

# SENIOR SCHOOL HANDBOOK



EFFORT • RESPECT • KINDNESS



TRAFALGAR  
HIGH SCHOOL



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# WELCOME TO SENIOR SCHOOL

The transition from Year 9 into Year 10 is a significant one, as your child begins to refine their program and makes choices that support them to undertake their pathway of interest in the future. The Senior School Team at Trafalgar High School are committed to supporting students and families to make informed decisions regarding subject and program choices, provide careers counselling and to assist students with their pathways choices right throughout senior school.

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. Engagement with learning is fundamental in the Senior School, where students begin to access VCE or Applied Learning options as part of their Year 10 program.

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



# VISIONS & VALUES

Our vision at Trafalgar High School 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.

- **Kindness** – fostering an environment where all members of the school community demonstrate compassion, empathy and generosity in all their interactions with others; promoting a culture of care and support within our community.
- **Effort** – creating an atmosphere where every member of the school community embraces perseverance and hard work in all their pursuit for continuous improvement.
- **Respect** – nurturing a culture within the school community where all members consistently demonstrate consideration, tolerance, and politeness in their interactions, while honoring and valuing individual differences and contributing to the creation of an optimal learning environment.





# 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

Trafalgar High School VCE attendance requirements in Year 11 and 12 state that students are required to attend their VCE classes 90% of the time.

All Year 10 students undertaking a VCE subjects need to be aware that absence for any School Assessed Coursework (SAC) MUST be explained by relevant documentation, e.g. a medical certificate or a Statutory Declaration. Students must attend SACs unless extenuating circumstance of illness prevent them to do so. Any absence from a SAC must be followed up with the coordinator and subject teacher, so a reschedule date and time to be agreed upon.

## ***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

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



# SENIOR PATHWAYS

## Where to Now?

Pathway options at Trafalgar High School

Senior Secondary Education	Further Study Options	Employment Options
VCE	Tertiary study options requiring an ATAR <i>(E.g. for university and TAFE)</i>	Apprenticeship or employment
VCE VM	Tertiary study options that don't require an ATAR <i>(E.g. for apprenticeships, traineeships, further education and training, alternate university entry and workforce entry)</i>	Apprenticeship or employment
VPC	VCE VM or Certificate II level VET <i>(E.g. entry-level Vocational Education and Training, or straight into a job)</i>	Community participation, apprenticeship or employment

\*VET (*Vocational Education & Training*) - This is industry specific based training and learning, undertaking a Certificate II or III. Typically one day per week, over two years.



# SENIOR PATHWAYS

## Year 10 Program for 2024

Consists of three alternatives, students undertake one of the following:

1. Straight Year 10 with a Senior School Preparation subject (*Modified Business Management*).

OR

2. Year 10 Program with one VCE Subject.

OR

3. Applied Learning Class (capped at approx. 23).





## YEAR 10 PROGRAM: *STRAIGHT YEAR 10 OR YEAR 10 WITH A VCE SUBJECT*

The Year 10 curriculum grid, with the time allocations attached to each subject, appears below.

### Compulsory Full Year Subjects

English	4 x 58-minute periods per week
Mathematics	4 x 58-minute periods per week
Humanities	4 x 58-minute periods per week
Science	4 x 58-minute periods per week
Year 10 Electives	4 x 58-minute periods per week
Growth For Learning (G4L)	1 x 58-minute period per week
Chosen VCE subject or Year 10 subject	4 x 58-minute periods per week

**VCE subject:** Students will be provided with a list of VCE subjects that they can choose from, to enhance their Year 10 study load and to prepare them for the rigour of VCE in Year 11 and 12. Please note, VCE subject options are limited for Year 10 students as they are designed to be an early-access experience. Students in Year 11 and 12 have a larger range of subjects to choose from. More information about individual VCE subjects can be found at: [Pages - VCE Study Designs \(vcaa.vic.edu.au\)](#)

**Mainstream Year 10:** Some students may not feel ready to undertake a full VCE subject in Year 10, hence why we offer a Senior School Preparation course. In this subject, students will be undertaking a modified and scaffolded Business Management class, which will expose them to the knowledge and skills that could be applied to the VCE or VCE Vocational Major Pathway. Students who demonstrate all outcomes and elements of this subject could be awarded one VCE credit (dependent on students meeting outcomes of the study design) – this would be considered on an individual basis and there would be no penalty or “non-satisfactory” result recorded with VCAA for those students who do not achieve the credit.

# YEAR 10 PROGRAM: APPLIED LEARNING

The Trafalgar High School Applied Learning class will be one class, by application only. This class is designed as a pathway into the VCE Vocational Major (hands-on/applied learning) for students who may be interested in TAFE, apprenticeships or traineeships post school.

Students in this class will complete:

English	4 x 58-minute periods per week
Mathematics	4 x 58-minute periods per week
Business Management	4 x 58-minute periods per week
Science	4 x 58-minute periods per week
PE/Health	3 x 58-minute periods per week
Growth For Learning (G4L)	1 x 58-minute period per week
A chosen VET course	One day per week

Applied Learning students will have access to a VET (TAFE) course. This will occur one day a week, at the site where the VET course runs (Morwell, Newborough, Warragul, Trafalgar etc.).

