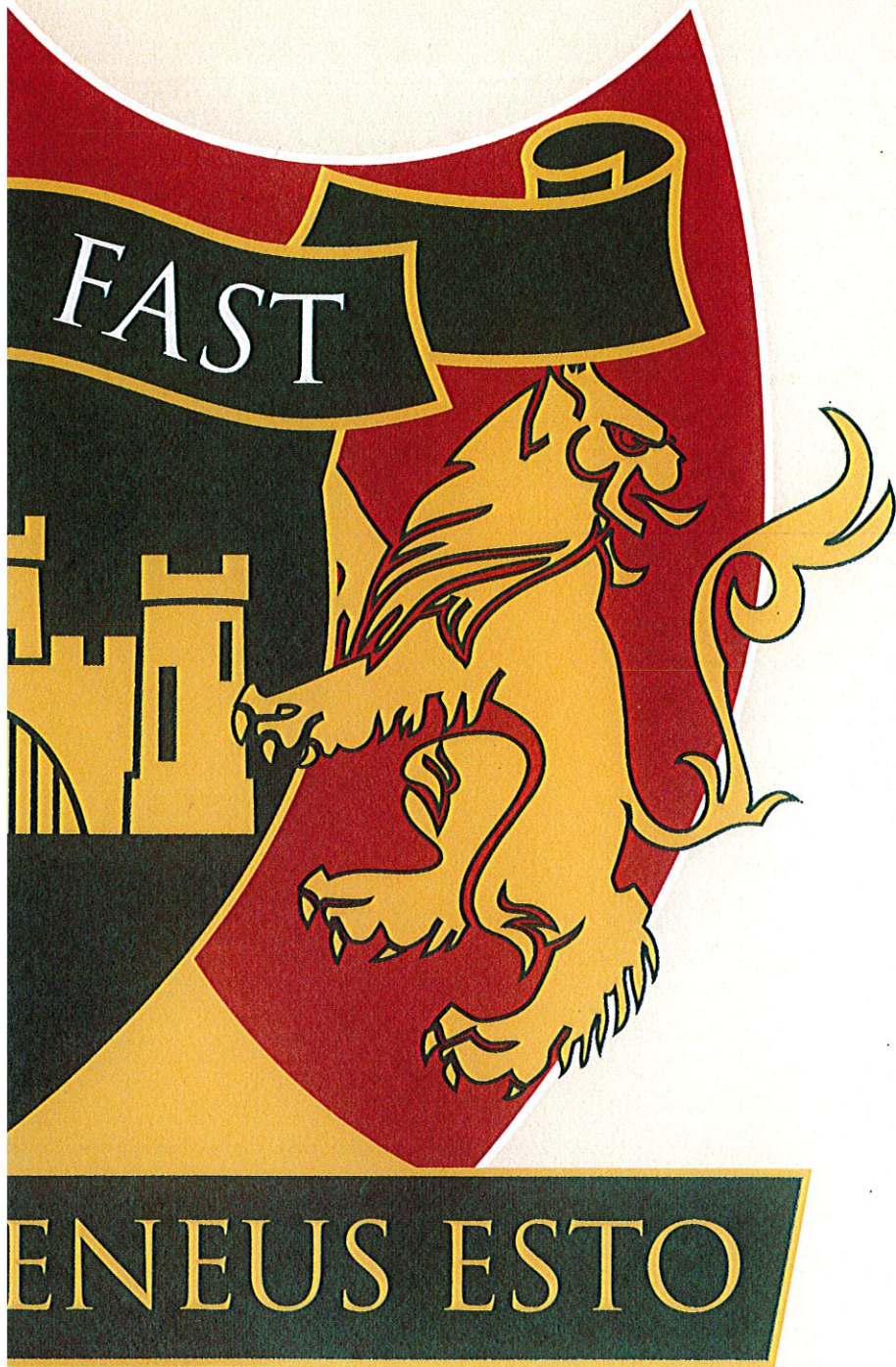




MACLEOD COLLEGE

A STATE P-12 SCHOOL



**Macleod College  
Parent Information  
Handbook 2019**

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# Macleod College Philosophy

## Our Vision

To build healthy communities within and beyond the College where through education all people can create opportunities for themselves and others.

## Our Mission

Macleod College empowers and supports every student to realise and reach their full potential; to grow and develop the skills, knowledge and values to build positive relationships, lead creative and productive lives and contribute meaningfully to their local and global community.

## Our Purpose

Macleod College is committed to providing high quality education in an engaging, challenging and flexible learning environment underpinned by our core value of RESPECT.

## Our Values

R	Responsibility	We take ownership of our actions and place in the school community
E	Excellence	We aim high and celebrate growth and achievement
O	Strength	We recognise and nurture positive qualities in ourselves and others
S		
P	Purpose	We acknowledge the value and effort in achieving our goals
E	Empathy	We seek to understand the experiences of others
C	Community	We create a sense of belonging through mutual support and shared contribution
T	Trust	We believe in ourselves and others

## PRINCIPAL'S INTRODUCTION

I am pleased to introduce to you our 2019 Parent's Handbook. This important publication is a concise handy reference to facilitate effective communication between home and school.

Research has shown that parent interest in their children's schoolwork is one of the most effective indicators of educational success and this is enhanced by participation in school events.

My own experience has shown that parents and school personnel working together can achieve the best outcomes for young people. This booklet provides operational information to help families and the schoolwork together.

Macleod College is a large college but the three sub-school structure with teams of coordinators for Early, Middle and Later Years enables personalized contact with families. Year level coordinators or team leaders should always be your first point of contact with the college. The teams are structured as follows:

Early Years	Prep – Year 4
Middle Years	Year 5 – Year 9
Later Years	Year 10 – Year 12

This booklet is an introductory guide that summarises the main policies of the school. If you wish to seek further advice, detailed policies and practices are available from the office or by speaking with College leadership.

We want to achieve the best outcomes for your children. This booklet is a starting point in a long and important relationship between the school and your family.

**Mario Panaccio**  
Principal



## ABSTUDY

ABSTUDY provides financial assistance for Australian Aboriginal and Torres Strait Islanders who undertake approved secondary or tertiary education courses. Assistance is also available to primary students. For further information contact Centrelink Offices.

## ATTENDANCE

Education is compulsory in Victoria between the ages of six and sixteen years. When children are enrolled it is expected they will attend school every day of each term. All schools in Victoria record daily attendance. All students at all year levels must obtain 85% + attendance.

If a student is sick or misses school for any other reason, a note must be sent to school explaining the absence within 3 days of the absence. Parents may report absences by ringing the college on the Attendance Hotline: 9457 0207, emailing the school [absence@macleod.vic.edu.au](mailto:absence@macleod.vic.edu.au) or recording the absence on COMPASS.

The college attendance is monitored on a lesson-by-lesson basis using an electronic program, COMPASS. Parents are able to log in and check their student's attendance and also log an absence. **Please phone the college 9459 0222 or 9457 0207 to provide an explanation for student absences.** Students arriving at school after 9.00am must report to the General Office to sign in.

## BALL GAMES

The college is fortunate in having extensive playing fields upon which students can enjoy ball games. However, the playing of ball games in any areas where there are glass windows is forbidden at all times. Should a student cause a window to break for any reason the college will set an appropriate contribution towards replacement costs. For safety and legal reasons students are not permitted to retrieve balls from the roof; balls are regularly collected and returned by the college handyman. For this reason balls should be clearly labelled

## BEHAVIOUR

Macleod College aims to provide a co-operative and caring academic environment within a P-12 school. The college promotes high standards of behaviour based on co-operation, courtesy, respect, self-discipline and mutual responsibility between all members of the college community. The secondary students are expected to show the younger students leadership and consideration and to be excellent role models.

## BELL TIMES

**The school day starts at 8.54am for all students.**

Primary students go to their assigned classrooms in readiness for the start of Period 1 at 9am.

Students in Years 7 – 9 will attend home group from 8.54am until 9am then proceed to their Period 1 class.

Year 10 - 12 students do not have home group but **all students must be at their Period 1 class ON TIME at 9am.**

**Please be aware that on the last day Terms 1, 2 & 3 students are dismissed at the earlier time of 2.20pm and in Term 4 at 11am.**

	<b>Regular</b>	<b>Early Finish</b>
<b>Form Assembly</b>	8.54am – 9.00am	8.54am – 9.00am
<b>Period 1</b>	9am – 10.00am	9.00am – 9.50am
<b>Period 2</b>	10.00am – 11.00am	9.50am – 10.40am
<b>Recess</b>	11.00am – 11.25am	10.40am – 1.05am
<b>Period 3</b>	11.25am - 12.25pm	11.05am 11.55am
<b>Period 4</b>	12.25pm – 1.25pm	11.55am 12.45pm
<b>Lunch</b>	1.25pm – 2.10pm	12.45pm – 1.30pm
<b>Period 5</b>	2.10pm – 3.10pm	1.30pm – 2.20pm

## **BICYCLES**

Bicycle racks are provided for student use and are located outside the Administration Block. Students are required by law to wear approved helmets when riding. They are to be stored in their lockers. Riding bicycles on the footpaths or in the school grounds, borrowing or tampering with bicycles belonging to another student, will all be regarded as serious offences. Students are advised to lock their bicycles and leave all unessential accessories at home.

## **BULLYING**

Macleod College has a comprehensive anti-bullying policy that includes specific procedures that can be obtained from the General Office upon request.

## **BULLETIN**

Daily Bulletins are read to students during Home Group by their teachers and are also available on Student web. This is the main means of communicating messages to students on a daily basis as we do not want to interrupt classes with Public Address announcements. In the primary grades, class teachers advise their grades of daily arrangements.

