



Parent Handbook

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Foreword

The purpose of this handbook is to provide parents of students who attend the College with detailed information about how we operate on a day to day basis. It will also be used to introduce prospective parents to Wyndham Central College. As well as providing information on the day to day running of the school it contains a summary of our Wellbeing/Student Engagement Policy and a Curriculum Profile and Course Study Outline. For further information regarding day to day operations please contact one of the Assistant Principals. If you need further information regarding your child, please contact his/her Year Level Leader.

Our College Strategic Plan articulates a clear direction for the College over four years and contains a College profile, school goals and priorities and various codes of practice. It is also available for parents to download from our College website. To maintain and build on the quality of education provided, we ask that all of our parents work with the College, its council, administration and staff to support all policies and practices. In this way we can continue the task of educating the students in our care to the highest level.

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Ms Julie Myers, Principal
for the Executive Leadership Team

School Address: Shaws Road, Werribee 3030

Phone: (03) 9741 4911

Fax: (03) 9741 9367

Email: wyndham.central.sc@edumail.vic.gov.au

Web Address: www.wyndhamcentralsc.vic.edu.au

General Information

Student Enrolments

Wyndham Central College enrolls students from a number of local primary schools each year. The College also enrolls students into other year levels from other schools for various reasons including residential transfers, interstate transfer and transfers from the non-government sector.

In all cases a pre enrolment meeting needs to be organised, by appointment, at the College with one of the Assistant Principals. At this meeting all matters relating to the rules, policies, parental expectations and school requirements are discussed. Previous reports are required at this meeting to assist with placement and subject selection. There may be a waiting period before your child is enrolled to collate relevant data.

If your child is being enrolled in a State School for the first time, a birth certificate or passport is required. A passport/visa for new overseas enrolments is also required.

A transfer protocol exists for all transfers within the Wyndham Secondary Network where no change of address is involved. Contact the school for further information.

Please note: Wyndham Central College abides by the South Western Metropolitan Region Neighbourhood boundaries. Please contact the College to enquire if you are within our boundaries.

School Hours

Class Time: 9:00am to 3:00pm

Office Hours: 8:30am to 4:30pm

Bell Times

All gates will be locked at 8:55 am. Entrance after this time will be via the front office (student entrance).

Students Arrive	8:45am–8:55am
Staff Briefing	8:50am
Session 1	9:00am
Session 2	9:50am
Recess	10:40am
Session 3	11:00am
Session 4	11:50am
Lunch	12:40pm
Session 5	1:20pm
Session 6	2:10pm
Finish (Students)	3:00pm
Detention	3:00pm–3:40pm
Homework Classes	3:15pm–4:15pm



AVID (Advancement Via Individual Determination)

Wyndham Central College is proud to be one of the first schools in Australia to offer the AVID program to students. The program, “Success Path”, is offered to all Year 7 for the purpose of teaching them specific skills to improve VCE and academic outcomes. In 2013 the AVID program was offered to students in Year 7 and 10. In 2014 the AVID program will expand and be offered to students in years 7, 8, 10 and 11. Beyond 2014 AVID will be a whole school program and will continue to expand into all year levels.

What is AVID?

AVID; Advancement Via Individual Determination is a program which is designed to increase school-wide learning and performance. The program accelerates student learning by using research based methods of effective instruction. AVID is a philosophy that advocates that “if students are held accountable to the highest standards, and are provided with academic and social support, they will rise to the challenge.”

AVID’s mission is to prepare all students for university placement and success in a global society.

AVID aims to:

- develop students as readers and writers.
- teach specific strategies for critical thinking and higher-level inquiry.
- provide support, so students can meet high expectations.

Who is AVID for?

AVID is suitable for students who wish to maximise their success in VCE and subsequently study at university. Students learn specific skills from Year 7 to Year 12 to help them gain entry into the university course of choice and successfully complete their studies.

