TRINITY LUTHERAN COLLEGE
MILDURA

Nurture the **FAITH**
Grow in **KNOWLEDGE**
Act with **HONOUR**

Secondary Handbook

INTRODUCTION

Welcome to Trinity Lutheran College and the beginning of the exciting journey through the secondary years.

This handbook is written for both parents and students as a quick reference to the information, policies and procedures of the College and specifically Years 7-10. Throughout the handbook where the single word 'parent' is used, it refers in the broader sense to parents, guardians and carers.

At any time you have any questions or require further infomation please contact the College on 5023 7013 or email admin@tlc.vic.edu.au

MISSION, VISION & VALUES

Trinity offers an educational environment where Christ is central, relationships are valued and quality is expected. As a Lutheran school we aim to reflect the characteristics of God through our College values, Faith, Knowledge, Honour in all that we do.

Our College Mission Statement is:

> At Trinity Lutheran College, we are guided by the gospel of Jesus Christ to nurture and challenge each individual learner to grow into an inquiring and compassionate global citizen with a heart to serve, shape and enrich the world.

THE INTERNATIONAL BACCALAUREATE PROGRAMME (IB)

The IB programme aims to develop internationally minded students and this is reflected in the attitudes and attributes of a lifelong learner as described in the IB learner profile.

DAILY ORGANISATION

ATTENDANCE AND PUNCTUALITY

All schools in Australia are required by law to maintain accurate student attendance rolls. If a student is absent, even for part of a day, the College needs to be notified by the parent. The College can be contacted directly on 03 5023 7013; text reception on 0409 857 376 or e-mail absence@tlc.vic.edu.au

An automated text message will be sent to parents midmorning should their child be marked absent without explanation.

LATE ARRIVALS - the College day starts promptly at 8:45am. Students arriving after this time are required to sign in at College reception by using their student ID card.

EARLY DEPARTURES - students who need to depart early must be signed out and collected at College reception by their parent or have a signed parental note before they can sign out.

It is the responsibility of the student to check on work missed during absences with their teachers and complete all work missed during this time. If a student is going to be absent for an extended period, parents should notify the student's PCG (pastoral care group) teacher. It may be necessary to re-negotiate the completion of any assessment due during this time.

It is an expectation that students are punctual for their classes during the school day. Consequences are in place for students who are consistently late to class.

COLLEGE ENVIRONMENT

All members of our College community have a right to a clean, safe and healthy environment. We believe that each person is responsible for their own actions and behaviours and expect all students to demonstrate respect for one another and our facilities. This includes disposing of rubbish in bins provided, respecting property and maintaining an safe environment.

At break times, students must consume their food and dispose of the packaging before they are permitted to leave the courtyard/sails area.

Students are encouraged to have a personal water bottle and to take this to each class. Students are not permitted to bring food and other drinks into classrooms. For celebration events in PCG such as birthdays, please seek permission from the student's PCG teacher before bringing along any food items to share.

The parent of a student who is found to vandilise College property will be responsible for paying the cost of repair or replacement. The student will also face consequences as a result of their actions.

DRESS CODE

Trinity Lutheran College has a compulsory school uniform and all students are expected to wear the full and correct uniform as specified. Our uniform promotes in students pride in their appearance, instils recognition of themselves as an integral part of the College community, promotes equality amongst all students and assists in developing pride in representing Trinity Lutheran College. Workplace Health and Safety regulations as appropriate to a school site inform many aspects of the College uniform policy. Refer to the Uniform Guidelines on our College website for more detailed information on uniform items and purchase arrangements.

Winter uniform is worn from the start of Term 2 to the end of Term 3. These dates may change at the principal's discretion if the weather is unseasonably warm and will be communicated accordingly.

Workplace health and safety regulations as appropriate to a school site require students to wear covered, impervious footwear in specialist rooms eg science laboratories, art rooms, kitchens and covered footwear for sport and outdoor play activities. Sport shoes must be a supportive sneaker. Students should wear personal protective items when required eg aprons, safety glasses, art smocks, rashie tops.

Students who have an injury or medical condition that prevents them from wearing the correct uniform for a period of time are to discuss their uniform and requirements with the Deputy Principal.

Hats are compulsory for all year levels and are to be worn throughout the year as per SunSmart guidelines. The College caps may be worn during PE or when playing sport.

Representing the College - Students representing the college in community events or competitions must wear the college day uniform as appropriate for the time of the year. Student Leaders will be provided with a fitted College blazer to wear on formal occasions. It is preferred that the winter uniform is worn with the blazer. Boys should wear long trousers when wearing the blazer.

Out of Uniform - Students who come to school wearing the incorrect uniform require a note from their parent indicating the reason for being out of uniform. If there is no note, parents will be contacted and asked to bring the correct uniform to school for their child to change into.

Variations -

Casual for a Cause days are held by the SRC at various times throughout the year. Students must select items to wear that are SunSafe, modest and appropriate. Closed in shoes must be worn at all times. Students may be asked to change if the clothing is inappropriate or offensive.

Year 10 Shirts - Year 10 students traditionally purchase a year 10 polo shirt as a memorabilia item. Students are permitted to wear this instead of the house polo shirt for PE classes. It is not appropriate to wear this shirt for interhouse competition or when representing the college in interschool sport competitions.

ID CARD

All students are issued with a student ID card during Term 1, after school photographs (usually the end of February). The ID cards are generated from these photographs and will remain current until the next card is issued. The ID card is used to borrow from the library, swipe in when late, access the photocopier if students do not remember their ID code, provide proof of age and identity and be used for student concession when required in the community.

LOCKERS

All secondary students are provided with a lockable locker. Lockers are to be kept tidy, clean and free from graffiti. Students are responsible for any personal property that they bring to the College and it is the student's responsibility to utilise the lockers correctly to prevent theft and damage. Students are required to supply a lock for their locker and keep a spare key. The College can cut a lock from a locker at the request of a student.

LOST PROPERTY

A lost property area is located at College Reception. Students who misplace items are encouraged to check the lost property area. Students are strongly advised to name all personal items. The College is not responsible for items that are lost or stolen.

MOBILE PHONES

The increased ownership of mobile phones by students requires that school administrators, teachers, students and parents take steps to ensure that mobile phones are used responsibly. The purpose of this procedure is to set appropriate standards for the acceptable use of mobile phones that are consistent with the broader values and expectations of the Trinity Lutheran College community.

A. Introduction

- Mobile phones can create a range of hazards when brought to College.
- They are valuable items that can easily be lost, stolen or damaged in the college environment.
- Using phones inappropriately to bully, intimidate or harass people can have serious consequences including police involvement.
- Mobile phone usage in schools not only disrupts learning for the phone user but also for fellow students.
- Trinity Lutheran College accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. The right of a student to have access to a mobile phone at College must be balanced with the responsibility to use it appropriately.
- It is acknowledged that providing a child with a personal mobile phone gives parents reassurance that they can speak with their child quickly at any time. This however only applies to out of school hours as the college offers a safe environment and the use of a personal phone is not necessary during the College day.

