

# JUNIOR SCHOOL HANDBOOK



INTEGRITY • COLLABORATION • ASPIRATION • EXCELLENCE



TRAFALGAR  
HIGH SCHOOL



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# WELCOME TO JUNIOR SCHOOL

Starting secondary school is a daunting time for both children and parents. At Trafalgar High School our staff are committed to transitioning families and ensuring that you and your children will be welcomed and supported as you negotiate a new learning environment, academic expectations, and changed social relationships.

First and foremost, Trafalgar High School is a place of opportunity where students are encouraged to exhibit positive attitudes to learning, high levels of independence, cooperation, tolerance of others, self-discipline and pride in achievement. At Trafalgar High School we support students to actively engage with their learning by setting challenging, achievable learning goals and self-monitoring their progress.

The journey to achieve personal excellence is one that develops and grows as a child begins to identify their unique strengths and we look forward to being with them every step of the way.

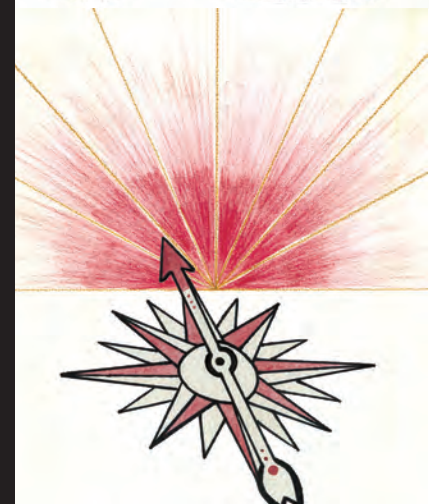
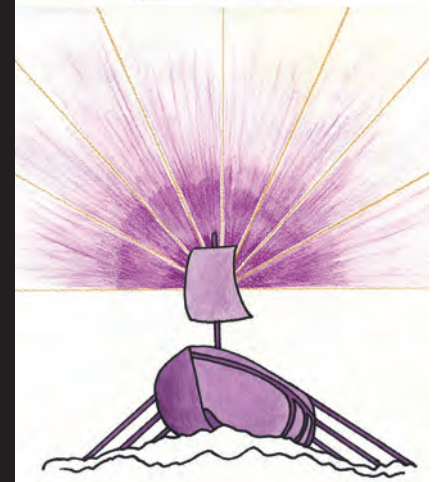
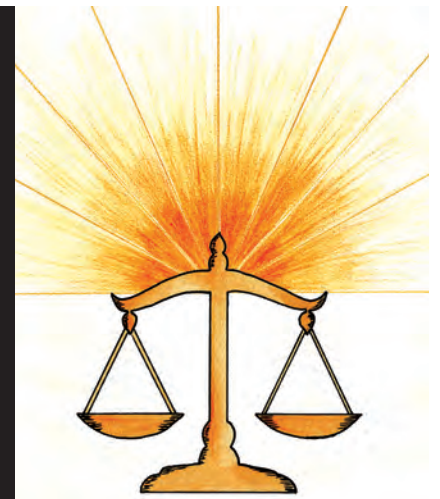


# VISIONS & VALUES

Our vision is to provide a caring, supportive and challenging learning environment where all students have the opportunity to achieve and develop as lifelong learners who actively participate in their community.

Our values provide the platform for all relationships and interactions within our community.

- **Integrity** – ensuring that all members of the school community act with responsibility, fairness, respect and trust in all their interactions with others in our community.
- **Collaboration** – ensuring that in our work we apply all our efforts in a way that is inclusive, tolerant, supportive and team focused.
- **Aspiration** – that as a school we continually strive to achieve our best, identify the value of continuous improvement, recognizing and rewarding success and achievement throughout our school.
- **Excellence** - as a school we will investigate, research and apply knowledge and processes that create a culture of best practice.





# ATTITUDES TO LEARNING

## **Effort**

Engage in the lesson by working to know more and demonstrate more.

Thoughtfully answer and ask relevant questions

Complete set work in a timely manner

## **Behaviour**

Listen and follow teacher instructions

Treat others with respect

Demonstrate school pride.

