LAKES ENTRANCE SECONDARY COLLEGE

# 2027

# Student Information Guide

*Your guide to learning, wellbeing and belonging by the sea.*



Access a digital copy of the handbook here.

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FIRST-WEEK WAYFINDING

# Start Here — Your First-Week Essentials

New to the College, or just need a quick refresher? These are the things families ask about most. The colour and number on each card show which section has the full detail.

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## What time does the day start and finish?

Session 1 starts at 9:00 am and the day ends at 3:10 pm. Five 60-minute sessions, with recess and lunch in between.

DAILY ORGANISATION & BELL TIMES

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## What should they bring each day?

Uniform, a charged laptop, books and equipment, pens, a water bottle, and a hat in Terms 1 and 4.

DAILY ORGANISATION & BELL TIMES

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## What happens with mobile phones?

Phones are handed in at the College Reception before Session 1 and stored in a lockable case until 3:10 pm.

PHONES & DEVICES

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## What about lunch?

The canteen is open at recess and lunchtime, with EFTPOS available. Many students bring lunch from home.

CANTEEN

03

## Who do I contact first?

Your child's Sub School Leader for anything about learning, attendance or wellbeing. The College Reception for everything else.

KEY CONTACTS

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## How do camps and excursions work?

Permission and payment are handled through Compass before the activity.

CAMPS & EXCURSIONS

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## How do I report an absence?

Through the Compass app or portal or call the College Reception on 03 5155 2982. A note is needed on return.

ATTENDANCE

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## What does my child wear?

Full College uniform every day. The Uniform Shop is in the College Reception area, open 8.30 am – 3.30 pm.

UNIFORM

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## How do I get a Compass login?

Every family is given one at enrolment. Contact College Reception if you need help getting in.

COMMUNICATION

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## Is there a locker?

Yes — every student is issued with a locker and a lock at the start of the year.

LOCKERS & VALUABLES

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## How does my child get to school?

School buses use the Bus Loop at the eastern end of the College. Bikes, walking and approved student drivers are all covered.

GETTING TO & FROM SCHOOL

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## What will it cost, and what if that is hard?

Instruction is free. Optional extras such as camps and excursions are paid for, and CSEF, State Schools' Relief and payment plans are available — please just ask.

PARENT CONTRIBUTIONS

PART

# 01

## Welcome & Our College


01 Welcome to Our College

02 Our College & Our Values

03 Key Contacts

# Welcome

*A great place to learn*

SECTION
01



## Acknowledgement of Country

Lakes Entrance Secondary College acknowledges the Gunaikurnai people as the Traditional Owners of the land on which our College stands. We pay our respects to Elders past and present, and we recognise the continuing connection of Aboriginal and Torres Strait Islander peoples to land, waters and community.

## Our Vision

*At Lakes Entrance Secondary College, we empower students to embrace diversity and strive for excellence in a progressive and challenging learning environment. Together, we acknowledge achievement and celebrate the success of each student.*

## Our Values

**RESPECT**
We treat all members of our community with dignity and consideration

**TRUST**
We are honest, reliable and accountable in all that we do.

**TRY**
We encourage effort, resilience and a growth mindset.

SECTION
02

# Our College

*Who we are*

## A Community Where Students Thrive

Lakes Entrance Secondary College is the only secondary school in Lakes Entrance and plays an important role within our local community. With approximately 170 students drawn from Lakes Entrance, Metung, Swan Reach, Nungurner and Toorloo Arm, we provide a personalised learning environment where students are known, supported and encouraged to make the most of their secondary school years.

Set amongst the unique beauty of East Gippsland, our location offers students the opportunity to learn in a setting surrounded by ocean, lakes and forest. The natural environment is an important part of life in Lakes Entrance and helps foster a strong connection to community, wellbeing and the outdoors.

