



Welcome to CSC

This booklet is full of information about enrolling and life as a student at Castlemaine Secondary College. Please keep it for your future reference.



Castlemaine
SECONDARY COLLEGE

Students and staff of Castlemaine Secondary College are resilient, responsible, creative, and engaged in our local and global community.

We are independent learners, striving to reach our potential.



Hello



Thank you for giving us the opportunity to be part of your secondary education journey.

Castlemaine Secondary College exists to serve all students in the Mount Alexander Shire and we are proud to reflect the diversity of our unique community. Our College provides a broad range of programs, curriculum offerings and supports to meet the needs of all students.

If you have any queries about our enrolment process or questions about starting at Castlemaine Secondary College, please don't hesitate to get in touch.

Paul Frye
Principal
Castlemaine Secondary College
T. 03 5479 1111
E. castlemaine.sc@edumail.vic.gov.au

Above: Principal Paul Frye with 2018 Student Captains (L-R) Sidney Showell, Murray Hammersley, Des Cook, Nioka Mellick-Cooper.



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Welcome to CSC Booklet

This 'Welcome to CSC' booklet provides both families and students with important information to help you settle into life at CSC quickly and confidently. This booklet is yours to keep.

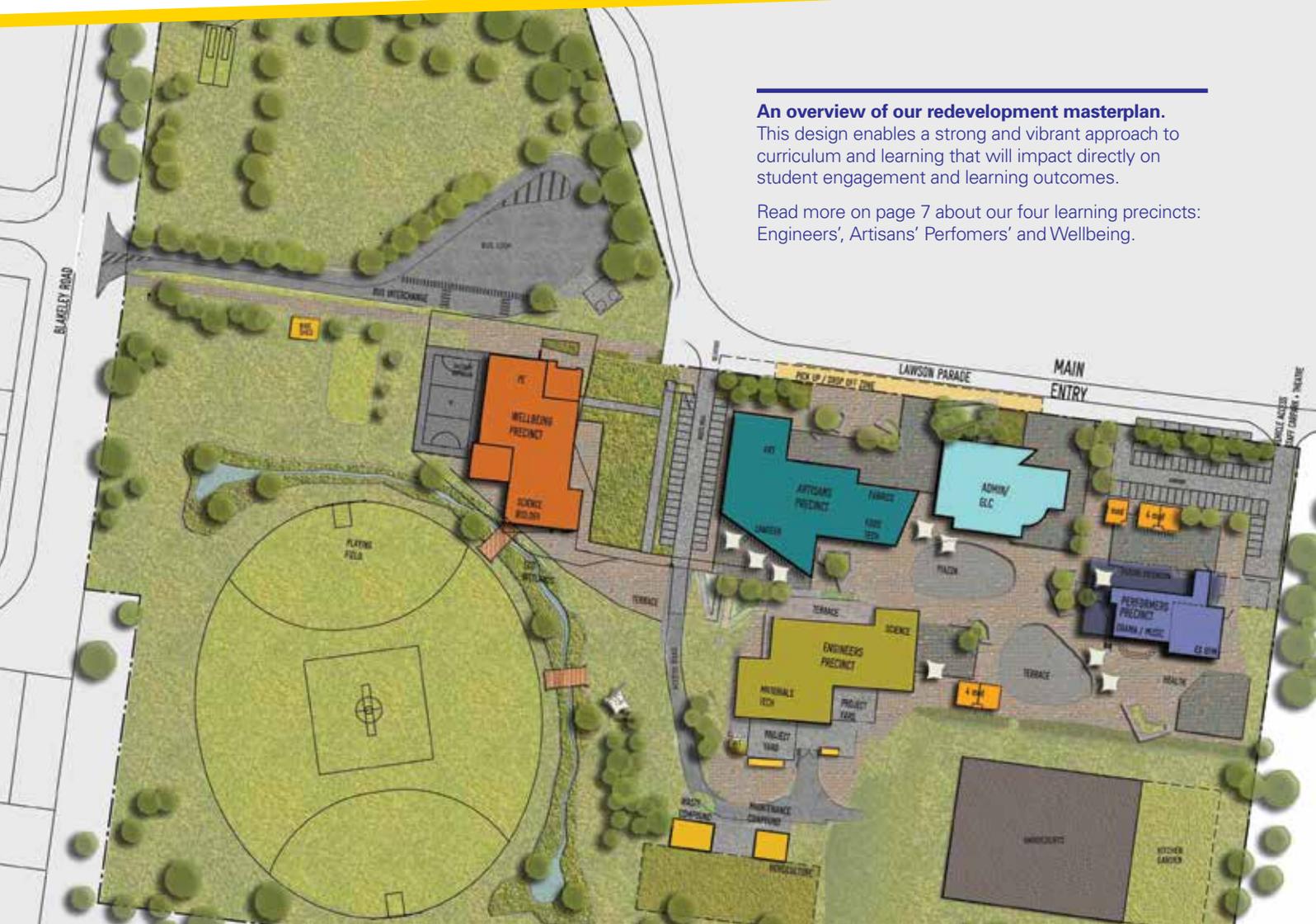
Enrolment Forms Booklet

Enrolment forms are included in the 'Enrolment Forms' booklet. This booklet needs to be returned to your Primary School (for Grade 6 students) or directly to CSC for older students. It will provide CSC with all the information and authorisations needed to enrol and care for students.

Other forms required by the Department of Education

For students who reside with parents or carers at two different locations, please complete the separate 'Alternative Family' form.

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An overview of our redevelopment masterplan.

This design enables a strong and vibrant approach to curriculum and learning that will impact directly on student engagement and learning outcomes.

Read more on page 7 about our four learning precincts: Engineers', Artisans' Performers' and Wellbeing.

Enrolling at CSC

CSC offers two different ways to enrol at CSC; participation in the Transitions Program for current year grade 6 students enrolling in Year 7 for the following year, and direct enrolment with CSC for all year levels.

CSC works closely with the primary schools in Mount Alexander Shire to provide Year 5 & Year 6 students with multiple opportunities to experience the atmosphere and learning opportunities that CSC provides. The Transitions Team have collaboratively developed a number of tools that allow us to capture critical information about new students, which we use to form cohesive and challenging mixed class groups at Year 7. We also use this information to help our staff to rapidly get to know each student as an individual, and target additional supports for those students who need them.

The Transition program includes visits by the CSC Transitions Coordinator to primary schools to talk to students about the program and to answer any questions the students have (see the FAQs in page 24). Families are invited to attend Open Morning in early May with their children to see CSC in action, students attend two experience/orientation days at CSC and families are invited to attend an information evening. For students requiring more assistance, we offer "Making the Leap" days. All enrolment documentation will be distributed to families through the Transition Program. For more information, please contact Cole Waters, Transitions Coordinator on 5479 1111.

