THEIR OWN ARRANGEMENTS TO BE TAKEN HOME**, as these arrangements must be made by the sub school Manager or General Office staff.

## EARLY LEAVERS, LOCKERS, MONEY & VALUABLES & MOBILE PHONES & IPODS

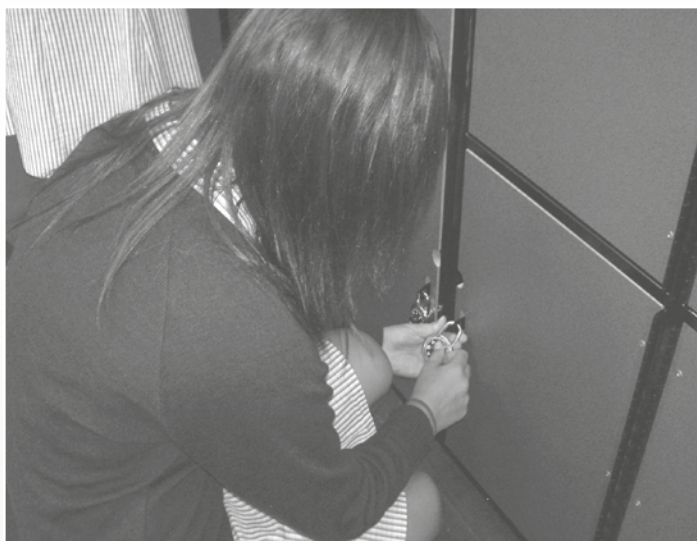


### EARLY LEAVERS

Students wishing to leave school early must present a note to their relevant sub school Manager before school. Students must present their early leavers pass at the General Office and sign the Early Leavers book before leaving the school.

### LOCKERS

Students must keep their lockers in a tidy condition. They should be kept locked when not in attendance. Valuables and money should not be left in it. Lockers are not to be used during class time or between periods one and two, periods three and four and, period five and six. Students should report any damage to the appropriate sub school manager as soon as possible. Combination locks can be purchased from the General Office. Students are only to use school approved locks.



### MONEY AND VALUABLES

The school does not accept responsibility for the loss of any student property. Students' names and forms should be clearly visible on and securely attached to all belongings. Valuables should be left at the relevant sub school office for safekeeping. The College discourages all portable electronic devices, iPods, etc) being brought to school. They are easily lost or stolen.

### MOBILE PHONES / IPODS

Mobile Phones and iPods are permitted at the College although they are discouraged. These Items must be turned off and out of sight during class time, this includes the times between periods 1 and 2, 3 and 4, 5 and 6. If a mobile phone is either used, is visible in class, or heard in class time, it will be confiscated and locked in the College safe until a parent collects it. The College takes no responsibility for lost or stolen mobile phones or iPods.

Mobile Phones and iPods can only be used before school, during recess and lunchtimes and after school.



# COLLEGE SUBSCHOOLS

## **JUNIOR SCHOOL TEAM**

Junior School Principal  
Junior School Office Manager  
Program Manager  
Year 7 Coordinators  
Year 8 Coordinators  
Leadership and Activities Coordinator

## **MIDDLE SCHOOL TEAM**

Middle School Principal  
Middle School Office Manager  
Program Manager  
Year 9 Coordinators  
Year 10 Coordinators  
Leadership and Activities Coordinator

## **SENIOR SCHOOL TEAM**

Senior School Principal  
Senior School Office Manager  
Program Manager  
Year 11 Coordinators  
Year 12 Coordinators  
VCAL Coordinator  
Leadership and Activities Coordinator

# CONTACT DETAILS



School Address: Gladstone Park Secondary College  
Taylor Drive,  
Gladstone Park VIC 3043

School Telephone Number: 9933 0500

School Fax Number: 9335 1862

School E-mail Address: [gladstoneparksc@edumail.vic.gov.au](mailto:gladstoneparksc@edumail.vic.gov.au)

Website: [www.gladstoneparksc.vic.edu.au](http://www.gladstoneparksc.vic.edu.au)



Knowledge Is Power

## GLADSTONE PARK SECONDARY COLLEGE

P: 9933 0500 F: 9335 1862 E: [gladstone.park.sc@edumail.vic.gov.au](mailto:gladstone.park.sc@edumail.vic.gov.au)  
Taylor Drive, Gladstone Park 3043

GLADSTONE PARK

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