## **CAMPS**

Overnight camps are integral to the college curriculum. Regular camps include Grade 5/6 and Grade 3/4 Activity camps, Year 7 & 8 Camps, Year 9 Rural Urban Partnership Camps, Music Camps and a Music Performance Tour, German students' camps and every 2 years a cultural exchange trip to Germany. Participation is not automatic and is dependent on feedback from teachers regarding effort, participation, behaviour and overall standard of work.

Students who have been involved in discipline issues might not be permitted to attend. All year level coordinators are developing ways of improving the camp programs to ensure that all students are given opportunities to participate in this extra-curricular activity.

## **CANTEEN**

The college canteen, run by a private firm is open between 10.00am and 2.30pm Tuesday – Friday and supplies an extensive menu of nutritious food as well as snack food. Up to date menus are available from the General Office.

## **CAREERS**

The Pathways Leader in the college co-ordinates the Careers Education program offered by the school. The Pathways Leader and the Careers Centre should be seen as resources that are available to all members of the school community - be they students, parents or teachers. Work Education should not be seen as something that is only relevant to people the day or the week before they leave school.

Rather it should be seen as a long term developmental process (beginning in Grade 6) that embraces four main areas:

- self awareness
- decision making
- opportunity of career awareness
- transition awareness

Parents and students are encouraged to use these resources at their convenience. The Careers Centre is situated in the IMPACT Centre and is open by appointment with our Careers/Pathways Leader on 9457 0232.

## CAR PARK

Entrance to the college car park is from Carwarp Street. Parents are **NOT** to drop off or pick up students in the car park, as for safety reasons students are not permitted in this area. Please use parking bays in Aberdeen Road for this purpose. Alternatively, Edward Street and Strathallan Road are also suitable. This is an important safety issue. Parents are permitted to park in the College car park if attending meetings or appointments during school hours.

Each year a number of VCE students gain their drivers licence and drive to school. Once they have completed and submitted the correct paperwork, Year 12 students are permitted to park in the school car park.

The Macleod College guidelines for student car use are:

- Students wishing to drive to school must first complete the 'Permission to Drive to School' form which is available at the General Office
- Students are permitted to park in the college car park but must park along May Street side.
- Students who drive to school must follow the same attendance rules as all other students. They must remain at school until the end of their last timetabled class on each day. Student drivers must not go driving during lunchtime or private study periods
- Students are not permitted to take other students as passengers. This includes to and from the college as well as during the school day.

## COLLEGE PHOTOGRAPHS

Each year, both level and individual portraits are taken of all students. Parents may order and purchase combinations of these. These photos are used to create Student Identification cards. **The Photograph date in 2019 is Tuesday, 5<sup>th</sup> March.**

## COMMUNITY AGENCIES

Parents can access a large variety of community agencies and services (page 19) that work directly with the college.

## COMPASS

COMPASS is a student management system that allows you to access up-to-date and meaningful information about the college and your child's progress.

Compass includes many different features including:

- Monitor your child's attendance and enter approval for absence or lateness
- Communicate with your child's teachers and update your family contact details
- View your child's timetable
- Download and view your child's interim and semester reports
- Book Parent/Teacher/Student Conferences
- Approve excursions and pay for them

All students and parents are provided with a secure account and parents have the ability to set and reset passwords via the Compass homepage. Compass is available via the website [macleod.vic.jdlf.com.au](http://macleod.vic.jdlf.com.au) and via the Compass School Manager mobile app available for IOS and android devices.

Compass features:

Students - *timetable, lesson plans, learning tasks, events, calendar, news feed*

Parents - *student timetables, lesson plans, learning tasks, events, calendar, news feeds, parent teacher interview booking, reports, attendance approvals and monitoring, teacher contact information and access to school curriculum and documentation, approve excursions and pay for them.*

Compass is a web-based system that is accessible on any web browser or by using the Compass IOS or Android app.

Every family receives a separate login to Compass that will be provided by the College at enrolment. The Compass web address is <http://macleod.vic.jdlf.com.au>

For help with using COMPASS or to retrieve your password please contact the General Office on 9459 0222.

## **COMPUTING FACILITIES**

### **BYOD**

All students from years 5 to 10 are expected to bring a device to school each day. The preference is a windows netbook, however if you have already purchased a device the network supports; windows, mac, chromebook, android or iPad. Mobile phones are not considered a BYOD device and are not permitted to be used during class time.

#### **BYOD Guidelines:**

- Device must be less than 2 or less years old
- 6 hour battery life (no charging facilities are available to students at school)
- WIFI enabled
- Installed and regularly updated Anti Virus software
- No other specific software is required to be installed as Google Apps provides students with access to commonly used educational applications. If software programs are installed on the device it is expected that these are appropriately licensed and updated.

### **Wireless Network Access**

Macleod College maintains a highly efficient wireless network providing students with secure network access via a PPSK connection. Students are able to connect a windows laptop, apple macbook, android tablet or iPad, to the college network. Access to the college network is monitored and students are required to read and accept the terms of the college acceptable use agreements found in the front of the school diary. All internet access is monitored and filtered via the Department of Education and Training supplied Internet Service Provider.

### **Printing**

A BW/Colour photocopier is available for all students to access and is located in the Library. Students are required to pay for printing access and Papercut quota software is used to manage print charges, all payments are handled by the general office. Students can check their Papercut balance via Compass or when logged onto a school computer.

#### **Costs per page:**

Black & White	A4 - 10c	Colour	A4 - 50c
	A3 - 50c		A3 - 80c

### **Google**

All students at Macleod College are provided with a centrally managed Google Apps account, providing all students with an email address and access applications such as documents, spreadsheets, presentations and storage drive. All curriculum materials are provided to students electronically via Google or Compass. Google Apps is the primary method for teachers and students to collaborate and submit work, accessible via the internet at home or school

### **Computer Access (*dependent on year level and subject area*)**

Macleod College maintains 3 labs of computers providing students with access to specialised software these include Reading Eggs, Mathletics, Spellodrome and the Adobe Creative Cloud Suite

### **Projectors**

90% of our classrooms have interactive projectors or TV's both with audio capabilities. Students can attach their BYOD device to present assignments, presentations and digital content.

#### **Note:**

It is the responsibility of the student to provide a compatible display port accessory appropriate for their device for HDMI or CGA.

## **COUNSELLING**

The level coordinators are usually the first point of contact for both students and parents with regards to welfare related issues. They then may refer the issue to either of the relevant welfare providers within the college (Student Wellbeing Leader, Youth Worker, Nurse) or to an appropriate external Community Health Agency.

## **CROSSING**

A school crossing is supervised in Carwarp Street before and after school each day. This gives direct access to the college through the Early Wing gate. Parents can safely drop off students on the north side of Edward Street and they can then walk to the crossing.

## **CURRICULUM SUPPORT AND ENRICHMENT PROGRAMS**

### **Cultural and Artistic**

- Instrumental music offered in woodwind, bass, percussion, strings, piano and voice
- Extensive range of performance groups
- Later Years Formal
- College magazine: *Dunvegan*
- VCE Art and Technology exhibition
- Enrichment and Achievement Program
- 'Sister ' school in Germany
- Overseas student exchange programs
- Display of student work
- Arts display
- Cross Age Buddy System

### **Sporting, Leisure and Camps**

- Extensive camps and excursion programs.
- Coaching and participation in a wide range of interschool sports –
- School sports - swimming, athletics and cross country
- Primary gymnastics and swimming programs

### **Educational Enhancement**

- Full library service during class time and after school
- Extensive collection of print, audio and video materials to support curriculum
- Recognition of student achievement via displays, newsletters, bulletins, letters and local press
- Participation in Statewide Maths, Science and English competitions
- Enhanced provision of VCE counselling and support in the areas of study skills, time organisation and exam techniques
- Wider reading program
- Homework Club program
- Primary music performance
- Activity/ theme days
- Interactive Satellite television programs
- Home reading program
- Extensive guest speaker program
- English as Another Language (EAL) program
- Learning area excursions
- VCE orientation program
- Study Skills Program
- Parent Information nights
- Homework Club

### **Careers and Work Education**

- Access to extensive collection of career and course information
- Students over 15 years of age may access work experience programs
- VCE programs counselling
- Course and career counseling
- Careerwise
- Exit student surveys
- Guest speakers and information night
- TAFE taster programs



### **Student Leadership and Decision Making**

- Student Representative Council
- Student fundraising activities
- Primary and secondary College Captains and Deputies
- Fundraising for community organisations
- Primary house leaders and secondary house captains

### **Transition**

- Transition program for incoming Preps and exiting grade 6 students
- Visits from Year 7 and Transition coordinators to liaise with local primary schools
- Invitation to Year 6 students and parents to attend school information evening
- Year 7 program
- Year 7 camp
- Grade 5 visits from main feeder primary schools
- Year 7 Peer Support program and Socialisation program

### **Pastoral Care and Counselling**

- Form group teacher, year level coordinator, Student Wellbeing Leader
- Disabilities & Impairments provision
- District support staff, visiting psychologists, access to speech therapists, etc
- Liaison with community support services - both government and non-government
- Out of school Hours Care Program
- Peer support program
- Life Education
- Engagement Framework

## **DISABILITIES AND IMPAIRMENT**

State government support may be available for students who have disabilities or impairments. Please contact the General Office 9459 0222 for details of who to contact to check eligibility.