B. Acceptable usage

- Mobile phones must be switched off during all student activities during the school day including off campus activities.
- In cases of emergency, Trinity Lutheran College Reception remains the appropriate and vital point of contact to ensure your child is reached quickly.
- Students should mark their mobile phone clearly with their names.
- Students who bring a mobile phone to school should leave it in their secure locker or bag when they arrive on campus until they leave at the end of the day.
- The use of a mobile phone during an off campus activity which involves substantial bus travel outside of the normal school hours is negotiated with the teacher in charge and their decision is final.

C. Unacceptable use

- Mobile phones are not to be used to make personal calls, send SMS messages, surf the internet, play electronic games, engage with social media, take photos or use any similar application during school hours or while on school activities.
- Mobile phones will not be brought into exams or class assessments even if turned off or on silent.

- Mobile phones must not be used as a means to bully and threaten other students. In some cases it can constitute criminal behaviour and police may be notified.
- Mobile phones are not to be taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the school.
- Students should never photograph or record any person without their express permission, nor distribute such information.
- Mobile phones are not to be used to bypass school procedures in relation to school-parent contact such as the official notification of student illness or early departure from the College.

D. Security

- Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.
- Student mobile phones can be checked in at College Reception upon arrival at school where it will be stored in a secure location and available for collection at the end of the school day.
- To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not advertise that they have them.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by other students or if stolen). Students must keep their password/pin numbers confidential.
- Mobile phones and/or passwords should not be shared.
- Mobile phones are carried and bought into the College at the owner's risk. No liability will be accepted by the College in the event of theft, loss or damage of the phone.

E. Breach of this policy

- A breach of this policy may also involve a breach of other policies or procedures such as safe community and classroom expectations.
- Any breach of this policy will require the student to surrender the phone to the teacher in charge.
- If it is a first offence, the phone will be given to the teacher who will ensure it is in a secure place. They will return it to the student at the conclusion of the session, with a discussion about the proper use of phones at school.
- If it is a second offence the phone will be taken to College Reception where it will be kept in a secure place. The student can collect the phone at the end of the school day on the production of suitable ID. Parents will be advised.
- If it is a third or subsequent offence, the phone will need to be collected by the parent/carer of the student. Parents will be advised by the Deputy Principal and a meeting between all parties will be held. Further consequences may be applied.
- Students must be aware that breaching this policy is hindering their learning and setting a poor example for other students.

PROHIBITED ITEMS

Dangerous items, weapons and illicit substances are prohibited from being on College property. Other items that are not permitted include chewing gum and aerosol cans. Deodorant must be either roll on or

pump action. The College strongly discourages energy drinks of any variety from being bought onto campus.

STATIONERY & EQUIPMENT

Generally the items required for student learning and educational activities that incur a per student cost are covered by the composite fee. Parents can refer to the Fees & Charges Information Sheet for more details.

A. Inclusions

- Students are provided with base items which includes 5 pens, 4 pencils and eraser but must provide their own named pencil case for these items. Other items such as rulers, sharpeners, coloured pens, glue sticks etc are part of the supplies available in each classroom.
- Notebooks, workbooks and class resources
- Scientific calculator issued to year 7 students and required for years 7 and 8; graphics calculator provided to students in year 9 for use in years 9 and 10 (and suitable for VCE requirements)
- Text books (electronic and hard copy), a range of reading books and class sets
- Specialist subject materials
- Year level camp
- Year level excursions
- Year level sport and physical education entrance fees and equipment hire charges
- Interschool representation costs (with parent contribution required at state competition level and beyond)
- Guest speakers and visiting performers
- Access to digital technology other than BYOD, internet and various apps and portals
- Off Campus study for ONE subject only, such as VCE subject option (year 10) at Mildura Senior College (excluding subject materials) or VET elective option (year 9&10) costs in excess of the base charge of $350. Other options are by negotiation.
- School Student Personal Accident Protection Plan
- After school homework support

B. Exclusions

- Personal NAMED pencil case
- Replacement of equipment if damaged after issued
- Personal digital learning device (BYOD specifications available in the BYOD Publication)
- College Magazine $25 per family charged in Term 3
- Instrumental music, dance and other individual specialist program tuition
- Sports excellence specialist tuition and training program
- ICAS competition registration costs
- Camp Australia after school and vacation care fees and charges
- Food Design: food container to take home cooking as required

- Textiles Design: Length of fabric with matching thread as advised at the start of the unit
- Extra charges associated with year 9 & 10 off campus subjects at Mildura Senior College VCE (year 10) subject materials; VET (TAFE, Mildura Regional Trade Training Centre and similar) certificate base charge of $350 plus materials and PPE as advised by the VET provider (Refer to Off Campus policy and application for further information)
- Optional extra-curricular after hours activities may incur an individual charge
- Optional social events such as year 9 & 10 Ball and year 10 polo shirt

STRUCTURE OF SCHOOL DAY

The school day for students commences at 8:45am and finishes at 3:15pm. The secondary session times are:

PCG	8:45am-8:55am
Session 1	8:55am-9:45am
Session 2	9.45am-10:30am
Session 3	10.30am-11.15am
Break 1	11:15am – 11:35am
Session 4	11:35am-12:20pm
Session 5	12:20pm-1:05pm
Break 2	1.05pm – 1.45pm
Session 6	1.45pm – 2.30pm
Session 7	2.30pm – 3.15pm

Full school assembly is generally held on a Monday from 8:55 – 9:20 fortnightly on even weeks. Secondary chapel is generally held on a Monday 8:55 – 9:20 fortnightly on odd weeks. A separate secondary assembly may be held if required after any of these events.

STUDENT DRIVERS

At Trinity, there are a significant number of year 10 students who become learner drivers during their final year but relatively few who are of an age to have their provisional licence. Students from both Victoria and New South Wales enrol at Trinity and the different state regulations have been considered in forming this policy.

The Department of Education and Training provides Victorian government schools with guidelines. As the content is subject to change, users of this policy are encouraged to visit the DET website for the latest information www.education.vic.gov.au/school/principals/spag/safety/pages/privatecar.aspx

- Student who are licensed drivers are able to drive to and from the College. Student drivers are required to adhere to all road rules and drive in a safe and responsible manner, including adhering to all College signage such as speed limits on school grounds.
- Students are not permitted under any circumstances to drive from the school grounds during the day nor are students permitted to access their vehicles during school hours.
- Students are not permitted to carry other students as passengers to and from school without the written permission of their parent and the passenger's parent. No more than one peer aged passenger can travel with the driver, in line with Victorian Graduated Licensing System (GLS) peer passenger restrictions.

Peers do not include siblings. This condition does not apply when a fully licensed driver is sitting in the front passenger seat.

- A Parent Permission and Student Agreement form must be completed and lodged with the Deputy Principal. This form includes student driver licence details, details of any passengers and car make and registration. Any change to the vehicle must be lodged immediately. All parties including the parents of any passenger must sign the permission form.
- All vehicles must be parked in the designated College car park.
- Sanctions will apply where students fail to meet these obligations. These include but are not limited to the temporary or permanent removal of driving/parking privileges, handing keys into Reception for the duration of the College day and parent meetings.
- Any unsafe driving behaviour or breaches of road rules will be reported to the Police.

STUDENT CAFÉ

All students in years 7 to 10 are provided with a password protected web based student portal called Student Café. Student Café provides students with the ultimate organiser.