At Lakes Entrance Secondary College, we recognise that every student is different, with their own strengths, interests and aspirations. Our teachers work closely with students to nurture confidence, encourage curiosity and create opportunities for success across a range of pathways. Whether a student's interests lie in academic studies, sport, leadership, the arts, hands-on learning or vocational education, we strive to help them explore their potential and pursue their goals.

Our curriculum is designed to support the academic, social and personal development of every student. Alongside a strong focus on learning growth, we place great importance on respectful relationships, positive behaviour, informed decision-making and student wellbeing. Comprehensive careers education and pathway planning help students prepare for life beyond school, while a broad range of opportunities encourages them to develop skills, independence and resilience.

We are proud of the strong partnerships we have with families and the wider community. We also value and nurture our relationships with our Koorie students, families and community partners, recognising the important contribution they make to our College.

For students entering Year 7, our transition program helps build confidence and familiarity before their first day of secondary school. Through school visits, orientation activities and opportunities to meet staff and fellow students, we aim to make the move to secondary school a smooth and positive experience.

At Lakes Entrance Secondary College, we are committed to providing a welcoming environment where students feel connected, supported and encouraged to achieve their personal best. Together, we continue to build a strong school community by the sea.




Our College



Our Grounds



Our Community

SECTION 03

# Key Contacts

*Who to speak to*

College Reception is the first point of contact for all enquiries. Reception can assist with general enquiries, student absences, Compass support, payments, consent forms, uniform enquiries, enrolments, school tours and directing families to the most appropriate staff member. Our Reception team is always happy to help or point you in the right direction.

If your enquiry relates to your child's learning, wellbeing, attendance or behaviour, your child's Sub School Leader is often the best person to assist.

### Contacting the College

Reception: 03 5155 2982
lakes.entrance.sc@education.vic.gov.au
Reception hours: **8.00 am – 4.00 pm**, Monday to Friday
1–11 North Street, Lakes Entrance VIC 3909
www.lakessc.vic.edu.au

Staff can also be contacted through Compass.
Please allow up to two school days for a reply — teachers are in class for most of the day.

| ROLE | NAME |
|---|---|
| **Acting Principal** | Dusty Broadley |
| **Acting Assistant Principal** | Shaun Baker |
| **Business Manager** | Melinda Maroney |
| **Junior Sub School Leader (Years 7–9)** | Gisele Woods |
| **Senior Sub School Leader (Years 10–12)** | Lesley Falk |
| **Youth Worker** | Gwen Ross |
| **Careers Practitioners** | Lesley Falk / Vanessa Gilchrist |

PART

# 02

# Learning & Pathways


Curriculum 04

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# Curriculum

*What your child will learn*

SECTION

04

Lakes Entrance Secondary College works closely with our local primary schools to support students as they transition into secondary school. Literacy and Numeracy data, along with transition information provided by primary schools, helps us identify students who may require additional support as well as those ready for extension and enrichment opportunities. Our aim is to ensure every student is supported, challenged and encouraged to achieve their personal best.

At Lakes Entrance Secondary College, we place a strong focus on providing opportunities for students of all ability levels. Our curriculum, subject offerings and wide range of extracurricular opportunities are designed to create a positive, engaging and supportive learning environment where students are encouraged to explore their interests and strengths.

Alongside the core curriculum areas, students have access to a broad range of specialist subjects and programs that help make learning meaningful, hands-on and connected to future pathways.

In Years 7 and 8, students participate in all Learning Areas as part of a broad and balanced curriculum designed to support a successful transition into secondary school. Students also have opportunities to engage in specialist programs including The Arts, Food Technology, Physical Education, Science and Technology.

At Years 9 and 10, students continue their studies across all core Learning Areas while also beginning to tailor their learning through elective and pathway subjects. This allows students to explore areas of interest and begin preparing for senior secondary studies and future careers.

At Years 11 and 12, students can undertake either the Victorian Certificate of Education (VCE) or the VCE Vocational Major (VCE VM). Students are able to select from a broad range of subjects and Vocational Education and Training (VET) opportunities, helping support a wide variety of career and post-school pathways.