The AVID program fosters a collaborative learning community; it requires the commitment of students at the highest level and the support of their parents, this combined with the support of their teachers will help them achieve their goals.

AVID in the Middle School

In Year 7 and 8, AVID and the WICOR strategies of Writing, Inquiry, Collaboration, Organisation and Reading will to be explicitly taught by AVID trained teachers in core subjects including English, Mathematics, Science and Humanities. This will embed essential skills to improve learning and engagement with the curriculum and increase student outcomes.

AVID in the Senior School

In Year 10 and 11 AVID is offered as an elective. Students undergo a rigorous selection process that involves responding to a written questionnaire and presenting to an interview. Students are selected on a number of criteria including work ethic and attendance and when offered a position, are required commit to AVID by signing a contract.

What does AVID cost?

There is no entry fee for the AVID program. Applicable stationery items will be on the appropriate booklist. There may be an associated cost for excursions over the year.

What do Students Learn in AVID?

The AVID curriculum is underpinned by **WICOR**.

- Writing
- Inquiry
- Collaboration
- Organisation
- Reading

Students will be taught the structure and benefits of Cornell notes, learning logs, binder organisation, critical reading, writing and Costa's level of thinking and questioning. Students will work individually and collaboratively with peers and participate in philosophical chairs and Socratic seminars, strategies to improve their learning outcomes

How do we know that AVID can help students to achieve improved outcomes?

Students who complete the AVID program increase their opportunities of attending University. Research shows that over 95% of students participating in the AVID program for 3 or more years have successful placement in tertiary courses.

Student Information

Essential Educational Package

All students are required to purchase the Essential Educational Package for the appropriate year level. This will provide each student with the basic educational resources needed to successfully complete the academic year. The package varies at each year level, but will always contain the College Planner and Identification card. The package does not include any stationery; this will need to be purchased by families. *(A general stationery list is available from the College).*

Booklist

Purchase of Books may be included in the Essential Educational Package or an individual booklist may be provided.

Arrangements have been made for the purchase of Textbooks, Novels and eBooks through **Hedley's Educational Book Centre**, located at:

5/41–45 Railway Avenue, Werribee, 3030 (Ph. 9742 6800) or
15 Little Ryrie Street, Geelong 3220 (Ph. 5221 6655).

Parents are to purchase the required eBooks, textbooks and stationery indicated on the booklist to best support their child's educational opportunities. Books can also be ordered on-line or purchased at the warehouse in Werribee or Geelong. Purchasing through the booklist order form is the best way to ensure that books can be obtained by the new calendar year.

Books will be pre-packed and available for collection at Wyndham Central College at the start of the school year.

The dates and location will be advertised yearly.



School Uniform Guidelines

It is the policy of the College that all students wear our school uniform with pride. This is in keeping with our aim of developing in students a feeling of belonging and a sense of identity. The positive image that the college presents to the community is also given high priority. Students must wear the uniform on each school day, to and from school and the uniform must be presentable at all times. Students are to wear their uniform during sporting events, excursions and when representing the College. Individual pieces of the College Uniform must bear the College Logo.

The uniform has been designed for easy maintenance, student comfort and student protection. The College is happy to receive donated items of school uniform in good condition. **An important part of the uniform is black leather shoes. Runners, canvas and skate shoes are NOT ACCEPTABLE.** All students will be working in practical workshops with a variety of tools and equipment. Proper foot covering provides necessary safety.

Sport footwear is only to be worn for Sport or Physical Education — these must be supportive sport shoes.