Students will be able to view their daily and weekly timetable; a calendar of school events; daily student notices; any assessment tasks including due dates; class resources and their own personal calendar. Teachers deliver digital learning content to students which students can access anywhere, anytime. Students will be able to keep track of class resources including documents, images, webpages, audio and video files. Homework tasks, assessment tasks, draft dates and due dates will automatically show up in students' and parents' calendars enabling all parties to be aware of what curricular activities are occurring to be able to plan accordingly.

Feedback provided to students will also be accessible to parents who can therefore be up-to-date with their child's progress. Student Café is an integrated link with the Parent Lounge portal.

At the start of each school year, PCG teachers will ensure their students are able to access and navigate the portal. Subject teachers will also orient students to how their subject is setup.

STUDENT WELLBEING

PASTORAL CARE GROUP (PCG)

While each teacher is expected to show pastoral care for their students, another layer of structure is provided in the secondary years to support students in their journey. Pastoral Care Groups (PCG) are vertically integrated and organised around House membership. There are two PCG groups for each house. Secondary students are placed in a PCG at the commencement of their secondary years at the College, and remain in the same PCG for their entire secondary journey and, where possible, will retain the same teacher.

Each PCG meets daily. This time is used for devotion and prayer, circle time and informal check-in, uniform check, daily notices, celebrations and roll marking. Once a week, an extended PCG time is scheduled. This is where more explicit learning programs are covered including:

- Daniel Morecombe Child Safety Curriculum
- Cyber safety and using social media
- Study practices and learning habits
- Restorative practices, managing personal behaviour and managing conflict
- Social and emotional wellbeing practices
- Pathways, careers and transition information

Any parent communication and concerns should initially be directed through your child's PCG teacher. There will also be times when the PCG teacher is concerned about a student's performance, be it academic, behavioural or social-emotional wellbeing. The PCG teacher may also initiate a conversation with parents and, where appropraite may also suggest that professional assistance be sought.

STUDENT WELLBEING AND SUPPORT

Wellbeing is fundamental to successful learning. Young adults who are happy, confident and are able to establish meaningful relationships are better placed to achieve positive learning outcomes. Trinity has a full time Student Wellbeing Coordinator, Mrs Jillene Haaja, who is both an experienced teacher and trained counsellor. She is located in The Junction which is adjacent to the Victoria Wing near the Le Pedeleure entry gate.

Students may be referred by a staff member, can self refer or can be referred by their parents. Any student wishing to see Mrs Haaja must make an appointment through College Reception.

Each year, Trinity offers "Tuning into Teens" which is a 6 week program focussing on emotionally intelligent parenting of adolescent children. Information will be provided annually to parents regarding registration to attend the course.

SPIRITUAL LIFE

An integral part of the PCG program is morning prayer and/or devotion. A Secondary Chapel is held in the off weeks to full school Assembly. Students are given the opportunity to lead Chapel supported by Secondary Chapel Coordinator, Mrs Katrina Stewart. Our Chapel Band meet weekly to practice a wide repertoire of songs for Secondary Chapel, full College Chapels and special events such as Presentation Evening.

A dynamic team of young people from a number of Mildura churches have come together to form FUSE. They currently visit the college on a weekly basis and interact with students from years 5 to 10. FUSE visits are fun with games, milkshakes and times for a chat a highlight!

HEALTHY EATING

The College is committed to supporting healthy eating for all students to enhance their general wellbeing. Nutrition education, diet and active healthy lifestyles are an important component of the health curriculum. Good nutrition is critical for every child's short and long term health. Healthy eating habits can help to reduce the risk of disease and long term health issues. The college canteen provides food inline with 'Go For Your Life', a Victorian Government recommendation for school canteens. From time to time special food days will be held.

HEALTH, ILLNESS AND MEDICAL CONDITIONS

Parents should not send students to school if they are unwell. A student who becomes ill while at school will be sent to the sick bay by a staff member. Students can also self-report to sick bay. Parents may be called to come and collect the student to take home. It is important that emergency contact numbers on the College records are kept up to date.

Any student who needs to take medication during the school day needs to lodge the labelled medication at College Reception with a signed note from parents outlining the required dosage and the time the medication is to be administered. All staff are trained in first aid.

CODE OF CONDUCT

All members of our College community have a right to feel safe and valued, and to have the opportunity for learning. We identify this as the rights of all students and staff. In order for these rights to be achieved all members of Trinity Lutheran College must conduct themselves in a responsible manner, and show respect for others. Our College works in partnership with parents, carers, staff and students in accepting responsibility and accountability for ensuring these principles are enacted. This forms the basis of our Student Code of Conduct which is published on the College webpage and discussed with all students.

RIGHTS	RESPONSIBILITIES
Everyone has the right to learn.	Everyone should support and not interfere with the learning of others.
Everyone has the right to a clean, safe and healthy environment.	Everyone should take an active role in maintaining a clean, safe, healthy environment free from confrontation, physical and verbal abuse and littering.
Everyone has the right to an effective teaching and learning environment, and the right to work to potential.	All members of the College community should work as productively as they are able.
Everyone has the right to mutual respect, courtesy and compassion.	Everyone should show courtesy, respect and a proper consideration to others and respect their property.
Everyone has the right to be proud of their work, school, heritage, religion and culture.	Individuals should take pride in, and not discriminate against or condemn another, for their work, heritage, religion or culture.

VALUING COMMUNITY

Trinity Lutheran College is committed to enabling each person to reach their potential, and to uphold each other in caring, supporting, encouraging and forgiving relationships. All members of the College community have an equal right:

- to be treated fairly by fellow students and staff (and therefore we show respect for each other)
- to feel safe and secure (and therefore we treat each other with kindness and support)
- to learn, and grow towards their full

potential (and therefore we will support and encourage each other in our work)

- to feel valued, accepted and cared for as unique individuals (and therefore we will listen to each other, encouraging self-expression, and we will accept each other as we are)
- to have their own property (and therefore we will respect and protect the property of others)

At Trinity Lutheran College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

A. Definitions

- Violence: This involves any type of unacceptable physical interaction between students and would include fighting, physical and sexual assault.
- Harassment: This involves any form of unwanted interaction between parties and includes threatening behaviour, damage to and the taking of property, name calling and belittling, put downs, rumour spreading and exclusion as well as derogatory racial comments and sexual comments or activity of a sexual nature excluding an actual assault. There are many forms of harassment and it is difficult to list all forms. It would be safe to say any activity that is designed to cause humiliation and suffering of a person would be classed as harassment.
- Bullying: Bullying is when a person is the target over time of repeated negative actions. Bullying is when there is an imbalance of power so that the person being victimised has trouble defending themselves. Bullying is usually characterised by unequal levels of emotional impact on the bully and the victim.

