

TRANSITION INFORMATION EVENING 2024 YEAR 7 STUDENTS

TUESDAY, 14 NOVEMBER 2023

6pm

Welcome – Mr Nick Mammoliti, Junior School Principal

Performance by Norwood Secondary College String Ensemble

“Uskudar” - Traditional Turkish theme

Directed by Simon Howard

Mrs Jackie Harris, Acting College Principal

Speech from current Year 7 students:

Willow Smits and Arke Van Der Jagt

Mr Cameron Cox, Head of Year 7/Transition Coordinator

Mr John Cussen, Edunet

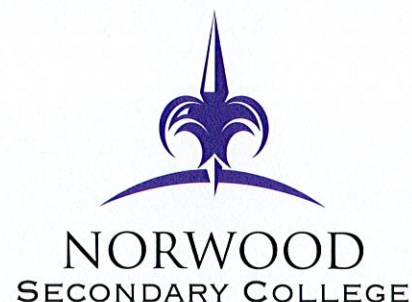
6:45pm

Formalities conclude – Opportunity to ask staff questions

7pm

Evening concludes

14 November 2023



Dear Parents/Carers

On behalf of the Norwood staff, welcome to you and your child.

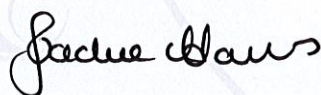
If this is the first child in your family to attend Norwood Secondary College, I trust you will find that we are a school that is very welcoming to both new students and to families. For those who have had other children at Norwood, it is my hope that you will find the College continues to provide a high level of focus on academic studies and helps develop well-rounded young adults able to contribute meaningfully to the wider community, on leaving school. Our focus, in the coming years, will be to assist your child to achieve to the best of their abilities and to be as involved as is possible in a wide range of the College's many co-curricular programs.

Included in this Information Pack are some very important details about the coming year. I would encourage you to take the time to read all the material included and to ensure that you respond to any requests for action.

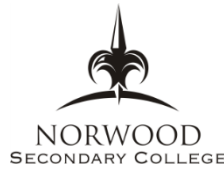
Norwood Secondary College uses the "Compass Education" program for many of our services and processes. Information relating to your access to this program (including username and password) will be posted to your home address this week. These details will allow you to access your child's reports and assessment results, check and enter attendance records, contact teachers, pay for excursions and more.

I look forward to the coming years as we develop a relationship between families and the school – with your child as our shared focus.

Warm regards



Jackie Harris
Acting Principal



NORWOOD SECONDARY COLLEGE GENERAL INFORMATION

GENERAL COLLEGE ORGANISATION

The College Principal, Mr Andrew Sloane, is accountable for the overall management and development of the College within statewide guidelines and government policies. His role is to lead and manage the planning, delivery, evaluation and improvement of the education of all students at Norwood. Our Principals in Junior and Senior School support him in this role.

The administration of the College is divided into two areas - Junior School (Years 7, 8 and 9), and Senior School (Years 10, 11 and 12). At each year level there is a Head of Year Level and a Year Level Coordinator. Parents are invited to contact the Year Level Coordinator about matters of study and behaviour.

The College also has a Student Wellbeing Team that are available for consultation with any member of the College community.

GENERAL REMINDERS

College Planners (diaries) contain essential information regarding daily organisation, these are available to all students at the beginning of 2024.

BOOKLISTS

The 2024 Year 7 Booklist is available via the Norwood SC Website www.norwood.vic.edu.au/junior-school/. Please log on to the Campion Education website at www.campion.com.au to place your child's order by Monday, 11 December 2023. The password required is "YXBW" and is on the front cover of your Booklist. Alternatively, you can visit Campion Education to purchase books or source them elsewhere.

Orders of books and stationery through Campion Education for 2024 will be delivered to your home address.

TERM 1 COMMENCES FOR YEAR 7 STUDENTS ON TUESDAY, 30 JANUARY 2024

Students are to arrive at the College at 8.30am and are to assemble outside the Performing Arts Centre (Under the Shade Sails). **Students will only need their lunch, laptop, NSC passport, satchels, combination lock and half of their textbooks (any textbooks) for their first day.** Please ensure your child has plenty of time to practise using their combination lock prior to commencing Year 7, these can be purchased from the General Office now, ready for their first day of Term 1. At the conclusion of the day students will be dismissed at 2.57pm.

YEAR 7 CAMP

The 2024 Year 7 camp will be held in February at ADANAC CYC in Yarra Junction. The camp program has been designed to provide further opportunities for students to develop friendships and leadership skills and to learn about the expectations of the College. Each student will be encouraged to participate as a member of a class team, supporting other members of their class during all activities at the camp. All students are expected to attend.

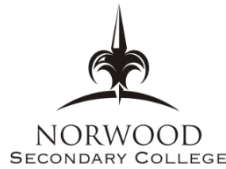
YEAR 7 CURRICULUM INFORMATION

Norwood Secondary College offers a broad, inclusive curriculum and strives to enable all students to reach their potential. The curriculum at Years 7-10 is written and executed in accordance with the Victorian Curriculum. Descriptions of each subject offered at Year 7 can be found in the Year 7 and 8 Curriculum Handbook on the Norwood website.

<https://www.norwood.vic.edu.au/junior-school/>

INSTRUMENTAL MUSIC

Norwood Secondary College offers students the opportunity to learn to play an instrument. Students will be provided the opportunity to explore the wide range of musical options during their first week of school in 2024. We encourage families to seek information via the College website if interested in learning an instrument.



IMPORTANT TRANSITION DATES FOR YEAR 7

DATES FOR TERM 4, 2023

Tuesday, 14 November 2023

Transition Information Evening

Tuesday, 12 December 2023

Statewide Orientation Day

Dobsons Uniform Shop open from 8.30am-11.30am

DATES FOR TERM 1, 2024

Monday, 15 to Wednesday, 17 January 2024

For Year 7 students that will use a laptop sourced elsewhere, they can drop their laptop in to the Library between 9am - 3pm on Monday, 15 to Wednesday, 17 January - then **collect on Friday, 19 January, 2024**. College IT staff will set these up the devices for students.

Wednesday, 17 to Friday, 19 January 2024

For families who ordered laptops through Edunet (recommended). Devices can be collected from the Library between 9am and 3pm on Wednesday, 17 to Friday, 19 January, 2024. College IT staff will set these up the devices for students. **For students unable to attend these dates their device will be set up during Week 1, 2024.**

Tuesday, 30 January 2024

First day of Term 1 for Year 7 students (School Day 8.30am-2.57pm)

- All Year 7 students to meet at the front of the Performing Arts Centre (Under the Shade Sails)
- **Students will only need their snack, lunch, NSC passport, laptop, satchels, combination lock and half their textbooks (any textbooks) for their first day.**

Tuesday, 13 February 2024

All students at the College will have class/whole year level and portrait photos taken. Information will be sent as a newsfeed on Compass during the first week of Term 1, 2024.

Year 7 Parent Information Evening: Compass School Manager, Study Skills and Student Wellbeing. On this night, all of our parents have the opportunity to learn how our *Compass Education* system works and hear how to assist your child with their transition and study skills.

Monday, 19 February to Friday, 23 February 2024

19-21 February 2024

Students in 7A, 7B, 7C, 7D attend Camp

21-23 February 2024

Students in 7E, 7F, 7G, 7H attend Camp

Wednesday, 13 to Friday, 15 March 2024

NAPLAN Testing Dates

Wednesday, 20 March 2024

Cyber Safety Education Sessions:

- Year 7 Student session held during Mentoring.
- Year 7 Parents are provided the opportunity to attend live webinars each term, run by the Cyber Safety Project, to upskill and educate parents about current technology trends to support healthy online use.

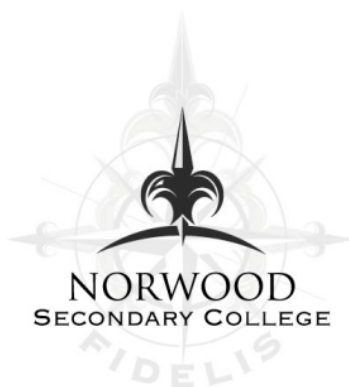
Wednesday, 27 March 2024

Pancake Breakfast – A Celebration of Year 7 students successfully completing Term 1.

Thursday, 28 March 2024

Last day of Term 1 - Students dismissed at 2.30pm.

Norwood Secondary College



**Year 07
2024**



**ALL ORDERS TO BE COMPLETED ONLINE
at
www.campion.com.au
using "YXBW" as your code**

**by
Monday 11th December 2023**

PREPACKAGED DELIVERY SERVICE

Every effort will be made to deliver your order by Thursday, 25 January 2024. Orders can still be placed after the due date by visiting our website or Retail Service Centre.

During late January to early February our Retail Service Centres encounter high volumes and you may experience some queues and delays during this time. For the latest and up-to-date information on our store trading hours and full terms & conditions, please visit our website at www.campion.com.au



| Description | Price | | Location |
|-------------|-------|--|----------|
|-------------|-------|--|----------|

Year 07

TEXTBOOKS & STATIONERY FOR ALL SUBJECTS

GENERAL STATIONERY

ALL OF THE FOLLOWING ITEMS ARE REQUIRED UNLESS ALREADY COVERED IN SUBJECT REQUIREMENTS:

| | | | | |
|---|---------|----|--------------------------|--------|
| 1 x Earphones Ear Bud With In Ear Drivers and Microphone..... | \$10.95 | 1 | <input type="checkbox"/> | P50547 |
| 1 x USB Pocket Flash Drive 32GB - NO RETURNS | \$8.50 | 2 | <input type="checkbox"/> | P52086 |
| 1 x Pocket Plastic A4 11 Hole Pkt 10 | \$0.95 | 3 | <input type="checkbox"/> | P56328 |
| 1 x Glue Stick 36gm | \$1.50 | 4 | <input type="checkbox"/> | P55652 |
| 1 x Highlighters Pkt 6 Micador | \$5.20 | 5 | <input type="checkbox"/> | P50135 |
| 1 x Pen Ballpoint Cap Type Black Medium | \$0.35 | 6 | <input type="checkbox"/> | P56094 |
| 1 x Pen Ballpoint Cap Type Blue Medium | \$0.35 | 7 | <input type="checkbox"/> | P56095 |
| 1 x Pen Ballpoint Cap Type Red Medium..... | \$0.35 | 8 | <input type="checkbox"/> | P56096 |
| 1 x Pencils-Coloured 12's Colourush | \$4.50 | 9 | <input type="checkbox"/> | P56252 |
| 1 x Sharpener Pencil Plastic Double Hole (HQ) | \$0.55 | 10 | <input type="checkbox"/> | P56244 |
| 1 x Eraser Plastic Duo-Plast Ink/Pencil 526-BT30 | \$1.30 | 11 | <input type="checkbox"/> | P55521 |
| 1 x Ruler 300mm Wooden (cm's only) | \$0.80 | 12 | <input type="checkbox"/> | P50049 |
| 1 x Scissors 210mm Large General Purpose..... | \$3.85 | 13 | <input type="checkbox"/> | P56446 |

ORGANISATIONAL EQUIPMENT

1 colour per subject:

| | | | | |
|---|--------|----|--------------------------|--------|
| 1 x Document Envelope A4 PP With Press Stud Green . | \$1.25 | 14 | <input type="checkbox"/> | P50883 |
| 1 x Document Envelope A4 PP With Press Stud Purple. | \$1.25 | 15 | <input type="checkbox"/> | P50619 |
| 1 x Document Envelope A4 PP With Press Stud Red.... | \$1.25 | 16 | <input type="checkbox"/> | P50694 |
| 1 x Document Envelope A4 PP With Press Stud Clear.. | \$1.25 | 17 | <input type="checkbox"/> | P50281 |

ART

No Text Required.

| | | | | |
|---|---------|----|--------------------------|--------|
| 1 x Apron Cotton Black (Centre & Pencil Pockets)..... | \$14.95 | 18 | <input type="checkbox"/> | P52044 |
| Retain For Following Year | | | | |
| 1 x Visual Art Diary A4 60 Sheet 110gsm | \$5.25 | 19 | <input type="checkbox"/> | P58197 |
| 1 x Pencil (2B) Goldfaber | \$0.65 | 20 | <input type="checkbox"/> | P52001 |
| 1 x Pencil (4B) Goldfaber | \$0.65 | 21 | <input type="checkbox"/> | P52013 |
| 1 x Pencils-Coloured 12's Colourush | \$4.50 | 22 | <input type="checkbox"/> | P56252 |
| 1 x Ruler 300mm x 40mm Plastic Clear | \$0.95 | 23 | <input type="checkbox"/> | P51591 |
| 1 x Sharpener Pencil Plastic Barrel Single Hole..... | \$0.75 | 24 | <input type="checkbox"/> | P51259 |
| 1 x Eraser Plastic Pencil Large With Sleeve | \$0.40 | 25 | <input type="checkbox"/> | P58510 |

DRAMA

No Text Or Stationery Required.