For all other students, enrolling at CSC commences with a family interview with Assistant Principal, Justin Hird. The aim of this interview is to gather background information on your child/children including their previous education experience, their individual learning needs and broader interests. Proof of birth date is required for students previously enrolled in non-Victorian Government schools. During this interview students will be placed into a learning precinct best matched to their individual learning needs and interests. A mentor teacher is allocated, timetable developed and start date determined. Mentor teachers have daily contact with their mentor group, and with a maximum

of 15 students, are able to provide additional support and guidance to their students and families. New students are paired with a buddy within their mentor group to help them to settle in. Depending on your child's needs, a gradual transition into CSC can also be arranged.

Learning at CSC

Curriculum

CSC provides a broad range of curriculum options including a Year 7-10 program based on the Victorian Curriculum, a Years 9 and 10 Steiner program, a high support Flexible Learning Options program for a small group of Years 9 and 10 students and a wide selection of VCE, VCAL and VET subjects for senior students. From Year 9, students are able to start choosing from a broad range of electives, and Year 10 students are able to study a VCE subject, thus making an early start on their VCE studies.

Pathways

The CSC curriculum allows students to take various pathways into further study and employment. Every year we have many students who achieve strongly in the VCE and earn high tertiary entrance rankings, which allows our students to access various university courses throughout Australia. CSC students also take pathways into direct employment, including apprenticeships, and TAFE courses upon completing their studies at CSC.

Reporting to Parents and Carers

Parents and carers are kept up to date with their children's academic progress through online reports which are updated every 4-6 weeks. These reports can be accessed by parents and carers through our XUNO information portal, which all CSC families are provided access to soon after enrolment.

Personalisation

The precinct model provides more contact time with subjects relevant to the student's precinct choice as well as opportunities for other subjects to be enhanced by those interests.

Differentiation

CSC has a focus on training teachers on differentiation – changing teaching and

learning to suit students' interests, abilities and learning needs – as a core part of our regular teaching practice.

Individual Learning Plans

For students who need more support or more of a challenge, we develop individual learning plans. Involving students, parents, subject and mentor teachers and other support staff, we identify specific learning needs and strategies to address these needs. Strategies include in-class interventions, flexible learning options and extension programs

Information and Communication Technology (ICT) and Digital Learning eLearning

We maintain our focus on new and emerging technologies (such as 3D printing) in order to engage students and maximise learning opportunities.

Blended Learning

Blended learning is learning through a combination of digital and real-world activities focussing on the strengths of ICT for communication and information processing. This method enhances students' understanding about the world around them. The 'Bring Your Own Device' (BYOD) Program is designed to support blended learning within CSC.

Moodle

CSC continues to extend the development of online curriculum through the CSC Moodle site. Moodle provides pages for each subject where students and parents can see what work is coming up and catch up on what they may have missed. Students can also submit work online through Moodle.

Bring Your Own Device (BYOD)

What is BYOD?

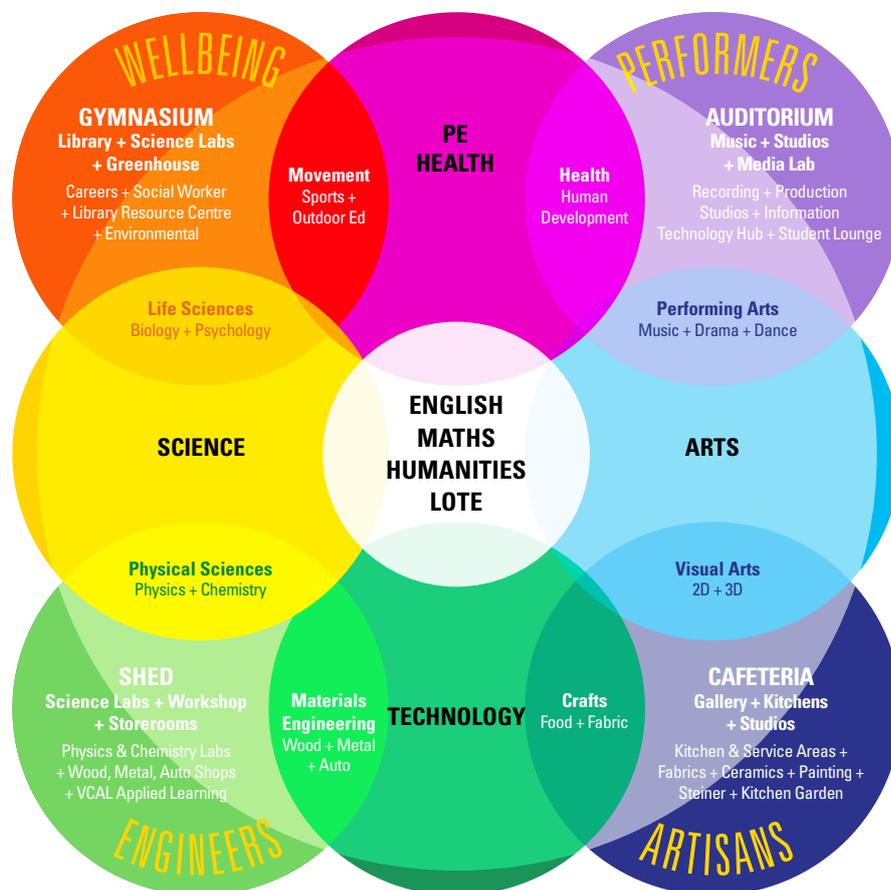
Bring Your Own Device or BYOD is a partnership between Castlemaine Secondary College (CSC), the Department of Education (DET), and families to provide students with access to technology at school.

For detailed information about BYOD please refer to our website.

Our Learning Precincts: Artisans', Engineers', Performers' and Wellbeing.

As part of the master plan to redevelop CSC at the Blakeley Road campus, a corresponding curriculum framework and building layout was developed and is presented in the adjacent diagram. This model presents an innovative and considered approach that provides four distinct learning precincts. Each precinct is based around learning areas with identifiable links, but also provide generalist areas and practical learning spaces. These spaces enable:

- Team teaching in more open learning areas, giving greater flexibility to staff and students for collaborative and personalised learning;
- A wider range of multi-model learning settings, clustered to allow teachers and students to engage within learning environments that suit particular tasks and learning styles; and
- Enhanced community engagement and the housing of up to date technologies.



Our learning precincts and how they relate to each other.

Student Wellbeing

Being a young person can be tough sometimes. Relationships, stress, and emotional and physical health can all impact on how students feel and perform. The CSC Wellbeing Team leads a College wide focus on supporting students to develop their physical, social and emotional health. Comprising of a leading teacher, two guidance counsellors, a nurse and student wellbeing worker, the team provides individual support, as well as support through programs and events or links to community supports.

Students can access wellbeing support by making an appointment directly with a team member themselves, or can be referred by their mentor teacher, staff, parents or carers. The Wellbeing

Team helps students to work out what's going on by listening to them, coming up with a solution together, or linking students in with supports in our community.

Wellbeing at CSC is made up of a number of levels of support.

CSC wide prevention and support such as:

- mentor program;
- extended mentor program;
- wellbeing days; and
- health promotion activities eg 'Mental Health Week'.

Targeted supports include:

- Individual Learning Plans (ILPs);
- Teen Mental Health First Aid program for Year 8s and Year 11s;
- Flexible Learning Options (FLO) program;
- Girls Group, Boys Group;

- Autism Spectrum Disorder (ASD) games group program; and
- Emotional regulation programs.