Types of bullying:

- Cyber Bullying: This is a form of bullying which is carried out through digital and web based technologies such as email, chat room, instant messaging, social media, snapchat, mobile phone etc. Examples of cyber bullying include spreading of rumours, flaming, sending unwanted messages, uploading photos without permission, teasing, denigration, outing, exclusion, cyberstalking and defamation. Anyone can be bullied online and the bully can act anonymously if they so desire.
- Direct physical bullying such as hits, trips, pushes, pokes, damages property, physically threatens, gives intimidating looks, steals property, touching and brushing up against (sexual nature).
- Direct verbal bullying includes name calling, insults, makes homophobic remarks, makes racist remarks, verbally abuses name, family, religion, disability, or other individual characteristic of "target," laughs at, puts down, threatens, sexual joking and innuendo.
- Indirect or social bullying: This form of bullying is harder to recognise and is often carried out behind the bullied student's back. It is designed to harm someone's social reputation and/or cause humiliation, lies and spreads rumours, plays nasty jokes to embarrass and humiliate, mimics, deliberately leaves "target" out of activities, encourages others to socially exclude someone, damages someone's social reputation and social acceptance.
- Racial discrimination includes deliberate or repeated racist comments, gestures, or any other conduct which hurts people based on their nationality, country of origin, colour of skin, ancestry or any related beliefs or behaviours.
- Faith discrimination includes belittling another's religion, putting down or ridiculing another's faith and/or practice of their beliefs.
- Gender or sex based discrimination includes behaviour which insists that gender stereotypes be maintained; sexual behaviour which is deliberate, uninvited, unwelcome and which is perceived by the recipient to be embarrassing, offensive, demeaning or compromising; and sexual assault and sexual abuse.
- Disability discrimination which includes treating a person with a disability less favourably merely because

they have that particular disability. Including embarrassing, hurtful, offensive and demeaning treatment of a person merely on the basis that that person has a disability

B. Expectations

Everyone has the right to feel safe at our College. This means that no one has the right to make anyone feel unsafe or put down by their behaviour. Teasing, name calling, rumour spreading, sexual harassment, racial harassment, fighting and other forms of physical harassment are all unacceptable behaviours and will not be tolerated at our College. We expect students to solve problems in ways which do not include violence or threats of any nature. The College will not tolerate retaliation or victimisation against a person for reporting harassment.

C. Steps for students

1. Tell the harasser to stop.
2. Share the problem with someone you trust.
3. Practice the Bystander Code.
4. What next?
    a. Keep a written record of the incidents.
    b. Talk to a staff member.
    c. Action may include a “no blame” mediation interview, restorative conference, counselling.
    d. In all instances support for the victim will be provided as well as action with regards to the perpetrator.
    e. Consequences could include participation in a conflict resolution, withdrawal from classes, or the playground, and in serious or repeated cases may be suspended or have their enrolment cancelled. In some cases, outside agencies and/or the police may need to be informed.

f. However, the primary aim of any intervention will be to restore positive relationships, to heal hurt and to establish a renewed understanding of our life at the College.

5. Solving the problem at College level is often easier and more efficient. Ongoing or severe bullying may lead to the involvement of the police if the problem cannot be resolved at the College level. Students may involve their parents at any stage. However, individuals have the right at any time to lodge a complaint with the relevant authority. Confidentiality will be respected at all times unless disclosure is required to affect a satisfactory resolution of the complaint.

DISCIPLINE THAT RESTORES

- The basis of any action as a Christian College must be framed on Christ himself and underpinned by the word of God. In the eyes of God, all people have worth. This is reflected in our Lutheran education values of love, justice, compassion, forgiveness, service, courage, humility, hope, quality, appreciation.
- The culture of belonging to the Trinity Lutheran College community is to endorse reflective, positive and restorative practices that support relationship building and allow for the resolution of issues in a responsible manner.
- At the heart of a restorative culture is a profound respect for relationships and a cultural shift from a punitive to a restorative approach when dealing with disruptive behaviour and conflict which is inevitable in any school community.
- Trinity's whole school approach to management of personal behavior incorporates the practice of regular restating of the high expectations of appropriate behaviour and relational procedures by students, staff and parents in order to maintain a safe, enjoyable learning environment for all.
- Trinity has responsive management strategies and techniques in place when conflict and behavioural issues occur in the school community. This responsive management is an important part of discipline that restores as it aims to work with the students, staff and parents to actively be involved in the processes of consequences, resolution, rebuilding and ultimately of restoration.

Discipline that restores is based on the principles of restorative practices:

- Focus on the relationship and how people are affected.
- Restore damaged relationships.
- Talk about the behaviour without blaming or becoming personal.
- See mistakes and misbehaviour as an opportunity for learning.
- Accept that sometimes we cannot get to the ultimate truth.
- Be future focused and talk about how to make things right.

The following tables contain examples of expectations at Trinity Lutheran College. This list is not exhaustive and needs to be used as a guide.

Expectations of Students	Expectations of Parents & Caregivers
• Be punctual to all classes and wait appropriately outside of class and enter room respectfully • Be ready to learn by having all equipment, books, etc. Lost items should be replaced, pencils should be sharpened, devices charged and equipment should be in working order • Follow class directions and recognise when it is social time, quiet time or discussion time • Manage and use time effectively, start work promptly and work productively • Respect the right of others to learn • Demonstrate a positive attitude to learning tasks • Use Student Café to manage tasks and College activities • Communicate in an appropriate and respectful manner • Greet other students appropriately • Greet staff, parents and visitors to the College courteously • Wear College uniform as per dress code • Wear the uniform with pride • Wear hats for all outside play/activity • Follow the Student Code of Conduct and accept responsibilities that go with rights • Model appropriate behaviours to younger children. • Demonstrate respect for self, other students, staff and parents • Observe College and classroom routines and procedures eg before school, eating areas, moving between buildings • Play safely • Comply with teacher directions in a respectful manner • Care for College facilities, resources and equipment • Respect the belongings of others • Accept the consequences for inappropriate behaviour • Report inappropriate behaviour of peers	• Take an active interest in your child's learning and in school tasks and activities • Support your child's learning at home by supervising and checking homework, study and assessment tasks • Encourage your child to take responsibility for their learning • Ensure your child is well rested at night • Ensure your child is prepared for all classes and has all required equipment and materials including replacing missing or damaged items as notified by teacher • Greet staff courteously • Respond promptly to communication from your child's teacher or the College • Communicate any information that may impact on your child's social and academic development • Ensure your child adheres to the College uniform requirements as outlined in the Uniform guidelines • Ensure that uniforms are clean, in good repair and replaced as needed • Support and encourage your child to participate in a range of College activities • Support the College policy and related procedures on Discipline that Restores • Communicate positively when addressing behaviour issues with teachers • Model behaviour expectations to your child • Ensure your child is fed nutritionally with low levels of sugars and colours which my adversely affect behaviour

STUDENT ACTIVITIES

CAMPING PROGRAM

School camps are an opportunity for students to learn and interact with staff and peers outside of the classroom environment. The secondary camps at Trinity Lutheran College support the personal development of our students and incorporate personal challenge, teamwork and leadership activities. Each secondary year level has a camp each year. The cost of year level camps and excursions are included in the fee schedule and ensures maximum participation by all students. Our camps are to the following locations:

- Year 7 - Victor Harbour (in Term 1)

- Year 8 - Grampians
- Year 9 - Sydney
- Year 10 - Falls Creek

For more details and pictures of past camps, check out the Trinity Lutheran College web site. From time to time, certain subject areas in years 9 and 10 may also offer an overnight experience (any additional costs for these activities will be listed in the information prior to the event).

INTERNATIONAL TOUR/S

Trinity Lutheran College is involved in the Sunraysia Chinese Cultural Exchange Program, a tour that operates across four Sunraysia schools for Year 10 students. The program generally takes place late in term 3.