ENGLISH

| | | | | |
|---|---------|----|--------------------------|--------|
| 1 x Heinemann Australian File Dictionary with Thesaurus 3E [Hayes]..... | \$29.95 | 26 | <input type="checkbox"/> | P00135 |
| Retain for Years 8 & 9. | | | | |
| 1 x English Essentials AC Workbook 1 [Sadler] | \$32.50 | 27 | <input type="checkbox"/> | P11510 |
| 1 x A Long Walk to Water [Linda Sue Park] | \$16.95 | 28 | <input type="checkbox"/> | P01557 |
| 1 x Binder A4 2D Ring 25mm PE Black | \$4.25 | 29 | <input type="checkbox"/> | P55110 |
| 1 x Binder Book A4 128 Page 8mm Premium with Margin Spirax | \$2.15 | 30 | <input type="checkbox"/> | P55158 |
| 1 x Dividers Index A4 5 Tab (Board) | \$1.10 | 31 | <input type="checkbox"/> | P55709 |
| 1 x Loose Leaf Refills Reinforced A4 7mm Pkt 100 | \$3.10 | 32 | <input type="checkbox"/> | P56388 |
| 1 x Pocket Plastic A4 11 Hole Pkt 10 | \$0.95 | 33 | <input type="checkbox"/> | P56328 |



| Description | Price | | Location |
|-------------|-------|--|----------|
|-------------|-------|--|----------|

ENGLISH - ENRICHMENT PROGRAMME (EP)

Students enrolled in the Enrichment Programme only

| | | | | |
|--|---------|----|--------------------------|--------|
| 1 x Heinemann Australian File Dictionary with Thesaurus 3E [Hayes] | \$29.95 | 34 | <input type="checkbox"/> | P00135 |
| Retain for Years 8 & 9. | | | | |
| 1 x English Essentials AC Workbook 1 [Sadler] | \$32.50 | 35 | <input type="checkbox"/> | P11510 |
| 1 x Hitlers Daughter (Novel) [Jackie French]..... | \$17.99 | 36 | <input type="checkbox"/> | P01219 |
| 1 x Binder A4 2D Ring 25mm PE Black | \$4.25 | 37 | <input type="checkbox"/> | P55110 |
| 1 x Binder Book A4 128 Page 8mm Premium with Margin Spirax | \$2.15 | 38 | <input type="checkbox"/> | P55158 |
| 1 x Dividers Index A4 5 Tab (Board) | \$1.10 | 39 | <input type="checkbox"/> | P55709 |
| 1 x Loose Leaf Refills Reinforced A4 7mm Pkt 100 | \$3.10 | 40 | <input type="checkbox"/> | P56388 |
| 1 x Pocket Plastic A4 11 Hole Pkt 10 | \$0.95 | 41 | <input type="checkbox"/> | P56328 |

HEALTH EDUCATION

No Text Required.

| | | | | |
|---|--------|----|--------------------------|--------|
| 1 x Binder Book A4 64 Page 8mm Premium with Margin Spirax | \$1.25 | 42 | <input type="checkbox"/> | P52090 |
|---|--------|----|--------------------------|--------|

HUMANITIES (HISTORY, GEOGRAPHY, CIVICS AND CITIZENSHIP)

| | | | | |
|---|---------|----|--------------------------|--------|
| 1 x Oxford VIC Humanities 7 (Print&Digital) 2E [Mark Easton et al]..... | \$72.95 | 43 | <input type="checkbox"/> | P30049 |
| 1 x Binder A4 4D Ring 25mm PE Red..... | \$6.50 | 44 | <input type="checkbox"/> | P55137 |
| 1 x Loose Leaf Refills Reinforced A4 7mm Pkt 100 | \$3.10 | 45 | <input type="checkbox"/> | P56388 |
| 1 x Dividers Index A4 5 Tab (Board) | \$1.10 | 46 | <input type="checkbox"/> | P55709 |
| 2 x Pocket Plastic A4 11 Hole Pkt 10 | \$1.90 | 47 | <input type="checkbox"/> | P56328 |

LANGUAGES - FRENCH (INCLUDING EP)

No Text Required.

There will be an additional cost for an online subscription for **Education Perfect**. This will be offered early in 2024 as a Compass Event.

| | | | | |
|---|--------|----|--------------------------|--------|
| 1 x Binder A4 2D Ring 25mm PP Insert Yellow..... | \$4.25 | 48 | <input type="checkbox"/> | P51829 |
| 1 x Loose Leaf Refills Reinforced A4 7mm Pkt 50 | \$2.25 | 49 | <input type="checkbox"/> | P56387 |
| 1 x Pocket Plastic A4 11 Hole Pkt 10 | \$0.95 | 50 | <input type="checkbox"/> | P56328 |

MATERIALS TECHNOLOGY - FABRIC

No Text Required.

| | | | | |
|--------------------------------|--------|----|--------------------------|--------|
| 1 x Pencil (HB) Tradition..... | \$0.85 | 51 | <input type="checkbox"/> | P56172 |
|--------------------------------|--------|----|--------------------------|--------|

MATHEMATICS

There will be an additional cost for an online subscription to the homework program **sQuizzya**. This will be offered early in 2024 as a Compass Event.

| | | | | |
|---|---------|----|--------------------------|--------|
| 1 x Cambridge VIC Essential Maths 7 (Print & Digital) 2E [Greenwood et al]..... | \$72.95 | 52 | <input type="checkbox"/> | P05409 |
| 1 x Calculator Texas Scientific TI-30XB Multiview | \$30.95 | 53 | <input type="checkbox"/> | P55278 |
| Retain For Following Years | | | | |
| 1 x Mathomat V3 - Explorer Pack in wallet with 124pg book..... | \$27.95 | 54 | <input type="checkbox"/> | P52997 |
| Retain For Following Years | | | | |
| 2 x Binder Book A4 128 Page 8mm Premium with Margin Spirax | \$4.30 | 55 | <input type="checkbox"/> | P55158 |

TICK THE BOX FOR THE ITEMS REQUIRED

TICK THE BOX FOR THE ITEMS REQUIRED

| Description | Price | <input checked="" type="checkbox"/> | Location | Description | Price | <input checked="" type="checkbox"/> | Location |
|-------------|-------|-------------------------------------|----------|-------------|-------|-------------------------------------|----------|
|-------------|-------|-------------------------------------|----------|-------------|-------|-------------------------------------|----------|

MATHEMATICS - ENRICHMENT PROGRAMME (EP)

There will be an additional cost for an online subscription to the homework program **sQuizya**. This will be offered early in 2024 as a Compass Event.

| | | | | |
|--|---------|----|--------------------------|--------|
| 1 x Pearson Mathematics 7 SB/EB/LBS 2E [Coffey et al]..... | \$69.95 | 56 | <input type="checkbox"/> | P09495 |
| 1 x Calculator Texas Scientific TI-30XB Multiview | \$30.95 | 57 | <input type="checkbox"/> | P55278 |
| Retain For Following Years | | | | |
| 1 x Mathomat V3 - Explorer Pack in wallet with 124pg book..... | \$27.95 | 58 | <input type="checkbox"/> | P52997 |
| Retain For Following Years | | | | |
| 2 x Binder Book A4 128 Page 8mm Premium with Margin Spirax | \$4.30 | 59 | <input type="checkbox"/> | P55158 |

MENTORING

No Text Required.

| | | | | |
|--|--------|----|--------------------------|--------|
| 1 x Binder Book A4 128 Page 8mm Premium with Margin Spirax | \$2.15 | 60 | <input type="checkbox"/> | P55158 |
|--|--------|----|--------------------------|--------|

MUSIC

Satchel - purchase from Norwood Uniform Shop
Recommended
Retain For Following Year

| | | | | |
|---|---------|----|--------------------------|--------|
| 1 x Norwood SC Introducing Music Yr7/8 Workbook | \$24.15 | 61 | <input type="checkbox"/> | P17533 |
| Retain For Following Year | | | | |
| 1 x Music Book A4 48 Page Feint & Staved | \$2.45 | 62 | <input type="checkbox"/> | P55907 |
| 1 x Audio Adapter 3.5mm to 6.5mm | \$6.05 | 63 | <input type="checkbox"/> | P55050 |
| Retain For Following Year | | | | |

PHYSICAL EDUCATION

No Text or Stationery Required.

SCIENCE

No Text Required.

Please note that in lieu of a textbook, there will be an additional cost for an online subscription for **Stile**. This will be offered early in 2024 as a Compass Event.

| | | | | |
|---|--------|----|--------------------------|--------|
| 2 x Notebook A4 120 Page Q595/P595 Spiral | \$7.10 | 64 | <input type="checkbox"/> | P50114 |
| 1 x Pocket Plastic A4 11 Hole Pkt 10 | \$0.95 | 65 | <input type="checkbox"/> | P56328 |
| 1 x Safety Glasses Clear Wrap Around | \$5.85 | 66 | <input type="checkbox"/> | P56428 |
| Retain For Following Year | | | | |

STEM TECH

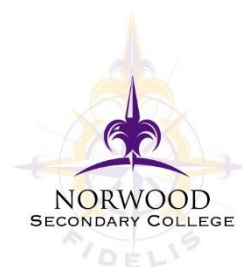
No Text Required.

| | | | | |
|---|--------|----|--------------------------|--------|
| 1 x Binder Book A4 64 Page 8mm Premium with Margin Spirax | \$1.25 | 67 | <input type="checkbox"/> | P52090 |
| 1 x Whiteboard Marker Artline Supreme Black..... | \$1.45 | 68 | <input type="checkbox"/> | P51665 |
| 1 x Whiteboard Marker Artline Supreme Blue | \$1.45 | 69 | <input type="checkbox"/> | P51666 |
| 1 x Whiteboard Marker Connector - Red | \$1.45 | 70 | <input type="checkbox"/> | P52143 |

Add Your Order

| | |
|-----------------------------------|--------|
| Value of Items Selected | |
| Plus Processing Charge - inc. GST | \$5.95 |
| Estimated Amount to Pay | |

ITEM COUNT: Write the number of items selected. _____



Dear Parent/Carer

The Norwood Secondary College (NSC) Year 7 Camp, which has been a very successful part of the College Transition Program, will again be held at ADANAC CYC, Yarra Junction. This camp is situated on a 5-hectare property, 65 kilometres east of Melbourne, in a rural setting with mountain views. There are pleasant outdoor areas for relaxation and quiet activities, the camp has a comfortable lounge and recreation room as well as a modern activities centre.

There are plenty of on-site activities including a flying fox, 100 metre water slide, trampolines, and a small lake used for canoeing, water tower and stand-up paddle boarding. The opportunity to receive instruction in canoe and stand-up paddle boarding safety with a qualified instructor will be given to students.

The aim of the carefully structured camp program is to provide consolidation and extension of the Transition Program which begins on Orientation Day. The importance of resilience, independence, self-awareness and the development of positive group dynamics is stressed through the use of cooperative group tasks.

The cost of the camp is \$260. Please arrange for payment of this amount either to the Norwood Secondary College General Office, or via Compass, by **Tuesday, 6 February 2024**. If you are eligible for CSEF, (Camps, Sports and Excursion Fund), the College will automatically allocate (\$225) towards the cost of ADANAC CYC Camp. Compass will be updated with a remaining balance amount of \$35. Please contact the General Office to notify us if you do not want this automatic allocation towards ADANAC CYC Camp to occur.

All completed medical forms are to be returned to the General Office by **Tuesday, 12 December 2023**. Any amendments/additions to the medical form can be made until camp leaves by contacting the General Office. **Please ensure all information is completed and you and your child have signed where appropriate.**

The Year 7 camp dates for 2024 are:

- 7A, 7B, 7C & 7D 19 - 21 February 2024
- 7E, 7F, 7G & 7H 21 - 23 February 2024

If there are any queries regarding this camp, please contact Miss Nicole Pratt, Head of Year 7 (2024) or Mr Cameron Cox, Head of Year 7 (2023) on 9871-0400.



CONFIDENTIAL MEDICAL REPORT FOR ADANAC CYC CAMP 2024

PLEASE COMPLETE AND RETURN BY TUESDAY, 12 DECEMBER 2023

This report is intended to assist the College staff in supporting and caring for students in the case of any medical emergency. All information is held in confidence and these forms will be destroyed after the camp or excursion.

Student's full name: Form: Date of Birth:

Parent/carer's full name:

Address: Postcode:

Mobile:

Name and address of family doctor:

..... Telephone:

Medicare No: Expiry date:

Private Health Insurance Fund: Contribution No.

Do you have Ambulance Cover: **YES/NO** Ambulance Cover No:

MEDICAL CONDITIONS

Please tick if your child suffers from any of the following: -

☐ Bed wetting ☐ Fits of any type ☐ Heart condition ☐ Asthma ☐ Diabetes

☐ Dizzy spells ☐ Sleep walking ☐ Blackouts ☐ Migraine ☐ Travel sickness

Please name any other medical or other condition which your child suffers from that the organisers of the camp need to know about.

.....
.....

Tetanus Immunisation: - Year of last tetanus immunisation (Tetanus immunisation is normally given at five years of age [as Triple Antigen or CDT] and at fifteen years of age [as ADT]).

Medication (Prescription and Non-prescription)

1. Do you expect your child to be taking medication at the time of the camp? **YES /NO**

If yes, please complete the **Medication Authority Form** and return with any labelled medication on the day of camp.

PLEASE NOTE: As per Department of Education guidelines, schools are no longer able to provide paracetamol to students. If you anticipate your child may need paracetamol at any point on this camp, you will need to provide the medication and complete the attached medication authority form.

2. All medication must be given to the teacher in charge. All containers must be labelled with your child's name, the dose to be taken as well as when and how it should be taken. The medications will be kept by the staff and distributed as required. Inform the teacher in charge if it is necessary or appropriate for your child to carry their medication (for example, asthma puffers or insulin for diabetes). If medication being retained by student is essential, we recommend that some spare medication be given to the teacher in charge in case of loss or damage to student's own supply.
3. Any late changes to the above information may be submitted in writing to the NSC Health Centre, prior to camp departure. Should you wish to discuss any aspect of your child's medical information, please phone 9871 0400.

Allergies

Please indicate if your child is allergic to any of the following:

Penicillin Other Medications.....

Any foods

Other?

***Medical Consent and Dietary requirements overleaf...**

Dietary Requirements:

If your child has any special dietary requirements, please list details below:-

.....

.....

.....

.....

.....

.....

Consent to Medical Attention:

Where the teacher in charge of the excursion/camp is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher in charge to:

- Consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner.
- Administer such first aid as the teacher in charge may judge to be reasonably necessary.

Signature of parent/carer: **Date:**



PERMISSION TO ATTEND OVERNIGHT CAMP ADANAC CYC

Location: Year 7 ADANAC CYC 2024 – Yarra Junction

Dates: 19 - 21 February 2024 for students in 7A, 7B, 7C & 7D
21 - 23 February 2024 for students in 7E, 7F, 7G & 7H

Teachers in Charge: Miss Nicole Pratt and Mrs Cynthia Kennedy

Student Name: _____ Form: _____

"I give permission for my child named above, to attend the ADANAC CYC 2024 on the dates indicated above."

