



YEAR 7  
HANDBOOK  
2026



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# WELCOME

Welcome to Mount Beauty Secondary College. As a small, community based school, our staff make it a priority to know our students as individuals so we are able to cater for their learning and wellbeing needs. We value getting to know our families so that we can work in partnership to provide a supportive, quality education for all our students.

Our Year 7 program is designed to introduce our students to all of the Learning Areas in the Victorian Curriculum so that they can begin to develop an understanding of their strengths and interests in particular subjects. This is then nurtured in the Middle School years (8 – 10) through the system of elective subject choices.

Being a regional school, we place a high importance on being able to provide a well rounded education for our students which encompasses curriculum, wellbeing, personal and social skills. We encourage strong participation in our extra-curricular program to broaden students' understanding and appreciation of the world we live in.

This handbook contains important information about being a member of the Mount Beauty Secondary College community. We look forward to meeting and working with you to ensure your child has a successful secondary education and one they will remember with fondness in years to come. If you have any questions, please don't hesitate to contact me, our Assistant Principal, Mitch Harris, or our Year 7/8 Student Engagement Leader (SEL), Vicky Levesque.



Ms Simone Roy  
**Principal**

# CONTACTS

## **SCHOOL LEADERSHIP TEAM**

### **PRINCIPAL**

Ms Simone Roy

### **ASSISTANT PRINCIPAL**

Mr Mitch Harris

### **LEARNING SPECIALIST**

Miss Jarrah Brennan

### **LEADING TEACHER**

Ms Sarah Laidlaw

## **STUDENT ENGAGEMENT LEADER**

Ms Vicky Levesque

## **BUSINESS MANAGER**

Mrs Kirsty Field and Mrs Kelly Roffey

## **ADDRESS**

Tailrace Road, Mount Beauty VIC 3699  
P.O. Box 38, Mount Beauty VIC 3699

## **TELEPHONE NUMBER**

(03) 5754 4005

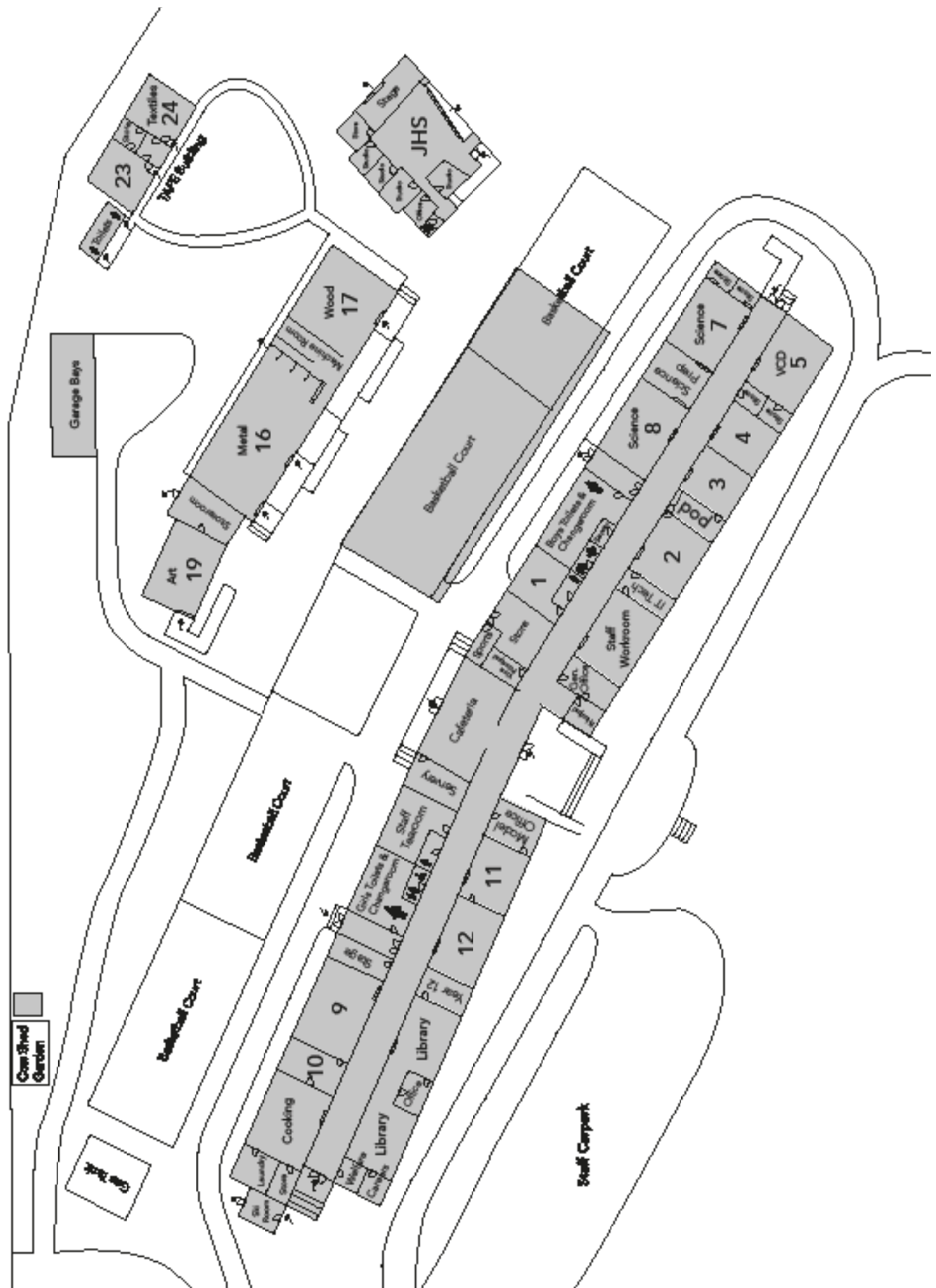
## **WEBSITE**

[www.mbsc.vic.edu.au](http://www.mbsc.vic.edu.au)

## **EMAIL:**

[mount.beauty.sc@education.vic.gov.au](mailto:mount.beauty.sc@education.vic.gov.au)

# SCHOOL MAP





# COLLEGE TIMES

9:00 am	9:50 am	Period One
9:50 am	10:40 am	Period Two
10:40 am	11:10 am	Recess
11:10 am	12:00 pm	Period Three
12:00 pm	12:50 pm	Period Four
12:50 pm	1:40 pm	Lunch
1:40 pm	2:30 pm	Period Five
2:30 pm	3:20 pm	Period Six

Students should be at school by 8.55am. Please note, active morning supervision begins at 8.40am, prior to this time students will not be directly supervised. Students will not be actively supervised at school after 3:30pm, unless participating in an authorised event or study session with teacher supervision.

# TERM DATES

## 2026

Term 1: 28th January to 2nd April

Term 2: 20th April to 26th June

Term 3: 13th July to 18th September

Term 4: 5th October to 21st December

## 2027

Term 1: 28th January to 25th March

Term 2: 12th April to 25th June

Term 3: 12th July to 17th September

Term 4: 4th October to 17th December

# STUDENT PLANNER

Students will be provided with a school planner on the first day of school.

Students will use their planner to record homework details, work requirement due dates, test dates and other important information relevant to their education, as well as out of school activities. The planner is for school and personal organisation only, not as a private diary or journal.

All parents are asked to regularly check planners/Compass each week. This helps to keep parents informed about the work students are doing at school and at home. As it is a means of contact between home and school, parents and teachers are encouraged to communicate through the planner.

When out of class ALL students MUST carry their student planner signed by their teacher.

The student planner contains information on techniques and methods that will enhance our students' organisational, personal and academic progress.

# COMPASS

The Compass Parent Portal is an integrated, online portal that allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers
- Update your family contact information
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's Semester Reports and Progress Reports
- Book Conferences
- View Chronicle entries

At Mount Beauty Secondary College, parents/carers are currently able to notify the school of their child's absences, see attendance data, communicate with teachers and view the school calendar.

