Frequently Asked Questions

Welcome to Valley View Secondary School and the 2016 school year. We hope you will find our Frequently Asked Questions (FAQ’s) booklet a handy guide to commonly requested information about the school.

The booklet contains information about:
- Student Movement
- Expectations
- Governing Council
- Finance
- Times
- School Policy
- Uniform

Please phone if you have further questions.

240 Wright Road
PARA VISTA 5093
Phone: 8360 6111
Fax: 8360 6112
dl.1184_Admin@schools.sa.edu.au
www.valleyview.sa.edu.au

Respect * Integrity * Optimism
Responsibility * Support

What are the 2016 school times and dates?

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY - FRIDAY</th>
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</thead>
<tbody>
<tr>
<td>HOME GROUP</td>
<td>8.45 am</td>
<td>8.45 am</td>
</tr>
<tr>
<td>Lessons</td>
<td>9.00 am</td>
<td>9.00 am</td>
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<tr>
<td>Recess</td>
<td>11.00 am</td>
<td>11.20 am</td>
</tr>
<tr>
<td>Lessons</td>
<td>11.25 am</td>
<td>11.45 am</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.40 pm</td>
<td>1.10 pm</td>
</tr>
<tr>
<td>Lessons</td>
<td>1.15 pm</td>
<td>1.45 pm</td>
</tr>
<tr>
<td>Dismissal</td>
<td>2.30 pm</td>
<td>3.10 pm</td>
</tr>
</tbody>
</table>

Term Dates for 2016

- Term 1: February 1 to April 15
- Term 2: May 2 to July 8
- Term 3: July 25 to September 30
- Term 4: October 17 to December 16
WHAT DO YOU NEED TO DO ABOUT COMINGS AND GOINGS?

Attendance

If your son/daughter is absent from home group, please call the school on 8360 6111. Should you forget to do this, you can expect an SMS on the day and a call from your son/daughter’s home group teacher on the second day of absence.

A medical certificate would also be appreciated if they have been to the doctor. If the absence is likely to be extended please make the time to have a chat with the home group teacher so that work can be arranged.

Regular attendance will increase the likelihood of your child successfully completing their schooling.

Punctuality is also important; there are consequences for students who choose to arrive late for class as they are then disrupting the learning of others as well as their own.

Students who arrive after 8.55 am must have a note written by a parent/caregiver indicating the reason and must report to Student Services before going to class to sign into Daymap.

Students who leave early from school must have a parent/caregiver note, indicating the reason. The note must be shown to and signed by either a home group teacher or Year Level Manager and Student Services before signing out of Daymap.

Bikes

Bicycles must be locked in the bike rack at the front of the school. Accessories (helmets, etc.) should not be left on bicycles. They can be safely stored in Student Services.

Lunch Passes

It is safer for all students to stay at school at lunchtimes, but if you wish your child to leave school in order to go home for lunch please ensure that he/she collects a form from Student Services for you to sign. These forms should be signed by a parent/caregiver and returned to the Year Level Manager for approval.

It is expected that a parent/caregiver will be at home during these lunch periods.

A student detected out of school without a lunch pass is assumed to be truanting. A home lunch pass is NOT issued for use at Ingle Farm Shopping Centre or any other public place or for visiting friends, but is a HOME lunch pass.

Students must be back at school before lunch ends. Abuse of a lunch pass may result in its withdrawal.

Sickness at School

Any student feeling unwell should report to their teacher to get a diary note, and then go to Student Services. A decision will be made as to whether the student should lie down for a while or be sent home.

Parents/caregivers will be notified before a student is sent home. They will also be notified in the event of a serious incident involving their child.

On no account should a student leave the school without going through this procedure. It is not enough to simply tell a friend or use a mobile phone.

We take a very serious view of any student who leaves the school premises without permission.

WHAT ARE HOME GROUPS?

All students are placed into year levels then into home groups of approximately 20-25 students. Every morning students meet with their home group teacher for fifteen (15) minutes.

During this time the roll is called, uniform and absences are checked.

Three times a term a Pastoral Care Program will be run.

The home group teacher is often the person who students turn to for advice or help with problems. Parents/caregivers are encouraged to meet and talk to their child’s home group teacher as they have a good overview of how things are going.

Home group teachers will also contact you if there are any problems related to absenteeism or school uniform. The school diary is a useful tool for communicating with both subject and home group teachers.

Each year level also has a Year Level Manager who provides general oversight for that year level including monitoring behaviour, detention, uniform, assemblies, etc.
ICT Acceptable Use

Valley View Secondary School provides computer resources and access to the internet in an effort to enhance teaching and learning in a supportive school environment. As responsible members of our school community, it is expected that all students and other members of Valley View Secondary School will adhere to the guidelines below. These are based on common sense, DECD policy, school rules and Australian Laws. Strict adherence to the guidelines will help ensure a safe, positive, supportive and productive learning environment for all students. All ICT resources at Valley View Secondary School are monitored for acceptable use.