Further, I understand that the staff in charge will take every reasonable care, but that neither the Department of Education, Norwood Secondary College, its Principal nor staff will be held responsible for any injury to my child not directly due to their negligence.

"I agree that my child may be sent home from the camp should they be judged by the teacher in charge to be behaving in an unacceptable manner that threatens the good order of the group and agree to meet any expenses incurred".

Signature of parent/carer: _____ Date: _____

Student Declaration:

"I agree to participate fully in the camp activities and understand that I am expected to contribute to camp duties. I will respect the decisions/rulings of the staff in charge, and I understand that I must behave in a cooperative and responsible manner at all times".

Signature of student: _____ Date: _____

Swimming activities:

The College ensures that suitably qualified staff/adults (as per Department of Education guidelines) will be supervising this activity.

I understand that swimming in a man-made lake is a likely activity during this camp.

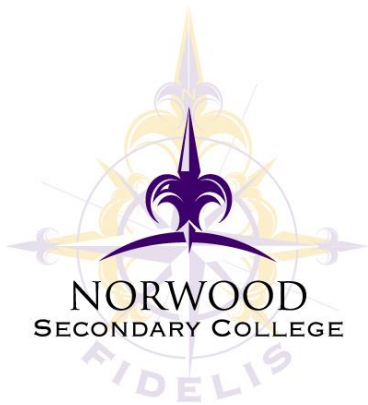
☐ I give **OR** ☐ I do not give permission for _____ to swim in the lake.

Swimming ability:

☐ Non-swimmer ☐ 25 metres only ☐ 50 metres and better

Signature of parent/carer: _____ Date: _____

Return to the GENERAL OFFICE, along with the blue medical form, by Tuesday, 12 December 2023



MEDICATION AUTHORITY FORM

For students requiring medication to be administered at school

This form should, ideally, be signed by the student's medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- For students with asthma, [Asthma Australia's School Asthma Care Plan](#)
- For students with anaphylaxis, an [ASCIA Action Plan for Anaphylaxis](#)

Please only complete the sections below that are relevant to the student's health support needs. If additional advice is required, please attach it to this form.

Please note: wherever possible, medication should be scheduled outside school hours, eg medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.

Student Details

Name of school: _____

Name of student: _____ Date of Birth: _____

MediAlert Number (if relevant): _____

Review date for this form: _____

Medication to be administered at school:

| Name of Medication | Dosage (amount) | Time/s to be taken | How is it to be taken? (eg oral/topical/injection) | Dates to be administered | Supervision required |
|--------------------|-----------------|--------------------|--|--|--|
| | | | | Start: / / End: / / OR <input type="checkbox"/> Ongoing medication | <input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer |
| | | | | Start: / / End: / / OR <input type="checkbox"/> Ongoing medication | <input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer |

Medication delivered to the school

Please indicate if there are any specific storage instructions for any medication:

Medication delivered to the school

Please ensure that medication delivered to the school:

- ☐ Is in its original package
- ☐ The pharmacy label matches the information included in this form

Supervision required

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should be agreed to by the student and their parents/carers, the school and the student's medical/health practitioner.

Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

Monitoring effects of medication

Please note: School staff **do not** monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training's privacy policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

Authorisation to administer medication in accordance with this form:

Name of parent/carer: _____

Signature: _____ Date: _____

Name of medical/health practitioner: _____

Professional role: _____

Signature: _____ Date: _____

Contact details: _____

YEAR 7 ADANAC CYC 2024
EQUIPMENT LIST AND DEPARTURE SCHEDULE

Due to limited luggage space on the bus, students may only bring **one** soft bag and a sleeping bag. Pillows are provided. **Do not** bring a suitcase or hiker's pack with solid frame. **Please name all belongings.**

Students need to bring:

- ☐ T-shirts x3
- ☐ Pants x2 (suggested active wear/tracksuit pants/ leggings)
- ☐ Warm jumper
- ☐ Shorts
- ☐ Shoes x2 (runners or similar only closed toed shoes are to be worn around the camp grounds)
- ☐ Socks x4
- ☐ Thongs (showering only)
- ☐ Bathers
- ☐ Rash vest
- ☐ A waterproof jacket (depending on weather conditions)
- ☐ Towels x2 (beach and bath)
- ☐ Pillowcase
- ☐ Sleeping bag
- ☐ Toiletries- including soap, toothbrush, toothpaste and roll-on deodorant (no aerosol cans)
- ☐ A personal torch
- ☐ Pen and coloured pencils, a novel and a quiet game
- ☐ Drink bottle
- ☐ Rub on or roll-on insect repellent (no aerosol cans)
- ☐ Sunscreen
- ☐ Hat – (*must be worn during all activities*)

Please provide a morning tea snack and lunch for the first day of camp.

Medication must be in a zip lock bag, clearly labelled with instructions for the First Aid Officer.

Clothing required for canoeing, waterslide, raft building and hut building:

Students who wish to participate in water activities on the lake at ADANAC CYC **must be able to swim more than 25 metres or at least be confident in very deep water.**

All participants in lake activities must also bring the following to camp:

- ☐ Shorts/leggings or old tracksuit pants x 2
- ☐ Old t-shirt x 2
- ☐ Old runners or water shoes (not leather shoes/boots, sandals or thongs)
- ☐ Strong, thick garbage bags for wet clothing x 2

Clothing should not be light in colour. Jeans will **not** be permitted in the water (due to chafing and the weight when wet).

The following should *NOT* be brought to camp:

- ⊗ Nuts and nut products, chewing gum or money
- ⊗ Mobile phones, electronic devices, or expensive items of any description

CAMP SCHEDULE:

| | |
|--|--|
| CAMP 1 - 7A,7B,7C & 7D 19-21 February, 2024 | Arrive at the College by 8.30am and assemble outside the Performing Arts foyer. Departure time 9am. Arrive back at College approx. 2.30pm on Wednesday, 21 February. <i>Morning tea snacks and lunch are required on the first day.</i> |
| CAMP 2 - 7E, 7F, 7G & 7H 21-23 February, 2024 | Arrive at the College by 8.30am and assemble outside the Performing Arts foyer. Departure time 9am. Arrive back at College approx. 2.30pm on Friday, 23 February. <i>Morning tea snacks and lunch are required on the first day.</i> |



NORWOOD SECONDARY COLLEGE UNIFORM

All students must comply with this uniform code.

Summer Uniform - Term 1 & 4 only

| | | | |
|---------------|---|---------------|---|
| Shorts | Black College shorts. | Dress | College dress (knee length or longer). |
| Shirt | Grey College business shirt. | Shorts | Black College shorts. |
| Jumper | College black V-neck jumper. | Shirt | White College shirt. |
| Socks | Plain white socks clearly above ankle (no logos). | Jumper | College black V-neck jumper. |
| Shoes | Black leather, lace up, College-style shoes with heel. Runner style shoes are unacceptable. | Socks | Plain white socks clearly above ankle (no logos). |
| | | Shoes | Black leather, lace up, College-style shoes with heel. Runner style shoes are unacceptable. |

Winter Uniform - Term 2 & 3 only

| | | | |
|-----------------|---|---------------------|---|
| Trousers | Grey College trousers. | Skirt | College tartan skirt (knee length or longer). |
| Shirt | Grey College business shirt. | Trousers | College grey trousers. |
| Jumper | College black V-neck jumper. | Shirt | White College shirt. |
| Socks | Plain grey or black socks (no logos). | Jumper | College black V-neck jumper. |
| Shoes | Black leather, lace up, College-style shoes with heel. Runner style shoes are unacceptable. | Socks/Tights | Socks/Tights Black College tights with skirt and plain black socks with trousers only. |
| | | Shoes | Shoes Black leather, lace up, College-style shoes with heel. Runner style shoes are unacceptable. |

All items other than shoes should be identical to those purchased from the College Shop.



Acceptable Shoes



Unacceptable Shoes

PE/Sport Uniform

| | | | |
|-------------------------------|--|---------------|---|
| Jumper | PE College rugby top. | Socks | Plain white socks (no logos). |
| Shorts/Tracksuit pants | Black College shorts or black College tracksuit pants. | Shoes | Sports shoes/runners with good arch support. |
| Shirt | College polo shirt | Hat | College sports cap – Term 1 and 4 |
| | | Tights | Plain black tights/skins can only be worn under shorts. |

Norwood PE/Sport uniforms are to be worn for all inter-school competitions.

Full PE/Sport uniform can be worn to school prior to a period 1 PE class and home after a period 5 PE class.

WEARING THE COLLEGE UNIFORM

- Full College uniform must be worn to and from school.
- Summer uniform is to be worn Terms 1 and 4. Winter uniform is to be worn Terms 2 and 3. Any variation to this will be at the Principal's discretion.
- Hemlines should reach the top of the knee (skirts, dresses and shorts).
- Students may wear a plain white T shirt under their College shirt. There must be no logos and the shirt must only be visible at the neck.
- Trousers and shorts must be purchased from the Uniform Shop. Other brands or styles are unacceptable.

JEWELLERY

- The only jewellery is a maximum of two small gold or silver studs or 12mm sleepers in each ear.
- Visible body piercings are not acceptable nor can they be worn with a covering. This also applies on casual dress days, whilst on excursions, at camps and during all College events.

OPTIONAL EXTRAS

- College blazer (may be worn in class)
- College black jacket cannot be worn in class or during assemblies.
- College tie.
- Plain black scarves and gloves – Term 2 and 3 only.
- Hair ties and scrunchies – purple, gold, black, white only.
- College backpack.

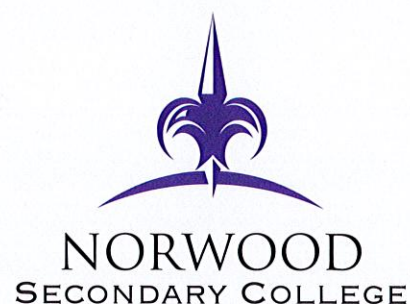
MAKE UP/HAIR

- Only subtle, natural/neutral shades of make-up and clear nail polish are permitted.
- Dyed hair must be of natural colour.
- Boys must be clean shaven.

14 November 2023

Dear Parents and Carers

Re: Bring Your Own Device (BYOD) – Year 7 students 2024



We would like to introduce you to our 2024 BYOD Program. In order for your child to access the curriculum electronically/online here at Norwood Secondary College (NSC), we recommend that you purchase a suitable device. The following two options are available to you: -

OPTION 1: PURCHASE A NEW DEVICE THROUGH EDUNET PORTAL (RECOMMENDED)

NSC has engaged the services of Edunet to supply the College with device options for families to choose from that are highly reliable. These devices come with extended warranty options, optional insurance, ongoing technical support from NSC IT support staff, Windows 11 software and an easy-to-use device support portal, along with various payment options via the Edunet portal.

The portal can be viewed at: <https://nsc.technologyportal.com.au>. Please select the "2024 (Y7)" portal option.

OPTION 2: INDEPENDENTLY PURCHASE A COMPUTING DEVICE

You can choose to purchase a device independently. If you decide to purchase a device independently, you will need to be confident in managing the device yourself. You should consider factors such as weight, size, battery life, wireless compatibility, carry case, warranty, insurance and operating system (Windows or MacOS, we do not support Chromebooks or iPads). Minimum specs: Intel N100 Processor, 11" screen size, 4GB RAM, 128GB SSD. Unfortunately, the College's IT support staff can only offer limited support and cannot provide onsite warranty and insurance repairs for devices that are not purchased through Edunet BYOD portal.

The College will provide all students with a new account at the beginning of the school year, which will grant students access to the school Wi-Fi, as well as licenses for Microsoft Office 365 and Adobe apps.

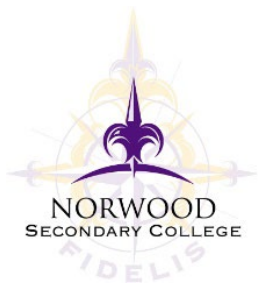
IMPORTANT - DEVICE SETUP AND COLLECTION

All Year 7 BYOD devices ordered via the Edunet portal will be delivered to the College, devices can be collected between 9am – 3pm on Wednesday, 17 to Friday, 19 January 2024. Families who purchase BYOD devices via an alternative supplier can drop these into NSC for setup by our IT support staff at the NSC Library on Monday, 15 to Wednesday, 17 January 2024 between 9am - 3pm. These devices will be ready for collection from NSC Library on Friday, 19 January 2024 between 9am - 3pm. Proof of purchase must be provided. Our IT department will complete the set up of each device in preparation for the start of the 2024 school year.

Should you have any further questions regarding the BYOD Program, please contact Norwood IT Support at the College on 9871 0400.

Yours sincerely

David Ciccolallo
IT Manager



DIGITAL LEARNING

(Internet, social media and digital devices)



Help for non-English speakers

If you need help to understand the information in this policy please contact the General Office.

PURPOSE

To ensure that all students and members of our school community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including (our 1-to-1 personal device and Bring Your Own Device programs)
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- NSC's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- NSC's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Norwood Secondary College (NSC).

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#); and
- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- NSC's Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and staff use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

NSC believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Personal Devices at Norwood Secondary College

Classes at NSC are delivered with the use of laptop computers. In 2024, our school will operate a 1:1 learning model in Year 9 and a Bring Your Own Device (BYOD) in Years 7, 8, 10, 11 and 12.

IMPLEMENTATION:

Year 9

In Year 9 (2024 only), the school will operate a 1:1 Laptop Program:

- Students in Year 9 will continue with the 1:1 program for one more year before moving to the BYOD Program in Year 10. Detailed information about this program was provided to families upon enrolment. Families have previously received documentation with information pertaining to warranty, insurance, potential excess charges and school IT support. New students to the College in 2024, including new Year 9 students, will participate in the BYOD Program.
- This program not only offers excellent service and support, it also provides for the availability of 'swap units' for students when their device is under repair.
- NSC has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. Families requiring financial assistance should contact the College Business Manager.

Years 7, 8, 10, 11 & 12: Bring Your Own Device (BYOD) Program:

With this program, students bring their own purchased device to school each day. There are two options available for families to consider:

- Option 1: The school has made special arrangements with Edunet to supply the College with device options for families to choose from that are highly reliable. These devices come with extended warranty options, optional insurance, technical support from Norwood IT support staff, Windows 11 software and an easy-to-use device support portal, along with various payment options via the Edunet portal.

