

# 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.

Working together as a team has the most positive impact on your child's education. I look forward to a positive partnership over the coming years.

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

**Lynne Gutterson**

**PRINCIPAL**

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# College Values and Expected Behaviour

## COLLEGE VALUES

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

**Cooperation**

**Responsibility**

**Persistence**

**Tolerance**

**Honesty**

**Equality**

**Respect**

The key College value is respect. There are three types of respect:

**School/Teachers**

## RESPECT

**Peers**

**Self - 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 college's 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.
- Act in a responsible manner on public transport and school buses.
- Wear the correct school uniform during school hours and to and from school

# Student Responsibilities

## 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. Their arrival will be recorded on Compass. Explanation notes from parents must be brought for lateness and handed in to the relevant sub-school manager. Or the parent/guardian may enter the details on Compass.

### EARLY LEAVERS

Students wishing to leave school early must present a note to their relevant sub school Manager before school. Alternatively the parent/guardian may enter the early leavers request on compass. Students must sign out at the kiosk located in the General Office prior to leaving school grounds.

### 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. It is recommended for safety and security that students use the school combination 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, CD players/iPods, etc.) being brought to school. They are easily lost or stolen.

### PERSONAL TECHNOLOGY (MOBILE PHONES ETC.)

Mobile phones, listening devices and devices that can access the internet or take and send pictures or videos, are not permitted and must be locked in student lockers between the first bell (8.45 am) and last bell (3.10 pm) each day. Sanctions apply for breaking the rules. The device 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.

Please see the Personal Technology Policy on the school website for further details. The policy also lists the consequences for breaking the rules.

## 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/e-cigarettes/equipment, or bringing alcohol or non-prescribed drugs to school or to and from school
- Disobeying or being rude to a teacher
- Being out of grounds without permission
- Disrupting the learning opportunities of other students
- Persistent lateness to school or to class
- Taking food onto the oval or soccer court
- Repeated failure to bring an absence note
- Not having their planner in class
- Vandalism
- Having chewing gum
- Possession of liquid white-out or permanent marker

# 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 (e.g.: interschool sport, excursion)
- Absent **with a doctor’s certificate**
- Special leave approved by the sub-school (e.g.: 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. Following an absence due to medical reasons, students must bring a Medical Certificate to their relevant sub school. This will normally be required on the day of return.

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 by leaving a message with the attendance officer or through Compass.

Parents of absent students will be contacted by text message 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.

**STUDENTS WHO ARE ILL MAY NOT MAKE THEIR OWN ARRANGEMENTS TO GO HOME OR TO BE TAKEN HOME**, as these arrangements must be made by the staff in sick-bay.

# College Uniform

All our students must wear their uniform in a neat and tidy manner. This includes when travelling to and from school. Minimal jewellery only is permitted, no make-up or nail-polish is to be worn. 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:** Lowes Broadmeadows, Shop G126 Broadmeadows Shopping Center, Top School Wear, 137 Military Rd, Avondale Heights.

General Uniform for Boys and Girls	<p>Long-sleeved or short-sleeved white College shirt</p> <p>Grey College-approved school shorts OR Grey College-approved school trousers</p> <p>College school dress of appropriate length (just above the knee) with white socks</p> <p>College tartan pleated skirt [with White Socks – Term 1 &amp; 4] [with black tights only – Term 2 &amp; 3]</p> <p>College jumper</p> <p>Plain white-only socks of approved length (above the ankle and below the knee)</p> <p>College-approved black lace-up leather school shoes with a small heel between 1-4 cm</p> <p>Only plain white under-shirts may be worn under the shirt (long sleeves must not be worn under short sleeves), and socks must not be worn with tights</p>
Senior school	College Year 12 top (Year 12 only)
Jackets	Only College-approved jackets or the school blazer may be worn
Headscarves	Bottle green, black or white. Face must be visible
Headwear	Headbands, clips and hair-ties must be black, white or bottle green only.
Woollen scarves	Bottle green only
Sports Uniform	<p>College-approved black track pants, college-approved bottle green basketball shorts, College sports polo shirt, white socks and suitable, supportive runners or cross trainers</p> <p>School PE cap (worn peak forward) can only be worn with PE uniform, and must not be worn inside buildings</p>
Jewellery	<p>Piercings – Apart from earrings, all visible facial and body piercings are banned</p> <p>Earrings – A maximum of two small plain sleepers or small plain studs per ear</p> <p>Watch – Plain and discreet</p> <p>Bracelets – Medical alert bracelet only, Religious bracelets may only be worn with the Principal’s permission</p> <p>Rings – One plain ring permitted</p> <p>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</p>

# Student Supports

## STUDENT WELFARE

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

Our specialist staff include: Youth Workers, DET Psychologists, Health Promotions Nurse and on-site external psychologist service.

Student Services is located in the Centre Block.

## CAREERS ADVICE

The Careers and Vocational Education Centre contains the latest and most sophisticated resource materials. Fully trained staff are always available for guidance of students and parents. The Careers Centre is located at the Senior School. Appointments can be made at recess and lunchtime.