- For safety reasons, we advise that only studs or small sleeper earrings may be worn in ear lobes only.
- Facial piercings and other jewellery cannot be worn. Due to OHS obligations, students will be asked to remove piercings.
- Student's hair must be of a natural colour.
- Students who choose to wear excessive makeup and nail polish, will be asked to remove it.
- Jeans, cargo pants, leggings and fleece track suiting material are not to be worn to school under any circumstances. Students will not be permitted in class wearing these items. T-shirts or any other casual sports shirts are not acceptable.
- Out of uniform clothing that can be seen under the uniform is not acceptable e.g. hooded tops

Students who are out of uniform may be asked to return home to change into the correct school uniform. In such cases, parents or emergency contacts will be contacted. Otherwise students may be removed from class and supervised individually before any action is taken. Students will also be removed from class if facial piercings cannot be removed or covered under the OHS policy.

When the full uniform cannot be worn for some extraordinary reason, parents are asked to advise the tutor teacher in writing in the planner. Students not wearing the correct uniform without a uniform pass will be removed from classes until the appropriate items are brought to school by the parent/guardian.

Uniform Exemptions

An application for an exemption from the Uniform Policy can be sought where:

- An aspect of the code offends a religious belief held by the student/parents/guardians
- An aspect of the code prevents the student from complying with a requirement of their ethnic or cultural background
- An aspect of the code prevents students with disabilities from being able to attend school or participate in school activities on the same terms as other students
- The student has a particular health condition that requires a departure from an aspect of the code
- The student or the parents/guardians can demonstrate economic hardship that prevents them from complying with the code

Procedures for seeking an exemption

Parents are to put in writing to the Principal any requests for exemption from the Uniform Code. The request needs to clearly specify under which grounds an exemption is sought. Documentary evidence must be provided to the Principal to support the grounds of the request, and additional documentary evidence may be sought from parents to assist with deliberations. Any personal information supplied to substantiate a claim will be dealt with in the strictest confidence.

Where possible, requests for exemption will be considered within one calendar week unless additional material is sought.

Procedures for granting an exemption

In deliberating on any application for exemption, the Principal:

- Will form a panel of three (3) including a member of College Council, preferably a parent
- May deliberate on the matter by allowing a full exemption, a partial exemption or no exemption
- May refer the application to the welfare team to effect financial support
- Will provide a summary report which will be tabled at College Council

Wyndham Central College Uniform

Uniform can only be purchased from **Rushfords Schoolwear**:

Shop 3–5, Watton Arcade
28 Watton Street, Werribee
Phone 03 9741 3211
Email: rushfords@noone.com.au

Items of Clothing for Summer Uniform

Summer Uniform – Girls (Years 7, 8 and 9)	Summer Uniform – Girls (Years 10, 11 and 12)	Summer Uniform – Boys (Years 7, 8 and 9)	Summer Uniform – Boys (Years 10, 11 and 12)
Summer Dress	Summer Dress	Grey Shorts/Pants	Grey Shorts/Pants
Navy Vest/Jumper	Aqua Vest/Jumper	Navy Vest/Jumper	Aqua Vest/Jumper
College Shirt with Tie* Short Sleeve/Long Sleeve	College Shirt with Tie* Short Sleeve/Long Sleeve	College Shirt with Tie* Short Sleeve/Long Sleeve	College Shirt with Tie* Short Sleeve/Long Sleeve
Grey Girls Pants	Grey Girls Pants		
College Blazer (Compulsory)	College Blazer (Compulsory)	College Blazer (Compulsory)	College Blazer (Compulsory)
White Socks	White Socks	Grey Socks	Grey Socks
Black Leather Shoes (Laced/T-Bar)	Black Leather Shoes (Laced/T-Bar)	Black Leather Shoes (Laced/Boot)	Black Leather Shoes (Laced/Boot)
PE Uniform	PE Uniform	PE Uniform	PE Uniform
PE Shorts/Track Pants	PE Shorts/Track Pants	PE Shorts/Track Pants	PE Shorts/Track Pants
PE Polo Top	PE Polo Top	PE Polo Top	PE Polo Top
Rugby Top	Rugby Top	Rugby Top	Rugby Top
Zip-Up Sports Jacket (Optional)	Zip-Up Sports Jacket (Optional)	Zip-Up Sports Jacket (Optional)	Zip-Up Sports Jacket (Optional)