- Option 2: Parents/carers can choose to purchase a device independently. Families should consider factors such as weight, size, battery life, wireless compatibility, carry case, warranty, insurance and operating system (Windows or MacOS; we are unable to support Chromebooks or iPads). Minimum specifications include: Intel N100 Processor, 11" screen size, 4GB RAM, 128 GB SSD. With this option, the College's IT support staff can only offer limited support and cannot provide onsite warranty and insurance repairs for devices that are not purchased through Edunet BYOD portal. Parents/carers are encouraged to obtain their own insurance for their child's device.

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Students from Years 10 - 12 studying ICT/Visual Communication subjects may want a more powerful computer that has at least 8GB RAM, 256GB Hard Drive and an Intel Core i5 processor.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the IT Department.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At NSC we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At NSC, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies, including transition programs at the commencement of Year 7 for both students and parents (these programs address both the responsible use of digital technologies and remaining safe online)
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies

- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify their teacher, Year Level Coordinator and/or IT Support immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Information on supervision arrangements for students engaging in digital learning activities is available in our *Yard Duty and Supervision Policy*.

Office 365

NSC uses online learning services to support teaching and learning. Office 365 is used to access programs such as Microsoft Word, Excel, PowerPoint and OneNote. These tools allow students to access and complete their classwork from their laptop whilst also promoting knowledge sharing and active collaboration. For more details on Office 365 visit: <https://products.office.com/en-au/student/office-in-education>

Adobe Creative Cloud

Adobe Creative Cloud is a comprehensive suite of software applications and services. It offers for graphic design, video editing, photography, and web development. The Creative Cloud includes popular software like Photoshop, Illustrator, InDesign, Premiere Pro, and After Effects, along with a variety of mobile apps and cloud-based services for collaboration. Subscribers can access and manage their creative projects and files across devices. For more details on Adobe Creative Cloud visit: <https://www.adobe.com/au/creativecloud.html>

Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with NSC's *Statement of Values*, *Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), NSC will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Listed in our staff handbook/manual
- Discussed at parent information nights/sessions
- Referenced in transition and enrolment packs (located on College Website)
- Discussed at student forums as required
- Made available in hard copy from school administration upon request

RELATED POLICIES

- Child Safety Policy
- Privacy Policy
- Curriculum Framework Policy

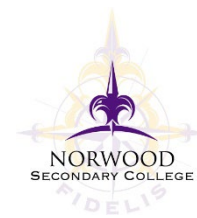
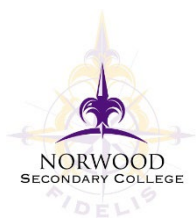
<https://www.norwood.vic.edu.au/policies/>

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Policy last reviewed | October 2023 |
| Consultation | Education Sub-branch of College Council |
| Approved by | Principal and School Council |
| Next scheduled review date | October 2025 |

ANNEXURE A: ACCEPTABLE USE AGREEMENT

NORWOOD SECONDARY COLLEGE



SCHOOL PROFILE STATEMENT

At Norwood Secondary College we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the College's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Engagement Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct;
- Have programs in place to educate our students to be safe and responsible users of digital technologies (*including transition programs at the commencement of Year 7 for both students and parents*);
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
 - Cybersafety Policy
(<https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - Bullystoppers Parent Interactive Learning Modules
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - iParent | Office of the Children's eSafety Commissioner
(www.esafety.gov.au/education-resources/iparent)

STUDENT DECLARATION

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying - including forwarding messages or images that contribute to harmful, inappropriate or hurtful online behaviours;
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding others personal details or images;
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson;
- Talking to a teacher, parent/guardian or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling IT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Not attempting to log into the network or online service with a username or password of another person.
- Keeping my device safe at all times E.g. in a protective case when travelling to and from school;
- Understanding that it is my responsibility to ensure that I keep my device secure at all times, otherwise my family may be responsible for the cost of repairs or replacement of the device;
- Understanding that it is my responsibility to regularly back up my work.

This Acceptable Use Agreement applies at any time that digital technologies are being used.

The Norwood Secondary College Mobile Phone Policy can be found on the College website.

Acceptable Use Agreement



STUDENT:

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This Acceptable Use Agreement applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: _____

Student signature: _____

Date: _____

PARENT/CARER:

I have read and understood the Norwood Secondary College '*Digital Learning Policy*', available on the College website, and have discussed this with my child. I agree to the terms and conditions of this program.

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____



INFORMATION PACK FOR PARENTS

Our school is using online learning services to support learning and teaching. This pack provides information on one of the online services, Office 365 and advice in relation to its safe and responsible use.



What information needs to be collected?

- Name, year level, home group and school.
- Student's Department username and password.



Why is this information needed?

- To control access to the online services.
- To prevent unauthorised access to student's work.



When could this information be accessed by others?

- By support staff to fix issues.
- Where required by law.
- Never for advertising or marketing purposes.

Office 365 is an internet based service provided by Microsoft for class activities. It provides students with access to online education services such as:

- | | |
|--|--------------------------------|
| • Microsoft Web Apps (Excel, Word, Outlook, PowerPoint, OneNote) | • Skype for Business |
| • Exchange | • Microsoft Teams |
| • OneDrive | • Sway |
| • SharePoint | • PowerApps |
| • Forms | • School Data Sync |
| • Flow | • Minecraft: Education Edition |

These tools are for collaboration which necessitates students being able to find and connect with other students and staff, either at their own school or within the Victorian government education system. As part of their school work, students may be able to communicate via email with people outside of their school.

The online services offered by Microsoft may be updated from time to time, but are only made available to students once they have been reviewed and approved by the School.

For more details on Office 365 visit:
<https://products.office.com/en-au/student/office-in-education>



What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

What information might students store in Office 365?

- In addition to the information needed to provide access to Office 365 (student's username, password, name, year level, home group and school), student's schoolwork will also be stored in Office 365.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in Victoria and New South Wales.

How can you help protect your student's information?

Whilst your school provides your child's username and password to Microsoft to enable them to only access their own information on Office 365, there are some things that you can do to help keep their information safe.



Remind them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.

Teachers will remind students to only use Office 365 for activities related to schoolwork.



Talk about appropriate uses of technology at school and at home. **Remind** them that anything uploaded to Office 365 can be viewed by teachers.

In rare cases, Microsoft's technical support team may have access to information stored in Office 365.



Please note that **Microsoft will never contact you or your child directly**. If you or your child are contacted by anyone claiming to be Microsoft support, contact your school immediately.



Example information students can safely put online

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.



Example information students should always be cautious of putting online

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student's private information.
- Health information.
- Bank details.
- Home address.
- Information on racial or ethnic origin.
- Religious beliefs or other opinions.

ONLY complete the section below if you DO NOT want your child to have access to this online service.

Office 365 - Opt-Out Form

If upon considering the above information you have questions or concerns please contact your school. **You do not need to do anything** for your child to have access to this service.

Student Name:

Home room:

Date:

I **DO NOT** wish for my child to have access to Office 365 and understand that alternative arrangements for allocating work will be made.

☐

Parent / Guardian Signature:

Parent / Guardian Name:

Adobe Creative Cloud INFORMATION FOR PARENTS/CARERS

Dear Parents/Carers,

This year Norwood Secondary College will use Adobe Creative Cloud to support teaching and learning. Students will have access to this system from Year 7 to 12.

Adobe Creative Cloud is a comprehensive suite of software applications and services. It offers for graphic design, video editing, photography, and web development. The Creative Cloud includes popular software like Photoshop, Illustrator, InDesign, Premiere Pro, and After Effects, along with a variety of mobile apps and cloud-based services for collaboration. Subscribers can access and manage their creative projects and files across devices.

Where can I find more information on Adobe Creative Cloud?

To learn more about how your student will use Adobe Creative Cloud see the [Adobe Creative Cloud](#) website.

What if I have questions?

You do not need to do anything for your child to have access to Adobe Creative Cloud. If you have any questions or concerns regarding your child using the program, please contact the school to discuss your options:

IT Support Team

Ph: 0398710420

Email: itsupport@norwood.vic.edu.au

ONLY complete the section below if you DO NOT want your child to have access to this online service.

Adobe Creative Cloud – Opt Out Form

I **DO NOT** wish for my child to have access to Adobe Creative Cloud and understand that alternative arrangements for allocating work will be made.



Student Name:

Home Room:

Date:

Parent/Carer Name:

Parent/Carer Signature:

23 October 2023



Dear Parent/Carer

Norwood Secondary College (NSC) is proud of the extensive and vibrant curriculum offered to our students, ensuring all students can experience a broad range of subjects. We pride ourselves in being able to tailor student subject selection to their interests and future aspirations. It is important to us as a College community that we continue to offer an education that is not only relevant, but enriching and well resourced.

We would like to advise you of our voluntary financial contributions for 2024. Schools provide students with free instruction to fulfil 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 College can offer the best possible education and support for our students that far exceeds standard curriculum offerings.

After undertaking extensive research, discussions with NSC staff and consultation with College Council Finance Committee, we have maintained parent contributions for students similar to those of 2023, although the structure and presentation of parent contributions differ to those from previous years.

Whilst the State Government provides a substantial amount of the College's funding, it is not sufficient to meet all costs incurred to allow us to provide the full and diverse curriculum offered at NSC. Our vibrant curriculum offers students significant subject and elective choices, hands-on experiences across a broad range of key learning areas, subject-specific equipment and full access to a wide range of materials. Therefore, we rely on your contributions to maintain these quality programs for your child/children. Without your support, our programs may need to be adjusted or reduced.

In addition to the abovementioned student-based programs, the College also values your contributions towards our extensive non-curriculum based programs and facilities. Your financial contributions enable the College to provide additional funding in areas such as Student Wellbeing Programs, upgrades to IT core network infrastructure, Compass Education portal, upkeep of the Student Health Centre, furniture upgrades, locker provision, the development and maintenance of grounds and facilities. Lastly, we accept tax deductible donations towards the Building Fund and the Library Fund.

Information regarding Curriculum Contributions, Other Contributions and Extra-Curricular Items and Activities can be found on the following few pages. We urge you to read the information thoroughly and please contact the College with any concerns.

Yours sincerely

Jacqueline Harris
Acting Principal

Tammie Palmer
College Council President

Year 7

| Curriculum Contributions - items and activities that students use or participate in to access the curriculum | |
|---|---------------|
| Student ID card and planner | \$40 |
| Student printing credit – provided as credit on student ID card | \$25 |
| Year 7 Classroom consumables, materials & equipment (including English, Maths & Humanities) | \$110 |
| <i>Art – paint, clay, canvas, glazes, coloured paper, collage materials, etc.</i> | |
| <i>STEM – 3D printer filament, craft packs, index cards, etc.</i> | |
| <i>Music and Drama – poster paper, cardboard</i> | |
| <i>Science – logbook, experimental and dissection materials</i> | |
| <i>Textiles – fabrics, thread, zippers, felt, elastic, tracing paper, buttons</i> | |
| Year 7 Classroom worksheets and learning materials | \$25 |
| Digital and online subscriptions | \$30 |
| Guest Speakers and incursions | \$10 |
| Provision and upkeep of school IT devices and peripherals, including device configuration, maintenance of core network infrastructure and server/system costs | \$20 |
| Whole school events: Venue hire for Athletics and Swimming carnivals (bus transport not included) | \$20 |
| | \$280 |
| Less reduction applied to ALL Year 7 students to assist with the costs associated with enrolment into Secondary College | -\$100 |
| Curriculum Contributions | \$180 |

| Other Contributions - for non-curriculum items and activities | |
|--|--------------|
| Classroom furniture and equipment - to support replacement of classroom furniture | \$25 |
| First aid resources and equipment - to support the maintenance and upgrades of the Student Health Centre | \$25 |
| Locker provision and maintenance | \$20 |
| Compass - Student and Parent communication portal | \$30 |
| Maroondah District Secondary Schools Division of School Sport membership | \$12 |
| Gym maintenance | \$10 |
| Production – to support provision of licencing, costumes, makeup and venue hire | \$10 |
| Student Wellbeing Programs - to support additional wellbeing services for students | \$70 |
| School grounds maintenance and improvements - to support the maintenance and upgrades of student outdoor recreational spaces | \$55 |
| Other Contributions | \$257 |

| Tax Deductible Contributions | |
|---|--------------|
| Building Fund tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure | \$55 |
| Library Fund tax-deductible contribution to support book purchases and other equipment that sustain the Resource Centre as a valuable resource | \$55 |
| Tax deductible contributions | \$110 |

Norwood offers a range of items and activities that enhance or broaden the schooling experience of students that are above and beyond what the college provides in order to deliver the curriculum. These are provided on a user-pays basis.

| Extra-Curricular Items and Activities | |
|--|-------|
| Year 7 Satchels – (pack of 6) organisation tool to assist students | \$45 |
| Year 7 combination padlock | \$22 |
| Optional private group Instrumental Music lessons | \$400 |
| Optional instrument hire | \$200 |
| Optional Year 7 school camp to ADANAC CYC (\$260 in 2023) | TBA |
| Other optional Year 7 excursions to be scheduled during the year | TBA |
| Extra-curricular Items and Activities | |

Educational items for students to own

Please refer to the Campion Education booklist for a list of items that the school recommends you purchase for your child to individually own and use. Available via the NSC website www.norwood.vic.edu.au under the 'Learning' tab, Junior School.

Financial support for families

We have endeavored to keep the costs of items and programs to a minimum and affordable for all parents. We do understand that some families may experience financial difficulty and offer a range of support options, including:

- The Camps, Sports and Excursions Fund (CSEF)
- Centrepay (Payments made via Centrelink)
- State Schools Relief (SSR)
- Wellbeing Team support

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the Business Manager:

Ms Jane Arnold

Ph: 9871 0400

Email: businessmanager@norwood.vic.edu.au

Payment methods

Families may make contributions online via the Compass Education Portal, or by paying with credit card/cash at the General Office.