We are gradually introducing more functions for parents/carers to use and will advise when these become available.

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps.

To download the app to your device, search 'Compass School Manager' in the applicable app store. Every family receives a separate login to our school's Compass site, which will be provided to you by the school.

If you are having trouble finding the Compass link for our school please visit our school website

# ATTENDANCE

## ABSENCES FROM SCHOOL

Mount Beauty Secondary College's preferred method of communication is through Compass. If your child is going to be absent from school, please lodge an attendance note through the Compass Parent Portal.

This ensures we are aware your child will not be present and we do not need to contact you to find out their whereabouts. It is a Department of Education and Training requirement for schools to contact parents/guardians as soon as practicable for unexplained student absences. Parents/carers must provide a note to authorise an absence so processing this through Compass ensures we have the required information. Through Compass you are also able to notify the school of upcoming known absences, eg. If you are going on a family holiday or your child have a medical appointment. This prior notification is appreciated by the school as it assists with our daily record keeping.

The school can also be contacted on 03 5754 4005 before 9am on the morning of an unexpected absence or via email to [mount.beauty.sc@education.vic.gov.au](mailto:mount.beauty.sc@education.vic.gov.au).

When a student returns to school after an absence where a prior note has not been given, a note should be written and signed by a parent/carer and given to the Office.

## LATE TO SCHOOL

If students are late to school they must present themselves to the Office and sign in on the Compass Kiosk. This will generate a late pass, which is then handed to their current teacher showing they have signed in at the Office. Students are required to bring a note from their parent or guardian explaining the reason for their lateness if prior notification has not been given.

## LEAVING SCHOOL DURING THE DAY

In the event that a student has to leave school early, and notification has not been received through Compass, a signed note from a parent or guardian must be presented to the Office at the time of signing out prior to leaving school grounds.

# Mount Beauty Secondary College Expectations Matrix



## Respect

### All areas

- Inclusive of others
- Be at the right place at the right time
- Use appropriate language at all times
- Use technology as it is intended
- Clean up after ourselves
- Use equipment for its intended purpose

### Classrooms

- Value class time
- Be ready to learn
- Work in a collaborative way with others

### Outside

- Stay in the school grounds during all break times
- Share all equipment when needed
- Transition between classes promptly
- Return what we borrow
- Dispose of rubbish in the correct bin

### Excursions and community

- Represent the school with pride
- Follow community rules and expectations.
- Use our manners at all times

### Cafe

- Wait our turn
- Use our manners
- Use the equipment as it is intended



## Kindness

- Contribute to a positive school environment
- Understand that everyone is different and has different needs
- Assist people to feel safe in all areas
- Encourage and give everyone a go
- Respectful of peoples personal space

- Understand that everyone learns differently
- Support those around us to create a safe learning environment
- Acknowledge others success

- Share equipment
- Check in with each other
- Interact with others in a positive way

- Show good sportsmanship
- Value and honour the time and effort of others
- Support others at all times

- Share the space with others
- Use the correct volume
- We will offer help if needed



## Confidence

- Report all misuse and damage of equipment to the appropriate teacher
- Report inappropriate behaviour
- Be a positive role model for others
- Try our best and challenge others to be their best

- Attempt all set work given to us
- Be an active learner
- Complete work on time
- Alert an adult to any issues

- Include others
- Model positive behaviour
- Take pride in our environment and surroundings

- Ask questions or for more clarification of presenters
- Take part in new experiences

- Ask peers to clean up after themselves in this space
- Ensure everyone is patient and stays in the line



# Classroom Management Processes

Student Demonstrates Behaviour

## MINOR BEHAVIOURS

Defiance  
Cheating  
Physical Contact  
Property Misuse  
Truancy  
Mild Disruption  
Inappropriate Language  
Late to Class  
Uniform Violation  
Harassment

CLASSROOM TEACHER MANAGED

## STAGES OF RESPONSE

1. Make eye contact and use non-verbal prompt
  2. Remind student of expectations and refer to SWPBS matrix
  3. Move student to a different seat within the classroom
  4. Give student time to complete behaviour reflection form outside the classroom
  5. Exit student to SEL or VCE class
  6. Call home with consultation from SEL
  7. Restorative meeting with student & SEL
- If the student is still non-compliant, move to major steps

Follow classroom engagement plan  
Give positive feedback once desired behaviour is displayed  
Enter minor referral on Compass  
Escalate to major behaviour

**RESPECT**  
**CONFIDENCE**  
**KINDNESS**



## MAJOR BEHAVIOURS

Physical Aggression  
Bullying  
Property Damage  
Repeated Disruption  
Criminal Behaviour  
Repeated Truancy  
Abusive Language  
Repeated Defiance  
Absconding  
Theft

SEL/LT/AP MANAGED

## STAGES OF RESPONSE

1. Student referred to SEL, major incident recorded on Compass
  2. Phone contact with parent/guardian
  3. SEL / LT / AP follow stages of response
  4. SEL / LT / AP to determine behaviour plan and consequences
  5. Tiered intervention support implemented (SSG) and recorded on Compass
- Conference with student  
Review data and determine consequence  
Apply appropriate consequence

# YEAR 7 STUDY AREAS

The first year of secondary education is an exciting and positive year for students. All students study the same course which is designed to assist them in adjusting from primary to secondary schooling, and to prepare them for entry into the Middle School. During the first year of their secondary education, all Year 7 students complete a compulsory set of subjects including English, Mathematics, Science, Humanities, LOTE, PE and Sport. Students will also complete a semester of Wood/Metalwork, Food and Fibre, Creative Foundations, Digital Technology, Health and Performing Arts. There is also a range of extra-curricular events throughout the year that the Year 7 students will be participating in.

Our current subjects are:

## ENGLISH

In Year 7 English, students will focus on three main areas: Language, Literature, and Literacy. Students will develop skills in speaking and listening, reading and viewing, and writing. They will explore a range of texts, including novels, films, poetry, and digital media. Students will practice writing in different styles, from storytelling and reflecting to persuading and informing. They'll work on creating complex sentences and using a variety of language features, including basic figurative language and technical vocabulary. Through their reading and writing, students will explore and discuss themes like friendship, survival, belonging and family and will consider different viewpoints and cultures.

## MATHEMATICS

In Year 7 Mathematics students will engage with a diverse range of mathematical concepts and skills. Key topics covered include: Number, Algebra, Measurement, Space, Statistics and Probability. Assessments include both unit tests and investigations. Investigations integrate multiple areas of mathematics, allowing students to apply their knowledge in real-world and problem-solving contexts and consolidate prior learning.

## SCIENCE

In Year 7 Science, students are introduced to the different areas of Science including Biology, Physics, Chemistry and Earth and Space Science. Students learn how science is undertaken including planning and conducting scientific experiments safely and accurately, drawing valid conclusions from their data. Students learn how to apply theoretical knowledge and understanding to solve real world problems.

## HUMANITIES

Year 7 Humanities explores human societies and environments, both past and present. Students investigate how people organised their communities, interacted with others, and changed their physical environments over time. Through activities such as taking part in a mock trial, creating an Ancient China board game, and designing their own liveable city, students develop strong inquiry and research skills. They learn to plan investigations, ask key questions, and analyse a range of sources including artefacts, maps, photographs, and digital media. They form conclusions based on evidence and present their findings in creative and varied ways. In Semester 1, students study Civics and Citizenship and History, focusing on Australia's political and legal systems and early societies. In Semester 2, they continue with Ancient History before exploring Geography, investigating the relationship between people and their environments.

## LOTE (INDONESIAN)

Year 7 students are introduced to the language and culture of Indonesia as part of their subjects. Students can then choose Indonesian as part of our elective system from Year 8 onwards. In Year 7, students learn simple phrases like greetings and how to introduce themselves and explore vocabulary of topics such as colours, numbers, school objects and family. Students also explore the culture of Indonesia through topics such as the islands and traditional musical instruments.