Items of Clothing for Winter Uniform

Winter Uniform – Girls (Years 7, 8 and 9)	Winter Uniform – Girls (Years 10, 11 and 12)	Winter Uniform – Boys (Years 7, 8 and 9)	Winter Uniform – Boys (Years 10, 11 and 12)
Winter Skirt/Navy Tights	Winter Skirt/Navy Tights	Grey Shorts/Pants	Grey Shorts/Pants
Navy Vest/Jumper	Aqua Vest/Jumper	Navy Vest/Jumper	Aqua Vest/Jumper
College Shirt with Tie* Short Sleeve/Long Sleeve	College Shirt with Tie* Short Sleeve/Long Sleeve	College Shirt with Tie* Short Sleeve/Long Sleeve	College Shirt with Tie* Short Sleeve/Long Sleeve
Grey Girls Pants	Grey Girls Pants		
College Blazer	College Blazer	College Blazer	College Blazer
White Socks	White Socks	Grey Socks	Grey Socks
Black Leather Shoes (Laced/T-Bar)	Black Leather Shoes (Laced/T-Bar)	Black Leather Shoes (Laced/Boot)	Black Leather Shoes (Laced/Boot)
Navy Scarf	Navy Scarf		
PE Uniform	PE Uniform	PE Uniform	PE Uniform
PE Shorts/Track Pants	PE Shorts/Track Pants	PE Shorts/Track Pants	PE Shorts/Track Pants
PE Polo Top	PE Polo Top	PE Polo Top	PE Polo Top
Rugby Top	Rugby Top	Rugby Top	Rugby Top
Zip-Up Sports Jacket (Optional)	Zip-Up Sports Jacket (Optional)	Zip-Up Sports Jacket (Optional)	Zip-Up Sports Jacket (Optional)

Please Note:

- Ties must be worn at belt length and properly tied
- Student dress and skirt length must be at knee length
- Student School Hats are available (Navy)

The student dress code must be followed at all times

Transition and Promotion Policy

Promotion to the next year level is only available to students at year 7, 8 and 9 who have demonstrated an on-going commitment to their studies by working consistently throughout the year, achieving satisfactory results (detailed below), meeting the AusVELS requirements and also meeting attendance requirements and satisfactory behaviour.

Promotion to Year 8, 9 and 10

For students to be automatically promoted they must:

1. Achieve satisfactory results
 - At Year 7 in each semester students will 'meet the required standard' in 8 out of 10 subjects including English, Science, Humanities and Mathematics.
 - At Year 8 in each semester students will 'meet the required standard' in 8 out of 10 subjects including English, Science, Humanities and Mathematics.
 - At Year 9 in each semester students will 'meet the required standard' in 8 out of 10 subjects including English, Science, Humanities and Mathematics.
2. Have satisfactory attendance (90% — this means an attendance minimum of 9 days attendance every fortnight, including punctuality to all classes and College assemblies).
3. Have satisfactory behaviour including following the school values of Respect, Co-Operation and Excellence.

VCE Promotion

1. At Year 10 in each semester students will 'meet the required standard' in 6 out of 9 subjects including, MIPs, English and Mathematics.
2. In order for students to progress from Year 11 into Year 12, students must satisfactorily complete 9 out of 12 units (including two units of English).
3. Have satisfactory attendance (90% — this means an attendance minimum of 9 days attendance every fortnight, including punctuality to all classes and College assemblies).
4. Have satisfactory behaviour.

www.vcaa.vic.edu.au shows the hours of attendance per study design.

The final decision in the process of promotion would be at the direction of the Principal.