## **Homework & Preparation**

Be punctual to class

Have all necessary equipment for the lesson

Complete set homework tasks in a timely manner

# SCHOOL UNIFORM

## **Trafalgar High School's uniform requirements are:**

THS design polo shirt

THS design rugby jumper or polo fleece jumper

Plain black shorts.

Plain black pants.

THS design summer dress

THS design winter tartan skirt.

THS design rain jacket – black fleece lined or green/black spray jacket

Black (solid black in colour) lace up shoes, buckle style (T-bar) or runners

THS design Bucket hat or Beanie

Black skivvy/long sleeved t-shirts are acceptable under polo shirts

Black leggings are acceptable under dress or skirt

Plain black winter scarves

## **Approved Retail Suppliers:**

Trafalgar Sport2Street

Beleza Uniform Supplies.

## **PASE/Sport Uniform:**

THS design red and white sports tops

Black basketball shorts or black tracksuit pants

White or black runners, non-marking shoes for the sports stadium.

## **Makeup, Hair and Jewellery:**

Natural colour cosmetics only. Excessive make-up or jewellery is not permitted.

Students with pierced ears are permitted to wear studs or sleepers only. No other visible facial jewellery (such as eyebrow studs or rings, chin studs or lip studs. Small nose studs permitted if the stud is deemed acceptable).



# ATTENDANCE

At Trafalgar High School, we are committed to providing your child with an excellent education. This begins with all students coming to school each and every day. Regular school attendance is vital and missing school days can have a big impact on a child's future; missing one day a fortnight means your child will miss four full weeks by the end of the year. If this absence rate continues to Year 10 they will have missed more than a year of school.

## ***Absence Notification***

If a student is absent, even for a part of the day, we require parents to notify the school via Compass or a phone call to the general office on (03)56331733.

## ***Early Leavers***

Request for permission to leave early should be either a phone call to the general office on (03)56331733 or in writing. Students must sign out at the general office prior to leaving.

## ***First Aid/Illness***

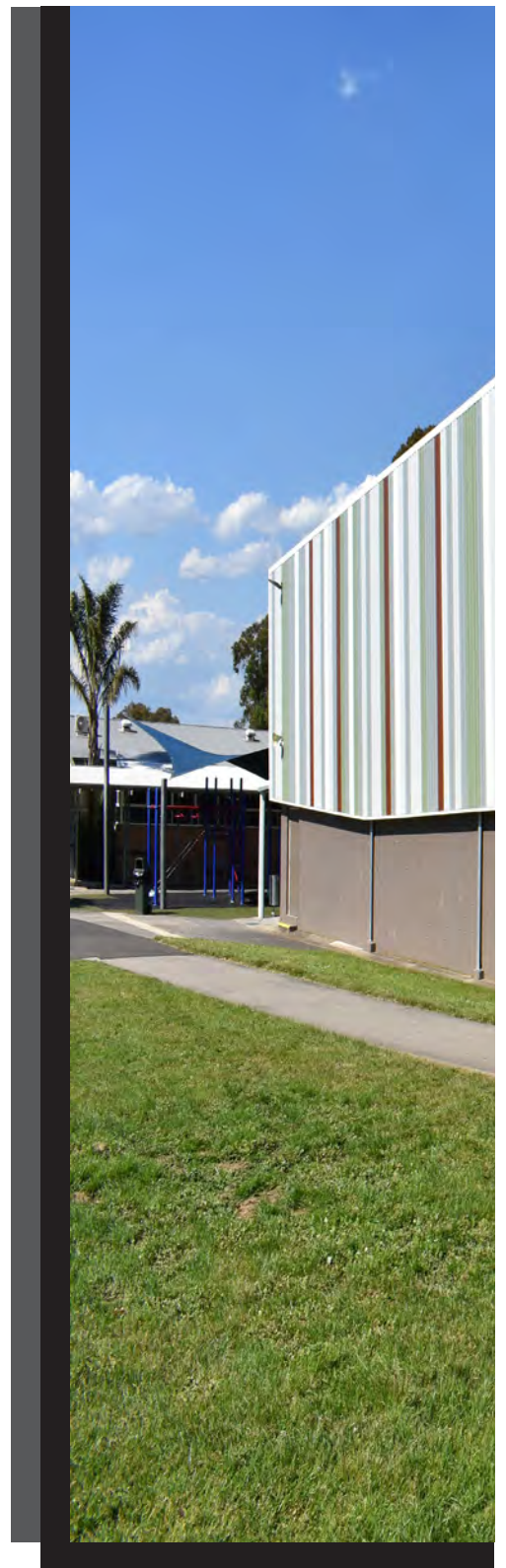
Students are to report to the First Aid Officer at the General Office. Parents will be contacted if the student needs to go home. Under no circumstances should the student leave without telling someone.