All students using ICT resources at Valley View Secondary School agree that:

- Privacy and network security is to be observed at all times. Computer accounts assigned to a user including internet and printing logons are not to be shared under any circumstances.
- At the end of each lesson each student should log out of their account and remove their USB.
- No Students are allowed unsupervised in computing suites.
- No Food and Drinks are to be consumed in the computing suites.
- School bags should not be stored under the computer desks.
- All computing suites are to be treated with respect and care. All damage must be reported to a member of staff immediately.
- Damaging computing equipment, hardware, files, data or the network will result in loss of access and further disciplinary action.
- Only software purchased, owned and approved by the school can be used on school equipment. Software copyright is to be observed at all times.
- Privacy and ownership of others work and material from websites must be respected at all times.
- Use or access of inappropriate material is strictly forbidden and will result in loss of access and further disciplinary action.
- The use of computers software and the internet is made available for the sole purpose of research and creation of educational works not for personal use e.g. social networking and music streaming.

Students’ Belongings

Whilst all normal precautions will be taken by staff, we cannot accept responsibility for personal property unless it is placed in our custody. We recommend strongly that all private property which students bring to school be named clearly.

Students are encouraged to use lockers for storage. They need to purchase a secure padlock.

If anything is found it should be handed in to Student Services. Conversely, if a student has lost something the first place to check is Student Services.

Clear cases of theft should be reported to the teacher most readily available at the time of discovering the theft.

Students are discouraged from bringing any electronic equipment to school (for example ipods, mobile phones). Unfortunately this type of equipment is easily left behind, or accidentally broken or stolen. It is an extremely difficult and time consuming process for staff to follow up reports of theft of this type of equipment as it is small and easily portable. This in turn causes distress to the owner of the equipment. We would like the support of parents/caregivers in discouraging students from bringing this equipment to the school.

In relation to mobile phones the school expects:

- Mobile phones are a distraction to learning programs and should NOT be used in class.
- Students to take responsibility for their mobile phones and not leave them unattended.
- Parents/caregivers to contact students via the Front Office in relation to movement to/from school. A verbal message from the student is not acceptable. Front Office staff will willingly pass urgent messages to students. The school will need to personally confirm any changes to a student’s movement with you.
- Parents/caregivers/students/staff to only use mobile phones during break periods or before or after school. Students and staff to turn off mobile phones during lesson time.

If a student uses a phone in class it will be confiscated and locked in Student Services until the end of the school day.

Valley View Secondary School understands that a growing number of young people have mobile phones for a range of legitimate and social reasons. We feel if these few simple expectations can be followed then the problems associated with mobile phones will be minimised.

Homework

Time expected from students:

- Years 8, 9, 10 1 – 2 hours per night
- Year 11 10 – 15 hours per week
- Year 12 15 – 25 hours per week

As students progress through school, homework will require more time commitment and will assist in the development of research skills.

Where specific homework tasks have not been set, students can use the available time for chosen tasks such as preparation, completing work, practising skills, revision, assignment work, projects or research.
Financial Decisions

Major financial decisions are not made lightly. The Finance Committee, comprising staff and Governing Council representatives, meets regularly and reports to the caregiver body (the Governing Council) which considers expenditure plans and approves the Materials and Services Charge annually. Parents/caregivers are asked to consider joining the Governing Council and participating in the process.

Materials and Services Charges

M&S Charges 2016 (inc. Student ID card) $415.00

Payment of school fees can be made by cash, cheque, EFTPOS or credit card during payment times set during the week prior to the commencement of the school year.

The compulsory M&S Charges for secondary students is to supplement government grants and assist schools to cover the costs of all essential educational books, materials and equipment required in the daily tuition of students, including a diary, printed notes, craft and resource materials, machinery. The Education Department does not supply machines and equipment, and schools must budget for their operation, purchase, repair and replacement.

If a student loses their ID card during the year, replacement cost is $5.50 which is payable at Student Services.

School Card Holders

Families entitled to receive assistance with the Materials and Services Charge will need to check with the school regarding DECD requirements for eligibility to qualify for a subsidy of the Materials and Services Charge. Parents/caregivers who are eligible must apply each year regardless of whether approval has been received in previous years.

Other School Charges

In addition to the Materials and Services Charges which appears on the “Notice of Materials and Services Charge 2016” there are few other costs payable during the year. Camps, tours, excursions, visits of various kinds are organised for particular groups, classes, years and subjects throughout the year. Parent/caregiver agreement to pay must be given for students to attend out-of-school activities. The cost of the activity is payable by parents/caregivers.