Homework/Homestudy Policy

The College recognises the value of a formal homework/homestudy program in improving student performance, and that an effective program requires the support of teachers, parents and students. A priority of the College is to implement an effective homework/homestudy program and we seek your assistance and co-operation in achieving this aim. As student's progress through schooling, the work load steadily increases and the need for ALL students to develop sound study skills and consistent study habits is vital. Time at ALL year levels needs to be set aside each night and on the weekend for the completion of unfinished tasks set by teachers during class (e.g. assignments, essays, projects, problem solving, work requirements and practical reports) and for homestudy. Unlike homework, this is not set by the teacher and involves:

- Revision of work
- Summarising notes
- Reading work
- Research
- Preparing for future classes

The following are recommended minimum times at each year level:

Years 7 and 8: 5–8 hours per week

Years 9 and 10: 8–12 hours per week

Senior Years 11 and 12: 12–20 hours per week at their own discretion

Parents are asked to check and sign the student's planner regularly for homework/homestudy information and to ensure that the study requirements for each year level are maintained. Parents are also asked to ensure that students have a quiet, comfortable work place where their homework/homestudy can be completed without disturbance. If this is not possible, facilities are available at school after 3:00pm and during Revision Sessions and Study Blocks according to the student's timetable.

Attendance

At Wyndham Central College a minimum of 90% attendance is expected. Regular attendance is essential and all parents/guardians have a legal responsibility to satisfactorily explain all absences.

If your child is going to be absent from school, please contact and leave a message for the Attendance Officer on 9741 4911. Parents must also provide a written and signed note explaining the absence which must be brought to the front office on the first day of your child's return to school. The Attendance Officer will ring/SMS parents of students who are absent without explanation.

If a student is absent from class when a SAC (School Assessed Coursework) has been set, a medical certificate/Statuary Declaration is required to enable the SAC to be rescheduled after appropriate documentation has been completed.

All requests for holidays during the school term must be submitted to, and approved by, the Assistant Principal at least six months prior to the holiday date.

Punctuality is Essential

Any student arriving late to school is required to report to the Attendance Officer to have their arrival noted on the electronic roll-marking system. If a student does not receive a late pass, they will be presumed absent for the full day. Consequences will be issued for lateness in line with our Student Engagement Policy.

Students, who intend to leave school anytime during the day, **MUST** report to the Attendance Officer with a note from parents explaining the reason, to have the roll marked accordingly.

Illness/Injury at the College

The College provides general First Aid and Sick Bay facilities. Children who are too ill to complete a full day at school should not attend for that day.

Students who become ill or injured at school are referred to sick bay where they will remain for up to 30 minutes. If it is necessary for the child to be sent home, the College will contact the parents or emergency contacts and arrange for this to occur.

No student is ever sent home from school without parent contact having been made and an assurance given that the child will be in the care of a responsible adult. It is therefore **vital that Parent and Emergency Contact numbers are KEPT UP TO DATE**. It is not acceptable for a parent and student to liaise regarding early dismissal from the school for the day without the school's knowledge.

Please notify our office of any change of address, emergency phone numbers, or parent occupation.

It is compulsory for parents or guardians to submit Medical Alert forms, Asthma Plans and Anaphylaxis Risk Management Plan endorsed by the student's doctor where required.

Students are not permitted to ring parents requesting permission to go home or to leave school without the knowledge and permission of a Year Level Leader or an Assistant Principal. In the case of an emergency, where the parent cannot be contacted, the school will take whatever action is considered necessary for the safety of the child. This may include calling an ambulance. For this reason the College Council and staff strongly recommend to all parents that they subscribe to the Ambulance Services of Victoria.

School Injuries and Insurance

Parents and guardians are responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund, The Department of Education and Training does not hold accident insurance for school students.

Cafe

The School Cafe is operated by a private company and provide a wide range of items at competitive prices, all of which are in line with Department of Education healthy foods policies. The canteen is open before school, recess and lunch times. Students may order lunch before 8:55am or order food across the counter.

Local Shops

Local shops are OUT OF BOUNDS. Local students are not to congregate at shops on the way to or from school. Students must remain on school grounds all day, including recess and lunchtimes.