**\*\*If a student in Year 7 wishes to study a language other than Indonesian, they must complete Indonesian at school. The second language, studied in addition to Indonesian, can be completed through Distance Education, however all course work is to be completed at home.**

## PHYSICAL EDUCATION (PE)

In Year 7 Physical Education, students participate in lifesaving, athletics, ball handling skills, gymnastics, fitness testing and a variety of sports. The lifesaving unit involves students attempting the requirements for the Royal Life Saving Society Bronze Star Rescue Certificate. The athletics unit allows students to complete a range of track and field events prior to the House Athletics Carnival. The ball handling unit allows students to learn how to throw and catch a ball properly and how the use of a range of ball sizes and shapes changes the technique required. The gymnastics unit allows students to attempt a range of routines on a range of Men's and Women's Artistic Gymnastics apparatus. The cultural and minor games unit consists of students participating in several small-sided games. Students also participate in a range of fitness tests in Terms 2 and 4.

## WOOD/METAL WORK

During the first year of the secondary school education, students complete two units in woodwork and metalwork. During the first term, students undertake woodwork and complete a range of timber models and small projects. In the second term, students move to metalwork, completing several basic sheet metal projects, using ferrous and non-ferrous metals.

## HEALTH

In Year 7 Health, students develop the skills and knowledge to promote their own health, safety, and wellbeing, as well as that of others. Students complete the Resilience, Rights, and Respectful Relationships unit, building emotional literacy, recognising personal strengths, and practising positive coping strategies to foster resilience and respectful interactions. They also explore topics such as puberty, gender dynamics, healthy relationships, and sexual and reproductive health. Students also participate in the School Health and Alcohol Harm Reduction Project (SHAHRP), learning about alcohol-related harm, making informed and safer choices, and supporting peer wellbeing. The program aims to empower students with comprehensive knowledge and practical strategies to navigate physical, emotional, and social changes during adolescence.

## DIGITAL TECHNOLOGY

The aim of Digital Technology is for students to learn the basic skills required to navigate the school's network and find the information they require. Students will study several software packages in detail and learn to use technology more efficiently to present their work. Students will also learn programming languages, allowing them to design and create digital solutions.

## CREATIVE FOUNDATIONS

Students broaden the depth of their understanding of the arts discipline, which includes investigation of inspirational artists, exploration of various art media and materials and the use of visual source material to design artworks. The artworks created demonstrate understanding and manipulation of specific art elements and principles being investigated. Students record the design and making process in a Visual Diary. The learning opportunities provided allow exploration of aesthetic qualities and fosters personal expression, critical and creative thinking and communication skills.

## FOOD AND FIBRE

This study will give students a basic understanding and the practical skills to produce food and fibre based items with increasing independence. Students will spend half the semester working with foods based on the Australian Guidelines for Healthy Eating. Emphasis will be placed on using basic processes and safe and hygienic work practices. The other half of the term will be focusing on the safe use of equipment and machines to produce textile products. The students investigate aspects of the design process and complete evaluations of the textile items for functionality and aesthetics. Throughout the food and fibre unit students are encouraged to work independently.

## PERFORMING ARTS

The Performing Arts class gives students an introduction to drama and music. Students work collaboratively and individually to develop characters and write scripts which involve their own fictional characters. They apply their drama knowledge to participate in improvisation and collaborative performance activities in front of an audience. They learn to read basic percussion notation and rehearse and perform as a percussion ensemble. Students also learn about music technology resources and record a short radio advertisement.

# ADDITIONAL AND SPECIAL PROGRAMS

The College offers access to a number of additional programs throughout the school year including:

- Athletics
- Band
- Camps and excursions
- Instrumental music
- Interschool sports
- Snow sports program
  - - Australian Secondary School Ski Team Championship (ASSSTC)
  - - Cross country skiing
  - - Downhill skiing
  - - Snowboarding
- Swimming

## STUDENT EXECUTIVE COMMITTEE

Mount Beauty Secondary College encourages active participation by the student body in leadership opportunities and the provision of a student voice on committees. The College appoints two College Captains each year from the Year 12 cohort. The pair represents the College at public functions as well as providing role modelling and mentoring for younger students.

All students are urged to nominate for the student executive which is the representative body for Years 7 - 12. The executive is led by the College Captains and each year level has at least two elected members to the executive. Any issue can be canvassed, and the executive is the change agent through which concerns can be raised with the school's administration and school council. The executive raises funds for activities such as the school social and for charities and organisations.

## PLAYS AND EXCURSIONS

During the year students attend whole school performances by visiting theatre groups, and to participate in excursions organised by their teachers. These are part of the College Program and all students are expected to attend.

## LIBRARY

All students are welcome to use the library at lunchtime when it is supervised and may be able to access the library after school, depending on supervision availability.

The library is also open during class times for class bookings or for students studying a course.

Students can borrow books and other resources from the library, do their homework, read the newspapers and magazines or play board games at lunchtime.

The library has a water dispenser (hot/cold) and microwave available for students to heat lunches.

## CAMP PROGRAM

The school's camp program enables students to explore, extend and enhance their learning and social skills development as it provides opportunities and experiences that are not always possible within the confines of the school.

The aim of our camp program is to provide opportunities to

- Enhance physical, social and emotional growth
- Extend learning beyond the classroom
- Development of relationships between teachers and students, and students and their peers.
- Experience group living, and the socialisation and adjustments involved therein
- Develop confidence, independence, responsibility and sense of community
- Promote self-esteem, resilience, resourcefulness and leadership
- Expose students to different and unfamiliar cultural and environmental settings

### **Year 7 Camp**

This camp recognises the importance of transition to secondary school and is scheduled at the beginning of Term 1. Students undertake a range of activities at a residential outdoor camp designed to promote problem solving, teamwork, cooperation and tolerance; while providing the opportunity for students to develop positive relationships with staff and peers whilst working together and socialising. The school values of Respect, Kindness and Confidence are also practised and developed by the students at camp.

# BRING YOUR OWN DEVICE (BYOD)

At Mount Beauty Secondary College, all students are now encouraged to bring a student owned laptop to school to assist with their learning.

Student-owned laptops must meet the minimum system requirements and used in accordance with the Mount Beauty Secondary College Acceptable Use Agreement. The device will need to be networked to our system and will need to have suitable software for use in class. Our school would prefer you to use a laptop rather than a tablet, due to the ease and compatibility of submitting documents between devices.

Please note: Students without their own device may be able to use a school owned device.

	Windows	Apples
Operating System	Windows 11, 23H2 or higher*	MacOS 13 (Ventura)* or higher
Wireless	802.11	802.11
RAM	8GB or larger	8GB or larger
Hard Drive	256GB or larger	256GB or larger
Battery Life	Minimum 7hours of advertised battery life	Minimum 7hours of advertised battery life

\*Avoid second-hand computers that cannot be updated to these versions.

At Mount Beauty Secondary College students will use two accounts as follows:

## EDUPASS ACCOUNT

Used for:

- School WIFI
- Emails
- Microsoft Office
- OneDrive
- ClickView
- Adobe Creative Cloud

Username	Example: sdtho3
Email	Example: sdtho3@schools.vic.edu.au
Password	*****

### To reset EduPass account

Select 'reset forgotten password' at [edupassmyaccount.education.vic.gov.au](https://edupassmyaccount.education.vic.gov.au) or Email the office at [mount.beauty.sc@education.vic.gov.au](mailto:mount.beauty.sc@education.vic.gov.au)

## COMPASS ACCOUNT

Used for:

- Compass
- School Computers
- School Printers

Username	Example: THO000
Password	*****

### To reset Compass Login

Email the office at [mount.beauty.sc@education.vic.gov.au](mailto:mount.beauty.sc@education.vic.gov.au)

## NEED HELP?

Book an ICT Tech Appointment @ [mbsc.vic.edu.au](https://mbsc.vic.edu.au) (CLICK ON BYOD TILE)



# SCHOOL BUS TRAVEL

School buses are under the control of the Principal. Students who live more than 4.8km from the Secondary College may be granted permission to travel free of charge, provided that their behaviour on the bus is satisfactory. Students living within 4.8km of the school may be granted special permission to travel on the bus if seating is available.