## **EATING**

Many students find that by lunchtime they are extremely hungry so they are encouraged to eat a substantial morning tea at recess that can be brought from home or purchased at the canteen. Students should have an adequate breakfast before beginning each school day.

Students are not permitted to eat inside the school buildings and are expected to dispose of all litter appropriately and thoughtfully.

## **ENVIRONMENTAL DUTY**

All students in the college share the responsibility of keeping the yard litter free. This will include classes being rostered on 'Environmental Duty' i.e. cleaning the yard. Disposable gloves are supplied.

## **FACILITIES**

The College includes the use of the **NETS** Stadium (a 4 court netball complex) and is used extensively by students. The multi-functional nature of the venue is well suited for a variety of purposes, including whole school assemblies.

The **IMPACT** Centre is situated in a wing of the College and comprises a large open plan learning space and a large theatre complete with a data projector and a surround sound system.

## **GUIDANCE OFFICER**

The college has the services of a Student Guidance Officer. The Guidance Officer is available (by appointment only) to provide educational assessments for students and counselling for both parents and students.

This service is available by referral through the Student Wellbeing Leader and appointments are then made to the appropriate department.

## **HOURS OF OPERATION**

The General Office is open between 8.30am and 4.30pm. Telephone 9459 0222. You may also email the College [macleod.co@edumail.vic.gov.au](mailto:macleod.co@edumail.vic.gov.au)

## **HOUSE SYSTEM**

The house system operates from Prep to Year 12. House captains are appointed from the senior level of the house system and leaders from grade 6. The four houses at Macleod College are Carter House (gold), Ramsay House (red), Scarff House (blue) and Shepherd House (green).

The houses compete for the Jason Taylor Memorial Trophy that is awarded at the annual Awards Evening held in December of each year. House competitions include the annual swimming and athletics carnivals.

## **IMMUNISATION**

Before enrolling a student in a Victorian school, parents have to give the school a record of the child's immunisations. The local council medical officers visit the school annually to up-date immunisations for students in Year 7.

Parents who have questions about immunisation should contact their local doctor or their Council's Health Department.

## **INTERPRETING AND TRANSLATING SERVICES**

All schools are able to access the Victorian Interpreting and Translating Services. These services can provide interpreters for parent interviews and information sessions for parents of non-English speaking background (NESB) students. In addition, schools are able to access the services to translate school notices. Parents may get a representative to contact the school to arrange appointments.

## **LIBRARY**

Our Library is a vibrant, welcoming and engaging space with supportive and informed staff. Our emphasis is on literacy (both print and non-print), learning and reading for enjoyment. We have a great range of material and welcome student suggestions.

The Library provides for the full range of P - 12 needs, with classes, computer labs, printing/photocopying, research/IT assistance, casual areas and study areas.

The library is open from 8.30am – 4.00pm.

On after school meeting nights (currently Mondays and Wednesdays) we close at 3.30pm.

## **LOCKERS**

A locker is issued to each Year 7 – 12 student at the beginning of the year, the security of which is the student's responsibility. **All students in Years 8 – 12 must provide a lock for their lockers.**

**Year 7 students will be issued with (after payment) combination locks.** The lockers remain the property of the college and the administration has the right to request access when appropriate.

**Students are not to remain in locker areas once they have collected or stored class materials.**

## **LOST PROPERTY**

This should be handed in to the General Office. **Please label all personal property so it may be returned ASAP.**

## **MACLEOD COLLEGE COUNCIL**

The School Council consists of 15 members made up of:

- 4 elected Department of Education and Training employees
- 6 elected non Department of Education and Training employees
- Up to 4 co-opted members

The Principal is also a member of the Council as Executive Officer.

The Council has active teams, which are convened by Council members.

Two Council Meetings per term are held at the college at 6.15pm and are currently held on a Wednesday.

Parents and students are welcome to attend as observers.

Parents are advised in the newsletter when the team meetings are being formulated and opportunity exists for parent participation in these even if they are not members of the School Council.

## **MAJOR EVENTS**

Major events at the college cover academic, cultural and social events and celebrations. Some of our major events for 2019 will be the house swimming and athletics carnivals; EXPO Night, the annual ANZAC Commemoration; music concerts; NAPLAN testing at Year 3, 5, 7 & 9 levels; the annual awards night held in December; Education Week, Christmas activities and the Banyule Festival.

## **MANDATORY REPORTING OF CHILD ABUSE**

Children and young people have the right to be protected from abuse and neglect. Teachers are legally required to notify the Department of Health and Community Services if they form a belief that a child may be at risk of harm from sexual abuse, physical injury or neglect.

## **MOBILE PHONES, IPODS ETC**

The college recognizes that there are times when it is useful for students to have access to a mobile phone – for example to confirm or change a collection time after music rehearsals or sports practice.

It is neither necessary, nor acceptable however, for mobile phones to be switched on or used during lesson or study times. As a general rule, mobile phone use by students should only be in cases of emergency or genuine need.

**Mobile phones and other electronic equipment are brought to school entirely at their owner's risk. The college cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting from mobile phone use.**

Students and parents should recognize, however, that mobile phones, i-pods etc are a highly prized target for theft and, accordingly, should always be stored in a safe and secure place. Any inappropriate use of mobile phones, such as the recording and distribution of instances without the permission of the participants is considered a serious matter under the student code of conduct. Severe consequences will result from such action.

## **MANAGED INDIVIDUAL PATHWAYS (MIPS)**

The Managed Individual Pathways program ensures students 15 years and older have a current plan for their future years at school, further education and training or employment.

MIPs programs are incorporated into the Years 10, 11 and 12 curriculum and each student is supported with resources necessary for them to achieve their pathway goals.

## **MUSIC**

The **Macleod College Music Academy (MCMA)** is a program available to all students from beginners to advanced and providing the North Western Victorian Region with outstanding specialised music education.

**Our History** - Macleod College has a strong history of music education. It was established as one of four specialist music schools in the 1970's and continues to maintain high standards of music performance, creativity and innovation. 1 in 5 students at Macleod are currently involved in the performance program.

**What We Offer** - MCMA provides a safe and accepting environment where all students are valued and can express their talents and creativity.

Students enrolled in the Macleod College Music Academy are provided with access to:

- Tuition in all areas of strings, wind, brass, percussion and voice with highly experienced and practicing musicians.
- a wide range of innovative and quality performance ensembles
- scholarships for Year 7
- study of a second instrument
- programs in leadership and teamwork
- Access to AMEB and ANZCA examinations
- regular performance opportunities
- an enjoyable and fulfilling school experience
- Music tours and performance camps
- The best value for money musical experience in the North Western Victoria Region.

### **What We Achieve**

Macleod students regularly:

- are among the top VCE Music students in the state, consistently achieving scores of 40+ and being invited to perform at Top Class
- receive their first preference at tertiary institutions such as Victorian College of the Arts(VCA), West Australian Performing Arts (WAPA), Monash University and Ballarat Academy of Performing Arts
- participate in many quality performances
- perform at festivals and competitions such as Generations in Jazz, State Schools Spectacular and Royal South Street Eisteddfod

**Our Facilities** - Macleod College possesses a purpose built 330 seat Performing Arts Centre complete with dedicated instrumental teaching rooms, rehearsal and performance spaces. We provide a full range of percussion and hire instruments, a grand piano and recording equipment.

**Our Partners** - MCMA is building an impressive list of community partners who will work with us to provide the most comprehensive music experience in the area. For more information about enrolling in the Macleod College Music Academy contact the Music Director Mr Jason Ziino on 9457 0228 or [ziino.jason.a@edumail.vic.gov.au](mailto:ziino.jason.a@edumail.vic.gov.au)

## **MUSIC COMMITTEE**

The Macleod College Music Committee helps to promote and assist music education at the college. The committee provides support to specific musical activities and seeks to improve facilities for music education.

Membership of the Music Committee is open to all parents of music students at the college. Meetings are held 4 – 5 times per year. Interested parents should contact the Music Director Mr Jason Ziino through the General Office.

## **NEWSLETTERS & PRIMARY BULLETINS**

College Newsletters and Primary Bulletins are each issued fortnightly in order to keep parents informed of excursions, meeting dates and other general information about the school and hopefully to increase parent involvement.

The access link is sent to all families through COMPASS and is also available on the website. Please read each issue as it is a major form of communication used by the school to keep the school community informed and up to date in regards to events at Macleod College.

### **OUT OF SCHOOL HOURS CARE (Prep – Year 6)**

Parents may enroll in this service by obtaining an enrolment form from the general office or contacting the coordinator Julie Rodwell. Currently we are only offering after school care from 3.15pm – 6.30pm as there has been no bookings for before school care. We will continue to monitor the situation and appropriate changes made if needed. **Contact Phone** 9457 0234 or 0401 991 093.

Childcare assistance is available by completing the appropriate claim forms. These can be obtained from the coordinator or from Centrelink. When children from the Prep to Grade 6 sector are not collected after school they will be taken by the last yard duty teacher to Out of School Hours Care (if registered) and an appropriate fee will be charged.

### **PARENT/TEACHER/STUDENT CONFERENCES**

An essential part of the school year is the Parent/Teacher/Student Conferences, which are held twice a year. These are designed for the mutual benefit of both parents and teachers with the desire to help students in the most effective way. On these days formal classes are not held and students are expected to attend these conferences with their parents.

The dates of conference meetings are published in the college newsletters. Appointment times are uploaded onto Compass one week before the conferences take place.

Parents are encouraged to contact the school at any time to make an appointment to discuss their student's progress. Parents may also contact teachers via email, parents are issued with an information book at the beginning of the year containing email addresses of all teaching staff.