Being Driven to the College

The drop off and pick-up area is the designated area along the service road adjacent to Galvin Park. We ask parents/guardians to pull into a designated parking space and obey all regular road rules. Parents/guardians are not to enter, or obstruct the staff car park or the bus stops to drop off or pick up students. Eligible student drivers are not permitted to park on the school grounds at any time.

Students who are 18 and hold a drivers licence must seek permission from the Head of Senior School. It is **NOT** a given that students can drive to school.

Buses and Bus Passes

The school is serviced by buses in the following manner:

School contract buses run from Wyndhamvale, Hoppers Crossing and Heathdale. Transport on these buses is a user pay system (myki Cards) i.e. no free buses, but some students from Werribee South and Tarneit may be eligible for a conveyance allowance. This is conditional upon filling out the conveyance application form. Contact an Assistant Principal for further information if required.

Students from Wyndhamvale, Werribee, Hoppers Crossing and Point Cook are able to travel to Wyndham Central College by bus on a daily paying basis using the Public Transport Corporation service currently operated by West Trans Bus Company (phone 9369 7111). Routes 436, 437 & 442 service the Hoppers Crossing area and Route 438 & 440 service the Wyndhamvale area.

Bikes

Wyndham Central College is particularly concerned with the safety of students coming to and from school on their bicycles. Students must learn to ride safely and predictably in traffic and **MUST** obey the road laws at all times.

Parents can assist by regularly checking that bikes are roadworthy and by ensuring children know the road laws. All students riding bikes to and from school must wear an approved helmet. The school will take disciplinary action against students who do not wear helmets. These can be stored in the student's lockers (2014–2015), locked in the bike enclosure or kept with the student. Students arriving at school without a helmet will not be permitted to leave their bike in the school grounds. It is the parents' responsibility to make sure their children leave home wearing a helmet.

All bikes must be stored inside the school enclosure and must be locked onto the racks with a secure lock by 8:55am. Students who arrive late to school can obtain a key to the enclosure from the Front Office.

Due to Occupational health and safety reasons, Scooters and Skateboards are prohibited at Wyndham Central College and will not be considered a suitable mode of transport to and from school.

In travelling to and from school, all cyclists are to observe traffic regulations. Whilst on school grounds, cyclists will walk their bicycles.

Sports Carnivals

Wyndham Central College holds three sports carnivals each year; Athletics, Cross-Country and a Swimming Carnival. All students are required to attend and are encouraged to participate in each of these sporting events. Information and excursion notices will be distributed in a timely manner in preparation for each event.

School Functions

All students are expected to attend the following school functions.

- School Assemblies
- Swimming, Athletics & Cross Country Carnivals
- Open Day — Expo
- Parent/Teacher Interviews
- Graduation (Year 12)
- Awards Night (by Invitation)
- SRC
- Information nights
- Planned Excursions

School Monitor Program

One student will be rostered each day to work with an administrative officer completing tasks that ensure effective communication around the school and preparation of class material. All Year 8 students will be involved for one full day. Students must be in school uniform and will complete school work/homework during quiet times when their assistance is not required.

Student Planner

An integral part of the communications between school and parents is the Student Planner. The planner should be taken to each lesson and used to record homework, assignments, work to be completed, upcoming tests, etc. It is the student's responsibility to ensure all entries are made in the planner.

Students are also expected to record detentions and other reminders about coming events such as excursions and sporting events. In this way the planner can be used to keep parents fully informed about the day-to-day life of the College. It also contains students' Rights and Responsibilities and the Merit System.

Netbook, Studywiz and Internet Acceptance Policy

As a part of the College's Curriculum delivery, students in year 7, 8 and 9 (2014) are expected to lease a Netbook for the school year. Students in year 9-12 are able to access a netbook at no charge (excluding damage and cost of repairs) as part of the National Secondary School Computer Fund during 2013.