## PROGRAM FOR STUDENTS WITH DISABILITIES

At Gladstone Park we have an Integration Coordinator. Integration aides are available to students with PSD funding. Visiting Teacher Services and 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.

## STUDENTS WITH ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

The college also offers targeted classes and after-school tutor programs specifically for EAL students.

## COMPASS STUDENT PORTAL

Compass offers a range of features and is used for:

- Accessing your timetable
- Accessing your course outlines and assessments tasks
- Viewing up-to-date class and school attendance information

Students can access the portal with their own school username and password.

# Student Opportunities & Reports

## THE STUDENT REPRESENTATIVE COUNCIL

'By the students for the students'

At Gladstone Park Secondary College we aim provide leadership opportunities for students to develop their skills and discover their talents. We also are committed to empower students and give them a space to voice their opinions.

The Student Representative Council (SRC) is a student managed leadership body that aims to provide students with excellent leadership experiences.

The SRC provides equal opportunities for all students to voice their ideas and concerns about Gladstone Park Secondary College. The SRC endeavours to enable all students to feel valued, be involved in school life and contribute to the school community.

As a student body we view our key responsibilities as:

- Improving students' awareness of their rights and responsibilities
- Providing effective representation of students through communication with and between students, staff and the community
- Providing a forum for student opinion, ideas and attitudes
- Developing leadership and democratic qualities in students
- Encouraging students to take responsibility for their environment

Become a member of the SRC today and discover what you never thought you could achieve.

## MAIN EXCURSIONS/CAMPS

**YEAR 7** Get to Know You Day – All Year 7 students - WaterMarc, Greensborough

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

**YEAR 8** Canberra Camp

**YEAR 9** Surf Camp – Anglesea

**YEAR 10** Tasmania Camp

**YEAR 11** Ski Camp – Mount Hotham

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

## REPORTS

All Student Reports are posted to parents and students through Compass according to the following schedule:

### *Term One*

Week 5 – Progress Report.

Last week of term – An Interim Report in time for Parent, Teacher & Student interviews, on the Wednesday of the last week of Term One.

### *Term Two*

Week 5 – Progress Reports.

Last week of term - detailed Semester Report.

### *Term Three*

Week 5 – Progress Report.

End of term – An Interim Report in time for Parent, Teacher & Student interviews, on the Wednesday of the last week of Term Three.

### *Term Four*

Week 5 – Progress Report.

Last week of term – A detailed Semester Report, after exams for Years 10 and 11, and in the last week for Years 7, 8 and 9.



# Parent Involvement & Communication

## 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.

- Compass portal for parent notices, access to student timetables, attendance, excursion notices and payments.
- Student's official College Planner can be used for notes to and from staff.
- A regular newsletter celebrating student success with details on past and future events.
- School website for policy documents, curriculum overview, and enrolment processes.
- 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 sub-school and make an appointment.

NOTE:

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

## COMPASS PARENT PORTAL

Advising events or information alerts. The portal provides parent access to school information specific to their children such as school reports, attendance data, student timetables, messages, news items and the coming events. Parents will be provided with a password to use the portal, which is accessed through the link at the top of the website.

The compass Parent Portal is the school's main communication link with parents.

Compass offers a range of features and is used for:

- Accessing your child's Progress and Semester Reports
- Booking your Parent/Student/Teacher conferences
- Viewing up-to-date class and school attendance information
- Viewing your child's timetable and school activities
- Providing consent and paying for excursions and other school activities
- Updating your registered email and mobile number (used for SMS alerts)
- Accessing information regarding upcoming events and news
- Accessing course outlines in each subject
- Entering upcoming absences or explaining past absences for your child

Families can access the Compass portal through the school website or directly at the following address:

<https://gladstoneparksc.vic.jdlf.com.au/>

Please remember that your family username and password must not be shared with your child. The school provides a unique username for parents and students on enrolment. If you experience any difficulties, please contact the General Office.

# College Organisation

## SUB-SCHOOLS

There are three sub-schools. Junior (Years 7 & 8), Middle (Years 9 & 10), and Senior (Years 11 & 12). Each sub-school is staffed by the same team structure:

Sub-School Principal

Office Manager

Program Manager

Four Year Level Coordinators

Leadership and Activities Coordinator

## 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.

# Library, Transport & Contact Details

## 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

## 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 are bus stops across the road from the Kindergarten, near the entrance path to the College, and at the Gladstone Park shops. 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 including any staff carpark, 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 shed near the staff room. 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 chain their helmets with their bikes or store them in their lockers.

## CONTACT DETAILS

School Address:	Gladstone Park Secondary College 14-36 Taylor Drive, Gladstone Park VIC 3043
School Telephone Number:	9933 0500
School Fax Number:	9335 1862
School E-mail Address:	<a href="mailto:gladstone.park.sc@education.vic.gov.au">gladstone.park.sc@education.vic.gov.au</a>
Website:	<a href="http://www.gladstoneparksc.vic.edu.au">www.gladstoneparksc.vic.edu.au</a>