### **PAYMENTS TO THE COLLEGE**

College fees and any other expenses incurred at school may be paid via the following methods:

**Cash                      Visa                      Mastercard                      EFTPOS                      COMPASS Pay**

Unless otherwise instructed all payments by students should be made at the General Office before school or at recess. Parents are welcome to make payments anytime between 8.30am – 4.30pm. Receipts are issued for all payments made through the General Office.

### **PE CHANGE ROOMS**

Students must not leave valuables in the PE change rooms. They are able to visit their lockers before and after PE classes and must lock any valuables away themselves.

### **PRINTING & PHOTOCOPYING**

Students use the 'Papercut' system for the use of printers and photocopiers and are charged accordingly. We are asking that all students pay an initial payment of \$20 at the start of the year and then then top up their account, when required, by paying at the general office.

### **PRIVATE STUDY FOR SENIOR STUDENTS**

Students studying VCE/VCAL/VET are expected to complete about a third of the course outside the classroom; this means that they will have to undertake individual or group private study at home or at school.

When students use the library for private study purposes they are expected to come prepared to work and not interfere with the right of any other student to a quiet learning environment. There is also a Year 12 Study Centre for VCE study.

## **PUPIL-FREE DAYS**

Pupil free days will be publicised in the college newsletter and the primary bulletin well before the date. Parents should refer to these regularly to stay informed. Dates are also published on the website.

## **REPORTS**

### **Continuous Assessment**

Macleod College has a "continuous assessment" that aims to provide students and parents with timely information regarding student skill acquisition, learning and growth. Staff set and assess learning tasks via the COMPASS portal. They regularly and more closely monitor and report on student performance and provide immediate additional learning opportunities for students to master challenges as they arise.

Continuous assessment also helps students identify how they learn, how they can approach problems differently, what their blind spots are and how they can eliminate them. To be fully aware of their child's learning progress parents are asked to regularly check their child's COMPASS portal in the "Learning tasks" window

### **End of Semester Summary Report**

The report provides a summary of achievement for each of the assessment tasks along with teacher judgement of work habits - effort, organisation, classroom behaviour, work submitted and seeks assistance. Parents are encouraged to look at the individual learning tasks on COMPASS for a full analysis of achievement and progress against the Victorian Curriculum Standards.

## **SCHOOL BAGS**

While Macleod College school bags are available and students are encouraged to purchase them, they are not a compulsory part of the uniform. Backpacks are recommended and all bags must be named.

School bags are not to be taken into the yard during the school day and students who need a change of clothing for practical classes must carry this in a soft plastic bag such as a supermarket bag. Bags are not permitted in classrooms.

## **SICKNESS AND FIRST AID**

Secondary students who are ill or injured are to report to the First Aid assistant at the General Office.

**Please note that the college will call an ambulance if this is deemed necessary, so appropriate ambulance insurance is recommended.**

A qualified first aid assistant staffs the First Aid Centre and it is equipped to handle minor accidents only. In case of an emergency, every effort will be made to contact a parent. Also, students who arrive ill or become ill during the day cannot be looked after at the college.

The college will ring parents to arrange for the student to go home. For these reasons, parents must make sure that records of contact telephone numbers are up-to-date. If a child has a medical condition, the college needs to be informed. In particular, the college needs to know if a student has haemophilia, asthma, anaphylaxis, diabetes or severe allergic reactions to particular foods, bee stings etc.

### **Anaphylaxis**

Students must lodge with the First Aid Officer (General Office) a current Anaphylaxis Plan, issued by a doctor and an in-date epi-pen.

### **Asthma**

Parents of asthmatic children should ensure that the college's records contain details of medication, peak flow readings and their asthma management plan. Students should carry puffers at all times for emergency use. The college has a pump and parents should supply the college with appropriate medication if this is likely to be required.

## **Dental Service**

The Child Dental Benefits Schedule provides eligible children between the ages of 2-17, access to up to \$1,000 in benefits per child for dental services over two consecutive calendar years.

Dental services include:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Examinations</li><li>• X-rays</li><li>• Cleaning</li><li>• Fissure Sealing</li></ul> | <ul style="list-style-type: none"><li>• Fillings</li><li>• Root Canal Therapy</li><li>• Extractions</li></ul> |
|--|---|

Emergency appointments – no wait time

**\*No out of pocket costs**

**\*All children aged up to the age of 13 are eligible for FREE dental treatment**

**\*All children up to the age of 17 are eligible for FREE dental treatment if they hold a concession card or are dependents of concession card holders.**

Contact Banyule Community Health at 21 Alamein Road, West Heidelberg. Phone 9450 2000.

## **Diabetes or Epilepsy**

Please ensure that the college records maintain up-to-date management strategies and records of medication taken in case an ambulance is required.

## **Infections**

If your child contracts an infectious disease, head lice, ringworm, scabies or impetigo (school sores), please advise the college. The First Aid assistant or appropriate Assistant Principal can also advise you when your child can return to school.

## **SPORT**

Macleod College has an excellent record of sporting success. The college encourages its students to participate in sporting events at all levels and conducts its own swimming and athletics carnivals and cross country run. It encourages participation in round robin competitions organised by the Victorian State Schools Sports Association.

**In addition, the college encourages students to participate in community-based weekend sporting competitions.**

## **STUDENT CONDUCT**

Discipline at the college is predicated on the assumption that it is better to reward appropriate behaviour in the hope that inappropriate behaviour will be avoided.

It is also a principle that individual student behaviour should not be allowed to stop other students from learning, teachers from teaching or to compromise the safety and health of the community.

Poor behaviour will attract sanctions graded so that they are appropriate to the age of the student, the student history and the nature of the offence.

## **STUDENT INFORMATION**

It is imperative that all information regarding contact addresses and telephone numbers for students, parents and emergency contacts is up-to-date as this information is essential in case of illness or emergency.

**All changes should be given to the office staff as soon as possible.**

## **STUDENT LEADERSHIP**

There are four College Captains, with two Year 12 students representing Years 7 to 12 and two Grade 6 students representing Prep to Grade 6. We also have two deputies from Year 12. The College Captains are responsible for running the Student Representative Council and House System.

International Student Captains work with the leadership group and the International Student Coordinator in supporting activities that engage and support both the International and whole school student body.

Macleod College Music Academy have Music Captains who play an integral role in the planning, organisation and running of various music events and are each responsible for leading a different ensemble group.

There are up to two House Captains (Year 10 or 11) and one Year 6 House Leader per house. They plan and implement house based sporting and non-sporting activities throughout the year.

Students from Years 6 to 11 are also able to apply to become members of the Student Representative Council. These students plan school and charity fundraising events.

There are also several students involved in welfare programs within the college that work on students developing resilience while increasing the connectedness for all students. These programs include Peer Mediation and Peer Support.

Other programs such as cross-age tutoring and a formalised volunteer program also enhance the leadership program. The term of office for leadership positions is from the beginning of Term 4 to the end Term 3 the following year.

## **TEXTBOOKS AND STATIONERY**

Students are required to obtain all books and stationery prior to the commencement of the school year so that curriculum programs can begin smoothly and effectively. As a service to parents and students the college has made arrangements to handle the ordering of new books and selling of second hand books at the college during term four.

### **Primary**

Prep – 6 booklists are distributed by the Prep - 6 Leader, please return completed booklists to the general office by the due date. The pick up of orders is on **Friday 25<sup>th</sup> January, 2019 between 9am and 12pm** at the Macleod College Hall in the Carter Thompson building.

### **New Text Books – Years 7 - 12**

#### **Year 7 - 12**

The college uses the services of the booksellers **North of the Yarra**, Strathallan Road, Macleod. If using the service provided by the college, select required texts, check, detach the butt of your booklist for your record and return the completed booklist to the General Office by **Wednesday 12<sup>th</sup> December**. Please note that the separate stationery lists are a guide only and students may be required to purchase additional items.

Late orders will not be accepted and will need to be handled directly with the college bookseller or a bookseller of your choice. You may also choose to order online at [www.noty.bookweb.com.au](http://www.noty.bookweb.com.au) Pre-ordered 2019 book orders for new books can be paid for and collected from the Macleod College Hall in the Carter Thompson building on **Friday 25<sup>th</sup> January from 9am – 12pm**. Your box of books will be available to you only on full payment of the cost of your books.

### **Second Hand Books – Years 7 - 12**

Macleod College also arranges a second hand bookstall at the end of each year. Books in good condition are bought back from students and resold. Students have received the relevant paper work for selling books and buying second hand.

Marked Books - Students are advised to look after all purchased text books as the resale value is partly determined by condition.

### **Second hand books and uniform will be on sale:-**

- **Friday 7<sup>th</sup> December 3pm – 7pm**
- **Saturday 8<sup>th</sup> December 10am – 1pm**
- **Tuesday 11<sup>th</sup> December 9am – 10am & 2.30pm – 4pm**
- **Wednesday 12<sup>th</sup> December 9am – 10am & 2.30pm – 4pm**



## **TRANSPORT**

Macleod College is adjacent to the Macleod Railway Station, which is on the Eltham/Hurstbridge line. Buses from Reservoir station terminate at Macleod Station. Further information about public transport to Macleod College can be found at <http://ptv.vic.gov.au/timetables/>

All Macleod College students travelling on public transport will behave in a manner that reflects well on the college. Students are expected to queue in an orderly manner and let passengers alight from the train or bus before boarding themselves.

## **UNIFORM**

### **Uniforms**

Noone Imagewear run an on-campus uniform shop that supplies all new uniform items (except shoes). It is located in the Thompson-Carter block and is open on **Tuesdays and Thursdays from 3.15pm – 5pm (during school term)**.