Students are required to agree to the following provisions and parents/guardians are also required to undersign this agreement:

Acceptable Use Agreement

- Be a safe, responsible and ethical user whenever and wherever I use it.
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.



- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
- Use the internet for educational purposes only and use the equipment properly.
- Use social networking sites for educational purposes and only as directed by teachers.
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
- Think critically about other users' intellectual property and how I use content posted on the internet.
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
- Not reveal my password to anyone except the system administrator or the teacher.
- Not bring or download unauthorised programs, including games, to the school or run them on school computers.

When I use my mobile phone, iPod or other mobile device I agree to:

- Keep the device on silent during class times and only make or answer calls and messages outside of lesson times – except for approved learning purposes
- Protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS)
- Only take photos and record sound or video when it is part of an approved lesson
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

This policy is currently being reviewed and a new policy and acceptable use agreement will be published for 2014.

Student engagement at Wyndham Central College

The agreed values and behaviours that operate within Wyndham Central College are Respect, Excellence and Co-operation. All members of the college are encouraged to act in accordance with these values and within our school wide positive behaviours framework.

Wyndham Central College provides a safe and supportive learning environment for all. This is enhanced through ongoing tracking and monitoring of student progress on our Student Management Tool (SMT). The SMT details individual student's attendance, ongoing academic and social competencies and supports direct parent involvement. We also have our parent/teacher on-line program that connects parents at times of parent/teacher interviews.

We ensure student engagement and wellbeing by promoting positive relationships with significant adults and a range of ongoing contemporary professional learning for all our staff in areas such as; AVID, SensAbility resilience package, classroom management strategies, mediation through Restorative Justice, planned student voice opportunities, Literacy, Numeracy, English as an Additional Language, eLearning, and inquiry based learning.

The following matrix is the basis for all behaviours at the College.

Wyndham Central College – SWPB Matrix

	Classroom	School Community	Wider Community
	Classrooms, PE and sport on the oval	Yard, canteen, library, corridor, office, assemblies, parent teacher evenings, school based events	Excursions, travelling to and from school, sports events, outside of school
Respect	<ul style="list-style-type: none"> I follow the dress code I speak respectfully and calmly I respect the property of others I respect that others have the right to learn I leave areas neat and tidy I respect and follow teachers directions and instructions 	<ul style="list-style-type: none"> I keep the school clean I look after school equipment I will be punctual to school and other related events I wait until I am dismissed I actively listen 	<ul style="list-style-type: none"> I represent Wyndham Central College with pride I use language that is not offensive to others I am polite and considerate towards others I respect public property I wear my uniform correctly with pride
Excellence	<ul style="list-style-type: none"> I bring all necessary equipment to class I will complete all required tasks, by the due date, I will actively revise and study my work I will strive to achieve my full potential I will seek teacher assistance when required I will contribute to a positive environment I use the planner effectively 	<ul style="list-style-type: none"> I will attend parent teacher interviews I will be attentive during school assemblies I strive to be a good example to my peers I represent house groups with pride I encourage others to be their best and recognise their achievements I will present myself in a respectful manner 	<ul style="list-style-type: none"> I will behave responsibly travelling to and from school I speak positively about my colleagues and peers I model college values at all times I will participate in activities that involve interschool or wider school community I will commit to being a good social citizen of my community
Cooperation	<ul style="list-style-type: none"> I am on time I follow teacher directions I work positively with others I wait until I am dismissed I use electronic devices/ ICT responsibly 	<ul style="list-style-type: none"> I stay within school boundaries I respect the personal space of others I follow directions of all members of staff I use electronic devices/ ICT responsibly 	<ul style="list-style-type: none"> I take personal responsibility for my actions outside of school I help others I use electronic devices/ ICT responsibly

WYNDHAM CENTRAL COLLEGE

Formerly Galwin Park Secondary College

Shaws Road,
Werribee Vic 3030

PO Box 304,
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