The routes are - (i) From Dederang - crosses river to Keegans Bridge, down back road, up Reids Lane, crosses river at Red Bank, along Kiewa Valley Highway.  
(ii) From Upper Kancoona, along Kiewa Valley Highway.  
(iii) From the top of Mountain Creek Road via Tawonga.

Year 6 students moving to the Secondary College from valley schools will be notified of their bus pick up point by the Principal of their Primary School.

## STUDENT BEHAVIOUR ON SCHOOL BUSES

Students whose behaviour is unsatisfactory will not be permitted to travel on the bus until a definite assurance is given that there will be an improvement. In cases of misbehaviour on the buses, vigorous action will be taken and a student may be suspended from the use of the bus service.

## GENERAL EXPECTATIONS OF BEHAVIOUR ON BUSES

- Students should not delay the bus by being late at pick-up points.
- No part of the student is to protrude from the bus and nothing is to be thrown from it.
- Students must stay in their assigned seats.
- No student is to board or exit the bus whilst it is in motion.
- Students, after disembarking from buses, must remain on the side of the road until the bus has resumed its journey so that they may obtain a clear view of on-coming traffic.

NOTE: Under duty of care, students who travel on school buses are not to leave the school grounds once they arrive at school.

# BIKES AND WHEELED RECREATIONAL VEHICLES (WRV'S)

Students riding bikes and wheeled recreational vehicles (WRV) to school are reminded to wear helmets at all times; they should also walk their bikes and WRV's in the school grounds. Bikes must be left in the bike racks at the front of the school. Bikes and WRV's are not to be ridden around the school during the day.

## Helmet Policy for Wheeled Recreational Vehicles (WRV's) and information for bike riders

This includes longboards, skateboards, scooters, rollerblades and roller skis.

**Mount Beauty Secondary College's policy requires all students to wear a helmet if they choose to travel to or from school on these vehicles.**

According to Victorian Road Rules, wheeled recreational vehicles must not be ridden on any road that has either a speed limit of more than 50kph, or a dividing line or median strip. This road rule does not legally stop our students using the roads in town to travel to school. **It does prevent them from using the Kiewa Valley Highway.**

We have an expectation that students will ride to and from school in a safe and responsible manner.

To ensure that all involved are aware of these requirements, **all student's using WRV's and a parent/guardian are required to sign a Parent Permission Form.**

1. Students are required to adhere to all road rules and ride in a safe and responsible manner.
2. Students must wear a helmet at all times they are riding wheeled recreational vehicles.
3. Students cannot share a ride with other students to/from school.
4. Students cannot lend their WRV to other students to use to/from school programs and functions.
5. Mount Beauty Secondary College takes no responsibility for damage to, or theft of WRV's.
6. Students are not permitted to use their WRV's during the school day.
7. If the school becomes aware that students are breaking road rules, the police will be notified.

# REPORTS

Progress reports are completed in Week 4 and 8 of each term with end of semester reports at the end of Semester 1 and 2.

Conferences (formerly parent teacher interviews) occur at the end of Term1 and Term 3.

# SCHOOL POLICIES

A full list of school policies can be found on our website: <https://mbsc.vic.edu.au/policies/>

Included in this handbook are the following policies:

- Bullying Prevention
- Homework Policy
- Mobile Phone Policy
- Student Dress Code Policy

## BULLYING PREVENTION

Reviewed by: School Council  
Date reviewed: September 2024  
Date of next review: September 2026  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_



If you need help to understand the information in this policy, please contact our office on 03 5754 4005.

### **Purpose:**

Mount Beauty Secondary College is committed to providing a safe and respectful learning environment where bullying will not be tolerated.

The purpose of this policy is to:

- explain the definition of bullying so that there is shared understanding amongst all members of the Mount Beauty Secondary College community
- make clear that no form of bullying at Mount Beauty Secondary College will be tolerated
- outline the strategies and programs in place at Mount Beauty Secondary College to build a positive school culture and prevent bullying behaviour
- ask that everyone in our school community be alert to signs and evidence of bullying behaviour, and accept responsibility to report bullying behaviour to school staff
- ensure that all reported incidents of bullying are appropriately investigated and addressed
- ensure that support is provided to students who may be affected by bullying behaviour (including targets, bystanders and students engaging in bullying behaviour)
- seek parental and peer group support in addressing and preventing bullying behaviour at Mount Beauty Secondary College.

When responding to bullying behaviour, Mount Beauty Secondary College aims to:

- be proportionate, consistent and responsive
- find a constructive solution for everyone
- stop the bullying from happening again
- restore the relationships between the students involved.

Mount Beauty Secondary College acknowledges that school staff owe a duty of care to students to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include harm that may be caused by bullying behaviour.

### **Scope:**

This policy addresses how Mount Beauty Secondary College aims to prevent, address and respond to student bullying behaviour. Mount Beauty Secondary College recognises that there are many other types of inappropriate student behaviours that do not meet the definition of bullying which are also unacceptable at our school. These other inappropriate behaviours will be managed in accordance with our Student Code of Conduct, Inclusion and Diversity Policy and Student Wellbeing and Engagement Policy.

This policy applies to all school activities, including camps and excursions. It also applies to bullying behaviour between students that occurs outside of school hours, where the behaviour impacts on student wellbeing and safety at school.

## **Policy:**

### **Definitions**

#### **Bullying**

In 2018 the Education Council of the Council of Australian Governments endorsed the following definition of bullying for use by all Australian schools:

*Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.*

*Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records)*

*Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.*

Bullying has three main features:

- It involves a misuse of power in a relationship
- It is ongoing and repeated, and
- It involves behaviours that can cause harm.

There are four main types of bullying behaviour:

- Physical – examples include hitting, pushing, shoving or intimidating or otherwise physically hurting another person, damaging or stealing their belongings. It includes threats of violence.
- Verbal/written – examples include name-calling or insulting someone about an attribute, quality or personal characteristic.
- Social (sometimes called relational or emotional bullying) – examples include deliberately excluding someone, spreading rumours, sharing information that will have a harmful effect on the other person and/or damaging a person's social reputation or social acceptance.
- Cyberbullying – any form of bullying behaviour that occurs online or via a mobile device. It can be verbal or written, and can include threats of violence as well as images, videos and/or audio.

Bullying can be a form of racism, sexism, homophobia, transphobia or other type of social prejudice when the behaviour is targeted at an individual or group because of a personal characteristic, such as race, religion, sex, sexual orientation, gender identity or disability.

For further information about bullying, refer to: [Bully Stoppers \(education.vic.gov.au\)](https://www.education.vic.gov.au/bully-stoppers) and the Department's [Bullying Prevention and Response](#) policy on the Policy and Advisory Library.

#### **Other distressing and inappropriate behaviours**

Many distressing and inappropriate behaviours may not constitute bullying even though they are unpleasant. Students who are involved in, or who witness, any distressing and inappropriate behaviours should report their concerns to school staff and our school will follow our Student Code of Conduct, Inclusion and Diversity Policy, Student Wellbeing and Engagement Policy and/or this Bullying Prevention Policy where the behaviour constitutes bullying.