Parents are strongly advised to read the college dress code carefully; it is important that correct items are purchased, as replacing unsatisfactory items can be costly and wasteful. In particular, parents and students should ensure that they purchase correct school trousers that must be tailored college grey. Uniforms are available from the on-campus shop and Noone Imagewear, 283 Lower Heidelberg Road, East Ivanhoe.

### **Secondhand Uniforms**

Secondhand uniform items are also available from the **Secondhand Uniform Shop** located at the top of the stairs on the way to the General Office. This is run by volunteers and is only open on **Thursday afternoons from 3.00pm – 3.30pm**. Items for sale can be left at the General Office. Once items are sold funds will be credited to your nominated bank account after your item(s) are sold. They will be open during second hand book sale.

## **UNIFORM POLICY**

College Council has set a uniform to be worn by all students at this college. Parents will be given a list of college uniform upon enrolling. All students are expected to wear the college uniform. At all times the manner in which the uniform is worn shall reflect pride in the college. Amongst other things, this means that the uniform will be clean, in a state of good repair, appropriately fitted and worn without non-uniform items being visible.

If students are not wearing complete college uniform, they must bring a note to their year level coordinator at the start of the day. The note must contain a date stating **when** the student can be expected to resume wearing full uniform. Only notes containing reasonable excuses will be accepted. Please note that all students must have sufficient uniform items to allow them to wear the uniform for 5 days.

The college uniform has been devised to be durable, economical and attractive. The college expects the full support of parents in the implementation of this policy to ensure a high standard of appearance amongst all students.

## **VCE/VET/VCAL**

All students in Victoria in Years 11 and 12 are able to study the VCE, VET or VCAL. The Victorian Curriculum and Assessment Authority (VCAA) administer these courses. Students are expected to study up to 22 semester length units and the course is designed to ensure that all students study in a variety of areas yet achieve a suitable foundation for either employment, further education or tertiary study.

At Macleod College students are encouraged to plan for the VCE as a two year course and to choose subjects which will best suit the needs of their future courses or employment. Considerable resources are directed towards helping students choose wisely. Year 10 students may choose to study a VCE subject as part of an extension program.

VET Programs are available at Macleod College and neighbouring schools. Networking with local schools enables students to select from a wide range of VET programs. **VCAL will be available at Macleod College in 2019.**

## **WELLBEING**

The Wellbeing Team works to promote and maintain the health and wellbeing of students and support students, parents and staff. Students are better prepared for learning when they are healthy, safe and happy.

The Wellbeing team consists of:

- Wellbeing leader – Crisis intervention, counselling and referral
- Wellbeing leader – Positive Psychology
- Adolescent Health Nurse – Whole school health promotion, health counselling and referral

Macleod College is a member of the DET Safe Schools Program and a copy of our Child Safety Statement is available at the General Office on request.

**Positive Education** - Positive Education is based on the science of Positive Psychology, which involves encouraging and supporting individuals, schools and communities to flourish.

**Flourishing** is defined as a combination of 'feeling good and doing good.' Positive Education focuses on specific skills that assist students to strengthen their relationships, build positive emotions, enhance personal resilience, promote mindfulness, and encourage a healthy lifestyle.

### **Crisis Intervention**

**Rationale:** Our philosophy is that providing support and guidance to people in crisis will avert prolonged mental health problems.

**Intervention:** Crisis support is short term, and centres on providing people with assistance, non-judgemental support and resources in their time of need. The main aim of crisis support is to help reduce stress and improve the person's ability to cope with their current situation, as well as with future crises.

We are committed to reaching out to those in crisis to offer an immediate response when difficulties seem overwhelming. Crisis support prevents unsafe and damaging reactions to difficulties, and creates opportunities for personal growth and change.

The Wellbeing Team provides advice, consultation and work in close partnership with a wide range of support services within our local community to provide appropriate support and continuity of care.

Our services are confidential\* and are supported by DET policy and procedure (\* Conditional confidentiality). The Wellbeing Team is required to keep your information private unless you agree otherwise. There are some instances where the Wellbeing Team are mandated to discuss your situation with other professional agencies if a student's safety or the safety of others is determined to be at risk.

**Referral pathways** - Students may self-refer directly to the Wellbeing Team by making an appointment at the student resource centre, general office or via e-mail. Student managers and classroom teachers may also refer students of concern. Parents are asked to contact the school directly via the general office should they wish to refer their child.

**Partnerships** - Macleod College values community partnerships. The benefits that these organisations bring to our school community extend beyond mere economic considerations. They are closely connected to the individuals, families and communities they serve and assist us to achieve our goals by enhancing the supports and experiences of young people and their families.

**Student Support Services** - The Wellbeing team also facilitate access to Student Support Services who assist children and young people faced with learning barriers to achieve their educational and developmental potential. They provide strategies and specialised support at individual, group, school and network levels.

Student Support Services comprise a broad range of professionals including psychologists, guidance officers, speech pathologists, social workers and visiting teachers. Student Support Services officers work as part of an integrated health and wellbeing team within networks of schools, focusing on providing group-based and individual support, workforce capacity building and the provision of specialised services.

**MindMatters** - MindMatters is a framework that aims to promote mental health, prevent problems and enable early intervention. It also enhances student skills for resilience, parent/ family support as well as support for students experiencing mental health difficulties. The framework uses evidence based strategies and programs plus access to MindMatters resources. MindMatters targets four key components, which identify schools as communities for promoting positive mental health and wellbeing.

**Other key partnerships include:**

- Austin School
- Banyule and Nillumbik Community Health Networks
- Banyule Youth Services
- Berry Street
- Beyond Blue
- Child and Adolescent Mental Health Service Child First
- Child Protection Service
- Department of Health Services
- Headspace
- Healthy Together Achievement Program Victoria Government
- Open House
- Safe Minds initiative (Headspace and DE&T)
- Secondary School Nursing Program

## **COURSE INFORMATION**

Year level subjects are limited to availability and timetabling. The Macleod College curriculum is organised to a traditional structure based around a ten day timetable which provides 50 periods of study per 10 day cycle.

Years 7 - 10 provide balanced and substantial courses in each of the 8 learning areas of Arts & Technology, English, LOTE, Humanities, Maths, PE, Health and Science. Year level structures are designed to enable all students a breadth of academic and creative experience.

## **VICTORIAN CURRICULUM**

**Victorian Curriculum** is the curriculum from Prep to Year 10 for all Victorian schools. The Standards outline what is important for students to learn and develop during their time at school. They are designed to encourage a deep understanding of essential knowledge, skills and behaviours. The Standards will also be used to plan student learning, assess student progress and report to parents.

The Standards have been developed after national and international research by the Victorian Curriculum and Assessment Authority (VCAA). Expectations for young people are changing: it is important to continue to explore how students learn and what they need to be successful learners.

The Standards aim to meet the challenges of preparing young people for a world in which knowledge is highly valued and constantly changing, a world in which work, society, community and personal relationships are subject to increasingly complex pressures. Young people need a broad range of knowledge and social, personal and thinking skills to be successful.

The Standards will prepare them for their final years of study in the:

- Victorian Certificate of Education (VCE)
- Victorian Certificate of Applied Learning (VCAL).
- Vocational Education and Training (VET) programs can also be undertaken as part of either VCE or VCAL.

The Victorian Essential Learning Standards are set in three main strands or areas. They are:

1. knowledge and understanding from the key subjects of English, Science, Mathematics, Humanities, Languages and the Arts
2. physical, personal and social skills such as being active and healthy, developing self confidence, managing personal learning and working with others
3. other essential skills that apply across curriculum areas such as thinking, design, problem solving, communicating, and using information and communications technology.

# Community Referral Poster for Nillumbik & Banyule Youth

Updated September 2018

Email: [Steven.Plant@healthability.org.au](mailto:Steven.Plant@healthability.org.au)

School Focused Youth Service



School Focused Youth Service

### Alcohol & Other Drugs

**Direct Line** 1800 888 236  
Drug & Alcohol referral service  
Chat live online with a professional counsellor, anywhere, anytime  
Web: [www.directline.org.au/online-counselling](http://www.directline.org.au/online-counselling)

**Family Drug Helpline** 1300 660 068  
North & West Metro Alcohol and Drug Service (ReGen)  
Local Intake and Assessment 1800 700 514  
Mon - Fri 9am to 3pm intake@nwmetroad.org.au  
A client must be deemed dependant on a substance & ages 16 plus  
Youth Northern Outreach Team (YNOT)  
Glenroy 9304 9100  
City Office 9945 2100  
Provide outreach drug and alcohol treatment for young people 12 and 25 in the city of Yarra, Banyule, Darebin, Meltonland, Hume, Whitehorse and Nillumbik  
**UnitingCare ReGen (Formerly Moreland Hub)** 9386 2876  
The alcohol and other drugs (AOD) treatment and education agency of UnitingCare  
**Youth Support & Advocacy Service (YSAS)** 9415 8881  
D&A Counselling (Google YoDAA) For young people aged 12-21 in relation to alcohol & other drugs  
24 hour free YoDAA Line: 1800 458 685

### CALD / Multicultural

**Department of Human Services**  
8:00am - 5:00pm Mon to Fri, if you speak a language other than English  
**Centrelink Multilingual Phone Service - Medicare and Child Support** 131 202  
Translating and Interpreter Service (TIS) 131 450  
**Centre for Multicultural Youth (CMY) Carlton** 9340 3700  
**Spectrum Migrant Resource Centre, Preston** 9496 0200  
**Victorian Co-op of Children's Services for Ethnic Groups (VICSEG)**  
Orang 9383 2533  
Egyp 8401 6700  
**Foundation House** 9388 0022  
**Translation Interpreting Service** 1300 655 082