Referral to visiting services including

- Angicare Reconnect program;
- Youth Support and Advocacy Service (YSAS);
- GP in School program;
- Visiting Psychologist;
- Student Support Services (SSS); and
- Community Based Mentors.

Referral to external supports such as:

- Counselling services (Castlemaine & District Community Health);
- Specialist mental health services (CAMHS, Headspace); and
- Mount Alexander Family Services.



Keeping in Touch

CSC uses a variety of methods to communicate with families.

SMS to announce, inform, remind or promote College wide events and activities including emergency events.

Email for detailed information on College processes, policies and activities in letters, notices and newsletters. If you would prefer to receive these as hard copies through the post please complete the section on page 4 of the Enrolment Forms booklet — Preferred method of communication. Please note time crucial information may not always get to you in time via this method.

Telephone calls from CSC staff members to family contacts to provide or obtain important information in relation to your child/children.

Face to face for conversations between CSC staff members and families for Mentor Day, Parent, Student and Teacher interviews, and student conduct meetings.

Family information evenings to update groups of students and their families on key CSC activities or programs including subject selection (Pathways), Student Exchange Programs and Wellbeing Programs, to name just a few.

XUNO is an online system that connects students, families and CSC. Via XUNO families can book Parent-Teacher meetings and have access to your students' timetable, student reports and absence details. You will also be able to communicate to your child's teachers via an internal message system. Log-in details are provided to families at the start of each year. If you are having difficulty logging on, please call 5479 1111 or email castlemaine.sc@edumail.vic.gov.au

Moodle is an online system detailing information and activities relating to each subject taught at CSC. Families can log in as guests to see the learning happening in different courses within the College.

CSC relies on the contact details families provide to keep in touch. If any of your family contact details change, please ensure you notify CSC Reception as soon as possible via email: castlemaine.sc@edumail.vic.gov.au or phone 5479 1111.

How you can communicate with us.

Your child's mentor teacher is your main go-to person at CSC. Due to teaching commitments, the best way to contact him or her is via email. If you did not attend a Mentor Day meeting at the beginning of the year to meet your child's mentor, please phone CSC on 5479 1111 to ask for the mentor's email address. Otherwise, please leave a message with your name, your child's name, the mentor teacher's name (if you know it), your phone number and the best time to call. You don't need to memorise this as CSC Reception staff will ask these questions.

Other key contacts at CSC include:

Assistant Principal for enrolment appointments — Justin Hird;

Transitions Coordinator for Grade 6 to Year 7 students — Cole Waters;

Family Finance Manager to organise payment plans, CentrePay and Camps and Excursion Funds (CSEF) — Karen Burton;

Administrative Assistant for appointments with the Principal Paul Frye — Mandy Clayton.

All of these people can be contacted via the main CSC number 5479 1111.

Community Links

CSC, families and many organisations in our great community, are continuing to develop links so that we meet each other's mutual goals. Our partnerships have continued to strengthen our children's wellbeing and learning and also support our community's development. Our students can access health and social services through the GP and Psychologist in Schools Program. CSC are members of very active and vibrant community groups such as Mount Alexander Shire Youth Network which has seen the continuation of the Youth Action Group, young people working together to create opportunity within their own Shire. CSC and the broader community connections have continued to focus on the wellbeing and learning, better targeting health and social services needs for our children, develop student leadership and voice in both CSC and in the community and support general community development initiatives.

Our community networks and supports include:

- GP and Psychologist in Schools Program;
- Local primary schools;
- Mt Alexander Shire Council 's groups eg: Youth Advisory Group, Youth Network, Freeza;
- Castlemaine District Community Health;
- Castlemaine Health;
- Castlemaine Police;
- Castlemaine Church of Christ volunteers eg: Breakfast Program;
- La Trobe University;
- Lions Club;
- Castlemaine and Bendigo TAFE; and
- Goldfields Local Learning and Employment Network.

Attendance

Maintaining a high attendance rate correlates very closely to individuals achieving their potential, therefore at CSC we have high expectations of students being at CSC every day. In the event your child is absent, it is important to report this absence on 5479 1150.

The following information also relates to attendance:

- Families should provide the College with a note to explain absenteeism, particularly for extended periods away, in which case a medical certificate should also be supplied;
- Families are reminded that students arriving late or leaving early should use Sign In/Out Book located in the Reception Office, which ensures all students can be accounted for at all times;
- Senior students who have study periods should be using the library, senior study area or learning spaces with their Precinct and be marked present by the supervising staff; and
- Families planning extended holidays during the term should communicate this information to the College office and mentor in advance, allowing teachers to provide appropriate work or modifications to student assessment.

UNIFORMS

Uniforms are an integral part of Castlemaine Secondary College and demonstrate our students sense of pride and respect for, and responsibility to, CSC. The aims of the CSC Uniform Policy are to:

- further develop a sense of pride in, and identification with the College
- promote equality amongst all students
- provide durable clothing that is cost effective and practical for our College environment
- maintain and enhance the positive image of the College in the community.

The CSC uniform has been developed to cater for all gender identities and cultural requirements. CSC offers a range of uniform options for students in Years 7-11 including summer and winter items and a PE uniform. From 2019 these uniform options will extend to Year 12 students.

Further information about our policy and the current dress code for Year 12 students can be found at www.csc.vic.edu.au

Polo Shirt	Dark navy/yellow with CSC logo. Clothing worn underneath shirts must not be visible.
Shorts	Dark navy, knee length with CSC logo.
Rugby Top	Dark navy/yellow with navy collar and CSC logo.
Trousers	Dark navy trousers with CSC logo. Non-school trousers, leggings, jeans etc are not acceptable.
Skirt	Dark navy, knee length.
Dress	Short-sleeved summer dress in CSC check.
Shirt	White shirt with CSC logo.
Jumper	Dark navy V-neck jumper with yellow CSC logo.
Jacket	Navy with fleece lining and CSC logo.
Shoes	Black, flat soled, fully enclosed leather shoes. No canvas, no logos. Sneakers are to be worn during PE classes only.
Socks	Navy or white with no visible logo.
Tights	Dark navy. No leggings.
Scarves	Plain navy blue. No multi-coloured scarves.
PE	Navy sports polo and navy sports shorts with house and CSC logo. Sports uniform is allowed for PE classes only. Students must change into regular uniform following PE classes.

Purchasing

Uniform items can be purchased at the CSC Uniform Shop.

Tuesdays	3pm — 5pm
Wednesdays	3pm — 5pm
Thursdays (Term 1+4)	3pm — 7pm
Thursdays (Term 2+3)	3pm — 6pm
Fridays	3pm — 5pm

Or online 24 hours a day:
store.beleza.com.au

CSC students have respect for themselves, their peers and CSC, so wear their uniforms with pride.



BUDGETING FOR YEAR 7 & BEYOND

Transitioning students from primary school to secondary education can be a significant expense for families.