*Mutual conflict* involves an argument or disagreement between people with no imbalance of power. In incidents of mutual conflict, generally, both parties are upset and usually both want a resolution to the issue. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

*Social rejection or dislike* is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

*Single-episode acts* of nastiness or physical aggression are not the same as bullying. However, single episodes of nastiness or physical aggression are not acceptable behaviours at our school and may have serious consequences for students engaging in this behaviour. Mount Beauty Secondary College will use its Student Wellbeing and Engagement Policy to guide a response to single episodes of nastiness or physical aggression.

*Harassment* is language or actions that are demeaning, offensive or intimidating to a person. It can take many forms, including sexual harassment and disability harassment.

*Discrimination* is behaviour that treats someone unfavourably because of a personal characteristic (for example, race, religious belief or activity, disability, sex or intersex status, gender identity or sexual orientation).

Discrimination, harassment, and any other inappropriate behaviour is not tolerated at our school and there may be serious consequences for students engaging in this behaviour. This includes any form of racism, religious or disability discrimination, sexism, homophobia, transphobia, or any other behaviour that targets an individual or group. Further information about discrimination and harassment, including definitions, is set out in our Inclusion and Diversity Policy.

## **BULLYING PREVENTION**

Mount Beauty Secondary College has a number of programs and strategies in place to build a positive and inclusive school culture. We strive to foster a school culture that prevents bullying behaviour by modelling and encouraging behaviour that demonstrates acceptance, kindness and respect.

Bullying prevention at Mount Beauty Secondary College is proactive and is supported by research that indicates that a whole school, multifaceted approach is the most effective way to prevent and address bullying. At our school:

- We identify and implement evidence-based programs and initiatives from the [Schools Mental Health Menu](#) that are relevant to preventing and addressing bullying and help us to build a positive and inclusive school climate.
- We strive to build strong partnerships between the school, families and the broader community that means all members work together to ensure the safety of students.
- We participate in the Respectful Relationships initiative, which aims to embed a culture of respect and equality across our school.
- We celebrate the diverse backgrounds of members of our school community and teach multicultural education, including Aboriginal History, to promote mutual respect and social cohesion.
- We participate in the Safe Schools program to help us foster a safe environment that is supportive and inclusive of LGBTIQ+ students.
- Teachers are encouraged to incorporate classroom management strategies that discourage bullying and promote positive behaviour.
- A range of year level incursions and programs are planned for each year to raise awareness about bullying and its impacts.
- In the classroom, our social and emotional learning curriculum teaches students what constitutes bullying and how to respond to bullying behaviour assertively. This promotes resilience, assertiveness, conflict resolution and problem solving.
- We promote upstander behaviour as a way of empowering our students to positively and safely take appropriate action when they see or hear of a peer being bullied.

- The Peer Support Program and the Peer Mediation program encourage positive relationships between students in different year levels. We seek to empower students to be confident communicators and to resolve conflict in a non-aggressive and constructive way.
- Students are encouraged to look out for each other and to talk to teachers and older peers about any bullying they have experienced or witnessed.
- We participate in the National Day of Action against Bullying and Violence.

For further information about our engagement and wellbeing initiatives, please see our Student Wellbeing and Engagement policy

## **INCIDENT RESPONSE**

### **Reporting concerns to Mount Beauty Secondary College**

Bullying is not tolerated at our school. We ensure bullying behaviour is identified and addressed with appropriate and proportionate consequences. All bullying complaints will be taken seriously and responded to sensitively.

Students who may be experiencing bullying behaviour, or students who have witnessed bullying behaviour, are encouraged to report their concerns to school staff as soon as possible.

Our ability to effectively reduce and eliminate bullying behaviour is greatly affected by students and/or parents and carers reporting concerning behaviour as soon as possible, so that the responses implemented by Mount Beauty Secondary College are timely and appropriate in the circumstances.

We encourage students to speak to their Student Engagement Leader. However, students are welcome to discuss their concerns with any trusted member of staff including teachers, educational support staff, chaplain, counsellors.

Parents or carers who develop concerns that their child is involved in, or has witnessed bullying behaviour at Mount Beauty Secondary College should contact the Assistant Principal by phone 03 5754 4005 or email. Contact details are found on Compass or by emailing the College Office [mount.beauty.sc@education.vic.gov.au](mailto:mount.beauty.sc@education.vic.gov.au).

### **Investigations**

When notified of alleged bullying behaviour, school staff are required to:

1. record the details of the allegations in Compass; and
2. inform the Student Engagement Leader.

The Student Engagement Leader is responsible for investigating allegations of bullying in a timely and sensitive manner. To appropriately investigate an allegation of bullying, the Student Engagement Leader may:

- speak to the those involved in the allegations, including the target/s, the students allegedly engaging in bullying behaviour/s and any witnesses to the incidents
- speak to the parent/carer(s) of the students involved
- speak to the teachers of the students involved
- take detailed notes of all discussions for future reference
- obtain written statements from all or any of the above.

All communications with the Student Engagement Leader in the course of investigating an allegation of bullying will be managed sensitively. Investigations will be completed as quickly as possible to allow for the behaviours to be addressed in a timely manner.

The objective of completing a thorough investigation into the circumstances of alleged bullying behaviour is to determine the nature of the conduct and the students involved. A thorough understanding of the alleged bullying will inform staff about how to most effectively implement an appropriate response to that behaviour.



Serious bullying, including serious cyberbullying, is a criminal offence and may be referred to Victoria Police. For more information, see: [Brodie's Law](#).

## **Responses to bullying behaviours**

When the Student Engagement Leader has sufficient information to understand the circumstances of the alleged bullying and the students involved, a number of strategies may be implemented to address the behaviour and support affected students in consultation with Assistant Principal.

There are a number of factors that will be considered when determining the most appropriate response to the behaviour. When making a decision about how to respond to bullying behaviour, Mount Beauty Secondary College will consider:

- the age and maturity of the students involved
- the severity and frequency of the bullying, and the impact it has had on the target student
- whether the student/s engaging in bullying behaviour have displayed similar behaviour before
- whether the bullying took place in a group or one-to-one context
- whether the students engaging in bullying behaviour demonstrates insight or remorse for their behaviour
- the alleged motive of the behaviour, including any element of provocation.

The Student Engagement Leader may implement all, or some of the following responses to bullying behaviours:

- Offer counselling support to the target student or students, through the Student Safety and Wellbeing Coordinator for referral to a provider in the Student Wellbeing Team.
- Offer counselling support to the students engaging in bullying behaviour, through the Student Safety and Wellbeing Coordinator for referral to a provider in the Student Wellbeing Team.
- Offer counselling support to affected students, including witnesses and/or friends of the target student, through the Student Safety and Wellbeing Coordinator for referral to a provider in the Student Wellbeing Team.
- Facilitate a restorative practice meeting with all or some of the students involved. The objective of restorative practice is to repair relationships that have been damaged by bringing about a sense of remorse and restorative action on the part of the person who has bullied someone and forgiveness by the person who has been bullied.
- Facilitate a mediation between some or all of the students involved to help to encourage students to take responsibility for their behaviour and explore underlying reasons for conflict or grievance. Mediation is only suitable if all students are involved voluntarily and demonstrate a willingness to engage in the mediation process.
- Facilitate a process using the Support Group Method, involving the target student(s), the students engaging in bullying behaviour and a group of students who are likely to be supportive of the target(s).
- Implement a Method of Shared Concern process with all students involved in the bullying.
- Facilitate a Student Support Group meeting and/or Behaviour Support Plan for affected students.
- Prepare a Safety Plan or Individual Management Plan restricting contact between target and students engaging in bullying behaviour.
- Provide discussion and/or mentoring for different social and emotional learning competencies of the students involved, including connecting affected students with an older Student Mentor, resilience programs, etc.
- Monitor the behaviour of the students involved for an appropriate time and take follow up action if necessary.
- Implement cohort, year group, or whole school targeted strategies to reinforce positive behaviours, for example 'Do something nice for someone', nominate someone for a recognition award.
- Implement proportionate disciplinary consequences for the students engaging in bullying behaviour, which may include removal of privileges, detention, suspension and/or expulsion consistent with our Student Wellbeing and Engagement policy, the Ministerial Order on Suspensions and Expulsions and any other relevant Department policy.