## ***Late Passes***

Students must either bring a note, or parents can ring the general office on (03)56331733 for the student to be signed in. Students will require a late pass from the office to be admitted into class.

## ***Leaving School***

Students are permitted to leave school if issued with an early leavers pass. Only those with notes are permitted to leave the school grounds during school hours. Students are not to ring their parents to seek permission to leave school. They must report to the general office if they need to arrange to leave school early.





# SCHOOL DAY

Form Assembly	8.55 am - 9.00 am	5 minutes
Period 1	9.00 am - 9.58 am	58 minutes
Period 2	10.02 am - 11.00 am	58 minutes
Recess	11.00 am - 11.20 am	20 minutes
Period 3	11.24 am - 12.22 pm	58 minutes
Lunch 1	12.22 pm - 12.52 pm	30 minutes
Period 4	12.56 pm - 1.54 pm	58 minutes
Lunch 2	1.54 pm - 2.24 pm	30 minutes
Period 5	2.28 pm - 3.26 pm	58 minutes



# YEAR 7 CURRICULUM

## **Whole Year Studies:**

English	4 periods per week
Mathematics	4 periods per week
Science	4 periods per week
Humanities	3 periods per week
Physical & Sport Education (PASE)	3 periods per week (Semester 1) 2 periods per week (Semester 2)
LOTE - Indonesian	2 periods per week (Semester 1) 3 periods per week (Semester 2)
Growth For Learning (G4L)	1 period per week

## **Semester Units:**

Drama	2 periods per week
Music	2 periods per week
Product Design & Technology	2 periods per week
Art	2 periods per week

In-depth information on the structure, scope and sequence of each subject can be found on VCAA's Victorian Curriculum website: <https://victoriancurriculum.vcaa.vic.edu.au/>



# THE SEAL PROGRAM

Trafalgar High School's Select Entry Accelerated Learning (SEAL) program differs from the mainstream program by providing: a faster paced curriculum which is non-repetitive with opportunities to work with more abstract, complex and in depth course material. SEAL learning environments emphasise working co-operatively with students of similar abilities and interests.

Trafalgar High School is the only school in Gippsland to be an active member of the Victorian Academy of SEAL Schools.

Information on the SEAL Program can be accessed by contacting the SEAL Coordinator, Amanda McQualter on (03) 56331733.





# BRING YOUR OWN DEVICE (BYOD)

Trafalgar High School recognises that the use of technology in our classrooms can enhance and transform the way learning happens.

## **Technology in the classroom:**

- Incorporates different learning styles
- Improves collaboration
- Increases engagement
- Promotes personalised instruction

Students use Compass and Microsoft Teams to access their learning tasks, daily lesson plans, download resources and submit their completed tasks.

## **BYOD Options**

We provide multiple options for parents & carers so their child can have access to a device:

1. Purchase a recommended device from our preferred supplier.
2. Purchase a device that meets our minimum requirements from an independent store.
3. Bring a suitable device from home if you already own one (must meet the minimum requirements listed below).

## **Edunet**

Trafalgar High School has approached Edunet to become our official supplier.

They are a reputable company that have been tested and approved by the Department Of Education and Training. We highly recommend that you purchase your device through the Edunet portal. The school technicians are unable to provide any software or hardware support to any devices that have not been purchased through our supplier.