New uniform, shoes, computer and camps all add up and can be a shock at the end of the year when many families are planning for their holidays. To better enable families to prepare for this additional expense, CSC provides this guide to highlight the public education Essential Student Learning Items, Voluntary Financial Contributions and Optional Items as defined by the Victorian Department of Education (DET), as well as what financial contributions families can expect to pay for additionally required items such as the CSC uniform or optional activities.

Essential Student Learning Items: \$250

This fee is for core subject resources and materials for the year including student electives, student printing (to the value of \$20), Health & Wellbeing Incursion, ID card, locker hire, software license costs, access to online resources and sports affiliation fees.

Voluntary Financial Contributions: \$10 – \$50

This is a voluntary contribution families may elect to pay to assist CSC to develop programs and resources in addition to those provided through DET funding. These include the College Computer Program, Library Fund, Building Program and Chaplaincy Program. Please ask if you would like more information on these programs or how to contribute.

Optional Items: \$22 – \$27

Optional items may include the Poetry Competition for French students (\$5) and the CSC Yearbook (\$24).

CSC Uniform: \$605

Costs vary according to items selected by students and can be purchased at the CSC Uniform Shop or online (see the separate Uniforms flyer). Year 7 Uniform Pack funding is available to eligible families (holders of a concession card).

As a minimum (selecting unisex items), all students are likely to require the following items:

Leather shoes	\$100
CSC jumper	\$67
Rugby top	\$70
Short sleeve polo	\$33
Short sleeve shirt	\$28
Shorts	\$27
Trousers	\$30
Jacket	\$75
Sport top	\$45
Sport shorts	\$30
Sneakers	\$100
TOTAL	around \$605

Second Hand Uniforms

Second hand uniform purchases are also available through the Facebook group: 'Castlemaine & District School Uniform and Books'.

Bring Your Own Device Program (Personal Computer): \$400

Students are required to bring their own device to CSC to access online resources. Costs will vary according to family choice with the minimum requirements for example: an Acer laptop (priced from \$400).

Text Books and Stationery: \$300

Resource lists per year level are distributed in November each year for the following year. Learning resources include online resources, assigned text books and required stationery per subject. Resource list expenses range from \$300 to \$500 depending on subject choice.

Music Tuition

For students choosing the Performers' precinct or enrolling for additional music tuition, the fees start at \$90 per student per term (pairs) or \$75 per student per term (groups of 3-4). Instrument hire is \$100 per year. These fees must be paid in full prior to lessons commencing and are based on students receiving no less than eight lessons per term.

Camps and Excursions: \$250 – \$300

Attendance at camps and excursions is optional but highly recommended to enhance learning and enable further development of relationships between students as well as with their teachers. Costs vary according to the activity. As a guide, excursions are approximately \$15 and mentor or year level excursions up to \$40 each.

Music camp is approximately \$400 and is open to all students undertaking instrumental music lessons.

The Year 7 camp is held within the first few weeks of Term 1 and costs between \$250 and \$300. A deposit is required at the beginning of Term 1 with full payment required prior to attending camp.

CSC Production: \$50

Each year CSC presents a production involving many students, staff and parent helpers. One of the highlights of the calendar, past productions include Into the Woods and Grease. The cost per student is \$50. Year 7 students are encouraged to participate.

Photos: \$33 – \$46

Photos of all students and staff are taken on Mentor Day at the start of Term 1 each year. Order forms are distributed at this time and families have a fortnight to submit

an order. Various packs are available to choose from.

Estimated Expenses Example

Using these examples explained and highlighted again below, costs could total \$1,838 per student.

Essential Student Learning Items	\$250
CSC uniform	\$605
Acer computer	\$400
Text books and stationery	\$300
Year 7 Camp	\$250
Photos	\$33
Example total	\$1,838

Support for Families

The above information hopefully provides a clearer picture as to what expenses your family can expect when your son or daughter commences Year 7 at CSC. Fortunately CSC assists families to manage payments in a number of ways:

1. We can work with you to arrange a payment plan such as a regular direct debit to CSC or Centrepay deductions;
2. We can assist eligible families to access funds through the Camps, Sports and Excursions Fund (CSEF);
3. We also assist eligible families to access uniform items (including shoes) through the State Schools Relief fund; and
4. CSC holds a second hand book sale in late November every year following the release of the resource lists.

Payment Options

To discuss payment options, eligibility of access to funds, or to book an appointment, please contact Family Finance Manager, Karen Burton on 5479 1111 or email: burton.karen.k@edumail.vic.gov.au.

We welcome and encourage these conversations as early to possible prior to students commencing at CSC.

CSC School Council aims to ensure parent payments are kept to a minimum and are affordable to most parents at the CSC. For further information, including CSC's Parent Payment Policy, please go to csc.vic.edu.au.

The information provided is a guide only as the choices families make for their child or children will impact on expenses incurred. The amounts shown are valid for 2018 and may vary for 2019.

The forms in the Enrolment Forms booklet ask for personal information about the student, family members and others that provide care for them.

The main purpose for collecting this information is so that CSC can register the student and allocate staff and resources to provide for their educational and support needs.

Health information is asked for so that staff at CSC can properly care for the student. This includes information about any medical condition or disability the student may have, and any medication they may rely on while at CSC, any known allergies and contact details of the student's doctor. CSC depends on all relevant health information being provided because withholding some health information may put the student's health at risk.

CSC requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to CSC.

Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal at CSC, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

Emergency Contacts

These are people that CSC may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to CSC.

Student Background Information

This includes information about a person's country of birth, Aboriginality, language spoken at home and parent occupation. This information is collected so that CSC receives appropriate resource allocations for our students.

It is also used by the Department of Education and Training (DET) to plan for future educational needs in Victoria. Some information is sent to Commonwealth Government agencies for monitoring, reporting, planning and resource allocation. All of this information is kept strictly confidential and the DET will not otherwise disclose the information to others without your consent or as required by law.

An explanation of parent / guardian occupation groups is provided in the enrolment details section.

Visa Status

This information is required to enable CSC to process the student's enrolment.

Updating Your Records

Please let CSC know if any information needs to be changed by sending updated information to the CSC Office. During the student's time with CSC we will also send home copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

Access to the Student Records Held by CSC

In most circumstances the student can access records about them that are held by CSC. Please contact the Principal to arrange this.

Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this.

If you have any concerns about the confidentiality of this information please contact the Principal.

The DET can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. Please call the Department's Privacy Officer:

privacy@edumail.vic.gov.au
(03) 8688 7967

POLICY — Images of Students + Newsletter

Images of Students

The Information Privacy Act 2000 covers the collection and use of personal information. Personal information is information that identifies a person. A photograph, video or digital image of a student is personal information about that student.

In general student images are used to:

- Record student participation at CSC and in events;
- Celebrate student effort and achievement; and
- Promote CSC and events held by the College.

Images of students are integral to the Yearbook and newsletters. In addition, parents expect to be allowed to photograph and record student performances or be provided with a recording of the event. Photographs of students also appear regularly in local newspapers.

These uses are a vital part of the College environment and privacy law will not dramatically change these activities.