### Carers Support

**Carer Links North Services (Mental Health)** 9495 2500  
Information and Support for carers and to the community  
**Young carers** 1800 242 636  
Support for young carers

### Child First & Child Protection

**Children's Protection Society, Heidelberg** 9450 0900  
**Child FIRST North East** 9450 0955  
Provides a central referral point into Family Service programs  
**Northern & Western Child Protection**  
Intake 1300 664 977  
After hours 13 12 78

### Community Agencies

**Anglicare Victoria**  
Labor 9465 0322  
Provides family support (including children), Family Violence group work  
Freslon 8470 9999  
Family & youth support, counselling, Northern foster care, Home help, Parenting skills, Adolescent community placement  
**Berry Street Victoria (Heidelberg)** 9450 4700  
Family & youth services, Family Violence support and counselling programs  
**Children's Protection Society (Heidelberg)** 9450 0900  
efocus 9450 3700  
Addressing disadvantages of individuals and local communities. Delivering training, employment assistance and projects to aid in community development.  
**healthAbility** 9430 9100  
Youth & family counselling, Reconnect and SFYS program.  
**Kildonan UnitingCare** 8401 0100  
Family and youth support services & programs, Financial Counselling Youth mentoring and Reconnect  
**Open House Christian Involvement Centres** 9450 7600  
Tackling social isolation through programs and activities for all ages  
**Relationships Australia Victoria / Family Relationships Centre**  
Greenborough 9404 7800  
**St Vincent de Paul Society** 8405 3360  
Welfare Helpline 1300 305 330  
Mon to Fri 10am - 3pm  
**The Brotherhood of St Lawrence**  
Head Office 9483 1183  
**The Salvation Army Crossroads**  
Head Office 9353 1011  
Outreach support program, individual case management, youth support, advocacy and referral support  
**The Smith Family** 1300 326 459

### Counselling

**Carers Counselling (Carers Victoria)** 1800 242 636  
Explore ways of coping better with the responsibilities of caring  
**Case Management (Berry Street)**  
For young people who fit the criteria of 'high risk adolescents' - often are identified as displaying or experiencing risk taking or difficult to manage behaviours  
**Headspace (National Office)** 9027 0100  
Greenborough 9433 7200  
Collingwood 9417 0150  
Glenroy 9304 1011  
**healthAbility** 9430 9100  
Youth counselling  
Reconnect - at risk of homelessness  
**La Trobe Psychology Clinic - Bundoora Campus** 9479 2150  
**Relationships Australia Victoria / Family Relationships Centre**  
Greenborough 9404 7800  
One hour counselling sessions are run by supervised probationary psychologists  
**RMIT Psychology Clinic** 9925 7603  
Offers affordable, high-quality psychological services for children, adolescents

### Dental

**Banyule Community Health Service - Youth Dental Program** 9450 2000  
Students in secondary school (years 9, 10, 11, 12) or Adolescents aged 14-18 who have left formal schooling - Free for Health Care / Pension Card holders  
**Child Dental Benefits Schedule**  
Financial support for basic dental services for children aged between 2 and 17 years on any one day of the calendar year. Family must be receiving certain government benefits such as Family Tax Benefit Part A for at least part of the calendar year  
**Healthy Bite Dental (healthAbility) - Dental Health for Youth** 9430 3100  
Available to all young people enrolled in secondary school years 7-12 and young people aged up to 18 years not attending school who are dependants of Concession Card Holders or in residential care provided by the Office for Children.  
**Royal Dental Hospital of Melbourne** and public dental teaching clinics  
Call between 8:30am-4:30pm 9341 1000  
General dental treatment is provided by dental students under supervision for Children under the age of 13 Teenagers under the age of 18 who hold, or whose parents hold, a health care or pensioner concession card can also get free general dental treatment

### Disability / Carers Support

**Department of Education - Students with A Disability**  
Web link: [www.education.gov.au/students-disability](http://www.education.gov.au/students-disability)

**DHS Disability Services** 1300 664 977  
**Intake and Response Service** 1800 783 783  
This service provides information about supports and services for people with disabilities, their families and carers in their local area  
**Disability Discrimination Legal Service** 9654 8644  
TTY 9602 4135  
**Disability Employment Services e-focus** 1300 888 230  
**healthAbility NDIS Support Coordination** 9430 9100  
**Link Community Transport** 9353 8600  
delivery of services for older people, people with disabilities and their carers  
1300 LINK CT - 1300 5465 28  
**City of Banyule (main switch)** 9457 9940  
**Community and Social Planning Team** 9490 4222  
**MetroAccess Officer** 9457 9940  
**Shire of Nillumbik (main switch)** 9433 3371  
**MetroAccess Officer** 9433 3355  
**Wheelchair Accessible Taxi** 9277 3877  
**Office of the Public Advocate** 1300 309 337  
**Young Carers** 1800 242 636  
**Youth Disability Advocacy Service** 9267 3755  
**Victorian Disability Services Commissioner** 1800 677 342 (free call) or 1300 728 187

### AUTISM SPECTRUM:

**Autism Victoria (AMAZE)** 9657 1600  
Information Line 1300 308 699  
**Royal Children's Hospital - Centre for Community Child Health** 9345 6150  
9918 2000  
**Association for Children with a Disability** 9479 1921  
**La Trobe University Communication Clinic** 9479 1921  
**Autism Spectrum Australia (Aspect Victoria)** 1800 277 328 / 9377 6600  
Early intervention, educational outreach, training, workshops and specialist therapy  
**Asperger's Victoria (Support groups)** 9377 6600

### Driver Education

**L2P Driver Education Program**  
A learner drivers education program for young people aged between 16 and 20 years, who hold a current Victorian Learner's Permit are financially disadvantaged, strongly affiliated with the Local Government area and are also unable to access a suitable supervising driver or vehicle to gain their driving experience  
**L2P Program - Banyule** 9431 8000  
**L2P Program - Nillumbik** 9433 3229

### Education Support

**2Cool4School** (02) 8059 0300  
**Apprenticeships Matter (Greenborough)** 1800 005 355  
**Banyule Nillumbik LLEN** 9431 8000  
Brokers sustainable mutually beneficial partnerships that improve education and transition outcomes for young people. Also produce a range of useful resources.  
**Banyule and Nillumbik School Focused Youth Services** 9430 5137  
**Diamond Valley Learning Centre (Youth Programs)** 9435 9060  
**VCAL** and re-engagement programs 9450 3700  
**E-focus Training** 9450 3700  
DHHS registered training provider for young people transitioning from care

### LEARN LOCAL:

**Alwood Neighbourhood House** Hursfield 9718 2717  
**Contact Community Centre** Bundoora 9467 6305  
**Diamond Valley Learning Centre (DVLC)** Greenborough 9435 9060  
**Greenhills Neighbourhood Centre** Greenborough 9435 9287  
**Living and Learning Nillumbik** Ethan 9433 3744  
Diamond Creek 9433 3765  
Ivanhoe 9497 2014  
Panton Hills 9433 3799  
**Olympic Adult Education** Heidelberg West 9450 2655  
**Rosanna Fire Station Community House** Rosanna 9458 1935  
**Watsonia Neighbourhood House** Watsonia 9434 6717  
9269 1200  
**Melbourne Polytechnic**  
VCAL, Pre-apprenticeships, Certificate Courses  
se@p3

### Education Support Continued

**FINANCIAL SUPPORT**  
Department of Human Services / Centrelink: 132 490  
Web: [www.humanservices.gov.au](http://www.humanservices.gov.au)

**JOBSEEKERS & STUDENTS**  
**Youth Allowance: (under 22yrs)** 132 490  
**Newstart Allowance: (22yrs and over)** 132 850  
**Health Care Card**  
**Low Income Health Care Card**  
**Camps, Sports and Excursions Fund (CSEF)**  
The Fund (CSEF) provides payments for eligible students to attend school camps, sports and excursions  
Web: [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

**Conveyance Allowance**  
For Families in rural and regional Victoria assisting eligible students with the cost of travel to school. Available to students who live 4.6 km or more, by the shortest practicable route, from the nearest appropriate school and do not have access to the free bus service. It is also available for most students attending specialist schools or recognised specialist settings. Contact the school office

**Kids Under Cover Scholarships** Free call 9429 7444  
Scholarships for young people aged 15-25 years old, studying or undertaking training in the next year and living in a Kids Under Cover studio or in the main house where a studio is located

**Reconnect (PRACE)** 0457 892 893  
Connecting eligible clients to training and education pathways. Addressing barriers to learning

**State Schools' Relief** 9575 7900  
Uniform support, only requests from principals, assistant principals and welfare coordinators. Talk to your school

**Student Scholarships Program** 9429 7444  
To help young people living in public housing and community housing or at risk of homelessness to get the support they need to stay in school and achieve their full potential. Applications for 2019 Closed

**SWL Portal Local Structured Workplace Learning placements and School Based Apprenticeships and Traineeships**  
Web: [www.workplacements.education.vic.gov.au](http://www.workplacements.education.vic.gov.au)  
13 18 23

**TAFE and Training Line** Web: [www.tafe.vic.gov.au](http://www.tafe.vic.gov.au)  
or visit  
TAFE's may offer concessions on enrolment fees for card holders and their dependent spouses

### Emergency Accommodation & Housing

**Askizy** Web: [www.askizy.org.au](http://www.askizy.org.au)  
on-line Directory of Homeless Help

**Berry Street - Transitional Youth Support Service** 9450 4700  
Early intervention and prevention for young people who are at risk of homelessness in the North aged 16-25

**Consumer Affairs Victoria** 1300 55 81 81  
Advice about tenancy matters such as eviction, excessive rent and repairs

**Face-to-face assistance by appointment only**

**Crisis Accommodation Info Line** 1800 825 935  
(10am to midnight 7 days)  
Provides a variety of support to young people 15-21 who are homeless or at risk of homelessness.

