Hello

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

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.

Mary McPherson
Principal
Castlemaine Secondary College
T. 03 5479 1111
E. castlemaine.sc@edumail.vic.gov.au
Students, Staff and Parents 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.
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## ALTERNATIVE FAMILY FORM

- Alternative Family details
Family Booklet
This booklet (the one you’re reading) 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.

School Booklet
The second booklet provides CSC with all the information and authorisations we need to enrol and care for our students. This section needs to be returned to your primary school (for Grade 6 students) or directly to CSC for older students.

Alternative Family form
This form only needs to be completed for students who do not live with their Primary Family all the time. Please have the Alternative Family complete and return this form.

In each booklet there are coloured circles to give you some quick instructions of what you need to do, for example signing.

YELLOW — read, understand and keep
At CSC we have many policies we need parents, guardians and students to read and understand. These policies are on pages marked with a yellow circle.

BLACK — sign your acceptance of our CSC policies
Pages marked with a black circle in the School Booklet require your signature to indicate your acceptance of our policies.

AQUA — fill in all the details requested
The School Booklet contains several forms to complete for each student enrolling at CSC. Please note that not all the information provided is shared with all staff, rather only the relevant coordinators. For example, only the music tuition form is shared with our music coordinator.

BLUE — checklist
The School Booklet needs to be filled in and returned to your primary school (for Year 6 students), or CSC (for older students). We have provided a checklist so you can make sure you’ve signed everything you need to.

School letters, notices and newsletters
Letters, notices and newsletters are distributed by email. If you would prefer to receive these as hard copies through the post please complete the section on page 42 of the School Booklet — Preferred method of communication. Though please note time crucial information may not always get to you in time via this method.
OUR FOUR LEARNING PRECINCTS

The CSC Master Plan was developed by CSC in 2010 after several years of detailed planning and community and specialist consultation. The resulting curriculum framework and building layout is presented in the diagram below. 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 providing generalist areas and practical learning spaces. These spaces will 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.

The new building design will enable a strong and vibrant approach to curriculum and learning that will impact directly on student engagement and learning outcomes.
OUR FOUR PRECINCTS

Wellbeing
Engineers
Artisans
Performers
This Master Plan shows the layout of our precincts in relation to each other.

**WELLBEING**
Sports, outdoor education and life sciences, biology and psychology.

**ENGINEERS**
Physics and chemistry labs, materials and technology, wood, metal and auto.

**ARTISANS**
Visual arts, fabrics, ceramics, painting, cafeteria, kitchens, gallery and admin.

**PERFORMERS**
Performing arts, music, drama, dance, studio and media lab.
Our enrolment forms in the School 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 school, 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.

And 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 school records
Please let CSC know if any information needs to be changed by sending updated information to the school 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 record held by school
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 Manager, Juliet Cox, on (03) 9637 3141 if you would like this information.
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 school and in school events;
- Celebrate student effort and achievement; and
- Promote the school and events held by the school.

Images of students are integral to school magazines and school 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 a school 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 makes these available for sale to parents and for use within the school. 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 a school magazine or 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 school magazines available on CD Rom or on a school website, means that access to student images has increased and, when on a school website, can become global.

At CSC we celebrate the efforts of our students by mentioning their participation in school events and their achievements in our school newsletter. Occasionally photographs of students are included. We also use photographs of students in our school magazine along with examples of their work. On the school 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 school performances as this creates a memento that can be shared with other family members. Video or audio recording is permitted at school under a copyright license paid by DET on behalf of all government schools (AMCOS/ARIA license).

We have a copyright agreement in place with the school magazine publisher which permits the publication of photographs under the terms of our copyright license.

We invite local press to school events and they are expected to follow school 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 the school 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

School notices and newsletter

The 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 42 of the School 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 Administration Office.

CSC newsletters are available to download from the CSC website.

www.csc.vic.edu.au
Bullying and harassment occur when one or more people abuse the power that they have to hurt, embarrass or humiliate others. This hurtful behaviour is usually, but necessarily, 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 school;
- 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;
- 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 school 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 school hours five days per week; and
- Accreditation as a Mind Matters school and working towards accreditation as an eSmart school.

www.mindmatters.edu.au
www.esmartschools.org.au

Bullying and harassment will not be tolerated at CSC.
POLICY — Anti-Bullying & Harassment

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. Stick 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, school 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 of 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

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Policy – Anti-Bullying & Harassment

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 in schools, 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 school. Often CSC will be unaware of what has occurred. Working together calmly to address the problem is essential;
- Recognise that the school 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 school 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**

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

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

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 accessed through this site, including an informative Bullying Fact Sheet and strategies to help students and parents deal with bullying.

[www.beyondblue.org.au](http://www.beyondblue.org.au)
Beyond Blue provides contact details and professional advice for people who feel as though they may be suffering from depression.

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

**Cyber Bullying and Cyber Safety**

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](http://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](http://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.
POLICY — Technology Usage

When I use technology, both at school 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 school I agree to:

- Behave in a way outlined in the schools’ 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 school 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 school are being threatened.

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

- Use it as requested for learning purposes as directed by my teacher; and
- Be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

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 school excursions, camps and extra-curricula activities.
CSC has a Uniform policy because the community is proud and connected to CSC.

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 school 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 school 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 school 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 school community and under the DET dress code represents an individual’s right to express them self 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 school 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 school 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 school shoes or hard black leather boots. White socks are to be worn with black shoes, or navy blue or black tights.

**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, blazer

**Sports Uniform**
- Shorts, PE shirt

**Evaluation**

- This policy will be reviewed every three years.

**Purchasing**

Uniform items can be purchased at the Uniform Shop at CSC on:
- Mondays 8.30am – 10am
- Thursdays 2.30pm – 4pm

Or online 24 hours a day at:
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. School 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 school 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 school bus;
- In the morning, let the school and 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 school 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.

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 school 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 school bus travel; and
- Fourth offence – the student will not be allowed to travel on the school 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 — Instrument Tuition

PLEASE NOTE
Students who have not preferred Music 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 school 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 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 to do an extra class in Music will be given first preference of lessons. These students will have their first term fees charged to their accounts prior to school 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. Terms fees will not be refunded.

For students in years 10-12 the individual rate will be charged, for students in years 7-9 the pairs rate will be charged. This will be ratified later if the student is placed in a different grouping to the charge.

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

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We hope you enjoy your time at Castlemaine Secondary College.

The School Booklet needs 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)