Applied Learning students must ensure they:

- Meet attendance requirements at school and VET
- Ensure they communicate VET issues to the school immediately
- Sign a VET agreement contract
- Must acknowledge that the VET course runs for the entire year. No changes to the course/trade can be made throughout the year

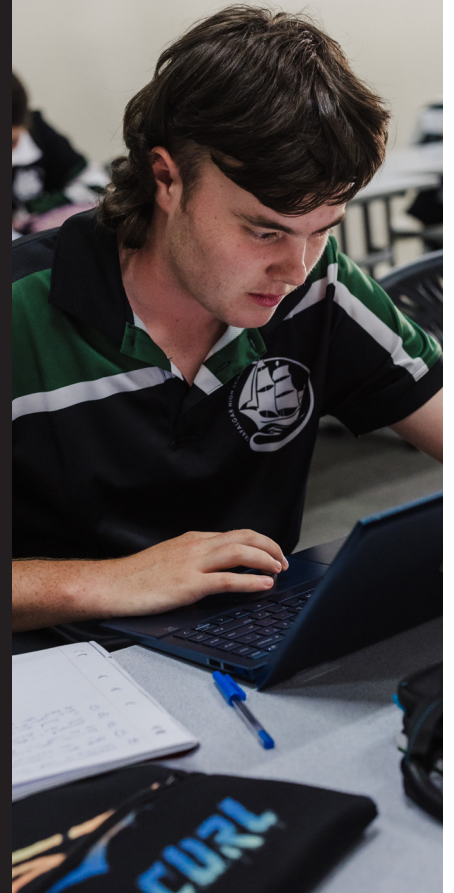
**Entrance into the Applied Learning class is by application only.** See Compass for more details regarding applying for the Applied Learning Class.



# TUTORING PROGRAM

Our school takes great pride in its VCE tutoring program, offering students an exceptional opportunity to excel in their final years of high school. The program is designed to provide comprehensive support to students preparing for the Victorian Certificate of Education (VCE), ensuring they have the knowledge, skills, and confidence to achieve their academic goals. With a team of experienced tutors, the program covers a wide range of subjects, including mathematics, English, sciences, and humanities.

The VCE tutoring program at our school goes beyond simply helping students understand the curriculum. Tutors work closely with each student, tailoring their approach to meet individual needs and learning styles. They provide personalized guidance, assisting students in setting goals, creating study plans, and refining exam techniques. Whether it's through small group sessions, one-on-one consultations, or online resources, the program fosters a supportive and engaging learning environment, encouraging students to challenge themselves and reach their full potential.





# 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)

Our Year 10 G4L program is designed to develop, encourage and enable student agency and responsibility. Teachers, as 'Learning Coaches', will encourage student agency and ownership of their learning.

Following the guidelines set by the Victorian Curriculum, our program covers a wide range of topics, including stress management, help seeking and goal setting. Through interactive discussions, role-playing activities, and case studies, students develop a deep understanding of the importance of mutual respect, empathy, and active consent in personal and social contexts. They also continue to develop their career action plan, identifying their preferred future pathway and exploring a range of scenarios that will provide optional pathways.







## WORK EXPERIENCE

At our school, we recognize the importance of hands-on experience and real-world application of knowledge, which is why we have developed an exceptional work placement program. This program offers Year 10 students a unique opportunity to gain practical skills, explore potential career paths, and establish valuable connections in various industries. Our work placement program partners with local businesses, organizations, and community services to provide students with meaningful and relevant work experiences.

Through the work placement program, students are able to immerse themselves in professional environments, applying their classroom learning to real-life situations. Whether it's interning at a law firm, assisting in a hospital, or shadowing professionals in the engineering field, our students gain invaluable insights and develop key skills that will benefit them in their future careers.

# 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.

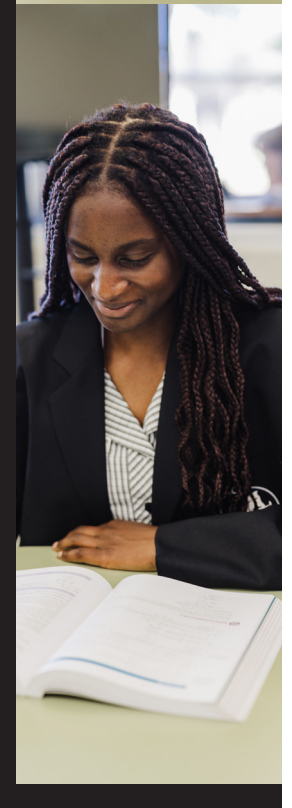
Every family receives a separate login to Compass which will be provided to you by the school.

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  
Assistant Principal  
Senior Sub-School Leader  
Year 10 Coordinator

Mr Brett Pedlow  
Ms Jimi Hopkins (Senior School)  
Mrs Louisa Draper  
Mr Richard Morrison

## ***Faculty Leaders***

Arts & Technologies  
Languages  
Humanities  
English  
Health & Physical Education  
Mathematics  
Science

Mr Ben Smith  
Ms Lean Foo  
Mr Michael Spence  
Ms Sarah Sandford  
Mr Alan Schack  
Mr Sonny Bingham  
Ms Teagan Manger

## ***Department Managers***

Student Wellbeing Manager  
I.T. Manager  
School Bursa

Mr Wombat Lyons  
Mr Joel Gunning  
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)