**Family Access network (Box His)** 9900 2673  
Transitional Housing, Offering housing and support for young people aged 15-25

**Private Rental Brokers Program**, Supports single young people and single parents to secure and maintain private rental housing

**Plus 'Hotspots'**, a streamlined response for Same Sex Attracted Transgender Intersex (SSATI) young people

**Foyer Plus** 8486 2111  
Long term supported housing along with services for education, training, or employment and case work support to young people aged 16-25, building independence, as well as social and life skills

Requires a referral or Initial Assessment and Planning (IAP) from an access point including: Melbourne Youth Support Service (MYSS) 9614 3688  
**Frontyard** 9611 2411  
Out of hours 1800 527 727  
Statewide drop in, telephone information and referral service for young people at risk of homelessness

**Haven Home Safe** 9479 0700  
**Merril Outreach Support Service** 9482 3483  
The service assists men, women and children experiencing homelessness or at risk of homelessness to assist them to overcome their personal issues and barriers to social, emotional and financial independence

**Office of Housing** 1300 650 172  
**Spectrum Migrant Resource Centre** 9496 0200  
Housing advice for newly arrived and established migrants  
**Statewide Youth Access Point** 9614 3688  
**Reconnect (healthAbility)** 9430 9100  
Support for young person from Banyule and Nillumbik at risk of becoming homeless

### Employment

**Digital Work and Study Service (Headspace National)** 1800 810 794  
Free confidential support from digital work and study specialists

**Fair Work Info Line** 13 13 94  
**Fair Work Ombudsman** Web: [www.fairwork.gov.au](http://www.fairwork.gov.au)

**Jobs Victoria Employment Network (JVEN)**  
Helps disadvantaged jobseekers gain employment

**Job Watch - Melbourne** 9662 1933  
**NORTH Link** 9479 6548  
**Skills and Jobs Centre** 92698 400  
Melbourne Polytechnic, Northland Shopping Centre, provide expert advice on training and employment opportunities

**Transition to Work**  
Intensive pre-employment support for 15-21 years  
Salvation Army Employment Plus, Erar Hill 135 123  
HYPA - Helping Young People Achieve, Heidelberg 945 53910

### Emergency Relief / Material Aid

**Banyule Community Health Service**  
Emergency Relief Service 9450 2000  
**Banyule Support & Information Centre (BANSIC)**  
Emergency Relief Service (healthAbility) 9459 5959  
Emergency Financial Relief (Diamond Valley Community Support) 9430 9100  
Emergency Relief Service (St Vincent de Paul) 9435 8282  
1300 305 330

# Community Referral Poster for Nillumbik & Banyule Youth

Updated September 2018

Email: [Steven.Plant@healthability.org.au](mailto:Steven.Plant@healthability.org.au)

School Focused Youth Service



School Focused Youth Service

## Financial Services

**Concessions Information line** 1800 658 521  
**Department of Human Services / Centrelink:** 132 490  
 Web: [www.humanservices.gov.au](http://www.humanservices.gov.au)  
 136 150

**Family Assistance Office**  
**Diamond Valley Community Support**  
 Financial Counselling 9435 8282 or 9435 5440  
**Financial Ombudsman Service** 1300 780 809  
 Resolution of banking issues that cannot be resolved with your bank.  
**Gambler's Help North and North Western** 1300 133 445  
**Money Help** 1800 007 007  
 Phone advice and counselling on financial issues such as debt, credit card, loan payments

**North Eastern Financial Counselling Program** 1800 885 682  
**St Kilda Mums** email: [request@stkidamums.org](mailto:request@stkidamums.org)  
 New and pre-loved baby goods to families in need  
**Utility Relief Grant Scheme**  
 The Grant is available to eligible cardholders who are unable to pay their mains electricity, gas or water bill due to a temporary financial crisis.  
 for details call **Concessions Information Line** 1800 658 521

## Family Violence

**If you are in immediate danger** call 000  
**1800 RESPECT** 1800 737 732  
 The national sexual assault, domestic and family violence counselling service. 24/7 phone and online services.

**Aboriginal Family Violence Prevention & Legal Service** 1800 105 303  
 9486 9886

**Domestic Violence Resource Centre** 9486 9886  
 Supporting women and families to help stop family violence

**In Touch Multicultural Centre Against Family Violence** 9413 6500  
 Toll Free 1800 755 988  
 Services, programs and responses to issues of family violence in Culturally and Linguistically Diverse communities. Regional Post Care Support, Information and Referral Services

**Matters Program (Bery Street)** 9450 4700  
 Families experiencing conflict or relationships in need of strengthening. Group work available - (Bery Street)

**Men's Referral Service** 1800 055 973  
 Tailors calls from Australian men dealing with family and domestic violence matters.

**Northern Family & Domestic Violence Service (Bery Street)** 9450 4700  
**Safe Steps Family Violence Response Centre** 1800 015 188  
 24hr State-wide confidential support and information for women and children living with family violence or to anyone who knows a person living with family violence

**TARA- Teenage Aggression Responding Assertively program**  
 (Bery Street) 9450 4700

**Victim Assistance & Counselling Program - (Mem Community Health Service)**  
 9488 6166

**Victims of Crime Help Line** 1800 819 817  
 8am-11pm, 7 days a week Text: 0427 757 891

**Woman's Domestic Violence Crisis Service (24 hours)** 1800 015 188  
 9484 1666

**Women's Health in the North (WHIN)** 9484 1666  
 offer a range of programs, training and community services as well as research and advocacy

**Women's Support Line : (WIRE)** 1300 134 130

## Gambling Problems

**Gambler's Help Northern (Ozenotouch)** 9433 5111  
**Gambler's Help Northern (Haidelberg Wiss)** 1300 133 445

## GLBTIQ Youth Support

**Alsorts (Box Hill)** 9890 2673  
 A transitional response for Same Sex Attracted Transgender Intersex (SSATI) young people. Delivered via the Family Access Network

**Banyule Youth Services** 9457 9855  
 Providing a range of programs, events, support and referral for GLBTIQ+ young people aged 14 – 24 years as well as their friends, families and allies.

**Better Health Channel** The website has a section specifically identifying mental health and wellbeing support for GLBTI people  
 Web: [www.betterhealth.vic.gov.au/servicesandsupport/lgbti-services](http://www.betterhealth.vic.gov.au/servicesandsupport/lgbti-services)

**Gay and Lesbian Health Victoria** 9479 8760  
 Is a lesbian, gay, bisexual, transgender and intersex (LGBTI) health and wellbeing policy and resource unit.

**Gay and Lesbian Switch** 1300 134 527  
 Web chat: [www.glsf.org.au](http://www.glsf.org.au)

3:00pm to 12 midnight seven days a week

**Minus 18** 9660 3910  
 Social events, groups and support for under 18s

**PFLAG (Aus)** email: [contactus@pflag.org.au](mailto:contactus@pflag.org.au)  
 Parents and Friends of Lesbians and Gays

**Queerspace (Drummond Street)** 9663 6733  
 a safe and supportive space to obtain information and access services aimed at improving the health and wellbeing of the queer and LGBTQIA+ communities

**Rainbow Network** 9479 8735  
 Youth social support programs in Victoria

**The Action Centre (Family Planning Victoria)** 9654 4766  
 Provides sexual and reproductive health services for people under 25

**Transcend** Web: [www.transcend-support.com.au](http://www.transcend-support.com.au)  
 Supporting Transgender Children and their Families

**Thorne Harbour Health / Gay Men's Health Centre** 9826 2700  
 Sexual health promotion, counselling

**Victorian Gay and Lesbian Rights Lobby** 0417 484 438  
**Y-GLAM** 9355 5920  
 Colours - A performing arts project for same sex attracted and transgender young people aged between 14 and 25. Participate...

## Grants

**Youth Foundation** 9450 2620  
 Regular funding for young people from West Heidelberg to make positive change in their community

## Health Services

**Austin Repat Hospital** 9496 5000  
**Banyule Community Health**  
 Greenborough 9433 5111  
 West Heidelberg 9450 2000

## Health Services Continued

**Centre for Adolescent Health** 9345 5890  
**healthAbility** 9430 9100  
 Community Health Services provide a wide range of Health Services and are a point of referral to many other services.

**Community Nurse** Occupational Therapy  
**Counselling** Physiotherapy  
**Diabetes Education** Podiatry  
**Dietetics** Speech Pathology

**Exercise Physiology**  
**FIND A SPECIALIST:**  
**Audiologist:**  
**Educational Psychologists:** The Australian Psychological Society (APS) Search Facility: Web: [www.psychology.org.au/Find-a-Psychologist](http://www.psychology.org.au/Find-a-Psychologist)  
**Independent Audiologists of Australia** website contains a search facility by location refer to: Web: [www.independentaudiologists.net.au/Find-Independent-audiologist](http://www.independentaudiologists.net.au/Find-Independent-audiologist)  
**Occupational Therapists:** Find a Specialist via Occupational Therapy Australia [www.otaus.com.au/find-an-occupational-therapist](http://www.otaus.com.au/find-an-occupational-therapist)  
**Speech Pathologists:** Find a Specialist via Speech Pathology Australia 9642 4899  
**Nurse-On-Call** 1300 60 60 24  
 A phone service that provides immediate, health advice and information from a registered nurse, 24 hours a day, 7 days a week.