Debt Collection Policy

The School Governing Council will set the School’s Materials and Services Charges as recommended by the Finance Committee during the Budget Process each year. The School Materials and Services Charges will be payable by all students either at the beginning of the school year or by the end of Term 2 as per the school’s instalment plan or through negotiation with the School’s Finance Officer. Unpaid School Materials and Services Charges at the end of Term 2 each year will be referred to a DECD Central Debt Collection Agency to take appropriate action to collect all outstanding amounts owed to this school.

Instalment Plan Options/Centrepay

Should you wish to pay fees using an Instalment Plan, please contact the School’s Finance Manager to negotiate an option to suit. What is Centrepay? Centrepay is a free direct bill-paying service offered to families receiving payments from Centrelink. Through Centrepay you can choose to pay your school account by having a regular amount deducted from your Centrelink payment. Application forms can be obtained from the Finance Office.

Refunds Policy

EXCURSIONS AND PERFORMANCES (INCLUDING ON–SITE PERFORMANCES):

1. Refunds due to non–attendance at an excursion are subject to negotiation, and contingent upon the financial impact.
2. Unless otherwise requested, all refunds will be issued via a credit note instead of cash or cheque payments.
3. No refunds will be given if, prior to the excursion, a student or a family member, fails to notify staff of their inability to attend. Students must provide an explanatory note from the parent or caregiver which is countersigned by the teacher involved.
Governing Council comprises representatives of the caregivers, students and staff of the school. It has a significant role to play in the decision-making processes within the school. Members of sub-committees of the Council are involved in important policy making, for example on finance, canteen and grounds.

Council meets twice a term with meetings lasting approximately two hours. Members are elected for a two-year term.

Governing Council membership is your opportunity to make a worthwhile contribution to the school and to be involved in your student’s education.

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HOW CAN I BECOME INVOLVED IN THE SCHOOL?

⇒ Governing Council
⇒ LAP (Learning Assistance Program)
⇒ Pedal Prix
⇒ Sports Coaching
⇒ Fundraising
⇒ Grounds Development

WHAT ARE THE OFFICE TIMES?

Finance Office

Finance Office is located in the Front Office Area opposite Reception. Students may pay for expenses, eg excursions etc at the Front Office before school or at recess time each week day. Parents/caregivers are welcome to make payments at any time during the school day. Please note that credit card and EFTPOS facilities are available for amounts over $10.00.

Refunds Policy (Continued)

4. No refunds will be given where the school has to pay a nonrefundable deposit to hold bookings

QUIZZES AND COMPETITIONS:
No refunds will be given for any entry fees to quizzes and competitions as payment has already been made to the relevant organisation.

SPECIAL ORDERS:
Items ordered specifically for individual students (eg revision guides, Year 12 jumpers, tops, etc.) are a financial commitment by the student. Orders may be changed by the school if sufficient notice is given; otherwise it is the student’s responsibility to pay for the order.

Calculators (Years 8 to 12)
Calculators are used in all mathematics classes.
A scientific calculator (EL531XH) suitable for Years 8 to 12 can be purchased from the Finance Office for $20.
All students studying Pure Maths in Year 11 are encouraged to purchase a Graphic calculator (FX9860GAU+) available from the Finance Office for $195. Alternatively they can be purchased from retail stores.

USB Flash Drives
Should students wish to transfer electronic work between home and school they can do this either by using a USB Flash Drive or by email. USB Flash Drives are available for purchase through the Front Office, 8GB $6 approx, or alternatively you may purchase these privately.

Front Office
Personnel are on duty in the Front Office Reception area between 8.00 am and 4.00 pm on school days. Outside these hours messages can be left on an answering machine.

All visitors to the school must first report to the Front Office for security reasons. Meetings with staff are usually not possible except by appointment.
**WHAT ARE THE GRIEVANCE PROCEDURES?**

Good relationships within the school community give children a greater chance of success. However in the event of a grievance, the following guidelines may be used.

**Principles of our policy**
- Allow a reasonable time frame for the issue to be discussed.
- Appointments must be made through the Front Office. Please do not enter school classrooms or offices without doing this first.
- Everyone should be treated with respect.
- Meetings to discuss grievances will be suspended if any person(s) behave(s) in an insulting or offensive manner.

**Students with a grievance could:**
1. Arrange a time to speak to the person concerned.
2. Talk to a person who you feel comfortable with, e.g. Home Group Teacher, Counsellor/Pastoral Support Worker, Year Level Manager, Administration Team or any other member of staff.
3. If issue is unresolved, speak to your parents/caregivers.