Refunds

The Norwood Secondary College Refund Policy is available on the website:

<https://www.norwood.vic.edu.au/policies/>

Parent Payment Policy

For further information on the Department's Parent Payment Policy, please see a one-page overview attached.

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

Camps, Sports and Excursions Fund APPLICATION Form

Norwood Secondary College

8185

School Name

School REF ID

Parent/legal guardian details

Surname _____

First name _____

Address _____

Town/suburb _____ State _____ Postcode _____

Contact number _____

Centrelink pensioner concession **OR** Health care card number (CRN)

- - - **OR**

☐ Foster parent* **OR** ☐ Veterans affairs pensioner (Gold Card)**

*Foster Parents must provide a copy of the temporary care order letter from the Victorian Department of Families, Fairness and Housing (DFFH).

**Applicants must provide a copy of the Veteran Affairs Gold card.

Student details

| Child's surname | Child's first name | Student ID | Date of birth (dd/mm/yyyy) | Year level |
|-----------------|--------------------|------------|-------------------------------|------------|
| | | | | |
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I authorise the Victorian Department of Education (DE) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Families, Fairness and Housing (DFFH) to provide the results of any enquiry to DE regarding temporary care orders.

I understand that:

- DFFH or Centrelink will use information I have provided to DE to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DE personal information including my name, address, payment and concession card type and status.
- This consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to my child's school so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DE.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to DFFH and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You can request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant _____

Date ____ / ____ / ____

Camps, Sports and Excursions fund eligibility

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

Criteria 1 – Eligibility

To be eligible* for the fund, a mature minor of sixteen years of age or over, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
 - on the first day of Term two.
- a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
 - b) Be a temporary foster parent, and;
 - c) Submit an application to the school by the due date.

* A special consideration eligibility category also exists. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Eligibility | education.vic.gov.au](https://education.vic.gov.au/camps-sports-and-excursions-fund-csef-eligibility)

Mature minors or parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

Criteria 2 - Be of school age and attend school in Victoria

School is compulsory for all Victorian children aged between six and seventeen years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and eighteen years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooling, or TAFE.

Eligibility Date

For concession card holders, CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on **29 January 2024 and/or 15 April 2024**.

Payment amounts

CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$150.00 per year.
- Secondary school student rate: \$250.00 per year.

The CSEF is paid directly the school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

For ungraded students, the rate payable is determined by the student's date of birth. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Payment amounts | education.vic.gov.au](https://education.vic.gov.au/camps-sports-and-excursions-fund-csef-payment-amounts)

Foundation and Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. Schools are required to make applications on behalf of parents, so please register your interest at the school.

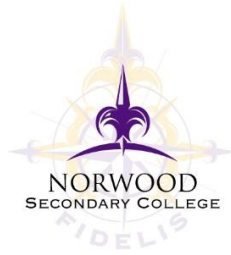
How to complete the application form

NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.
Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.
If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2024 closes at the end of term two 2024.

CSEF payments cannot be claimed retrospectively for prior years.

Queries relating to CSEF eligibility and payments should be directed to the school.



Camps, Sports and Excursions Funding (CSEF)

The Camps, Sports and Excursions Fund (CSEF) was introduced by the Department of Education for eligible Concession Card holders. CSEF provides funding for students to attend camps, sports and excursions. Norwood Secondary College (NSC) receives funding for eligible students of \$225 per year.

Parents/Carers who hold a valid Centrelink Health Care Card or a Pensioner Concession Card can submit an application to the NSC General Office from Monday, 29 January 2024. Applications will be accepted until Friday, 28 June 2024. Once your application is approved by the CSEF unit, the annual payment will be made to the College.

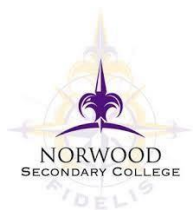
How your CSEF funding can be used:

- School camps
- Excursions
- Incursions
- School sporting programs

The CSEF funding cannot be used towards voluntary contributions, books, stationery, school uniforms or music lessons etc.

Further information on CSEF is attached, along with the application form. If you have any questions, please call the General Office on 9871 0400.

On receipt of the CSEF funds, we will automatically allocate these towards the cost of the Adanac CYC Camp. Please contact the General Office to notify us if you **do not** want this automatic allocation towards Adanac CYC Camp to occur.



NORWOOD SECONDARY COLLEGE

INSTRUMENTAL MUSIC PROGRAM ENROLMENT 2024

Dear Parent/Carer

Students interested in taking part in the Instrumental Music Program are to complete this form and return to the General Office. Please note that participation in the program is a full year commitment. Charges will appear on your school account in Compass for payment.

Ensembles

Participation in an ensemble is a compulsory component of Instrumental Music Tuition. Ensembles take place outside of the normal class time (before/after school or during lunchtime). Students are expected to regularly attend their allocated ensemble, which will be selected based on their instrument and level of experience. Ensemble timetable listed below.

| <i>Ensemble</i> | <i>Day</i> | <i>Time</i> | <i>Description</i> | <i>Level</i> |
|--------------------|------------|-----------------|--|----------------------|
| Junior Band | Tuesday | 7.50am – 8.30am | Year 7 Woodwind, Brass, Percussion, Bass | Beginner |
| Inter Concert Band | Tuesday | 3.15pm – 4pm | Woodwind, Brass, Percussion, Bass | Intermediate |
| Guitar Ensemble | Thursday | 1.15pm – 2pm | Electric and Acoustic Guitar Students | Beginner to Advanced |
| Chorale | Wednesday | 3.15pm – 4pm | All Voice Students | Beginner to Advanced |
| Senior Ensemble | Monday | 3.15pm – 4.15pm | Years 10-12 Strings, Woodwind, Brass, Percussion | Advanced |
| Year 7 Strings | Friday | 7.50am – 8.30am | Violin, Viola, Cello, Double Bass | Beginner |
| String Orchestra | Tuesday | 3.15pm - 4.15pm | Violin, Viola, Cello, Double Bass | Intermediate |

* List is current at the time of printing but is subject to change

**Some exceptions/additions to ensembles are made according to the ability of individual students

Contribution

- Students enrolled in Instrumental Music at the College are required to pay an Instrumental Music Contribution, listed in the table below.
- Students may choose to learn two instruments within the school program. If this is of interest, please contact the Music Coordinator to discuss.
- Percussion students are requested to purchase sticks and a practice pad for use at home.
- Students will be required to have a display folder for use during lessons.
- Ensemble charges are included in the annual Music Contribution. Students participating in an Ensemble **without** enrolment in the Instrumental Music Program will be required to pay an Ensemble Contribution of \$30.

Instrumental Music Contribution

All contributions are per year for 8 lessons per term plus Ensembles.

Group Lessons Years 7-10 \$ 400

Solo Lessons Year 10 \$ 600

Year 11 \$ 700

Year 12 \$ 800

Ensemble Only Levy \$ 30

Instrument Hire \$ 200

Note: Payment can be made via Compass in full or with an option to pay in 3 instalments.

Instruments

Students may choose from the following instruments –

| Woodwind | Brass | Strings | Percussion, Voice, Guitar, Piano |
|-----------|-------------|-------------|---|
| Flute | Trumpet | Violin | Percussion |
| Clarinet | Trombone | Viola | Voice |
| Saxophone | French Horn | Cello | Bass Guitar (limit on numbers) |
| Oboe | Euphonium | Double Bass | Guitar* (private teacher – different contribution structure) Enquire with Music Coordinator |
| Bassoon | Tuba | | Piano* (limit on numbers and need AMEB Grade 3 or similar) |

*Guitar lessons are provided by a private teacher; contributions are set by and are payable directly to the teacher. Please ask for the email of the Guitar teacher from the Music Coordinator.

Places are limited and subject to approval by the Instrumental Music Coordinator.

Instruments owned by students **must** be clearly labelled with their name before being brought to school.

Instruments are to be kept in the Music Storeroom during school hours (not in lockers).

Instrument Hire

A limited number of instruments are available to hire from the College with priority given to Year 7 students. Guitars and drums are not available for hire. Enquire with the Music Coordinator if you wish to hire an instrument.

Purchasing an Instrument

Students may look at buying their own instruments, particularly if they wish to learn flute, violin, clarinet, or saxophone. Some Music stores offer hire purchase schemes, alternatively buying a second hand instrument is also worth consideration. We recommend discussing any purchase of a new or second hand instrument with the Instrumental Music teachers to ensure you purchase an appropriate instrument.

Parent/Teacher Communication

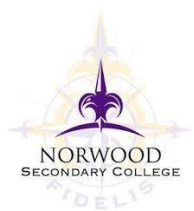
Instrumental Music teachers are happy to discuss your child's progress. Your child's teacher can be contacted by email through Compass. If needed a time can be arranged to speak over the phone, please keep in mind that many of the Instrumental Music teachers are only on site at Norwood one day per week.

Trial Lessons

Students interested in trying an instrument prior to making a commitment to lessons can take part in a trial lesson. Please contact the Music Coordinator to arrange a trial lesson.

If you have any further questions regarding the Norwood Secondary College Instrumental Music Program, please contact the Music Coordinator on 9871 0400 during school hours or via email. You can also access a comprehensive handbook available on the College website.

Joanne Dema
Instrumental Music Coordinator



NORWOOD SECONDARY COLLEGE

INSTRUMENTAL MUSIC PROGRAM ENROLMENT FORM 2024

Student Name: _____ Year Level _____

Parent/Carer Name: _____

Parent/Carer Mobile: _____

Parent/Carer Email: _____

My child would like to commence tuition in the following instrument/s:

Please provide a second choice of instrument in the event of no available space in your first choice:

My child would like to take part in Ensemble only (no classes) in the following instrument/s:

Have you had any experience on your chosen instrument?

☐ YES

☐ NO

If yes, please advise how many years of Australian Music Examinations Board (AMEB) levels completed etc.

Do you wish to hire an instrument? (*Drums and guitars are not available for hire*)

☐ YES

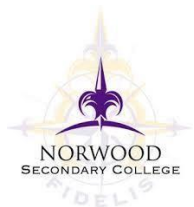
☐ NO

If yes, please complete the attached Hire Agreement and return together with this form.

Students will be placed into an appropriate Ensemble. If the student is unable to make the rehearsal time on a regular basis, another Ensemble may be negotiated if the Music Teacher considers the alternate place appropriate for the student. Contact the Music Coordinator to discuss.

NOTE: Guitar lessons are available with a private teacher, contributions are charged by the term and payable directly to the teacher. If you have selected guitar the Instrumental Music Coordinator will contact you with details of the program.

Please complete the Instrumental Music Agreement



NORWOOD SECONDARY COLLEGE

INSTRUMENTAL MUSIC PROGRAM MUSIC AGREEMENT 2024

Student Name: _____

Parent/Carer Name: _____

Instrumental Music lessons are an optional education item provided in addition to the standard curriculum program and are offered to all students. Optional education programs are available on a user-pays basis, parents and carers choosing to enrol in the Instrumental Music Program will be required to pay the associated costs. Payment is required in advance.

We agree to the following terms and conditions concerning participation in the Norwood Secondary College Instrumental Music Program in 2024.

- To meet all associated contributions. I understand that failure to do so will result in lessons being suspended or cancelled.
- To meet any additional contributions incurred by my child participating in the program such as replacement reeds, rosin, valve oil, sheet music and AMEB exam fees.
- The student must attend all scheduled lessons, ensemble rehearsals and performances. Students are responsible for ensuring that any absences should be communicated via email or a note to the Music Department.
- Students will be offered 8 lessons per term. Students may have the opportunity to arrange make-up lessons for any classes that are missed due to other school activities, dependant on teacher availability. Students must contact their teacher directly to arrange a make-up lesson.
- There will be no refund if the student decides to leave the program during the term. **Special circumstances will be considered, requests to be made in writing to the Business Manager.**
- To withdraw from the Program Parents/Carers must provide notice, in writing, 4 weeks prior to the commencement of a new term of withdrawal from the program.

Student Signature: _____

Date ____ / ____ / ____

Parent/Carer Signature: _____

Date ____ / ____ / ____

Please return this form to the General Office.



NORWOOD SECONDARY COLLEGE

HIRE AGREEMENT FOR MUSICAL INSTRUMENTS 2024

Student Name: _____

Instrument: _____

Year Level: _____

Model: _____

Serial Number: _____

Parent/Carer Mobile: _____

Teacher/Instructor: _____

Instrument Hire Information

- Norwood Secondary College has several instruments available for hire by Instrumental Music students. Instruments available for hire are Flute, Clarinet, Oboe, Bassoon, Saxophone (Alto and Tenor), Trumpet, Trombone, French Horn, Euphonium, Tuba, Violin, Viola and Cello, Double Bass. Priority for the hiring of these instruments is given to Year 7 students and is subject to demand.
- The hire charge is used towards the routine maintenance of the instruments and the purchase of new hire instruments.
- Norwood Secondary College owned instruments are not covered by insurance outside the Music Department or damage caused by incorrect use. It is recommended that parents/carers make their own arrangements to insure a hired instrument for accidental damage or loss.

Conditions Of Instrument Hire

- Students must exercise all reasonable care with the instrument. Any cost of repairs due to carelessness or deliberate damage when in the student's possession, will be charged to the hirer.
- Students are not to allow anyone else to use the hired instrument.
- Insurance against damage or loss is the responsibility of the hirer. Lost or damaged Instruments beyond repair, will be replaced at the cost of the hirer. The hirer is responsible for payment of reasonable replacement costs.
- The hire period is for the 2024 school year. Hire for subsequent years will be subject to instrument availability.
- Instruments must be returned week ending 12 December 2024 (or the day after Presentation Evening), for stock take and servicing.
- Instruments hired from NSC must be stored in the Music Department Storeroom during school hours (not in lockers).
- Instruments are to be repaired only by persons authorised by the Music Coordinator. If anything appears to be faulty with the instrument, it is to be returned immediately to the Instrumental Teacher/Instructor or the Music Coordinator.