More information on how to make a purchase through Edunet and the minimum requirements for a device can be found on the school website: <https://trafalgarhs.vic.edu.au/byod-information/>

## **Financial Hardship:**

We do recognize that, like uniforms, supplies and extracurricular activities, a laptop computer for student use represents a significant investment for families. Please contact the school IT Department for any further enquiries: [helpdesk@trafalgarhs.vic.edu.au](mailto:helpdesk@trafalgarhs.vic.edu.au)

# STUDENT WELLBEING

In addition to the specific one-to-one counseling, the Student Wellbeing Team offer extra curricula programs that work towards engaging and connecting students to their school environment. Extra curricula programs on offer include – extra transitional support; peer leadership support, life skills group, Seasons for Growth, friendship & support groups.

Youth mentoring is a supportive program that links small groups of students with volunteer members of the community. This provides a level of support to encourage positive participation and communication. The school works in partnership with the Traftalgar Youth Resource Centre to provide this program.

As part of our Student Wellbeing Team we have access to the Secondary School Nursing Program and our School Nurse works to reduce risk to young people and promote better health in the wider community. The Nurse functions as a sole practitioner in a school setting, providing appropriate high quality preventative health care to assist young people in making healthy life style choices through individual health counseling, health education, assessment, support, referral and health promotion activities. One of the goals of the program is in reducing negative health outcomes and risk taking behaviours among young people, including drug and alcohol misuse, tobacco smoking, eating disorders, obesity, depression, suicide and injuries.

Our School Chaplain works with the Student Wellbeing Team assisting with various activities and programs, offering care and acceptance to all people regardless of race, gender or cultural background. Providing a safe environment, students are able to share their feelings and be offered support in working through life's issues.

A GP Clinic is offered on site one day a week and appointments can be made with the Wellbeing Team.

Parents are encouraged to contact the Student Wellbeing Team to discuss any concerns; the team are available from 9am to 4pm on (03) 5633 1733. In house visits can also be arranged and members of the team will be available at Parent Teacher Interview nights.

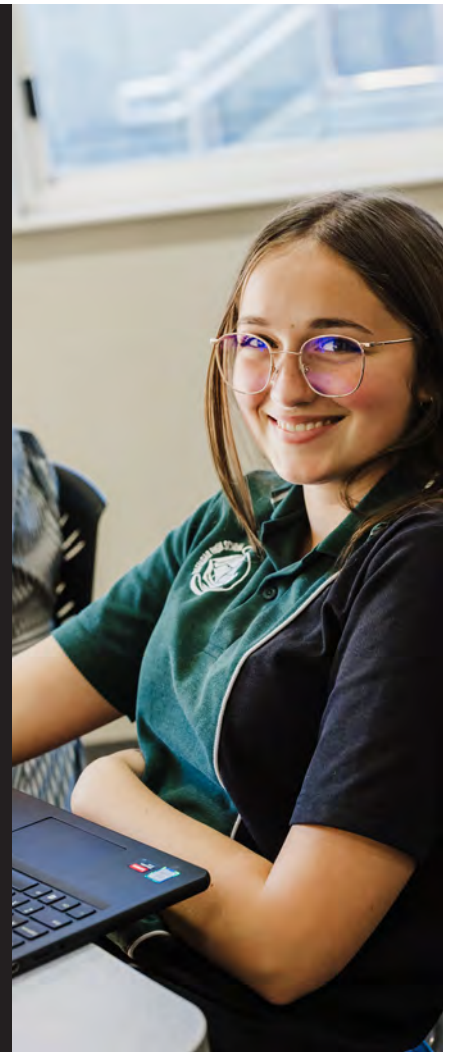


# GROWTH FOR LEARNING (G4L)

“Growth for Learning” (G4L) is a program designed to promote a culture of learning and acceptance at Trafalgar High School. At Year 7 the G4L program will be focused on Personal and Social Capabilities, which will include goal setting, emotional self-management and the ability to recognise the characteristics of respectful relationships in a range of contexts. Students learn about personal values and how they may differ. Students explore forms of conflict and reflect on the appropriateness of strategies to avoid or resolve conflict.