**Parents/caregivers with a grievance could:**
1. Arrange a time to speak to the relevant teacher(s) about the problem and indicate what the grievance is about.
2. If the grievance is not resolved arrange a time to speak with a member of the Administration team.
3. If you are still unhappy, please arrange a time to resolve the issue with the Regional Director on 8314 4051.

**WHAT ARE THE HARASSMENT/BULLYING PROCEDURES?**

Unfortunately harassment and bullying does occur in society and consequently it occurs in schools. Harassment/bullying is a repeated action that continues even after it has been made clear that the person on the receiving end wants it to stop.

There are five main forms of harassment/bullying
- Verbal
- Physical
- Sexual
- Racial
- Cyber bullying (This is illegal and usually happens outside school hours. It should be reported to the police as well as the school.)

Students are surveyed to identify bullies to assist teachers in eliminating unwanted behaviours.

Students are encouraged to report harassment to a Year Level Manager or Counsellor who will investigate and work with the students involved.

**Step 1: Counselling and Reconciliation:**
We will talk with the harasser about the issue (they may not be aware of the effect they are having) and where appropriate bring the students together to talk through the issue.

**Step 2: Formal Warning:**
The harasser/bully is again counselled but this time receives a formal written warning that requires their parent’s/caregiver’s signature.

**Step 3: Consequences Imposed:**
If the harassment/bullying continues and the student does not change their behaviour, serious consequences such as suspensions and/or police community conferences will occur.
WHAT IS THE VVSS UNIFORM POLICY?

All students are required to meet the school's uniform policy every day as outlined below.
The school has an extensive range of loan uniform items and students will be asked to change into school uniform if they come to school inappropriately attired. All school uniform items excluding shoes and stockings are available from the School Uniform Shop located in Front Office.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COLOUR</th>
<th>PRICES</th>
</tr>
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<tbody>
<tr>
<td>Unisex Track Pants</td>
<td>Navy Blue with VVSS Logo</td>
<td>$32.00</td>
</tr>
<tr>
<td>Unisex Short</td>
<td>Navy Blue with VVSS Logo</td>
<td>$19.00</td>
</tr>
<tr>
<td>Girls Pant</td>
<td>Navy Blue Bootleg or Straight leg with VVSS Logo</td>
<td>Girls sizes $47.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ladies sizes $50.00</td>
</tr>
<tr>
<td>Girls Skirt</td>
<td>Navy Blue with VVSS Logo</td>
<td>$35.00</td>
</tr>
<tr>
<td>VVSS School Dress</td>
<td>VVSS design</td>
<td>Limited stock available $70.00</td>
</tr>
<tr>
<td>Boys Shorts</td>
<td>Navy Blue with VVSS Logo</td>
<td>$30.00</td>
</tr>
<tr>
<td>VVSS Polo Shirt</td>
<td>White or Navy Blue with school name on collar</td>
<td>$27.00</td>
</tr>
<tr>
<td>VVSS Zip up Jacket</td>
<td>Plain navy with a hood and school name embroidered on the front</td>
<td>$62.00</td>
</tr>
<tr>
<td>Stocking /tights / Pantyhose</td>
<td>Plain Navy Blue, or Flesh coloured</td>
<td>Only to be worn with the skirt or dress</td>
</tr>
<tr>
<td>Shoes Sneakers</td>
<td>Fully enclosed, low heeled</td>
<td>It is an Work Health Safety requirement to wear this type of footwear at school.</td>
</tr>
</tbody>
</table>

Note: Year 12 students can order the special Year 12 jumper Orders will be taken early in Term 1

UNACCEPTABLE ATTIRE INCLUDES:

- Visible clothing that does not comply with uniform
- Wearing of black tights or leggings without a school dress or skirt
- Thongs / slip on sandals
- Ugg boots
- Excessive makeup or jewellery

Students wearing any type of unacceptable attire will be required to change

Physical Education
Students are expected to change into clothes appropriate for the physical activity being undertaken e.g:

- Sports shirt or T-shirt
- Shorts or track pants or sports skirt
- Sandshoes or sneakers (non-marking soles) and a change of socks

Protective Clothing

- Students must wear protective clothing and equipment as indicated on safety operating procedures or when instructed by staff.
- For safety reasons, in areas such as Home Economics, Science, Technology Studies and Art, long hair needs to be pinned back and loose clothing and dangerous jewellery avoided.

Hats

An appropriate hat or cap may be worn in the yard to keep the sun off the face. These must be removed in classrooms and other indoor areas.

Cold/Wet Weather

Students may wear waterproof jackets or raincoats in the yard at recess and lunch times (not in classrooms). Please Note: Waterproof jackets and raincoats do not replace the school jumper/jacket.