I hereby accept the conditions for hiring an instrument as stated above:

Student Signature: _____ Date: ____ / ____ / ____

Parent/Carer Signature: _____ Date: ____ / ____ / ____

TRANSPORT TO AND FROM NORWOOD SECONDARY COLLEGE

Norwood Secondary College is readily accessible by public transport from all surrounding areas. For further information please contact: Public Transport Victoria (PTV) on 1800 800 007, Ventura on 8710-6373, Kinetic 9492-2200 or the NSC General Office on 9871 0400. You will find route maps and timetables on the bus company websites.

| | |
|---------|---|
| By Rail | <p>Croydon Station - train arrives at 7.59am (from Lilydale Station); arriving at Ringwood Station at 8.07am students then connect to bus route 380 arriving at Norwood (bottom of Byron St) at 8.17am.</p> <p>Ringwood Station - train arrives at 8.08am (from Flinders St Station); students then connect to bus route 380 arriving at the bottom of Byron St at 8.17am.</p> <p>Train arrives at 8.11am (from Flinders St Station); students then connect to bus route 364 arriving at the bottom of Byron St at 8.20am..</p> |
| By Bus | <p>Some bus times are shown below. For further information about other times for buses on these routes please contact the numbers shown above.</p> |

To plan your trip, go to 'TRIP PLANNER' ptv.vic.gov.au

Routes 364 (Kinetic)

| | |
|---|--|
| Morning run: Warrandyte to Ringwood via Warranwood | Departs Warrandyte Reserve (7.45am), Warrandyte Bridge (7.49am), via Masonic Ave and Warrandyte-Ringwood Rd (7.50am), then Wyena Pony Club Croydon Rd (7.54am), Lombardo Cl/Old Warrandyte Rd (8.05am), along Tortice Dr to Wonga Rd (8.09am), then the top of Byron St, arriving at 8.15am. |
| Afternoon run: | Departs Wonga Rd/Byron St at 3.15pm and arrives at Warrandyte Reserve at 3.50pm. |

Route 271 (Kinetic)

| | |
|---|--|
| Morning run: Park Orchards and Ringwood North | Bus departs Drayton Cres and Park Rd (8.07am), travels along via Park Rd and Ringwood-Warrandyte Rd, Oban Rd, Lockhart Rd, Rosebank Ave (8.21am) arriving at Warrandyte/Wonga Roads intersection bus stop by 8.23am. Students then walk (approx... 9 mins) to Norwood Secondary College. |
| Afternoon run: | Walk (approx... 9 mins) to Ringwood North Bus leaves from near Rosebank/Warrandyte Roads intersection at 3.36pm and arrives at Hopetoun Rd/Park Rd (Park Orchards) at 3.50pm. |

Route 380 (Kinetic)

| | |
|---|---|
| Morning run: Croydon to Norwood SC via Ringwood Train Station | Croydon train departs at 7.59am to Ringwood Station arrives at 8.07am. Bus departs from Bay 5 Route 380 at 8.10am then travels to Mullum Mullum Rd, arriving at the bottom of Byron St at 8.17am. |
| Afternoon run: | Bus departs Norwood at the bottom of Byron St at 3.08pm. Arriving at Croydon Station at 3.33pm. |

Route 670 (Ventura)

| | |
|---|--|
| Morning run: Chirnside Park to Ringwood | Departs Lilydale Station at 7.16am, travels along Maroondah Hwy, via Burnt Bridge Shopping Centre (7.46am) arriving at Ringwood Station at 7.55am. Students connect to a Route 380 bus, arriving Mullum Mullum Rd at 8.17am. |
| Afternoon run: | Bus leaves Ringwood Railway Station at 3.11pm, travels along Maroondah Hwy Via Burnt Bridge Shopping Centre 3.22pm arriving at Lilydale Market Place at 4pm. |

Special School Buses (Ventura)

[Ventura Designated Bus Timetable - Norwood Secondary College](#)

| | |
|-----------------|--|
| Bus 2611 | Departs Croydon Station at 7.40am Wicklow Ave, Croydon Rd, Maroondah Hwy, Exeter Rd, Lyons Rd, Holloway Rd, Nangathan Way, Yarra Rd, Plymouth Rd, Wonga Rd, Byron St arriving at 8.10am. |
| Bus 2638 | Departs Norwood at 3.10pm (Byron Street) and travels along Mullum Mullum, Oban, Wonga, Warranwood, Bemboka Roads, Narr Maen Drive, Croydon Hills Drive into Nangathan Way, Holloway, Brushy Park, Black Springs, Kimberley Drive to Chirnside Park Shopping Centre arriving at 3.35pm. |
| Bus 2635 | Departs Via Brushy Park Rd into Homestead Rd, Jumping Creek Rd, Yarra Rd, Plymouth Rd into Warranwood Rd, Wonga Rd, Byron St to Norwood Secondary College 8.04am. |
| Bus 2641 | Departs via Byron St, Mullum Mullum Rd, Oban Rd, Wonga Rd, Warranwood Rd, Plymouth Rd, Luther College arriving at 3.12pm. |

**Please return the following forms to the General Office by
Tuesday, 12 December 2023 - Orientation Day**

Student Name:.....

Please ensure Camp forms are signed by the parent/carers and student.

CAMP MEDICAL FORM (BLUE) - signed by Parent/carers and student

☐

CAMP PERMISSION FORM (GREEN) - signed by Parent/carers and student

☐

CSEF FORM (WHITE) - if applicable

☐

INSTRUMENTAL MUSIC PROGRAM ENROLMENT FORM (PINK) - if applicable

☐

HIRE AGREEMENT FOR MUSICAL INSTRUMENTS 2024 - if applicable

☐

ASTHMA, ANAPHYLAXIS, ALLERGY OR DIABETES PLAN - if applicable
Plans to signed by GP and Parent/Carer

☐

INSTRUMENTAL MUSIC HANDBOOK

**YEAR 7
STUDENTS
2024**





MUSIC MAKES THE DIFFERENCE

Some of the benefits of learning and instrument are:

- Reduces Stress
- Produces patience and perseverance
- Develops music appreciation
- Cultivates creativity
- Uses almost every part of the brain
- Strengthens your immune system
- Increases time-management skills
- Increases memory capability



CLASSROOM MUSIC

There are many opportunities for Norwood Secondary College students to be involved in Music. All students participate in Classroom Music in Years 7 and 8. Music elective and subject choices – Contemporary Music and Music Technology, are offered in Years 9 and 10. In Years 11 and 12, students can study VCE Music.

INSTRUMENTAL MUSIC

The Instrumental Music Program offers two lessons per week - one instrumental lesson and one ensemble lesson. Norwood offers tuition in a wide range of instruments, including Voice.

Students from all year levels are required to participate in at least ONE main college ensemble.

MAIN ENSEMBLES:

| | |
|-------------------------|--|
| Year 7 Junior Band | (Beginner Brass, Woodwind and Percussion students) |
| Years 8-9 Band | (Years 8-9 Brass, Woodwind and Percussion students) |
| Years 9-12 Concert Band | (Years 9-12 Brass, Woodwind and Percussion students) |
| Norwood Chorale | (Voice students) |
| Junior Strings | (Year 7 String students) |
| String Ensemble | (Years 8-12 String students) |
| Guitar Ensemble | (Guitar students) |

This booklet outlines the Instrumental Music Program and ensembles at the College as well as information regarding the hire of instruments.

INSTRUMENTAL TUITION

Norwood is fortunate to have Instrumental Music teachers/Instructors who offer tuition in the following instruments:

WOODWIND

Flute
Clarinet
Saxophone
Oboe
Bassoon

BRASS

Trumpet
French Horn
Trombone
Tuba

STRING

Violin
Viola
Cello
Double Bass

PERCUSSION

Band Percussion
(tuned/un-tuned
and drum kit)

VOICE

Soprano/Alto
Tenor/Bass
Classical/Contemp

BASS GUITAR

Electric Bass (limited places)



OTHER INSTRUMENTS - ACOUSTIC GUITAR

A private Guitar teacher/Instructor is available for weekly lessons; however, the charges are paid directly to the private teacher/Instructor at the current VMTA rates. Please ask the Music Coordinator for more details.

PIANO (Australian Music Examination Board - Grade 3 minimum entry)

Piano lessons are only available to students who have reached Grade 3 AMEB standard. These students will be expected to join Chorale. Please contact the Music Coordinator to discuss.

BRASS, WOODWIND, PERCUSSION, STRINGS, GUITAR and VOICE GROUP LESSONS

There are two lessons given each week - the group Instrumental lesson and the Ensemble lesson. Instrumental lessons are provided to Years 7-10 students in small groups on a rotating basis so that students do not miss the same class each week. The Ensemble lesson usually takes place before or after school when all members of the group gather to prepare repertoire for performances.

(Note: Where possible, lessons for Years 11 and 12 students are held in one of their spare periods.)

SUBJECT CONTRIBUTIONS

The **tuition charge** is to enable the Music Department to maintain and update instruments and to purchase music for instrumental groups. This charge represents only a fraction of the cost of private tuition.

| | |
|---------------------------|-------|
| Solo lessons Year 12 | \$800 |
| Solo lessons Year 11 | \$700 |
| Solo lessons Year 10 | \$600 |
| Group lessons Years 7-10 | \$400 |
| Instrumental hire/service | \$200 |

Payment Options are:

| | |
|-----------------------------|---------------------------------|
| Compass Payment Plan: | Instalments for Music tuition |
| Compass Payment Plan: | Instalments for Instrument hire |
| Contact the General Office: | 9871 0400 |

All payments can be made via Compass Parent Portal

(Payments can be made in full or there is also an option to set up a payment plan)

AMEB EXAMS

The Australian Music Examination Board runs Music examinations each year for all instruments including Voice. The Instrumental Music teacher will recommend if the student is ready for the exam. This is not compulsory but does give students a goal to work towards. There are costs involved to enrol and for the Accompanist.



HIRE INSTRUMENTS

College policy is to encourage students to purchase their own instruments. Some instruments are available for hire from NSC and preference is given to Year 7 students. The hire period is one year, at the end of which students continuing with tuition are expected to purchase their own instruments. In the case of the more expensive and larger instruments (e.g. French horn, Double Bass, Tuba, Bassoon) the hire term may be extended, subject to the availability of the instrument.

The following instruments are available for hire from the College - Flute, Clarinet, Saxophone, Oboe, Bassoon, Trumpet, Trombone, French Horn, Tuba, Violin, Viola, Cello, Double Bass, Bass Guitar. Instruments can also be hired from several Music retailers.

Hire charges are shown on the Instrumental Music Program Enrolment 2024. The hire charge is used to enable routine maintenance on current instruments. It does not cover loss or damage caused through negligence or abuse. Parents/carers will be expected to pay for the replacement value of hire instruments that are not returned to the College and for any damage to instruments caused by negligence or abuse. If a student terminates lessons, there will be a pro-rata refund of hire contributions.

PURCHASING AN INSTRUMENT

If parents/carers are considering purchasing an instrument, the Instrumental staff would be pleased to offer advice as to suitable instruments for students. There are many instruments available, but teachers have found that some brands are more reliable than others and offer better value for money. Factors to consider before buying are: quality, brand, relative intonation of the instrument, spare parts and servicing availability, condition and price. *It is recommended that parents speak to an Instrumental teacher prior to making a purchase. This is particularly important if buying a second-hand instrument.*

For more information, contact the Instrumental Music Coordinator or the Instrumental teacher/Instructor at the College during College hours on 9871 0400.

INSURANCE OF COLLEGE INSTRUMENTS

All instruments belonging to the College are covered by insurance only while they are locked inside the College premises. When a student hires an instrument, parents/carers are required to accept responsibility for loss or damage to the instrument outside the College.

INSTRUMENTAL MUSIC: HOW PARENTS CAN HELP

With any new skilled activity, students are at a greater advantage if they can form good habits. Regular and productive playing/practise at home is necessary. It is recommended for beginner students to practise for 20-30 minutes, five times a week. Ways to encourage this are:

- Be interested in their progress and encourage/praise improvements
- Encourage them to perform regularly for family and friends
- Have a regular time and place for them to play
- Ensure that the practise space is secure for them to leave their instrument out, so they can pick it up swiftly if there are a few minutes (whilst waiting for dinner, etc.) to fit in extra practise
- Ensure the instrument is coming home from school for practise. Ask about their Instrumental lessons
- Students will initially make some creative sounds! Be encouraging and urge them on. They will get better
- Purchase a Music stand to have at home. It makes playing much easier and develops good posture



FRIENDS OF MUSIC (FOM)

A group of parents/carers of Music students assist the Music Program in a variety of ways including:

- Raising the profile of the Music Program through active support
- Concert support – including backstage, front of house, refreshments, uniforms, stage management and transport
- Fundraising - each year the FOM take on a fundraising project to enhance the Music Program



RESPONSIBILITIES OF STUDENTS

- Once a student chooses to learn an instrument, it is important that the student practises regularly, including technical work
- Students are expected to attend lessons regularly. Lessons are rotated so that students will not be absent from the same class each week. If the student is absent for three consecutive lessons, without valid reasons, parents will be contacted, and lessons may be terminated
- Students are expected to attend weekly Ensemble rehearsals, which are central to Norwood's Music Program. Everyone enrolled in the Instrumental Program is expected to participate in an Ensemble
- Students are welcome to be in more than one Ensemble
- Students are assessed each semester on their Ensemble work
- Students are encouraged to sit a practical examination each year
- Students must bring their instrument, music, an exercise book, a pencil, and an eraser to their lesson each week
- Students must regularly clean and maintain their instruments
- It is recommended for health reasons and care of the instrument that students do not lend instruments to others

COMPULSORY ENSEMBLE ATTENDANCE

- Students are expected to attend weekly Ensemble rehearsals, which are central to Norwood's Music Program. **Everyone enrolled in the Instrumental Program is expected to participate in an Ensemble. Students are welcome to be in more than one Ensemble**
- Students are assessed each semester on their Ensemble work
- All Year 7 Brass, Woodwind and Percussion students are required to join the Junior Band
- All Year 7 String students are required to join Junior Strings
- All Year 7 Vocal students are required to join Chorale
- All Year 7 Guitar students are required to join Junior Band or Guitar Ensemble as recommended by the Music Teacher

DISCONTINUING MUSIC LESSONS?