CSC uses photographs of students for student identification cards. These cards are in the custody of the student, so no personal information is disclosed.

Usually once a year a photographer takes individual, class and team photographs and made available for sale to parents and for use within CSC. Before photo day parents receive notice of when photographs will be taken and they are afforded the opportunity to opt out of this.

Class and team photographs are included in the CSC Yearbook.

Traditionally the circulation of these materials has been limited to the local community. However, changes in modes of recording and delivery, such as having the Yearbook available on CD or on our website, means that access to student images has increased and, when on a website, can become global.

At CSC we celebrate the efforts of our students by mentioning their participation in CSC events and their achievements in our newsletter. Occasionally photographs of students are included. We also use photographs of students in the Yearbook along with examples of their work. On our website there are images of students, but we only ever use group photographs and we identify a student only by their first name, class or year level. If an individual photograph and full name is required, we will only publish this on the website with the consent of the parents and student.

We allow parents to record performances as this creates a memento that can be shared with other family members. Video or audio recording is permitted at CSC under a copyright license paid by DET on behalf of all government schools (AMCOS / APRA / ARIA license).

We invite local press to CSC events and they are expected to follow CSC policy on the publication of photographs of students. When a story is about an individual achievement we will always seek your consent before passing information or photographs to the press for publication. Unless a story features an individual child, only group photos are published and students' identified by first name and year level only.

If you have any concerns about how photographs of your student may be used by CSC please let us know.

Castlemaine Secondary College
Blakeley Road
Castlemaine Vic 3450
T. 03. 5479 1111
F. 03. 5479 1120
E. castlemaine.sc@edumail.vic.gov.au

Notices and Newsletters

CSC produces notices and newsletters that we send electronically. We urge you to read each one as it is the primary way we communicate with our wider community.

To receive the newsletter via email please provide your email address on page 18 of the Enrolment Forms booklet — Preferred method of communication.

If you prefer not to receive emails then we do make some hard copies available at the office. If you prefer to read the hard copy version it is your responsibility to ensure you obtain one from the CSC Office.

CSC newsletters are available to download from the CSC website.

www.csc.vic.edu.au

POLICY — Anti-Bullying & Harassment

Bullying and harassment will not be tolerated at CSC.

Bullying and harassment occur when one or more people abuse the power that they have to hurt, embarrass or humiliate others. This hurtful behaviour may be repeated over time.

When a person is bullied or harassed, they can be negatively affected by:

- Feelings of anger, embarrassment, loss of self-confidence or humiliation;
- Not wanting to come to CSC;
- Becoming depressed;
- Experiencing thoughts of self-harm or suicide.

Examples of behaviours that could constitute bullying and harassment are:

- Threatening a person;
- Working with a gang or group in order to frighten, embarrass or humiliate a person;
- Hitting, punching, pushing or employing other unwanted aggressive physical contact against another person;
- Hiding or destroying a person's property;
- Making rude or unpleasant notes or drawings about another person;
- Name calling or other put downs;
- Racially offensive insults;
- Deliberate and hurtful exclusion of others from groups;
- Spreading rumours about another person or their family;
- Cyber bullying (using Facebook, other social networking services, email, text messages etc to bully or harass).

Examples of what could constitute sexual harassment are:

- Unwanted touching or brushing up against another person;
- Calling another person rude names or making sexually suggestive comments or gestures;
- Commenting on the size or shape of another's body;

- Sexually oriented comments;
- Comments about another's sexual preference or alleged sexual behaviours;
- Displaying or passing on sexually graphic material.

Although much of this policy focuses on bullying and harassment that exists between students, it is acknowledged that bullying and harassment sometimes occurs between staff and students. There is advice later in this policy about processes for reporting examples of bullying and harassment between staff and students.

Preventative Approaches to Bullying and Harassment

The primary preventative approaches CSC takes to minimise bullying and harassment are to:

- Create an environment where students are actively involved in a wide range of positive classroom and co-curricular activities which require students to work co-operatively and solve problems together; and
 - Insist that all staff members model respectful behaviours and positive strategies for resolving any conflicts that occur.
- CSC also strives to minimise bullying and harassment by developing students':
- Knowledge about bullying, its effects and how to respond as a victim or bystander to bullying;
 - Positive Attitudes e.g. being unprejudiced, empathetic and self-accepting; and
 - Skills e.g. assertiveness and conflict resolution abilities.

Examples of how this preventative education is achieved are: reminders to staff, students and parents about the contents of this policy every term; guest speakers and drama performances; activities in the weekly extended mentor group sessions; targeted small group programs co-ordinated by the social workers (e.g. *Go Boys, Go, Go Girls, Go* and *Respect Yourself*); and exploration of themes such as prejudice and empathy in various other parts of the curriculum (e.g. English, Humanities and History).

Other ways that CSC aims to prevent or minimise harassment at CSC include:

- Ongoing professional development for staff. Many CSC staff have attended anti-bullying professional development delivered by Solving the Jigsaw and Mind Matters, as well as training in Restorative Justice);
- An annual Student Bullying Survey which helps staff to understand and act upon information such as the areas of the students feel most unsafe and the names of specific students who are repeatedly being reported as bullying others;
- Provision of a social worker and guidance counsellor during CSC hours five days per week; and
- Accreditation as a Mind Matters School and an eSmart School.

www.mindmatters.edu.au

www.esmartschools.org.au

Recommended Responses for Students When Targeted by Bullying and Harassment

Depending on the circumstances of the bullying or harassment that has occurred, the following strategies can be helpful. However, it is not suggested that you have to follow these strategies in order (e.g. often it might be appropriate to go straight to Strategy D). Any of these four strategies can be used as a starting point for addressing the problem.

1. Try to ignore the problem. Sometimes low-level bullying will stop if it is ignored. However, this approach is not recommended if: (a) the target of the bullying is particularly humiliated, upset or hurt; or (b) this tactic has been tried for some time, but the bullying has continued.
2. Stand up for yourself assertively. Tell the offender firmly but respectfully that their actions are unwanted and you expect them to stop.
3. Discuss the problem with your parent, guardian or another trusted adult.
4. Approach a teacher or other staff member that you trust. This may be your mentor teacher, another teacher, CSC nurse, chaplain or social worker or guidance counsellor. The staff member will not talk to others about your problem or take any action without your permission (except in the case of student abuse or if they believe you are at serious risk of harm), although you will be given the option to lodge a formal bullying complaint. With your permission the staff member will enlist the support of a leading teacher, social worker, guidance counsellor, chaplain or Assistant Principal to:
 - Speak with the accused person or people and investigate what has occurred;
 - Take action to try to stop the bullying happening again and to repair any harm that has been done;
 - Continue to monitor the situation to check whether the action taken has worked.

CSC Responses to Reports of Bullying and Harassment

Although there might be occasions when low-level examples of bullying and harassment can be addressed relatively quickly and informally by staff, those who report bullying must always be given the option of making a formal complaint. Reports of bullying and harassment must not be 'fobbed off' by staff members who receive such complaints.