## **Topics covered include:**

- Emotional Literacy
- Personal Strengths
- Positive Coping
- Mindfulness
- Reflection of goals.





# HOMEWORK SUPPORT

Trafalgar High School offers Homework Support to all students two lunchtimes a week. The purpose of the program is to provide assistance to students to help them develop their study skills in a positive and supportive environment. Students who take this opportunity should expect homework support in the core academic areas. Students are expected to bring their laptops, school books, texts and school work to complete during this time.

Students will work on a range of projects including:

- Set Assignments
- Work that has not been finished in class
- Teacher assigned homework
- Revision
- Reading novels
- Practice of skills learnt in class.

Homework Support promotes cooperation, support and respect. This can help students feel more secure about joining in various discussion groups and starting a conversation. As a result, they may be more willing to try new things and take more risks. This, in turn, can lead to higher self-esteem and increased academic success.

While every assistance is offered to students in Homework Support, it is not a tutoring service.

# CAMP

The transition process from primary to secondary schooling is exciting, although for some it can be stressful. In order to help your child settle quickly into secondary school life, we start the year with an camp that we hope each student will participate in.

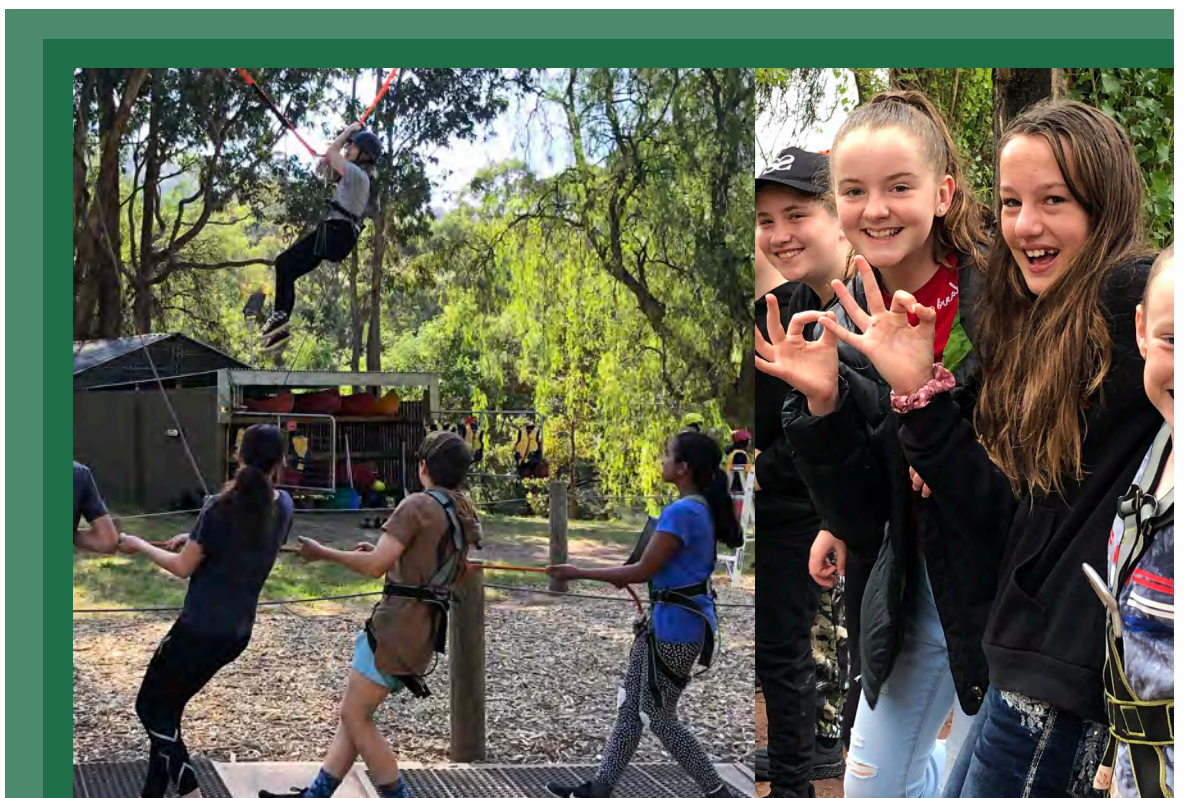
The aim of the Year 7 Camp is to provide students with a unique chance to adjust to a new environment and form friendships with their new cohort. It will also enable teachers to get to know their students in a more relaxed and less structured environment.