- It is expected that all students will commit to one year of tuition and Ensemble and no refunds will be given for ceasing lessons without a significant reason. It is possible, after discussion with the Music Coordinator, to change to a different instrument and transfer charges to that instrument.
- If a student wishes to discontinue music lessons, students are asked to provide a letter or email from their parent/carer to the General office - norwoodsc@education.vic.gov.au, indicating that they wish to cease lessons.

ROLE OF PARENTS/CARERS

- The most important responsibility of parents/carers is to continually support and encourage their child. The beginner stages can be especially challenging for Instrumental Music students. It is important that all members of the family consistently demonstrate patience and understanding even when students are not yet fully competent in playing their chosen instrument. Keep in mind that some instruments will naturally produce loud sounds, especially with younger students. Time should be allocated within the family routine to accommodate practise
- Parents/carers can support their child by encouraging them to practise regularly. If parents/carers have a knowledge of music, they can use this to help during practise sessions
- Parents/carers need to purchase music when it is required. It is essential for students to have the correct music
- If at any time it is felt that their child's interest is declining or that no progress is being made, parents/carers are encouraged to contact the Music Coordinator or the Band Director during College hours
- If the teacher feels that a student is not progressing because of a lack of practise, parents/carers will be informed of this and may be asked to assist with the matter



WHAT TO DO NEXT

Year 7 parents/carers can complete the **Music Enrolment Form** which is in your transition pack. The Music Enrolment form must be returned to the General Office. During the first two days of school next year, all Year 7 students will have a chance to meet the Music teachers/Instructors to look at some of the instruments.

Music Enrolment forms are also available on the Norwood Secondary College website or at the Music Office.

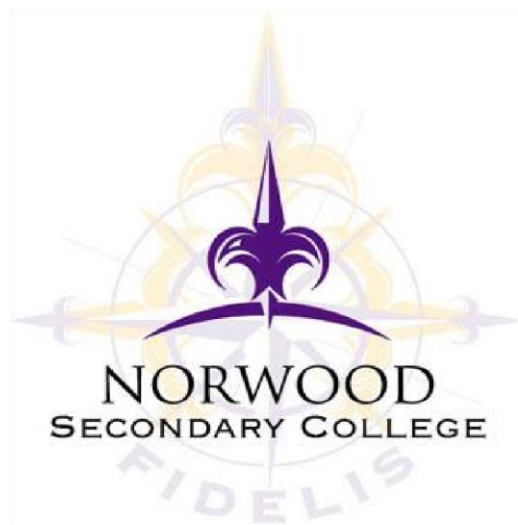
Remember:

How successful your child is at learning an instrument depends very much upon how diligently he/she practises and on the amount of support given at home. Keep in mind that although not every student can become a Concert Performer or a professional Musician, every student can benefit greatly from involvement in music as a leisure time pursuit.

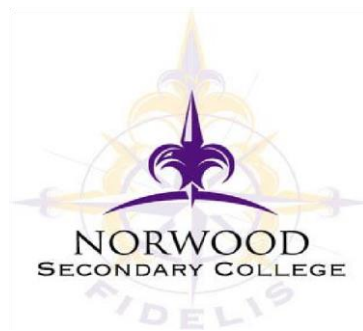
Please contact Mrs Joanne Dema for any further information on 9871 0400.

Joanne Dema

Instrumental Music Coordinator



Year 7 and 8 Curriculum Handbook 2024



PROFILE

Norwood Secondary College, in the City of Maroondah, is a single campus coeducational Years 7-12 College with an enrolment of around 1100 students. It has an outstanding reputation in the community, particularly in the areas of academic excellence, sport and the performing arts. The College caters for the educational needs of students from a wide range of primary schools in the local community and values the positive relationship that is established with these schools.

At Norwood we are committed to providing an experience where, in years to come, students will be proud to have attended a college where they have made lifelong friends, are lifelong learners and have become valuable contributors to the community.

EMBLEM AND VALUES

The key element of the College emblem is the compass needle pointing north, evoking a journey of purpose. Our Latin motto 'fidelis' (meaning loyal and faithful to duty), along with our Values of Respect, Aspiration, Responsibility and Resilience, reflect our ethos. Through a journey of discovery, exploration and personal growth teachers facilitate and guide students into deeper understandings of their world.

SUPPORTING OUR STUDENTS AND COMMUNITY

Norwood staff understand the need to build an educational community through quality relationships with students, parents and other staff and the College has the growth and development of each individual as its major goal. Students are supported by committed and caring staff, Mentors, Heads of Year Level, Year Level Coordinators and a Student Wellbeing team.

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INTRODUCTION

The Norwood Secondary College learning community takes into consideration the Principles of Learning and Teaching P-12, Middle Years research and Victorian Curriculum standards in its organisation of the curriculum in Years 7 and 8. The delivery of curriculum is student-centered and based on cooperative learning and thinking strategies. This provides opportunities for teachers to better meet the needs of young adolescents by creating stimulating and supportive learning environments that engage and challenge each student. The Victorian Curriculum is implemented within this framework.

The structures and approaches implemented at Years 7 and 8 are as follows:

In 2012 Norwood introduced an Enrichment Program (EP) for a selected group of Year 7 students. Students in EP classes are exposed to an enhanced curriculum with the emphasis being on building depth in their learning. They are expected to demonstrate a capacity to excel and be challenged across all academic areas. Students are encouraged to take part in a range of national competitions which test academic skills and they are expected to make a significant contribution to the life of the College over the full six years. The EP class remains together as a cohort until the end of Year 9.

In 2016, Norwood Secondary College introduced a BYOD (Bring Your Own Device) model for Senior School students (Years 10-12) to meet the curriculum demands within these year levels. The program has now been expanded to include Junior School students (Years 7-9). It is expected that all students will have access to a computer to enable them to take full advantage of the curriculum.

Our college has a strong focus on ensuring that as students move through the various stages of schooling, their needs are accommodated through our several transition programs. This is most evident in the Grade 6 to Year 7 move, but also seen between each year level, the move from Junior School to Senior School, commencement of VCE studies and, of great importance, the departure from school to further their study or employment.

Years 7 and 8 classes have most of their core subjects taught in designated homerooms. The homeroom concept, with an Academic and Wellbeing focus, has significantly reduced the movement of students, assisted in their organisation and encouraged a sense of ownership and belonging to the College.

A Mentoring Program runs for students across all levels. In Years 7 and 8, the program has a focus on our College values. Teachers use this time to speak to students one-on-one about their learning goals and issues of concern.

Year 7 students are taught by a small core group of teachers, ensuring that students can develop closer working relationships with fewer teachers and have the opportunity to develop greater in-depth learning.

A three-day Orientation Camp for all Year 7 students in Term 1 provides opportunities for students to develop friendships and get to know their teachers better and learn about the expectations of the College. Students are encouraged to participate as a member of a class team, supporting other members of their class during all activities at the camp. An adventure camp, where students are encouraged to stretch themselves through challenging activities is offered to all Year 8 students.

At Norwood Secondary College, we believe that establishing an effective learning environment must be developed in partnership with students, parent/carers and staff. In order to address the complexity of changes experienced during adolescence, this partnership must be strong and dynamic. The College appreciates and fosters parent participation that promotes learning in a wider community. An overview of the curriculum allocation for Years 7 and 8 is outlined on Page 4.

A more detailed description of each subject area makes up the rest of this Handbook.

CURRICULUM OUTLINE

YEAR 7

FULL YEAR STUDIES

ENGLISH
MATHEMATICS
SCIENCE
HUMANITIES
PHYSICAL EDUCATION
LANGUAGES: French

SEMESTER LENGTH STUDIES

ART/VISUAL COMMUNICATION
DRAMA
HEALTH
STEMtech
MUSIC
TECHNOLOGY MATERIALS

YEAR 8

FULL YEAR STUDIES

ENGLISH
MATHEMATICS
SCIENCE
HUMANITIES
PHYSICAL EDUCATION
LANGUAGES: French

SEMESTER LENGTH STUDIES

ART/VISUAL COMMUNICATION
DRAMA
HEALTH
MUSIC
TECHNOLOGY FOOD
TECHNOLOGY MATERIALS



ART/VISUAL COMMUNICATION

Aims/Objectives:

- To deliver a balanced and stimulating Art/Visual Communication curriculum that offers students a sound foundation for future learning
- To provide opportunities for all students to acquire and apply a broad range of skills and knowledge, to communicate effectively and to think creatively, critically and reflectively.

Content:

In Year 7, students investigate visual art practices as inspiration to explore and develop themes, concepts and ideas. They are introduced to the art elements, art analysis and they are encouraged to reflect on and display their work. Emphasis is on experimenting and building on existing art, literacy and numeracy skills. Students begin to analyse artwork and express their ideas. Using the art elements as a common thread, students complete artwork using a variety of techniques such as painting, drawing, printing, ICT software and ceramics.

In Year 8, the students again employ the art elements to create and develop their ideas. The emphasis is on the use of proportion, scale, perspective and composition. The students build on their artistic experiences from Year 7 and set individual goals to show improvement and build confidence. The students are introduced to the design process, reflection, creative thinking and problem solving. They are exposed to artwork from different cultures, movements, times and places. Artwork produced may include printmaking, collage, ceramics, painting and drawing.

These two units have been purposely designed to meet the Victorian Curriculum levels 7 and 8 and to give our students a wide range of challenging experiences, skills and knowledge to prepare them for the art electives offered in Year 9 and the VCE subjects that follow.

Tasks/Activities:

In all study areas, students will produce bookwork and assignments. In Art and Visual Communication, students will create 2D and 3D pieces designed to develop and demonstrate their individuality by solving set creative problems.

Student Assessment:

- Class activities/Practical work
- Visual Diary entries
- Art Analysis
- Research tasks and Reflections.



DRAMA

Aims/Objectives:

- To develop students' artistic and creative skills
- To develop non-verbal and verbal, individual and group communication skills and confidence
- To help students understand and influence their world through exploring roles and situations and communicating ideas using a range of media, materials and technologies
- To humanise learning by providing lifelike learning contexts in a classroom setting in which active participation in a non-threatening, supportive environment is valued.

Content:

Drama provides knowledge and skills that are transferable to a variety of artistic, social and work-related contexts. It is the enactment of real and imagined events through roles and situations.

All students at Years 7 and 8 complete a semester of Drama. In these classes, students are encouraged, through simple role-play, to extend their self-knowledge and co-operative skills.

Students learn how to manipulate traditional and contemporary art elements and principles when designing, making and presenting work for different purposes and audiences. They also learn to respond to and evaluate their own work and that of others.

The drama experience develops students' ability to participate effectively in problem solving and personal development. Skills learned are effective in enriching, reinforcing and extending the learning in all other areas of the curriculum.

Tasks/Activities:

Exploration of the basic elements of mime, voice, actor-focused drama, conflict resolution and script writing.

Student Assessment:

- Performance Assessments
- Reflections
- Class participation and preparation.



ENGLISH

Aims/Objectives:

- To develop an appreciation of language as an important tool of communication through the four main language strands: reading, writing, speaking and listening
- To gain an appreciation of the aesthetic value of literature
- To give consideration to non-verbal communication
- To gain an understanding of the history and structure of the English language.

Content:

In English, there is a strong focus on the development of Literacy through the implementation of wider reading and the Readers' Notebook. Students are expected to study a wide range of print and visual texts and are encouraged to pursue their own interests in extensive wide reading. Emphasis is placed on the practical application of grammatical principles including spelling, grammar, comprehension, as well as the development of an understanding of different writing styles. The reading of both print and visual texts, for enjoyment and understanding, provides a foundation for development in skill and appreciation of literary texts. Students are also encouraged to be aware of current affairs through the mass media.

The development of speaking and listening skills is also encouraged through group work, individual presentations and discussions. Students are further provided opportunities to develop ICT skills to support their presentations and collaboration with their peers.

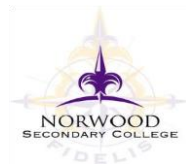
Emphasis is also placed on the development of cooperative learning strategies, which ensure that students develop collaboration skills relevant to their senior education, and life-long learning.

Tasks/Activities:

- A range of writing for different audiences and purposes
- A variety of pieces that compare the themes and characters of a film with a novel
- Written, visual and oral responses to texts. Texts include short stories, plays, news articles, poems, films and novels
- Particular emphasis is placed on wider reading and appreciation of literature
- Study of the way language evolves to reflect a changing world.

Student Assessment:

- Writing Folio
- Issues
- Text Response
- Oral Presentation.



HEALTH

Aims/Objectives:

- To promote attitudes and behaviours which contribute to personal and community wellbeing
- To develop the communication and decision-making skills of students
- To develop students' understanding of physical, social and emotional changes occurring during adolescence
- To develop students' self-confidence and self-esteem.

Content:

Year 7

- Healthy behaviours to promote wellbeing: Students will explore the dimensions of health and wellbeing
- Values and family: Students will investigate how 21st century families and values play an integral part of personal growth and identity
- Fostering positive and respectful relationships: Students will explore how to build positive relationships and how to deal with bullying behaviours, including safe online behaviours.

Year 8

- Self Esteem: Students will explore the definitions and dimensions of health, with a focus on self-esteem
- Students will investigate a range of issues facing teenagers and relevant community resources which offer support and assistance
- Cyber safety: Students will investigate cyber bullying, risky online behaviours, protective strategies to stay safe online and avenues to seek help
- Alcohol and Drug Education: Students will identify and evaluate types of alcohol and drugs; discuss moral and ethical values, and risky decision making including vaping during the Youth Lifespan stage
- Sexual Health and Respectful relationships: Students will evaluate the benefits of relationships on wellbeing and respecting diversity. * Students will discuss the importance of sexual health and demonstrate their understanding of the risk in relation to sexual behaviour.

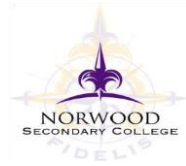
Tasks/Activities:

Students will participate in a wide range of activities that will include:

- Discussions
- Group tasks
- Short projects
- ICT tasks.

Student Assessment:

- Satisfactory completion of class work, written tests and assignments
- Participation in class discussions and activities.