It is possible that the College will also offer a tour to Italy in 2020 and beyond, on a biannual basis.

Expressions of interest will be requested before final confirmation of both the China or Italy trip is able to be made. Information including detailed parent sessions will be held to provide all relevant information for the tour/s.

ENRICHMENT ACTIVITIES

Over the year, students will have many opportunities to access enrichment programs facilitated by Trinity staff.

- ICAS competitions
- Tournament of the Minds
- Chess
- Lions Youth of the Year
- Debating
- Sunraysia for STEM
- Conferences and forums for secondary students as they are offered

INTERHOUSE PROGRAM

Students are placed in one of four houses when they first enrol at the College and remain in the same house for all of their Trinity years. Siblings are generally placed in the same house. There are four houses and each secondary house has a motto which is also on their house banner and usually on display in their PCG homerooms.

- Chaffey (yellow): Bold and bright
- Deakin (blue): One team, one dream
- Mitchell (red): Red with determination
- Sturt (green): Strength through perseverance

There are three College interhouse sporting carnivals, swimming, cross country and athletics. It is expected that all students attend these days. A champion house shield is awarded at the end of each year based on the results over the three carnivals.

In the secondary school, there are other various interhouse competitions that are organised through the

PCG program and designed to generate house spirit. There are a mixture of activities and past events have included:

- Sport such as dodgeball, netball and volleyball
- Public speaking and debating
- Spelling, chess and trivia

INTERSCHOOL SPORT

Trinity Lutheran College is a member of School Sport Victoria (SSV) and competes at an interschool level in the Sunraysia division and the Lodden-Mallee region. A full calendar of the SSV interschool sport competition dates at all levels is available from the Sport Coordinator and PE staff situated in Mallee Sports Hall.

The interhouse carnivals are the qualification events for individuals to compete in interschool swimming, cross country and athletics.

VOLLEYBALL EXCELLENCE PROGRAM

At Trinity, students from year 5 to 10 have the opportunity to enrol in the Volleyball Excellence Program. The program is offered in terms 2, 3 and 4. An information sheet and application forms are available from College Reception.

INSTRUMENTAL PROGRAM

Trinity Lutheran College has a broad instrumental music and dance program available to any student in the College for an additional cost. Instrumental lessons are once a week during term time. An instrumental timetable is issued at the start of each term. Secondary students have the option of requesting that their lessons be in non-class time. Students are expected to complete any work missed due to being out of class for these lessons. A more detailed Instrumental Handbook and application form is available from College Reception.

PERFORMANCE OPPORTUNITIES

- Mildura Eisteddfod
- College Musical
- College Band
- Secondary Chapel Band

STUDENT LEADERSHIP

All students have the capacity to develop their skills in teamwork and leadership and we strive to provide students with these opportunities. The current student leadership structure in the secondary school is:

- College Captain, 1 male and 1 female
- Secondary House Leaders, 2 students for each house
- SRC (Student Representative Council) member, 1 representative from each PCG class

The College Captains are elected towards the end of term 4 and announced at Presentation Evening. The remaining positions are elected at the start of the year. All secondary and primary student leaders receive their badges at a ceremony held once all positions are finalised. The College Captains are responsible for the

running of the whole school assemblies every fortnight.

The SRC is a combined secondary and primary council and meets every two weeks.

SERVICE @ TRINITY

Service at Trinity refer to activities voluntarily undertaken by students that are outside of normal classroom learning but are a part of being a Trinity student serving the community. They can be categorised as:

- Cultural: involvement in and active contribution to a range of cultural activities in the creative, visual and/or performing arts within the college or in cultural events/ activities that promote the College in the community.
- Sport: involvement in and active contribution to the college sporting program through activities such as active participation/assistance at all interhouse sport events, active leadership at house sporting events, leadership/coaching/training of College interschool school sport teams, organising or assisting with lunchtime sport activities.
- Community: involvement in and active contribution to activities that demonstrate student citizenship and/ or student leadership in a range of activities within the college or in events/activities that promote the college in the community. Service to the community also refers to students who are prepared to willingly and cheerfully assist in/at College activities when requested.

Students are encouraged to serve within their college and local community as they desire with reminders for students to always ensure they are aware of safety and induction requirments of any service opportunities they take on.

STUDENT LEARNING

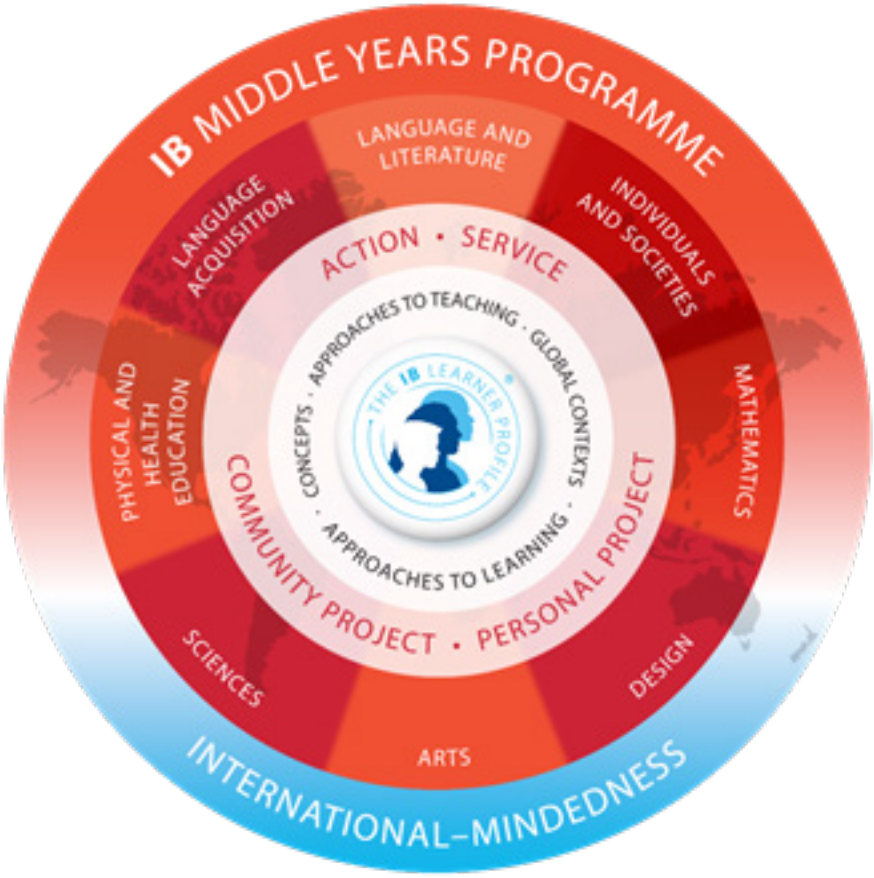
THE INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAM (IBMYP)

In 2018, Trinity was accepted as a candidate school for the IBMYP and is currently working towards IB Authorisation in the Middle Years (MYP) in 2021. IB programs across the world are characterised by:

- Balanced study across a broad range of subject disciplines
- An strong emphasis on language acquisition and development in every year of the program
- Interdisciplinary learning and making connections across disciplines and concepts
- The development of independent learning skills and learner attributes
- An opportunity for both individual inquiry and collaborative planning and research
- A community service component requiring action and reflection
- Intercultural awareness through developing an understanding of one's own and others' cultures and

incorporating a global perspective in the curriculum.