The process for dealing with formal complaints of bullying and harassment are as follows:

1. The staff member receiving the complaint must make a written record of the report, or seek the support of the CSC social worker, Chaplain, a leading teacher, Assistant Principal or Principal to do so. The written record needs to contain specific details of what has occurred, where and when it occurred, who was involved and who witnessed what occurred;
2. The written complaint must be passed on to the social worker, guidance counsellor, chaplain, a leading teacher, Assistant Principal or Principal, who will interview other people involved and witnesses. Such interviews must be conducted fairly and with an open mind;
3. If bullying or harassment is deemed to have occurred, the investigating staff member must take action to address the problem. The action that the investigating staff member takes will depend on the circumstances and severity of the bullying that has occurred. Follow-up actions may include:
 - Cautioning those involved;
 - Restorative conferences or mediation;
 - Counselling for those involved; or
 - Disciplinary measures including detentions and suspensions;
4. Specific arrangements for following up regularly with the victim and perpetrator must be made and documented;

5. The parents of the victim and perpetrator/s will be contacted unless there are exceptional circumstances approved by the Assistant Principal; and
6. The notes and follow-up actions relating to all formal bullying complaints must be forwarded to the Assistant Principal.

What if I'm not satisfied with how a formal complaint has been dealt with or I have a complaint involving a student and staff member?

If parents or students are not satisfied with how a formal complaint of bullying or harassment has been dealt with, they are urged to raise this concern with the Principal or the Assistant Principal, who must review the follow-up that has occurred.

If students wish to lodge complaints of bullying by staff, or staff wish to lodge complaints of bullying by students, they should also report their concerns directly to the Principal or Assistant Principal.

If any student, parent or staff member wishes to make a complaint of bullying or harassment by the Principal, or has concerns about the manner in which the Principal has handled a bullying complaint, they are encouraged to contact the DET Regional Office in Bendigo.

T. 03 5440 3111
nwvr@edumail.vic.gov.au
www.education.vic.gov.au

7-15 McLaren Street
PO Box 442
Bendigo VIC 3550

Advice to Bystanders

Research about bullying tells us that (a) bullying almost always occurs in front of other student bystanders, and (b) the actions of these bystanders can have a very powerful influence on whether the bullying stops or gets worse.

Most students feel uncomfortable about witnessing bullying. Specific ways that bystanders are encouraged to respond when bullying occurs are:

- Not join in or offer any form of encouragement to the bullies. Being seen to offer any form of encouragement for the bullying behaviour will make the situation much worse for the target of the bullying;
- Directly support the victim. For example, assertively tell the bullies to stop or offer comfort to the victim; or
- Report and seek help from a staff member.

Specific Advice to Students and Parents About Responding to Cyber Bullying

Cyber bullying is a particularly hurtful form of bullying because it can occur anywhere and at anytime. Offensive forms of electronic communication are able to be viewed and passed on to a wide audience of people. This material can also be later used against those who have produced or sent it (e.g. by the police or by future employees who might use your electronic trail to make judgements about you).

Those people who experience cyber bullying are urged to:

- Not respond to the offensive material;
- Keep a copy of what has been sent;
- Block the sender from making any further contact with you; and
- Report what has occurred to one or more of the following: (a) the administrators of the electronic space where the bullying has occurred. For example report abuse to Facebook; (b) the Police if the messages are particularly threatening or sexually explicit; (c) a trusted adult; or (d) a social worker or guidance counsellor.

Advice About Bullying and Harassment to Parents and Guardians

CSC values our relationship with the parents and guardians of our students. Specifically, we welcome suggestions about making CSC a safer place for our students, as well as feedback about particular incidents of bullying.

Through this policy, the web links at the end of the policy and various parent information evenings that we run, we aim to provide parents with detailed information about bullying.

Parents who wish to discuss specific bullying concerns with CSC are encouraged to:

- Follow the advice provided by one of Australia's foremost experts about bullying, Ken Rigby (Students and Bullying, How Parents and Educators Can Reduce Bullying at School);

- Make an appointment to discuss the concern. Specific people who can assist are: CSC social worker, guidance counsellor, student's mentor teacher, Chaplain or Assistant Principal;
- Gather the facts about what you believe has taken place. Calmly present this information to CSC and listen to any further information which might be presented during your meeting. Quite often, each of the adults in a meeting such as this will only have part of the picture each;
- Be firm, but refrain from angry threats or denouncing the College. Often CSC will be unaware of what has occurred. Working together calmly to address the problem is essential;
- Recognise that CSC may need time to investigate and respond to what has occurred. Negotiate a reasonable timeline for action with CSC;
- Be prepared to work with CSC to address the problem in a way that is consistent with this policy;
- Make sure that you develop with the College representative a clear understanding of how and when you will be informed of the follow-up that has occurred and how the situation will be monitored afterwards; and
- Let CSC know if there is any further harassment after action has been taken.

Further Information for Students, Parents and Teachers

The following websites are highly recommended:

Bullying and Harassment

www.bullyingnoway.gov.au

Bullying – No Way! Plenty of useful information and fun resources for young people and adults can be found on this site.

www.bullying.com.au

Evelyn Field's site contains valuable information for parents, teachers and students.

www.kidshelpline.com.au

Youth mental health support including information about bullying. Provides information about the Kids' Help Line free 24 hour telephone and online counselling service. Other useful information can also be accessed through this site, including an informative Bullying Fact Sheet and strategies to help students and parents deal with bullying.

www.beyondblue.org.au

Beyond Blue provides contact details and professional advice for people who feel as though they may be suffering from depression.

www.reachout.com.au

The Reachout Foundation is an excellent site which provides advice about a range of youth related issues including bullying.

Cyber Bullying and Cyber Safety

www.cybersmart.gov.au

Cybersmart Online is a great site with plenty of fun links for young people, as well as a section for parents and teachers.

www.esmartschools.org.au

CSC is undergoing the accreditation process for becoming an eSmart School. The eSmart website contains information for schools, parents and students.

www.kidsmart.org.uk

Kidsmart is an award winning website providing practical advice about internet safety. Specific sections for students, teachers and parents are included on this site.

Review, Evaluation and Communication of This Policy

This policy will be shared and/or discussed with students once each term.

Feedback about this policy is welcome before the time of the official review. Feedback should be delivered to the Assistant Principal in writing.

POLICY — Technology Usage

When I use technology, both at CSC and at home I have responsibilities and rules to follow. I agree to:

- Be a safe user whenever and wherever I use that technology;
- Be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour; and
- Report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When at CSC I agree to:

- Behave in a way outlined in the CSC's Code of Conduct when online or using mobile technology;
- Keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password;
- Use the technology at CSC for learning, use the equipment properly and not interfere with the work or data of another student;
- Not bring or download unauthorised programs or files;
- Not go looking for rude or offensive sites;
- Use an online name and avatar when sharing my work online;
- Remember that the content on the web is someone's property and ask my teacher / parent to help me get permission if I want to use information or pictures;
- Think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer);
- Talk to my teacher or another adult if:
 - I need help online;
 - I am not sure what I should be doing on the internet;
 - I come across sites which are not suitable;
 - Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private; or
 - I feel that the welfare of other students at the CSC are being threatened.