HUMANITIES

History

Aims/Objectives:

- To develop knowledge, skills and values that enable students to participate as active and informed citizens in a democratic society and a global community
- To understand the past of Australia and other societies
- To explain the features of places and environments and the ways in which people interact with them
- To understand the nature of cultures and describe and analyse natural and social systems.

Content:

Year 7

Year 7 students explore the nature of history by learning about the work of Archaeologists and examining the use of evidence to piece together the story of the past. The focus then shifts to a study of prehistoric times and the survival of early human beings. This introduction is followed by studies of Ancient Australian, Ancient Egyptian and Ancient Chinese civilisations. Students compare and contrast present day systems in Australia with those of the past.

Year 8

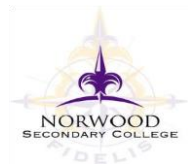
Year 8 students begin by exploring Viking culture and society including lifestyle, religion, raiding practices, social hierarchy and society structure. Students then investigate the Japanese Shogun period and contrast this unique Asian culture with those of European origin, where aspects of feudalism are investigated further. Students also study the Spanish Conquest of the Americas to gain an understanding of this period and the start of colonisation.

Tasks/Activities:

Students will develop historical understanding through the application of historical concepts and skills including: sequencing chronology using historical sources, identifying continuity and change, analysing cause/effect and determining historical significance.

Student Assessment:

- Research task
- Historical inquiry
- Extended response
- Visual analysis
- Multimedia presentation.



HUMANITIES

Geography

Aims/Objectives:

- To develop students' interest in, knowledge and appreciation of the world around them
- To make sense of spatial change to solve geographic/environmental problems
- To increase the powers of observing, recording, interpreting and evaluating the environment via data from primary and secondary sources
- To learn to express in written, oral and graphic form, using geographic/environmental terminology and material.

Content:

Year 7 students begin by learning basic mapping skills before investigating the uses of water as a resource, including its availability, scarcity and values. The management and sustainable use of water is also studied. Students also examine place and liveability by studying factors that influence liveability as well as ways to improve and manage liveable places. Students develop field work skills through a comparison of an urban environment with a more rural environment.

Year 8 students continue to improve their mapping skills to an advanced level before focussing on investigating different landscapes and landforms by understanding how they are formed by natural processes and affected by human interactions. Students complete a fieldwork task on coasts including processes, uses and management. Students also examine the changing nature of urban and rural environments including contrasting lifestyles and activities in megacities.

Tasks/Activities:

Students complete a range of tasks and activities working either individually or in small groups

- Map interpretation and construction including the use of Geographic Information Systems
- The solving of geographic and environmental problems through individual and/or group work
- Practical exercises involving observation, recording, interpretation and evaluation of data
- Inquiry research activities using primary and secondary sources, including the use of information technology
- Fieldwork activities including primary data collection and interpretation.

Student Assessment:

- Case Studies
- Structured Questions
- Geographical Inquiry
- Practical Task
- Fieldwork Report.



HUMANITIES

Civics and Citizenship

Aims/Objectives:

- To understand the idea of democracy, government, laws, political rights, leadership, and Australia's political and legal system
- To develop the ability to express opinions based on evidence and to explore democratic processes.

Content:

In Year 7, students study the structure of the Australian Parliament, how representatives are elected to Parliament and the voting processes to elect Parliamentary Representatives.

Tasks/Activities:

Students participate in a mock Parliamentary Debate taking the roles of Speaker, Prime Minister, Opposition Leader and Parliamentarians.

Student Assessment:

- Structured questions.

HUMANITIES

Economics and Business

Aims/Objectives:

- To look at how markets are regulated and the value of work and entrepreneurship in society.

Content:

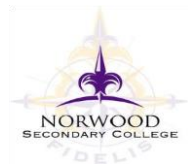
In Year 8, students study aspects of economics including: the relationship between producers and consumers, the ways in which the government influences economic activity, making informed consumer decisions, supply and demand and sustainable resource allocation.

Tasks/Activities:

Students will investigate the concept of entrepreneurship and develop and present a sales pitch to market a new product.

Student Assessment:

- Group oral presentation.



LANGUAGES

French

Aims/Objectives:

- To introduce French in the context of simple vocabulary and grammar structures that will allow students to be able to communicate at a basic level
- To prepare students for the continuation of their language study into senior years
- To develop an understanding of the culture of the language studied
- To gain an understanding of language structure in both French and English.

Content:

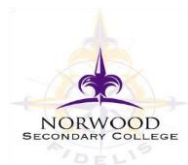
As one of the major modern European languages and one of the most important international languages, the ability to communicate, both through written and oral French, is emphasised. Classes are based on the four major skills of speaking, reading, writing and listening, as well as a study of Francophone culture. Students study a range of topics to give them a broad range of linguistic and cultural knowledge across their junior French classes.

Tasks/Activities:

There is an emphasis on a real life use of French in the junior classes. Many topics are studied, including greetings, numbers, family, schooling, animals, French speaking nations and cultural celebrations and the buying and selling of produce. Tasks include: oral presentations, mini dialogues, written paragraphs, posters, role play, and grammar and vocabulary exercises.

Student Assessment:

- Regular tests on understanding of basic grammar and vocabulary
- Role-plays and assignments, which are practised by students to aid confidence in the practical use of the target language
- Oral presentations
- Writing tasks.



MATHEMATICS

Aims/Objectives:

- To engage students in the exciting and challenging world of Mathematics
- To equip students with mathematical skills and knowledge that will promote confidence and competence in daily life
- To develop students' knowledge and skills in Mathematics that will facilitate access to employment or further study
- To develop mathematical language that will enable ideas and written work to be communicated clearly and with precision
- To promote students' learning through cooperative group work and independent tasks
- To enhance students' learning through the effective use of technology
- To engage students by relating Mathematics to real life situations.

Content:

The content strands of Mathematics are Number and Algebra, Measurement and Geometry, and Statistics and Probability. Within these areas, a range of student tasks cater for differences in preferred learning style and ability level. Improving student literacy is also a focus and mathematical tasks are designed with this in mind. The curriculum focuses on students becoming proficient in mathematical understanding, fluency, reasoning and problem solving and is consistent with the Victorian Mathematics Curriculum.

Tasks/Activities:

The following demonstrate the wide range of activities used to assist student learning:

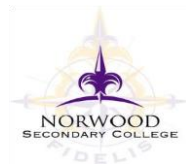
- Skills practice through completion of textbook work, homework sheets, revision tasks, Essential Assessment tasks and web-based activities
- Cooperative group work tasks to introduce topics and consolidate understanding through peer learning
- Assignments, projects and problem solving tasks that require students to apply their skills and problem-solving strategies to solve real-life problems
- Problem solving strategies are developed through graded activities ranging from concrete manipulation of objects through to more abstract problems
- Technology tasks are used to develop computer skills, assist students to solve complicated problems and engage them in their learning.

Opportunities to extend learning:

All Year 7 and 8 students will be given the opportunity to participate in various Australian and International Mathematics competitions which challenge the mathematical thinking of secondary college students and demonstrates the importance and relevance of mathematics in everyday life.

Student assessment:

- Tests
- Investigations
- Bookwork
- Homework



MUSIC

Aims/Objectives:

- To introduce students to the basic elements of Music through listening, performance and using Music software programs
- To offer students a broad over-view of musical styles and appreciation.

Students have two periods per week for a semester of Classroom Music in Years 7 and 8. Students are encouraged to participate in the Instrumental Program and join ensembles. The Instrumental Music lessons operate on a rotating basis, once per week.

Content:

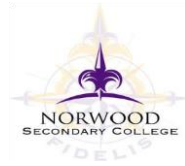
Students are to develop skills in reading, writing, listening and performing Music. They learn basic music notation and this skill is developed by participation in elementary keyboard classes, ukelele and using interactive keyboard/theory games. General Classroom Music at Year 7 also includes a study of orchestral instruments and the music of various cultures. At Year 8 level, General Music studies include: Theatre Music (Musicals, Opera, Rock Opera, Ballet), Jazz and Pop Music 1950's – 2000's.

Tasks/Activities:

- Class performances: Singing and rhythmic accompaniment and keyboard melodies
- Individual performances: Keyboard melodies - played hands separately and together
- Students use computer programs for composition and learning basic theoretical concepts
- Composition - both individual and group tasks
- Activities: Discriminating between sounds of pitch, rhythm, instrumentation, and musical styles.

Student Assessment:

- Performance tests in Keyboard, Percussion and Ukulele
- Group performance in soundscape activities and improvising over 12 bar blues structure
- Written tests, listening activities, composition and improvisation, using music software, research assignments, workbooks and participation in class.



PHYSICAL EDUCATION

Aims/Objectives:

- To provide the opportunity for all students to achieve optimum levels of motor skills in a range of individual, group and team games and physical activities
- To contribute to the personal development of each student.

Content:

Physical Education will provide each student with the opportunity to develop:

- An understanding of and competence in basic movement skills
- Physical fitness and a sound functioning body
- An understanding of the factors that affect personal fitness and the effects and benefits of physical exercise and activities
- Knowledge and understanding of the scientific principles of movement
- Leadership skills through coaching, umpiring and working with peers.

Tasks/Activities:

The program concentrates on developing a broad base of skills and knowledge in athletics, dance, ball-related skills, bat-related skills and movement skills. It also introduces students to a variety of minor and major games such as Volleyball, Cricket, Lacrosse, Basketball, Football, Soccer, Badminton, Netball, Hockey, Softball, Baseball and European handball.

Student Assessment:

- Active participation, assessment of their own physical fitness
- Motor skill ability in individual and game situations
- Satisfactory completion of written tasks and assignments on set topics.



SCIENCE

Aims/Objectives:

- To enable students to acquire and use scientific skills and concepts
- To give students an understanding of the way Science and Scientists work in the community and help them make decisions about careers and further study
- To develop students' ability to interpret and communicate scientific ideas effectively and to appreciate the role of Science in a social and technological environment
- To articulate Science values and accept the ethical principles embedded in scientific research
- To appreciate the significance of Science for the long-term future of our society.

Content:

- Biological Science
- Chemical Science
- Earth and Space Sciences
- Physical Science.

Tasks/Activities:

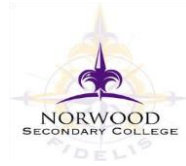
Students develop basic scientific skills through practical work and activities. Problem solving and analytical skills are also encouraged through a range of learning mediums. This could be through model making, use of software, multimedia and worksheets. Students may have the opportunity to participate in incursions and excursions.

Student Assessment:

- Written tests
- Practical work/Practical reports
- Assignment/Project
- Class work
- Stile lessons.

Opportunities to extend learning:

Year 7 and 8 students will be given the opportunity to participate in an International Science Competition (ICAS) and the Science faculty also works with universities and/or institutions to further extend, enhance and broaden student learning through participation in masterclasses or outreach programs.



STEMtech

Aims/Objectives:

- To provide students with the tools to enhance and enrich their learning using Science, Technology, Engineering and Mathematics skills
- To develop critical thinking and learning skills that foster creativity and innovation in decision making
- To build productive ways of working and solving problems individually and collaboratively
- To develop the capacity to constructively critique, evaluate and modify their own design process.

The aim is to assist students to develop competence in:

- Teamwork and collaboration skills including peer encouragement and feedback
- Critical and creative thinking skills including design iterations and ethical considerations
- Basic engineering and design processes including the use of CAD software for 3D modelling
- Coding using Scratch and basic JavaScript.

Content:

Students undertake a curriculum program designed to explore the learning areas of Science, Technologies (Digital and Design) and Mathematics (STEM) in an integrated, interdisciplinary approach. Key STEM skills are developed such as problem solving, iterative thinking and design, and critical evaluation of research. Students are explicitly taught how to develop their capacity to implement these skills across a range of subjects. An emphasis is also placed on the development of teamwork and collaboration skills through ongoing group tasks and assessments.

Student Assessment:

- Personal log book and collaborative team log
- Annotated research reports
- Presentation in conference format and to a panel
- Peer feedback and assessment.



TECHNOLOGY: FOOD

Aims/Objectives:

- To prepare and cook nutritious food safely and hygienically and in line with the design process
- To analyse a range of influences on personal and family food selection
- To identify major nutritional needs for growth and physical activity
- To be introduced to the Australian Guide to Healthy Eating Food Model.

Content:

Students are introduced to Home Economics for one semester in Year 8

The students will learn:

- Kitchen safety and hygiene
- Food preparation and cooking skills
- Recipe interpretation
- How to make healthy food choices using a food selection model
- Nutrients and nutritional needs for growth including knowledge on key food groups and their role in everyday cookery.

Tasks/Activities:

Students participate in a range of tasks including:

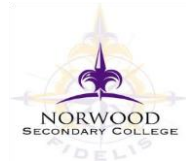
- Weekly food preparation
- Demonstration and discovery of different foods
- Research projects and investigations to complete various practical evaluations.

Student Assessment:

- Proficiency in practical skills, including safe and hygienic use of tools and equipment
- Understanding of influences on food selection and consumption including nutritional requirements for good health
- Understanding of recipe formats and the design process.

Class Expectations:

- Students should bring a lidded container, tea towel and plastic bag for every practical lesson (plastic bag for wet laundry).



TECHNOLOGY: MATERIALS

Aims/Objectives:

- To develop skills in design and production
- To begin to develop an understanding of the design process
- To promote an understanding of different materials and their uses
- To use equipment competently and complete production activities safely.

Content:

At the Year 7 level, the students will be introduced to Technology via integrated studies using fabric and textiles. The students will be encouraged to investigate, design, produce, analyse and evaluate their work. During the construction of their projects, students will be exposed to the use of various tools, materials and processes.

In Year 8, students will utilise the resistant materials of metal, timber and acrylic to produce their designs. The design and production areas will build upon their knowledge and understanding of the design process taught in Year 7 through the development of a more complex product.

Tasks/Activities:

Students will be taught:

- An understanding of the different materials used in construction
- An introduction to the design process
- Basic design skills and problem solving
- Cutting and joining techniques
- Production analysis and evaluation.
-

Student Assessment:

- Investigating and designing
- Safe and efficient production using different materials
- Analysing and evaluating.