A. IB MYP Framework



At the core of all IB programs is the Learner Profile, 10 attributes fostered in students that promote their development as responsible members of their local, national and global communities.

B. Distinctive features of the MYP

- Key and Related Concepts are big ideas that form the basis of teaching and learning, ensuring breadth and depth within and across traditional disciplines;
- Global Contexts provide shared starting points for inquiry into what it means to be internationally minded, framing a curriculum that promotes multilingualism, intercultural understanding and global engagement;
- Approaches to Teaching and Learning, a unifying thread throughout all 8 MYP subject groups, are skills that help students manage their own learning. They provide a foundation for success in the world beyond the classroom;
- Action and Service are essential components of the MYP with clear learning outcomes that grow from students' participation in local and global communities;
- The Personal Project for students completing the programme in Year 10 is a culminating experience in which students complete an extended, self-directed piece of work. This required component provides opportunities for creative and truly personal demonstrations of learning.

For more information, visit the IB website www.ibo.org/MYP or contact the College MYP Coordinator, Mrs June Caulfied-Evans.

STRUCTURE OF MYP CURRICULUM @ TRINITY

The weekly timetable is divided into 35 x 45 minute sessions a week. Note that this does not include the 10 minute PCG devotion and roll marking session each morning.

	Year 7 (IB Level 1/2)	Year 8 (IB Level 3)	Year 9	Year 10 (IB Level 5)
Christian Studies	2	2	2	2
Language & Literature (English)	4	4	4	4
Mathematics	4	4	4	4
Individuals & Societies	4	4	4	4
Science	4	4	4	4
Language Acquisition	4 (Italian or Chinese)	4 (Italian or Chinese)	4 (2020=Italian; 2021= Italian or Chinese)	4 (2020/21=Italian; 2022= Italian or Chinese)
Physical & Health Education	3	3	2 Electives per Semester = 4 +4 (Select at least 2 separate disciplines each year)	
Arts	3	3		
Design	3	3		
Interdisciplinary Studies	2	2	2	2 (Personal Project)
Physical Education (Sport)	N/A	N/A	2	2
Other	2	2	1	1

Notes on structure as per table above:

1. Students must select a language at the start of year 7 and remain with that language for the duration of their MYP program of study. In 2020, year 7 students select from either Chinese or Italian. In 2020, year 9 and year 10 students will continue with Italian through to 10. Note that language acquisition has 6 stages rather than 5 levels.
2. Arts consists of visual and performing strands. Performing strand is either drama or music. Both strands must be studied to IB level 3. In year 9 and 10, electives will be in the Visual Arts and Drama strand.
3. Design consists of product and digital strands. Product strand is either food or textiles. Both strands must be studied to IB level 3. In year 9 and 10, electives will be in both the Food Design and textiles strand.
4. In year 9 and 10, students select 2 elective subjects per semester from the remaining IB MYP disciplines to complete a minor study of each choice.
5. Other includes extended pastoral care session, chapel and assembly. Year 7 and 8 students will also attend one SES (Secondary Essentail Skills) lesson per week.
6. Christian Studies in year 9 includes The Rite Journey.

YEAR 9 & 10 ELECTIVES

Students have the opportunity to elect two electives per semester from either the Physical Health Education, Design or Arts learning areas as welll as a selection of electives that extend the learning of students in literacy, numeracy and the social sciences.

Students also have the opportunty to select a specialist science area (Chemistry, Physics or Biology in semester 2 for both Year 9 and 10).

2019 Elective Choices include:
Semester 1 - Elective 1
Textiles, Enterprise Education, Sport for Leisure (Outdoor Education), Conflicts and Revoultions

Semester 1 - Elective 2
Stuido Arts (ceramics), Hospitality, Health, Advanced Grammar

Semester 2 - Elective 1
Drama, Digital Technologies, English Literature, Global Foods

Semester 2 - Elective 2
Textiles, Media Studies, Sports Science (Performance), Legal Studies

NB. Three electives will run from each set of four options, decisions will be made based on student preferences and staffing requirements. Students may only complete each elective once throughout the Year 9/10 cycle.

Please refer to the Student Elective Selection Guide for specific descptions of electives offerings for 2020.

ASSESSMENT

- Formative assessment takes place when teachers gather, analyse, interpret and use a variety of evidence to improve student learning and to help students to achieve their potential. Self and peer-assessment can be important elements of formative assessment plans.
- Summative assessments are part of every MYP unit and they are designed to provide evidence for evaluating student achievement using required MYP subject-group specific assessment criteria (see overview below).

When a student submits an assessment task and a teacher evaluates it, the result is given in the form of a number from 0 – 8, known as an achievement level. Each number on the scale corresponds to a description of the student's performance. These results are available to parents and students on TASS.

Parent information sessions will be offered each year to assist parents to become familiar with the assessment

requirements of students in the seconary years.

ACADEMIC HONESTY

Trinity Lutheran College is committed to developing students into individuals who are principled and value integrity, therefore both academic dishonesty and collusion in academic dishonesty are regarded seriously. Academic honesty is expected of all students and they are required to acknowledge their personal responsibility for the production of their own work, recognition of the work of others, and maintaining trust in the learning environments of the College.

The College Academic Honesty Policy is availabe on the College webpage and is revisited with students at the beginning of the school year and at various times throughout the year.