When using my mobile device as a camera I will:

- Only take photos and record sound or video when it is part of a class or lesson;
- Seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers);
- Seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space;
- Be respectful in how I talk to and work with others online and never write or participate in online bullying;and
- Seek teacher permission before uploading any content to websites, blog etc.

This Acceptable Use Policy for Mobile Devices also applies to students during excursions, camps and extra-curricula activities.

POLICY — Uniform

The CSC uniform is to cater for all gender identities and cultural requirements. We offer a range of uniform options and expect all students to wear one of these options with pride.

Aims

- To further develop a sense of pride in, and identification with CSC.
- To promote equality amongst all students.
- To provide durable clothing that is cost effective and practical for the CSC environment.
- To maintain and enhance the positive image of CSC in the community.

Implementation

- After consultation with the College community and the Student Representative Council, School Council has developed a Policy that we believe provides choice for the students, allows for students to safely engage in the many varied activities, and caters for the financial constraints of families.
- The Uniform Policy applies during CSC hours, while travelling to and from CSC, and when students are on CSC excursions. All students are expected to be in the correct uniform daily.
- Students who attend CSC out of uniform are expected to bring a note from their parent or guardian.
- Students who are consistently out of uniform will have a letter sent home to their parent or carer and a meeting organised with CSC.
- Non uniform items will be confiscated and held for a period of time.
- Students not wearing expected footwear will be excluded from technology and science practical classes until appropriate footwear is provided. Alternative work will be provided by the classroom teacher.

- School Council requires the Principal be responsible for implementation of the Uniform Policy in a manner consistent with the Student Engagement Policy.
- Arrangements can be made to supply uniforms via State Schools Relief for families experiencing economic hardship. Cases of non-compliance due to financial hardship will be considered on a case by case basis.
- Parents seeking exemptions to the Uniform Policy due to religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship must apply in writing to the School Council for consideration.
- Stud earrings and sleepers worn in the ears, plus minimal arm jewellery including a watch are acceptable. Large and dangling earrings which pose an OH&S risk are not to be worn.
- Facial piercing is tolerated by the College community and under the DET dress code represents an individual's right to express themselves without discrimination against appearance. Exceptions to this include technology classes where facial piercing is deemed an OH&S risk and is aligned to industry work safe requirements due to machinery being used or where food handling is required. Where the piercing is deemed too large such as protruding rings, bars or stretchers and through its size presents an OH&S risk, the teacher will negotiate with the student and parent so a more appropriately sized piercing is worn during the day.
- Minimal cosmetics are to be worn at CSC.
- A CSC hat is encouraged to be worn outside in the warmer months. Hats are to be taken off inside. Please refer to the Sunsmart Policy.

- All students are expected to wear hard black leather shoes, with no visible logos, which cover the entire foot either lace up, pull on style boot or with velcro fasteners to all classes. In accordance with OH&S guidelines students undertaking science and technology subjects such as welding, wood work, automotive, engineering, metal work, home economics and textiles including the CFA program are expected to wear hard black leather shoes or hard black leather boots. Navy or white socks, or navy tights are to be worn with black leather, fully enclosed shoes.

Uniform options

Summer Uniform

Dress, shorts, white collared shirt (short sleeves), or polo shirt (short sleeves).

Winter Uniform

Long slacks, white collared shirt (long sleeves), polo jumper, v-necked jumper, jacket.

Sports Uniform

Shorts, PE shirt.

Evaluation

- This policy will be reviewed every three years as part of the School Council Policy update schedule.

Purchasing

Uniform items can be purchased at the CSC Uniform Shop.

Tuesdays	3pm — 5pm
Wednesdays	3pm — 5pm
Thursdays (Term 1+4)	3pm — 7pm
Thursdays (Term 2+3)	3pm — 6pm
Fridays	3pm — 5pm

Or online 24 hours a day:
store.beleza.com.au

POLICY — PTV* Conditions of Travel

RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents/guardians are responsible for transporting their student to and from authorised bus stops and their safety at the bus stop while waiting for the bus. It is most important that parents waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus to prevent accidents. Bus travel is a privilege and not a right and consequences will follow a break of these conditions. It is understood that bus travel is provided and accepted on these conditions.

To ensure safe travel on buses, students must agree to the following:

- Not to play on the road at the bus stop or try to get on the bus before it has stopped;
- Make sure you and your belongings are inside the bus at all times;
- Not throw anything from a bus window or have anything hanging out a window;
- Place bags and other belongings in the allocated storage areas;
- Get on and off the bus quietly and in an orderly manner;
- Stay in your seat while the bus is moving.
- Not distract drivers with screaming, shouting or unruly behaviour;
- When you get off the bus only cross the road when the bus has left and it is safe to do so;
- No dangerous or flammable goods are allowed on the bus, for example aerosol cans;
- Travel on the bus service allocated to you, to and from your approved bus stop only. Do not change to one that will take you to a sports or social event; and
- Wear a seat belt where fitted.

To ensure students are considerate to one another and their bus driver, they must agree to:

- In the morning, arrive at the bus stop 10 minutes prior to departure;
- Not eat, drink or smoke while on the bus;
- In the morning, let CSC and the driver know if you will not be travelling home on the bus that day;
- Use a standard conversational tone and do not call out to others on board or to passing traffic or people;
- Listen to the bus driver or bus captain. They are responsible for maintaining bus safety and also have the authority to report any misbehaviour or vandalism; and
- Leave your bike in a safe and secure place if riding to the bus stop. Public Transport Victoria & the DET are unable to accept responsibility for the safety of your bike.

Behaving inappropriately on a bus places the safety and wellbeing of all on board at risk.

Non-compliance with any of the above conditions may result in the following:

- The driver will stop the bus;
- The offender's name and full details of the breach will be recorded;
- The offender will be transported to CSC or to their normal drop off;
- The breach will be reported to the coordinating Principal;
- The coordinating Principal will take disciplinary measures in accordance with the guidelines below; or
- In rare and exceptional circumstances, and only as a last resort, drivers are authorised to eject passengers from a bus.

Following the report of a relevant incident, the Principal may take the disciplinary action below:

- First offence – verbal warning to student;
- Second offence – written warning to parent/guardian;
- Third offence – one week suspension of student from bus travel; and
- Fourth offence – the student will not be allowed to travel on the bus for the remainder of the year.

A serious offence that endangers other students, bus staff or property will result in immediate suspension.

*PTV — Public Transport Victoria

POLICY — Instruments

PLEASE NOTE

Students who have not preferenced the Music Elective on their Year 7 & 8 Class Selection form are NOT required to enrol for instrument tuition.