Mount Beauty Secondary College understands the importance of monitoring and following up on the progress of students who have been involved in or affected by bullying behaviour. Where appropriate, school staff will also endeavour to provide parents and carers with updates on the management of bullying incidents.

The Assistant Principal is responsible for maintaining up to date records of the investigation of and responses to bullying behaviour.

#### **Further Information and Resources:**

This policy should be read in conjunction with the following school policies:

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Parent Complaints policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- ICT Use Agreement
- Student Code of Conduct

The following websites and resources provide useful information on prevention and responding to bullying, as well as supporting students who have been the target of bullying behaviours:

- [Bully Stoppers](#)
- [Report racism or religious discrimination in schools](#)
- [Kids Helpline](#)
- [ReachOut Australia](#)
- [Lifeline](#)
- [Bullying. No way!](#)
- [Student Wellbeing Hub](#)
- [Office of the eSafety Commissioner](#)
- [Australian Student Wellbeing Framework](#)

#### **EVALUATION**

This policy will be reviewed every 2 years, or earlier as required following an incident or analysis of new research or school data relating to bullying, to ensure that the policy remains up to date, practical and effective.

Data will be collected through any of the following:

- discussion and consultation with students and parent/carers
- regular student bullying surveys
- regular staff surveys
- [Bully Stoppers Data Collection](#) tool
- assessment of other school-based data, including the number of reported incidents of bullying in each year group and the effectiveness of the responses implemented
- Attitudes to School Survey
- [Parent Opinion Survey](#)

Proposed amendments to this policy will be discussed with School Council and the Student Engagement and Wellbeing Team.

#### **Review Cycle:**

This policy was last updated on 17<sup>th</sup> September 2024 and is scheduled for review in September 2026.

Consultation:	Date:
School Council	30/10/2024

## Homework Policy

Reviewed by: Learning Area Leaders team  
Date reviewed: March 2024  
Date of next review: December 2024  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Mount Beauty Secondary College.

### **Purpose:**

To outline to our school community the Department's and Mount Beauty Secondary College's policy requirements relating to homework.

### **Scope:**

This policy applies to students in all year levels and staff responsible for setting and monitoring homework at Mount Beauty Secondary College.

### **Rationale:**

Mount Beauty Secondary College expects students to further develop and consolidate their independent learning skills by completing homework and home study tasks. Homework has a positive effect on learning and is an important part of reinforcing the concepts that are introduced in class. It also plays a significant role in building work ethic, self-discipline and responsibility and time management, all important life skills.

Mount Beauty Secondary College has developed this Homework Policy in consultation with the School Council to support student learning and wellbeing by:

- providing opportunities for students to review, revise and reinforce newly acquired skills
- providing opportunities for students to apply new knowledge
- providing opportunities for students to prepare for future lessons
- fostering good lifelong learning and study habits
- supporting learning partnerships with parents/carers.

### **Definitions:**

**Homework** consists of tasks assigned to students by teachers that are meant to be carried out during non-school hours.

**Home study** consists of tasks encouraged or recommended to students by teachers that are meant to be carried out during non-school hours.

### **Policy:**

At Mount Beauty Secondary College all homework set by teachers will be:

- purposeful
- curriculum-aligned
- appropriate to students' skill level and age
- designed to help students develop as independent learners
- monitored by the teacher
- visible to parents/carers on Compass to provide opportunities to support their child's learning.

Homework and home study expectations at Mount Beauty Secondary College are:

Year 7-10 English

- at least 5 homework tasks per term, spread throughout the term

Year 7-10 Maths

- at least 5 homework tasks per term, spread throughout the term

Year 7-10 LOTE

- Weekly vocabulary words

Year 7 Science and Humanities

- at least 2 homework tasks per term

Year 7 Subjects (excluding Maths, English, LOTE, Science, Humanities, PE and Sport)

- at least 1 homework task per term

Year 8– 10 Electives

- At least 2 homework tasks per term

Senior School Subjects (VCE, VCE VM and VPC)

- At Senior School, homework and home study tasks are important tools in preparing for learning as well as consolidating and strengthening student understanding of the learning required in the subject.
- At Senior School, the setting of homework tasks is at the teacher's discretion.
- At Senior School, students can expect independent home study expectations to increase.

The types of homework that teachers at Mount Beauty Secondary College will include are:

- practising skills
- building prior knowledge for a subject or topic
- research or reading e.g. English texts prior to class discussion
- consolidating and revision of topics covered
- reflection tasks

### **Shared expectations and responsibilities at Mount Beauty Secondary College**

Homework is a shared responsibility between the school, teachers, students and their parents/carers. In order to get the most out of homework and home study tasks, it is important that everyone understands their obligations and responsibilities.

Responsibilities and expectations for **leaders** are to:

- advise teachers, students and parents/carers of homework expectations at the beginning of each semester and provide them with access to the homework policy in a variety of ways

Responsibilities and expectations for **teachers** are to:

- set homework that is curriculum-aligned and appropriate to the student's skill level and age
- ensure homework tasks are purposeful – this means they are deliberately designed and planned to support student learning
- monitor homework and provide timely and practical feedback at an individual, group or class level, where appropriate
- add homework tasks to Compass, including an electronic version of the task, where appropriate
- provide hard copies of the homework task to students, where appropriate

Responsibilities and expectations for **students** are to:

- be aware of the school's homework policy
- accept responsibility for the completion of homework tasks within set time frames
- implement feedback when given
- seek assistance when difficulties arise
- organise their time to manage homework and home study requirements
- be proactive in communication with teachers regarding set time frames and types of tasks
- refer to Compass for homework requirements and set time frames, where needed

Responsibilities and expectations for **parents/carers** are to:

- support homework and home study habits
- encourage child/ren to communicate with their teachers about any concerns they have about the homework
- follow up with teachers about any concerns they have about the homework if needed after student-teacher communication
- ensure there is a quiet study area for their child to complete homework.
- refer to Compass for homework requirements and set time frames, where needed

#### **Support for students and parents/carers:**

Mount Beauty Secondary College understands that students have different learning strengths, preferences and interests and may approach learning activities and homework differently. If students are experiencing difficulties with set homework, we encourage them to communicate with and seek assistance from their teacher. If parents/carers are concerned their child may not understand the homework tasks that have been set or is spending a long period of time completing their homework, we encourage parents/carers to speak to their child's teacher.

#### **Communication:**

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website and Compass
- Included in staff handbook/manual
- Reminders in our school newsletter
- Discussed biannually, at the start of each semester, at staff briefings/meetings
- Included in transition and enrolment packs and handbooks
- Discussed at parent information nights/sessions, specifically Year 7 transition night and Senior School Information session.
- Hard copy available from school administration upon request
- Discussed in classes and in home groups

#### **Related Policies and Resources:**

[Homework – Department Policy](#)

#### **Policy Review and Approval**

Policy last reviewed	Term 1 2024
Consultation	Learning Area Leaders Learning Area team members DET policy
Approved by	Principal
Next scheduled review date	December 2024 (every two years)

## Mobile Phone Policy

Reviewed by: Student Engagement &  
Wellbeing Team  
and School Council

Date reviewed: September 2024

Date of next review September 2027

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_



If you need help to understand the information in this policy, please contact our office on 03 5754 4005.

### **Purpose:**

To explain to our school community the Department's and Mount Beauty Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

### **Scope:**

This policy applies to:

1. All students at Mount Beauty Secondary College and,
2. Students' personal mobile phones and other personal mobile devices, brought onto school premises during school hours, including recess and lunchtime.

### **Definitions:**

**A mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

**A personal mobile device** is any device that may connect, or have similar functionality, to a mobile phone, such as a smart watch, iPods, tablets, etc.