## ***Licola Camp***

Licola Wilderness Village is set beside the Macalister River, 254 kilometers east of Melbourne. Students will spend three days / two nights at the camp.

### ***Camp Activities:***

- Archery
- Raft Building
- Canoeing
- Climbing Tower
- Giant Swing
- Flying Fox
- High Ropes
- Leap Of Faith
- Obstacle Course
- Swimming Pool
- Trampolines
- Volley Ball
- Mini-Golf
- Low Ropes Course



# SPORT

Sport is an integral part of the school program, with many sporting opportunities available for students. PASE is a compulsory subject for Year 7 students. Trafalgar High School boasts three outdoor basketball courts, a mini soccer pitch and a large enclosed multipurpose gymnasium. Students in Years 7 must bring their sports uniform to school on days when PASE is scheduled.

During Term 1, Trafalgar High School hosts its annual Swimming Sports Day at the Trafalgar Pool and Athletics Sports Day at the Joe Carmody Athletics Track in Newborough.

Terms 1, 2 and 3 provide the opportunity for students to play in an inter school sport competition against other secondary schools in the area.

Sports on offer include:

- Cricket
- Softball
- Volleyball
- Tennis
- Football
- Netball
- Soccer
- Badminton
- Basketball
- Table Tennis







## INSTRUMENTAL MUSIC

At Trafalgar High School, our Music program has embedded the Musical Futures approach, with a particular focus on modern contemporary music making. Students have the opportunity to learn and play a variety of instruments, including but not limited to guitar, piano, bass, drums and vocals. A selection of stringed and woodwind instruments (e.g. violin, viola, cello, flute, clarinet) are also able to be learned in extra-curricular music lessons. Our school offers compulsory classroom music in Years 7.

Students have the opportunity to undertake private music tuition (pay-as-you-play lessons) with our suitably qualified music instructors. This is an extra-curricular activity and these lessons all run during school hours throughout the week. Students also have the opportunity to work in bands, duos or as solo artists when their interest and skills are at a suitable level and thus, they can begin to develop their own musicality and focus on developing their own individual tastes in music.

To learn more about our instrumental music program, please contact our school's music coordinator, Mr Ben Smith during school hours on (03) 56331733.

# STUDENT EXPERIENCE

## House System

You will be placed in one of four houses when you first start at Trafalgar High School. If you have an older sibling at the school, you will be in the same House. Our school houses are:

HAWKE

DRAKE

NELSON

JERVIS

## **House Activities:**

- Swimming
- Athletics
- Lunchtime Activities
- Sport Competitions

## **Leadership Opportunities:**

- Student Representative Council (SRC)
- Performing Arts Captains
- School Community Captains
- STEM Captains
- Visual Arts Captains
- Environment Captains
- Class Captains

Student Leadership is an area that we continue to develop. Ideas and suggestions from students will be considered.



# COMPASS

The Compass School Manager Parent Portal is an online application that will help parents access up-to-date and meaningful information about our school and your child's progress. It is essential that you access Compass on a regular basis to ensure that you have not missed out on important information.

Compass has many different features, including the ability to:

- Monitor your child's attendance, and enter approval for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's progress and semester reports
- Book parent-teacher conferences
- Pay school fees
- Provide parental permission for events/excursions. Please note that if consent is not received by the due date, students will not be able to attend the respective activity.

## **Accessing Compass**

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. Search for 'Compass School Manager' in the store.