COMMITMENT AGREEMENT

1. I will make a commitment to practice regularly, attend all lessons and meet the work requirements set by my Instrumental Teacher.
2. I will be responsible for participating in at least one CSC ensemble as organised by my music teacher.
3. I will be involved in regular performances as part of the instrumental program.
4. I understand that if I am not practicing and attending lessons, my instrumental lessons will be terminated and fees will not be refunded for the balance of that term.
5. I understand that non-payment of my account will mean termination of lessons until payment is made. Missed lessons during non-payment period will not be made up by the teacher.
6. I understand that I will receive a minimum of 8 lessons per term. If my lesson is on a sports day or an excursion or I or my instrumental teacher is sick, I will not receive another lesson to make up for this missed lesson unless I have not received my minimum 8 lessons per term.
7. I understand that if I am part of a whole day workshop with my instrumental teacher, this is considered my lesson for that week as directed by the Music Coordinator
8. Parents / guardians will arrange travel for after school hours ensembles.

FEES

Term fees must be paid in full prior to lessons commencing and are based on students receiving no less than eight lessons per term.

Students who have chosen the **Music Elective** will be given first preference of lessons. These students will have their first term fees charged to their accounts prior to CSC commencing for the first term.

In the interest of fairness, instrumental tuition will not be continued if students are not regularly attending lessons and ensemble rehearsals. Term fees will not be refunded.

Individual	\$130.00 per term
Pairs	\$90.00 per term
Groups (3-4)	\$75.00 per term
Instrument Hire	\$100.00 per year

QUESTIONS FROM FAMILIES

How does the canteen work?

The CSC Canteen is run by The Dove Café and aims to provide the students with a high quality selection of foods at affordable prices. The Canteen is open each recess and lunch. Students can place lunch orders at the Canteen before 9am and during recess by writing their name and order on an order bag and paying for the item. Pre-ordered items are available for collection from a designated "order collection line" at lunch. Payment for all purchases can be made via cash or Eftpos.

How to keep up with what's happening at CSC?

One of the best ways to stay abreast of CSC developments is to read the CSC Newsletter. Distributed 2-3 times per term, the Newsletters include important information families need to be aware of, as well as stories about the many and varied activities our students are involved in. Newsletters are distributed to all families via email as well as posted on www.csc.vic.edu.au. Also check the regular posts of staff and students on Instagram: @castlemaine.sc See page 9 for more information about how CSC communicates with families.

Who to contact at CSC if my child/children are sick?

Please call the CSC absence line on 5479 1150 to leave a message including the students' name and reason for the absence. If you are taking a family holiday during the term, please call or email your child/children's mentor teacher with the absence dates. They will pass this information on to other relevant teaching staff.

How big is CSC? How many students are there?

CSC has approximately 620 students split across four precincts.

How do precincts work?

CSC is arranged into four areas called precincts. Each precinct has its own physical area and core set of teachers. The precincts are Wellbeing, Engineering, Performers and Artisans. You will learn more about these during transition.

Where can I purchase the uniform?

Uniform provider Beleza operates a uniform shop on site at Blakeley Road. Located just up the corridor from the Library, the Uniform Shop is open from Tuesday to Friday from 3pm to 5pm. On Thursdays the shop is open until 6pm or 7pm depending on the term. See page 10 for further details in the CSC uniform.

As a parent/carer, how can I get involved?

As students move from primary into secondary schooling, families often lament the loss of involvement with their child's school. At CSC there are many ways that parents and carers can still be involved. Support groups currently operate for Music and Drama with more planned for 2018 and 2019 to support Art and Sport. These groups engage in varied activities including fundraising, assistance with special programs and events and lunchtime activities for students. To enquire about or join a support group, or to simply register your interest in volunteering with CSC Reception staff. Please note all volunteers must have a valid Working with Children Check.

What is Mentor Day?

Mentor Day is the first day students attend at the start of the year. There are no classes on this day to enable students to attend a meeting with their mentor teacher for the year with their parent or carer, receive their timetable, choose a locker, have their official photograph taken, purchase any uniform items required, pay for essential education items and submit any outstanding forms. Mentor Day allows students and families to tick off all these necessary start of year tasks to be ready to commence classes the following day.

QUESTIONS FROM YEAR 6 STUDENTS

What should I do if I feel sick?

You should let your teacher know and they will send you to the office. We will ring your home to see if someone can come and collect you.

What happens if I get lost?

If you get lost, just ask someone nearby and they'll give you directions. Alternatively the office will be able to look up your timetable to tell you where you need to go.

How much homework will I get?

Most homework will just be finishing off tasks that you didn't finish in class, working on longer assignments or a maths sheet.

What subjects will I do?

For the whole year you will do Maths, English, Humanities, Science, PE/Health and LOTE (Indonesian or French). The subjects that will be rotated each semester in Years 7 and 8 are: Music, Foods, Art, Technology, Woods, Materials, Drama, Sport and Textiles.

How do I know when to change classes?

The bell will ring at the end of class. You will then have a changeover time before the next class begins.

Can I learn an instrument at CSC?

Absolutely! We offer a variety of instruments to learn and bands to join. You just need to be keen and committed to practising.

Which sports can I play at CSC?

Aside from athletics sports, swimming sports and cross country, you can sign up in many sports to compete against schools in the Sandhurst Division. Sports such as tennis, netball, football, soccer and cricket are offered.

How do I know where to go for my classes?

When you attend your first day interview, you'll receive a timetable that tells you which room to go for each of your classes.

What if I can't wear my uniform?

Bring a note from your parent or guardian and your mentor teacher can give you a green slip (uniform pass). You may be sent to the office for a replacement uniform piece for the day.

What if I'm late to CSC?

When you arrive at CSC you will need to sign in at the office before you go to class. Make sure you have a note from your parent or guardian.

What if I'm being bullied?

Please let someone know. Usually this is your mentor teacher but any teacher you feel comfortable talking to is fine.

How do I find out about what's going on at CSC?

During mentor time your teacher will read out the notices about events that are happening both at CSC and in the community. Your parents or guardians can also look these up on Xuno for you.

What sort of device do I need to bring?

A PC or MAC laptop: screen size 11 inches or greater, headphones, or earphones / earbuds, keyboard, storage capacity greater than 128GB, 4GB Memory (RAM), wi-fi enabled, anti-virus protection plus battery life to accommodate six hours of use. Students can charge their laptop in a class with over hanging powerpoints. Although a laptop is our preferred device, tablets (iPad or similar android) with a keyboard are accepted.

Check List

The Enrolment forms need to be filled in and returned to your Primary School (for Year 6 students), or CSC (for older students). Please ensure you have completed, signed and return the following:

- Enrolment Details
- Asthma Action Plan (if applicable)
- Class Selection
- Instrument Tuition (if applicable)
- Permission — Local Excursions
- Acceptance of Policies— Privacy, Imagery & Newsletter
- Acceptance of Policy — Anti-Bullying and Harassment
- Acceptance of Policies — Technology Usage & Uniform
- Application for Travel (if applicable)
- Acceptance of Policy — Conditions of Travel

There is a separate insert for alternative family arrangements

- Alternative Family Details (if applicable)

PRIDE + RESPECT + RESPONSIBILITY

Castlemaine Secondary College
Blakeley Road
PO Box 57
Castlemaine Vic 3450
T. 03 5479 1111
F. 03 5479 1120
E. castlemaine.sc@edumail.vic.gov.au
W. csc.vic.edu.au

Absences: 03 5479 1150



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