### **Policy:**

Mount Beauty Secondary College understands that students may bring a personal mobile phone or other personal mobile devices to school, particularly if they are travelling independently to and from school.

At Mount Beauty Secondary College:

- Students who choose to bring mobile phones or other personal mobile devices to school must have them switched off and stored during school hours, in their bags, lockers or handed in to the Office for secure storage.
- From time to time, parents or carers may need to reach their child and they should do this by calling the school's office 03 5754 4005 and a message can then be given to the child.

### **Personal mobile phone use:**

In accordance with the Department's [Mobile Phones – Student Use Policy](#) issued by the Minister for Education, personal mobile phone or other personal mobile devices must not be used at Mount Beauty Secondary College during school hours, including lunchtime and recess, unless an exception has been granted by the Principal or their nominee.

The Minister for Education introduced this Mobile Phone Policy in order to reduce:

- Disruption of the learning of others
- The sending of inappropriate, harassing or threatening messages or phone calls



- Engagement in inappropriate social media use, including cyber bullying
- Videoing or taking images of people, including students, teachers and members of the school community without their permission
- Videoing or taking images of people in the school toilets, changing rooms, swimming pools and gyms
- Illegal use during exams and assessments

#### **Secure storage:**

Mobile phones or other personal mobile devices owned by students at Mount Beauty Secondary College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone or other personal mobile devices to school unless there is a compelling reason to do so. **Please note: Mount Beauty Secondary College does not have accident insurance for accidental property damage or theft.** Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the Department's and College's [Personal Property policy](#).

Where students bring a mobile phone or other personal mobile device to school, Mount Beauty Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Mount Beauty Secondary College students are required to store their phones turned off and in their bags or lockers. For secure storage, the mobile phone or other personal mobile device needs to be handed in to the Office to be locked in the lock box.

#### **Enforcement**

Students who use their personal mobile phones inappropriately at Mount Beauty Secondary College may be issued with consequences consistent with our school's existing Student Wellbeing and Engagement and Bullying Prevention policies.

At Mount Beauty Secondary College inappropriate use of mobile phones is any use during school hours, unless an exception has been granted, and particularly use of a mobile phone:

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments

#### **Exceptions:**

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  - Health and wellbeing-related exceptions; and
  - Exceptions related to managing risk when students are offsite.
- can be granted by the Principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones — Student Use Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones — Student Use Policy](#) are:

1. Learning-related exceptions
2. Health and wellbeing-related exceptions
3. Exceptions related to managing risk when students are offsite

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

**Enforcement:**

A combination of negotiation and disciplinary measures will accompany any incident. Students who use their personal mobile phones or other personal mobile devices inappropriately at Mount Beauty Secondary College will be issued with the following consequences:

**First Offence:** Device handed to office, noted in Compass and student to collect at the end of the school day

**Second Offence:** Device handed to office, noted in Compass, phone call home, student to collect at end of the school day.

**Third Offence:** Device handed to office, noted in Compass, phone call home, student to collect at end of the school day. Student then required to hand device to Assistant Principal or nominee each school day for 1 week.

**Continuous Offence:** In- School suspension and negotiation with a parent/carer for the most positive outcome for the student.

**Camps, excursions and extracurricular activities**

Parents/carers and students will be provided with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones. Certain camps, excursions and extracurricular activities may allow students to use and keep a mobile phone on their person, however others will require any mobile phone or other personal mobile device to be handed in at the start or end of the activity. Mobile phones or other personal mobile devices handed in will be stored securely in a lock box, kept by the teacher in charge. Students needing to make a call can do so through the teacher in charge of the camp, excursion or extracurricular activity.

**Exclusions:**

This policy does not apply to

- Travelling to and from school
- Wearable devices eg. Smart watches
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET at a workplace, other than a school

**Communication:**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

**Related Policies and Resources:**

[Mobile Phones – Student Use Policy](#)

**Review Cycle:**

This policy was last updated 20<sup>th</sup> September 2024 and is scheduled for review in September 2027.

<b>Consultation:</b>	<b>Date:</b>
School Council	30/10/2024

## Student Dress Code Policy

Reviewed by: Student Engagement &  
Wellbeing Team  
and School Council

Date reviewed: August 2023

Date of next review August 2026

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_



**Help for non-English speakers** If you need help to understand the information in this policy please contact the Office, 03 5754 4005.

### Purpose:

The purpose of the Student Dress Code is to outline Mount Beauty Secondary College's requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes.

This dress code has been developed by Mount Beauty Secondary College's School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Student Dress Code aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Mount Beauty Secondary College's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school and its students within the wider community.

The School Council has developed a dress code that we believe provides a range of choices for students and is cost effective for families.

### Scope:

Students from Year 7 to 11 are expected to comply with this Student Dress Code while travelling to and from school, during school hours and when attending school activities. Year 12 students wear casual clothes that are deemed appropriate by the standards in this policy.

### Policy:

#### Uniform and Appearance

The full list of Mount Beauty Secondary College's compulsory school uniform items is available at Appendix A to this policy.

The guidelines for Year 12 casual clothes and casual dress days are available at Appendix B to this policy.

#### General appearance

While at school, travelling to or from school or participating in school activities, Mount Beauty Secondary College students must comply with the following:

- Uniforms must be clean and in good repair
- Uniforms must be clearly marked with the owner's name
- Additional layers of clothing may be worn underneath the uniform for added warmth, provided these undergarments match the school uniform colours of navy blue or white.

School accepts no responsibility for harm caused by wearing jewellery to school.

Any external body decorating/decorations must be suitable for the school environment and students must be able to participate fully in all school experiences and opportunities.

- Jewellery/fake nails/nail polish must be removed for specific classes due to safety issues/health risks
- Nothing should dangle below the jawline for safety
- Cosmetics should be minimal and in natural colours.

Shoulder length or longer hair should be tied back to help restrict the spread of nits and lice and for student safety.

School uniform hats, or other school appropriate broad brimmed hats, must be worn outside during Terms 1 and 4 and on any other day prescribed by the school. School uniform hats, or other appropriate broad brimmed hats, may also be worn outside of this time period, by parent or student choice.

As we are a secondary school, we expect students to take responsibility for being sun smart by wearing a school or other appropriate broad brimmed hat during outdoor activities and staying in the shade wherever possible. Sunscreen should also be applied when heading outside.

Hats are not to be worn inside. No hats or other head coverings are to be worn inside, unless they are traditional religious/cultural head coverings. Caps are not permitted at any time.

Sunglasses are not to be worn inside. Students are permitted to wear sunglasses during outdoor activities. Sunglasses should be close fitting, wrap around, that meet the Australian Standards 1067 and cover as much of the eye area as possible.

Uniform items can be purchased from Mount Beauty Hardware and Drapery, Mount Beauty. Mount Beauty Secondary College also has a range of second hand uniform items. Please contact the Office.

Please contact the Principal or Student Safety and Wellbeing Coordinator to discuss support that we may be able to provide to families experiencing difficulty meeting uniform costs, including information about eligibility for uniform support through State Schools' Relief. Further information about State Schools' Relief is also available on their website: <https://www.ssr.net.au/> <https://www.ssr.net.au/w> <https://www.ssr.net.au/> <https://www.ssr.net.au/s> <https://www.ssr.net.au/sr> <https://www.ssr.net.au/n> <https://www.ssr.net.au/et.au/>

Mount Beauty Secondary College will ensure that this Student Dress Code is communicated to all families and students through our website and in year level handbooks. We will assist students who may be experiencing difficulties complying with this policy where possible.

Students wearing non-compliant uniform items may be asked to change into a compliant item of clothing provided by the school.

If a student is out of school uniform or otherwise breaches the Student Dress Code on a recurring basis, contact with home and a Student Support Group meeting will be required to determine the best outcome for the student, family and school.