OFF CAMPUS STUDY PROGRAMS

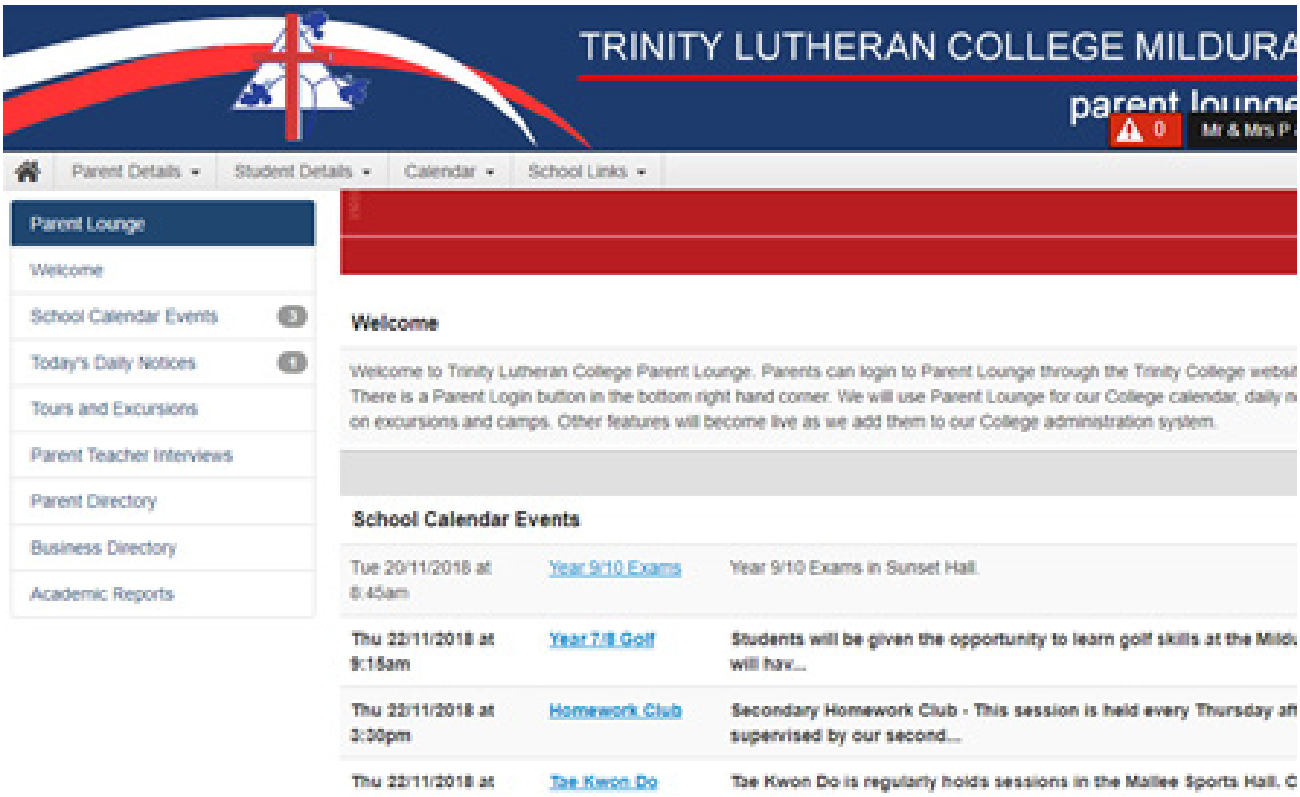
Students finish their studies at Trinity Lutheran College at the end of year 10. The College fully supports the provision of future pathways options for our secondary students as part of the transition to post year 10 studies.

A. Definition - Off Campus refers to formal education and training offered at education and training sites such as Mildura Senior College, Sunraysia TAFE and Mildura Regional Trade Training Centres: Deakin and Riverside. Studies may include accelerated entry into year 11 VCE units or VET Certificates not able to be offered by the College including school based apprenticeship obligations during school time.

B. Guidelines

- Students moving into year 10 are encouraged to carefully consider a range of off campus options that may assist them in their pathways post year 10.
- Students in year 9 begin their transition conversations in semester 1.

- It is expected that interested students and their families will initiate a conversation with the Pathways Coordinator to explore their options and obtain further details.
- Students are able to undertake only one Off Campus Program. This ensures a student's educational outcomes are not compromised and they can successfully complete their year 10 studies at Trinity.



- Study in more than one program must be negotiated and approval is solely at the discretion of the Principal.
- Any student interested in more than one program must attend a meeting with the Pathways Coordinator.
- The application process must be followed and a place in an off campus course of study is not guaranteed.
- It is expected that once enrolled, the student will successfully meet the requirements for the course including following the withdrawal process and timelines. Failure to do so will result in a financial penalty.
- Students enrolled in an off campus course will have an individual study plan.
- Support will be available to assist VET students to complete their training modules.

C. Application Process

1. Interested students will need to apply via the internal College application process. The application form is available upon request from the Pathways Coordinator.
2. The Pathways Coordinator will arrange for an interview with the student and their family to discuss the application and the next steps in the process.

D. Costs

1. All off campus study and training will incur an additional fee as per separate schedule. This is a contribution to the cost of the course with the College paying the balance of the program.
2. Materials, books and uniform are course specific and costs will be met by the student.

3. Students who wish to withdraw from their course must advise the Pathways Coordinator. Students must do so before the prescribed cut-off dates for student withdrawal. Failure to do so will incur the balance of the cost that the College has paid for the course. This will be added to their College account.
4. Should a student not complete their off-campus course satisfactorily, and depending on the reasons, the College reserves the right to retrieve the cost incurred by the College from the student.

E. Monitoring

1. In order to accommodate and support a student's pathway, each student is required to develop an individual study plan with the Pathways Coordinator at the commencement of the year.
2. It is expected that a student will make every effort to satisfactorily complete the course.
3. Students will be expected to attend regular meetings with the Pathways Coordinator to discuss progress, and where necessary to adjust their study plan.
4. VET students are advised of the support available to assist them to complete their training modules.

PATHWAYS COORDINATOR

The Pathways Coordinator is Ms Nicole Clisby-Weir. Her role is to facilitate Off Campus Programs; orientation, transition and enrolment to Mildura Senior College; career days; school based apprenticeships and year 10 work experience. She is available for students and parents to discuss career options, pathways and subject choices.

WORK EXPERIENCE

A week of work experience is available to all of the year 10 students. Students are advised of the process and provided with guidelines to identify a suitable placement.

BRING YOUR OWN DEVICE PROGRAM (BYOD)

Students in years 5 to 10 are required to purchase and bring to school their own digital device (BYOD). The scope of device usage has expanded in recent years and a separate information booklet outlines the BYOD program at Trinity.

The BYOD Agreement is signed by students and parents at the start of each year. A breach of the agreement will result in students being taken off the network temporarily or permanently depending on the seriousness of the offence. Where a more serious or criminal offence has been deemed to have occurred, further disciplinary or police action may be taken.

HOMEWORK

Homework is an essential part of the learning program and should be completed on a regular basis. Homework is time set aside each night by the student to consolidate and extend class work and develop their study skills in preparation for the senior years. Homework may involve completing class work, project work, reading, researching, revising and studying. Students are expected to do homework or study every day, as independent study habits are crucial for a successful VCE. To support this pathway, a suggested home study program is:

- Year 7 – 40 to 60 minutes per night or 4 hours per week
- Year 8 – 50 to 75 minutes per night or 5 hours per week
- Year 9 – 60 to 90 minutes per night or 6 hours per week

- Year 10 – 75 to 100 minutes per night or 7 hours per week

HOMEWORK CLUB

Homework Club operates every Thursday afternoon during term time from 3:30pm to 4:30pm. Secondary teachers are rostered on to support and assist students in a variety of ways including with homework, assessment and revision study. Students attending Homework Club are expected to be engaged in their schoolwork.

LIBRARY

The College library is a well-resourced, multipurpose area for student use. It is available Monday to Thursday for students to also use during their break times. Students are reminded that the library is a quiet space and they may be asked to leave if their behaviour is not appropriate.

PARENT INFORMATION

COMMUNICATION WITH THE COLLEGE

Communication between parents and teachers is an important element of an effective education. The first point of contact should simple concerns arise, be the PCG teacher. Our vertically integrated pastoral care system means that the PCG teacher is a key person over the student's time in the secondary school. If the issue directly relates to a specific subject then the subject teacher should be contacted. For issues of a more serious or ongoing nature then the Deputy Principal may be involved.

Email contact is preferable as teachers can address parent concerns at a convenient time. If the matter requires a longer interview, an appointment can be made through contacting College Reception. It is to be noted that on Monday and Wednesday afternoons from 3:45 to 4:45 teachers are expected to attend staff meetings and professional development sesssions. Some teachers may also have commitments on other afternoons such as sports training, rehearsals or homework club supervision.

PARENT LOUNGE

The Parent Lounge is a web based password protected portal provided to all parents of the College.