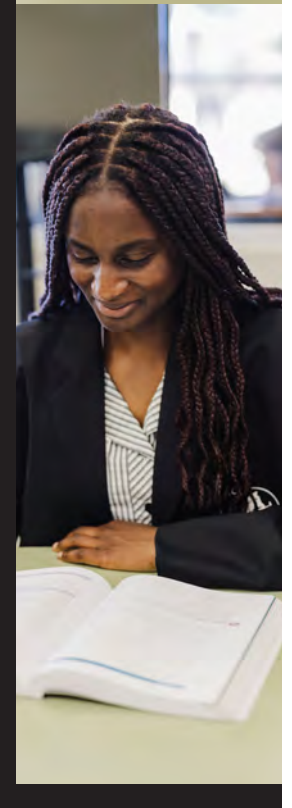
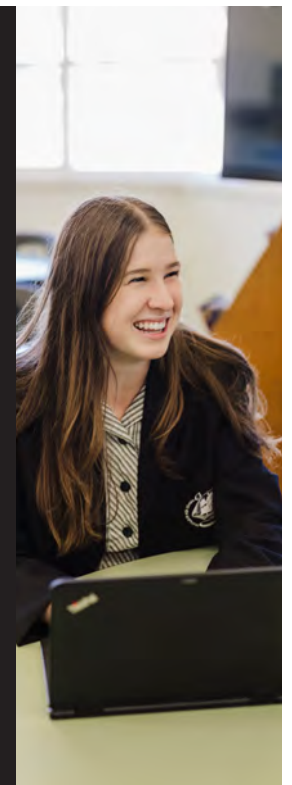
Every family receives a separate login to Compass which will be provided to you by the school.

To access the parent portal, go to <https://trafalgarhs-vic.compass.education/>

## **Logging In To Compass**

Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by the school for SMS, password recovery and email communication throughout the year.

If you have forgotten your password or are having any difficulties logging in, please contact our IT department: [helpdesk@trafalgarhs.vic.edu.au](mailto:helpdesk@trafalgarhs.vic.edu.au)





# SCHOOL CONTRIBUTIONS

Schools provide students with free instruction to fulfill the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, we appreciate the relationship we have with our parents/guardians. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to purchase music, art, design tech and physical education equipment and resources to give our students the utmost opportunities. These funds also enhance other areas such as our library, food technology and student wellbeing spaces. Our building and grounds are constantly maintained and modified to suit the requirements of our students. All of these programs run alongside our traditional classroom teaching and learning programs and are justified to provide your student with a balanced and exemplary educational experience. Further information on the Department's Parent Payments Policy can be found at: <https://www2.education.vic.gov.au/pal/parent-payment/policy>

## ***Financial Support For Families***

Trafalgar High School understands that some families may experience financial difficulty and offers a range of support options, including:

- CSEF (Camps, Sports and Excursions Fund) (If you have a Health Care card you can apply for this)
- Access to State Schools Relief Committee support for clothing / uniforms (via Welfare Office)
- Second-hand Uniform shop
- Fortnightly or monthly Payment Plans

Centrepay and CSEF options are available for families who receive Centrelink benefits. Application forms are available at the school office. For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact our Business Manager: Sharon Lowater on (03) 5633 1733.

# CONTACTS

## ***School Leadership***

Principal	Mr Brett Pedlow
Assistant Principal	Ms Lee Jinks (Junior School)
Assistant Principal	Ms Amanda McQualter (SEAL Coordinator)
Junior Sub-School Leader	Mr Jack Brown
Year 7 Coordinator	Mr Sean Richards

## ***Faculty Leaders***

Arts	Mr Ben Smith
Technologies	Mr Allen Gilmour
Languages	Ms Lean Foo
Humanities	Mr Michael Spence
English	Ms Sarah Sandford
Health & Physical Education	Ms Fiona McLaurin & Mr Alan Schack
Mathematics	Ms Belinda Devitt
Science	Mr. Antony Chandler

## ***Department Managers***

Student Wellbeing Manager	Mr Wombat Lyons
I.T. Manager	Mr Haydn Moore
School Bursa	Ms Sharon Lowater





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70-80 School Road  
Trafalgar VIC 3824  
03 5633 1733

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