If non-compliance with the dress code becomes a continued occurrence, the school will continue to work with the student and family to support compliance, however privileges, such as extra-curricular activities may be withdrawn.

Measures taken by Mount Beauty Secondary College to address concerns about student non-compliance with the Student Dress Code will also be addressed in accordance with our Student Wellbeing and Engagement Policy.

## **ENFORCEMENT**

A combination of negotiation and disciplinary measures will accompany non-compliance. The number of offences accrued will reset to zero at the start of a term. Students not complying with this policy at Mount Beauty Secondary College will be issued with the following consequences:

### **First Offence:**

- In Home Group, or when the student arrives at school, the Home Group or classroom teacher will ask for the non-uniform item to be removed. It will be named with a sticker and the staff member hands it in to the office.
- The staff member monitoring removal will note the instance in Compass (Minor Behaviour – Uniform).
- Student to collect at the end of the school day.

### **Second Offence:**

- In Home Group, or when the student arrives at school, the Home Group or classroom teacher will ask for the non-uniform item to be removed. It will be named with a sticker and the staff member hands it in to the office.
- The staff member monitoring removal will note the instance in Compass (Minor Behaviour – Uniform).
- Student to collect at the end of the school day.
- Year Level Coordinator to email home that day through Compass (Minor Behaviour – Uniform, Communications tab).

### **Third Offence:**

- In Home Group, or when the student arrives at school, the Home Group or classroom teacher will ask for the non-uniform item to be removed. It will be named with a sticker and the staff member hands it in to the office.
- The staff member monitoring removal will note the instance in Compass (Minor Behaviour – Uniform).
- Student to collect at the end of the school day.
- Year Level Coordinator to contact home that day (preferably a phone call) to organise a Student Support Group meeting to investigate reasons and offer support to enable compliance.

### **Continuous Offence:**

- In- School suspension/detention.
- Further Student Support Group meetings with a parent/carer for the most positive outcome for the student.
- Significant non-compliance may result in external suspension (for consistently behaving in an unproductive manner that interferes with the wellbeing, safety or educational opportunities of any other student).
- Significant non-compliance will see privileges withdrawn, such as extra-curricular opportunities, until the non-compliance ends.

## **EXEMPTIONS TO STUDENT DRESS CODE**

We recognise that there may be situations where the application of this dress code may affect students unequally.

Students and their parents or carers may apply either in writing or in person to the Principal for an exemption to this Student Dress Code if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the dress code
- the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code.

When the Principal receives a request for an exemption, they will:

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carers
- encourage the student and/or their parents/carers to support their application with evidence.



The Principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers.

### CONCERNS ABOUT THIS STUDENT DRESS CODE

Mount Beauty Secondary College welcomes feedback from the school community in relation to this Student Dress Code. If you have a concern or complaint about the Student Dress Code, further information about raising a concern or complaint is available in our school's *Parent Complaint Policy*, available on the school website.

### COMMUNICATION

- Available publicly on our school's website
- Reminders in our school newsletter
- Included in transition and enrolment packs
- Hard copy available from school administration upon request

### Related Policies and Resources:

- Mount Beauty Secondary College Sunsmart Policy
- Mount Beauty Secondary College Parent Complaint Policy
- Mount Beauty Secondary College Student Wellbeing and Engagement Policy
- Department of Education and Training [Student Dress Code](#)
- Department of Education and Training [Student Enga HYPERLINK](#)  
["https://www2.education.vic.gov.au/pal/student-engagement/policy" g HYPERLINK](https://www2.education.vic.gov.au/pal/student-engagement/policy)  
["https://www2.education.vic.gov.au/pal/student-engagement/policy"ement policies and guidelines.](https://www2.education.vic.gov.au/pal/student-engagement/policy)

### Policy review and approval:

Policy last reviewed	This policy was last updated August 2023
Consultation	3 <sup>rd</sup> August 2023: School staff 8 <sup>th</sup> August 2023: Student Executive 9 <sup>th</sup> August 2023: School Council 23 <sup>rd</sup> August, 2023: School staff 30 <sup>th</sup> August 2023: School Council
Approved by	School Council
Next scheduled review date	August 2026





## APPENDIX A

### UNIFORM LIST

Mount Beauty Hardware and Drapery are the only stockist of the MBSC uniform and are a great local option when purchasing new uniform items. **\*Prices are approximate and are subject to change\* Updated January 2023.**

#### OUTER LAYERS

Polar Fleece Top	Plain navy polar fleece with school logo	\$42
Rain Jacket (optional)	Navy with fleece lining with school logo	\$60 all sizes
Crew Neck Jumper	Cotton Fleecy	\$40

#### Shirt

Polo Top, short sleeves	Navy blue, collared polo, button up shirt, short sleeves with school logo	\$19.95
T-Shirt/Long sleeved t-shirt	Any t-shirt visible under school shirt must be plain white or navy blue	

#### Pants/Slacks

Long Pants	Navy, plain, no cargo pockets (no jeans)	\$24.95-\$39.95
Shorts	Navy, plain, no cargo pockets	\$19.95-\$34.95

#### Dress/Skirt

Traditional School Dress	*Appropriate length for school wear	\$55-\$58
Woollen Tartan Skirt	Either full length or knee length	\$55-\$95
Summer Skirt (Dress Material)	*Appropriate length for school wear (pleated or straight)	\$48
Black or Navy Tights Navy leggings	Subject to availability	\$13.95 (tights)

#### Shoes

Plain black leather shoes/boots	\$39-\$59
Plain black, sneaker style (no white trim or visible logos)	
Plain black/dark brown sandals – with heel strap	

#### Physical Education and Sports Uniform

Sports Shirt	White with school logo	\$21.50
Sports Shorts (Mesh)	Navy	\$16.95
Sports Shorts (New)	Navy	\$30 Approx*

#### Socks

White, navy, or black. Any logos must be white/black only and not cover more than a quarter of the sock (ie. the majority of the sock should be the main sock colour).	\$3.50-\$14.95
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#### Belt (optional)

Plain white or navy. No studs
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#### Bucket Hat (optional)

ensuring sun safety in Terms 1 & 4.	Navy with school logo	\$3.50-\$14.95
	NB: Students can wear any school appropriate broad brimmed hat ensuring sun safety during Terms 1 & 4.	

## **APPENDIX B**

### **Year 12 Clothing Code and Casual Dress Days Guidelines:**

Clothing expectations of Year 12 students and for all other students on Casual Dress Days include:

- Students will attend school dressed neatly and cleanly
- Clothing with adult themed icons (alcohol, tobacco, other drugs, sex), offensive slogans or messages is not acceptable
- Student footwear must sufficiently protect the student's foot. Students are not permitted to wear thongs or shoes without a heel strap
- Open-toed sandals are, for safety reasons, not appropriate in some classes e.g. Technology and Science
- Shoulders must be covered; singlets, including basketball, sleeveless football jumpers, or narrow strapped tops are not acceptable
- Short shorts, dresses or skirts are not acceptable (must not be shorter than fingertip length when arms are stretched and on thighs)
- Leggings/ exercise tights must not be worn without a skirt or shorts. A long jumper or windcheater is not an acceptable substitute
- Exposed midriffs or underwear are not acceptable
- Plunging necklines or 'see through' materials are not acceptable
- All jewellery must be unobtrusive and meet the Student Dress Code Policy
- Students must conform to the College's rules relating to hats; broad brimmed in Terms 1 and 4. No hats are to be worn inside the buildings. Caps are not acceptable
- Students representing the College at interschool sporting events will be required to wear clothing and footwear appropriate to the event. This may include team uniform
- Students judged to be inappropriately dressed will be asked to go home and return in suitable attire. Where this cannot occur, the student will be appropriately attired from the College's uniform stocks.



**RESILIENCE  
RIGHTS &  
RESPECTFUL  
RELATIONSHIPS**