**Kids Health Info Fact Sheets (Royal Children's Hospital)** Web: [www.rch.org.au/kidsinfo](http://www.rch.org.au/kidsinfo)  
 fact sheets have been developed for parents and adolescents, and cover pertinent topics about medical conditions

**TEACHING CLINICS**  
 Service are available at a very cheap rate by final year students under supervision

**Chinese medicine: RMIT Chinese Medicine Teaching Clinic**  
 Bundoora 9925 7666  
**Chiropractor: RMIT Chiropractic Teaching Clinics**  
 Bundoora 9925 7666

**Communication Clinic: La Trobe University** 9479 1921  
**Myotherapy: RMIT Myotherapy Teaching Clinic**  
 Carlton 9925 4332

**Osteopathy: RMIT Osteopathy Teaching Clinic** 9925 7666  
**Podiatry: La Trobe University Podiatry Clinic** 9479 5831  
 Bundoora

## Indigenous Services

**Aboriginal Family Violence Prevention & Legal Service** 1800 105 303  
 9244 3333  
 9480 7777

**Aborigines Advancement League**  
 Northern Melbourne residents only

**Bert Williams Aboriginal Youth Service** 9484 5310

**Centrelink Indigenous Call Centre** 1800 138 380

**Nillumbik Reconciliation Group** 9433 3111

**Victorian Aboriginal Child Care Agency (VACCA)**  
 Preston 9480 7300

**Victorian Aboriginal Health Services**  
 Fitzroy 9419 3000  
 Preston 9403 3300  
 Thornbury 8459 3800

**Victorian Aboriginal Legal Service Co-Operative** 1800 064 855  
 Preston 9419 3888

## Legal Issues

**Disability Discrimination Legal Service** TTY 9602 4135  
 9654 8644  
 1800 681 614

**Court Network** 9629 4422

**Mental Health Legal Centre Inc.** 1300 369 337

**Office of the Public Advocate (Disability rights)** 1800 064 855

**Victorian Aboriginal Legal Service Co-Operative** 9419 3888  
 Preston

**Victorian Police Station**  
 Diamond Creek 9438 8300  
 Eltham 9435 1044  
 Greensborough (24hrs) 8432 0200  
 Heidelberg (24hrs) 9450 8000

**West Heidelberg Community Legal Service** 9450 2002  
 free legal services to Banyule residents who are current holders of a Health Care Card or Pension Card

**Youthlaw @ Frontyard** 9611 2432  
 Via Skype -North East Services Connect 300 361 250

## Local Government

**City of Banyule** 9490 4222  
 Youth Services 9457 9855  
 JETS 9098 8000

**Nillumbik Shire Council** 9433 3111  
 Youth Services 9433 3111

## Mental Health

**Anxiety Disorders Association of Victoria Inc. (ADAVIC)** 9853 8089  
 10:30am to 4:00pm Wednesday to Friday

**Banyule Community Health - Generalist Counselling Program** 9450 2000  
 Provides a range of services for individuals, couples, children and families affected by common mental health problems

**Better Health Channel** The website has a section specifically identifying mental health and wellbeing support for GLBTI people  
 Web: [www.betterhealth.vic.gov.au/servicesandsupport/lgbti-services](http://www.betterhealth.vic.gov.au/servicesandsupport/lgbti-services)

**CAMHS - Austin Child and Adolescent Mental Health Service** 9496 3620

**Carer Advisory Line** 1800 242 636  
 weekdays 8:30am to 5pm

**Connections Cafe** 9430 9100  
 An opportunity for participants to connect with others, share experiences and gain support from other group participants

**Eating Disorders Victoria** 1300 550 236

**Headspace (National Office)** 9027 0100  
 Greensborough 9433 7200  
 Colingwood 9417 0150  
 Glenroy 9384 1011

**EHeadspace** Web: [www.eheadspspace.org.au](http://www.eheadspspace.org.au)

## Mental Health Continued

**Find a Psychologist** Web: [www.psychology.org.au/FindAPsychologist](http://www.psychology.org.au/FindAPsychologist)  
 The Australian Psychological Society (APS) has a search facility where by you can identify the psychologist with the appropriate expertise

**La Trobe Psychology Clinic - Bundoora Campus** 9479 2150  
 Counselling provided by psychologists in their final year of study.

**LIFT**  
 Provides free expert support from mental health nurses, psychologists and counsellors, care coordinators, and peer workers Face-to-face or via Telehealth. Self-referrals accepted

**Banyule Community Health (Banyule or Whittlesea)** 9450 2085  
**healthAbility (Nillumbik)** 9430 9160  
**Nexus Primary Health (Wallan or Kinglake)** 1300 773 352  
**EMPH@ Referral & Access** 9800 1071

**Mental Health Legal Centre Inc.** 9629 4422  
**Mind** 1300 288 483  
**Heidsberg** 9455 7000  
 Provide services to people aged 16 years and over whose ability to manage their daily activities and to live in the community is impacted by mental health issues.

**MindHealthConnect**  
 On-line option to find mental health and wellbeing information, support and services  
 Web: [www.mindhealthconnect.org.au](http://www.mindhealthconnect.org.au)

**Mood gym** Learn cognitive behaviour therapy skills for preventing and coping with depression  
 Web: [www.moodgym.au](http://www.moodgym.au)

**NEAMI (Rosanna)** 9481 3277  
**North Eastern Crisis Assessment Team (CAT)** 1300 859 789  
 AH: 1300 859 789 (North East CAT) or (03) 9456 5000 (Austin Hospital)  
 Austin Hospital provides a mobile, responsive and accessible assessment service and intensive community based treatment to consumers experiencing a serious psychiatric illness in acute crisis

**North East Area Mental Health Service (NEAMHS) Triage Service** 1300 859 789  
 Provides general adult psychiatric services to consumers over 16 years of age and residing in the north-eastern area of metropolitan

**RMIT Psychology Clinic** 9925 7603  
 Offers affordable, high-quality psychological services for children, adolescents

**Wellways Australia Limited (Fairfield)** 8486 4200  
 (previously Mental Illness Fellowship Victoria)

**Helpline 9am to 5pm, Monday to Friday** 8486 4222

**Youth Engagement & Treatment Team Initiative (YETTI)**  
 YETTI - An intensive short-term service that responds to young people 12 to 25, and their families or carers. Referral, via Headspace Greenborough 9433 7200

## Parenting Programs

**Barry Street Victoria Heidelberg** 9450 4700  
**healthAbility** 9430 9100

**Keep Calm and Parent On (Melbora)** 1300 543 396  
 A 4 week program for parents that provides tips, strategies and advice on how to handle their own responses stay calm and be the parent they want to be.

**MATTERS (Bery Street)** 9450 4700  
 Families experiencing conflict or relationships in need of strengthening. Children, young people and their families meet together to work through issues in a safe and friendly environment.

**Northern Parentzone (Anglicare)** 8470 9999

**Parentline** 1300 30 1300

**Teenage Aggression Responding Assertively (TARA)** 9450 4700  
 A support group for parents of adolescents who behave violently at home.

**ReachOut Parents Coaching**  
 A free one-on-one coaching program to help parents support their teenagers 12-13 years through issues and tough times. Requires access to a phone and computer.  
 Web: <https://parents.au.reachout.com/coaching-eligibility>

**Tuning Into Teens (healthAbility)** 9430 9100  
 A six week program for parents and carers of adolescents aged 10-18 years, teaches emotionally intelligent parenting, and how to help teenagers develop emotional intelligence.

**Tuning Into Kids (healthAbility)** 9430 9100  
 Helps parents of younger children to develop emotionally intelligent parenting skills

**Parenting Research Centre** 8660 3500

## Pregnancy Support

**Family Planning Victoria Action Centre** 5660 4700  
**Advice Line** 1800 013 952  
 Sexual and reproductive health services for people under 25

**Council of Single Mothers and their Children** 9654 0622  
**Advice Line** Mon to Thurs 9:30am to 3:00pm

**Young Women's Health Program (Royal Women's Hospital)** 8345 3045

## Police (Youth Resource Officers)

**For Banyule and Nillumbik** 9438 8300  
 YROs based at Diamond Creek Police Station

## Phone Counselling

**Kids Help Line** 1800 551 800  
**Life Line** 13 11 14  
**Suicide Line** 1300 651 251  
**Grief Line** 9935 7400  
**Men's Line** 1300 789 978  
**WIRE - Women's Support Line** 1300 134 130

## Referral Services

**Banyule Support and Information Centre** 9459 5959  
**Diamond Valley Community Support** 9435 8282

## Sexual Assault

**Kids First (Heidelberg)** 9450 0900  
**Northern Centre Against Sexual Assault** 9496 2240  
 (Northern CASA)  
**Sexual Assault Crisis Line** 1800 806 292  
**Sexual Offences & Child Abuse Unit (SOCA - Victoria Police)** 9438 8323  
 Heidelberg 9450 8000  
 Greenborough 9435 1044  
 Diamond Creek 9438 8300

## Trauma

**Australian Childhood Foundation (Children)** 9874 3922  
**Berry Street Victoria (Family & Children)** 9450 4700  
**Foundation House** 9388 0022  
 Refuge victims of trauma and torture