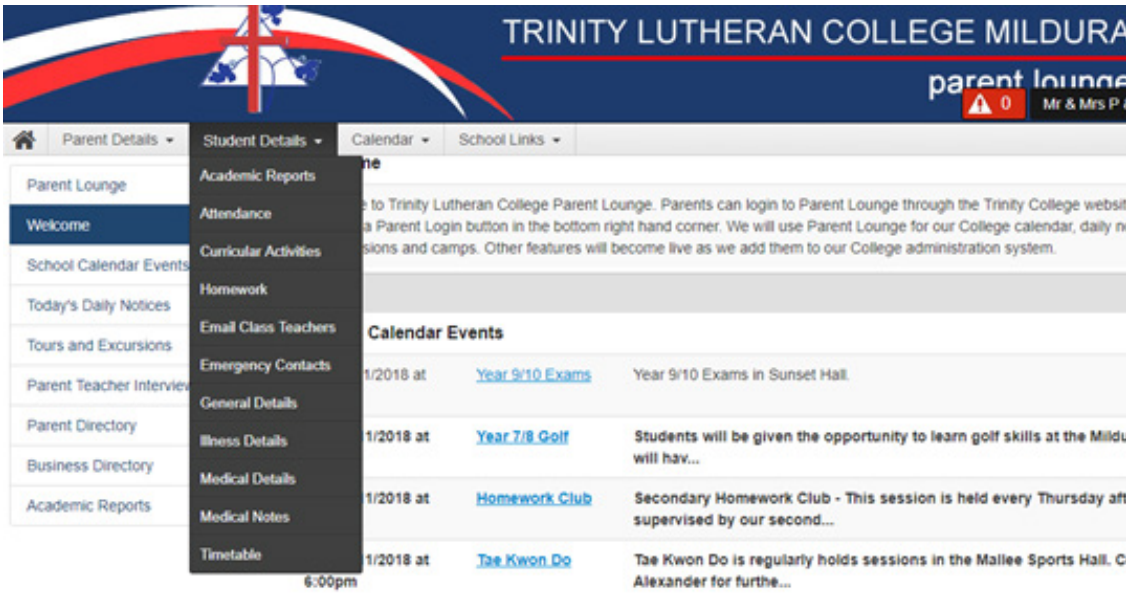
To access the portal go to: https://tass.tlc.vic.edu.au/parentlounge/login.cfm

There is also a link to the Parent Lounge through the College Website at http://www.tlc.vic.edu.au Scroll to the bottom of the home page and click on 'Parent Login'.

Username: Parent six digit account number (eg 10XXXX from TLC family Statement of Account)

Password: This will be allocated to you - you are welcome to change it to something that suits you after initial entry into Parent Lounge.

Click the blue Login button. On the Home screen there are three top tabs: Parent Details, Student Details and Calendar. Scroll through the home page and read Todays Daily Notices and School Calendar Events. There are a number of side tabs and this is where parents go to book times for student led conferences at the end of term 1 and term 2, accept and give permission for excursions etc.



The Parents Details tab shows the current records. Parents are to read and check their details, and if necessary make any changes.

The Student Details tab shows student current records. Parents should read and check the details and let

the school know if changes need to be made. In the attendance area of this tab please note the acceptable column. Acceptable refers to absence that is school sanctioned (eg excursions). If an absence shows as not acceptable this means it will count towards the students attendance statistics and will require parent notification for the absence.

Parent Details | Student Details | Calendar | School Links

Curricular Activities — Matilda Byrnes — 2018 — Classes — Activities

Activity Name	Group	Assessable	Start Date	Draft Date	Due Date	Status
Transition Information	10 I & S 10 1	N	31/07/2018		31/12/2018	Not Completed
End of Year Practical Examination	International Foods 10 1	Y	22/11/2018		23/11/2018	Not Completed
Semester Two Examination	9&10 Science 10 1	Y	08/11/2018		22/11/2018	Not Completed
Year 10 Maths Exam	10 Maths 10 1	Y	22/11/2018		22/11/2018	Not Completed
Literature Exam	English Literature 10 1	Y	29/10/2018		21/11/2018	Not Completed
10 Humanities (I&S) Revision	10 I & S 10 1	N	13/11/2018		20/11/2018	Not Completed
Semester 2 Examination	9 & 10 English 10 2	Y	16/10/2018		20/11/2018	Results Pending
November Examination - Essay Plan	10 I & S 10 1	N	14/11/2018		19/11/2018	Not Completed
Tea Set	Ceramics 1	Y	31/10/2018		16/11/2018	Assessed
Portfolio	Ceramics 1	Y	31/10/2018		16/11/2018	Assessed
Laws of Physics Test	9&10 Science 10 1	Y	08/11/2018		12/11/2018	Assessed
Practical Skills - Theory Test	International Foods 10 1	Y	12/11/2018		12/11/2018	Assessed
Analysing Photographs activity	10 I & S 10 1	Y	09/11/2018		09/11/2018	Not Submitted (Final)
Hamlet Perspective piece.	English Literature 10 1	Y	04/10/2018		09/11/2018	Assessed
Probability Test	10 Maths 10 1	Y	08/11/2018		08/11/2018	Assessed
'The Declaration' Text Response Essay	9 & 10 English 10 2	Y	12/10/2018		01/11/2018	Assessed
Causes of WWII	10 I & S 10 1	N	31/10/2018		31/10/2018	Not Completed
Causes of WWII	10 I & S 10 1	N	31/10/2018		31/10/2018	Not Completed
Gargoyles	Ceramics 1	Y	08/10/2018		30/10/2018	Assessed

Your child's Semester Report will be published as a PDF document to this section of Parent Lounge by 4pm on the last day of each semester.

The curricular activities page lists all class and assessment activities including the due date and status of any assessment item. At the completion of the task, parents are also able to view any specific feeedback that may be provided. Where there might be a specific homework task, they are listed on a separate page. These pages can assist with supporting a consistent study program for your child while being informed in real-time of their progress.

Today — 2018 Semester 2 Secondary - Today (Day 4) — Matilda

Period	Subject	Room	Teacher
Yard Duty A			
Pastoral Care	Deakin PCG 1	M05	Mrs Jane Arney
Session 1	9 & 10 English 10 2	M04	Miss Jessica Scholar
Session 2	9 & 10 English 10 2	M04	Miss Jessica Scholar
Recess (YDB)			
Session 3	10 Maths 10 1	M14	Mr Joshua Grieger
Session 4	10 Maths 10 1	M14	Mr Joshua Grieger
Extended PCG	Deakin PCG 1	M05	Mrs Jane Arney
Lunch A (YDC)			
Lunch B (YDD)			
Session 5	International Foods 10 1	M11	Mrs Elisha Hughes
Session 6	International Foods 10 1	M11	Mrs Elisha Hughes

Parents can contact their child's teachers by clicking the email button. Parents can also check their child's timetable for the day.

The Calendar Tab will show the current month's events. Arrow forward to view future events. Information sheets will often be attached to the event.

Front Page: Shania and Joseph from Mary Poppins Jr Production.
Back Page: Noyal and John at Outdoor Ed Camp.

V2.0 2_12_2019

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TRINITY LUTHERAN COLLEGE
MILDURA