Lakes Entrance Secondary College values strong connections with local industry, community organisations and further education providers to help students build confidence, skills and real-world experiences as they prepare for life beyond school.

We are proud of the positive relationships we share with our local primary schools and the broader community. Our transition program supports students and families as they move into secondary school, helping students feel connected, supported and ready to thrive at Lakes Entrance Secondary College.



SECTION
05

# Teaching & Learning

*What will I learn?*

The Years 7 to 9 curriculum at the College develops a common set of knowledge and skills and has been designed to meet the diverse educational needs of all students, providing progressive and engaging learning experiences both within the classroom and through extra-curricular activities.

The curriculum has been mapped against the skills and knowledge each student will need as they move into the later years of schooling and ultimately further education and employment. There are programs to support all abilities, and the virtue of a relatively small school means that we know our students well and can facilitate the strongest possible outcomes for them and their families.

ICT and cutting-edge technology is available to all students. The curriculum, in this beautiful setting, is centered around values, life skills, career choices and preparation, with many partnerships with community organisations that support our students.

## Year 7 & 8

- English
- Mathematics
- Science
- Humanities
- Health & Physical Education
- Art
- Design Technology
- Food Technology

At Year 8, students continue with the core program, further establishing a solid foundation across all domains and developing an understanding of their individual strengths and interests.

## Year 9 & Beyond

At Year 9, students complete four core subjects (Maths, English, Science and Humanities) plus electives.

At Year 10, students continue core subjects and select electives. Work experience is an integral part of the Year 10 program, offering students the opportunity to engage in real-life work in their chosen industry.



# Senior School

*Years 11 & 12*

SECTION
06

When students enter Years 11 and 12, they will embark on a program of study which will result in the achievement of either the Victorian Certificate of Education (VCE) or the VCE Vocational Major (VCE-VM).

### VCE
### Victorian Certificate of Education

A two-year program offering academic and technical subjects, providing an Australian Tertiary Admission Rank (ATAR) for university entry. Students may also choose a VET subject related to their chosen pathway.

### VCE-VM - Vocational Major

A two-year vocational and applied learning program for hands-on learners, preparing students for the world of work. Includes a VET course and one day per week of Structured Workplace Learning. Suited to those pursuing employment, apprenticeships, traineeships or TAFE.

## What to Expect in the Senior Years

| EXPECTATION | WHAT IT MEANS |
|---|---|
| **Attendance** | The VCE has a minimum attendance requirement of 80% per unit. Medical certificates are required for absences during assessment periods. |
| **Meeting deadlines** | Work submitted late without an approved extension may not be accepted for assessment. Speak to your teacher before the due date if you are struggling. |
| **Authentication** | All work submitted must be your own. Teachers verify authorship, and students may be asked to explain or reproduce work. |
| **Study periods** | These are for structured private study in the Library or Senior Study area. |
| **The GAT** | The General Achievement Test is sat by most senior students each year and is used to check the fairness of assessments. |
| **Unit structure** | Units 1 and 2 are usually completed at Year 11, and Units 3 and 4 as a sequence at Year 12. Some Year 11 students take a Unit 3–4 sequence early. |

**WHAT YOU NEED TO DO**

Course counselling happens in Term 3 each year. Students and families meet with staff to choose subjects that match the student's goals. Please come along — it is one of the most valuable meetings of the year.

SECTION 07

# Assessment & Reporting

*How we track and share progress*

Assessment at Lakes Entrance Secondary College is continuous. Teachers gather evidence of learning through class work, projects, practical tasks, quizzes, presentations and formal assessments, and use it to plan the next steps for each student.

## Reporting to Families

| WHEN | WHAT YOU RECEIVE |
|---|---|
| **Continuously** | Learning Tasks with feedback and results, published on Compass as they are marked. |
| **Term 1** | Parent–Teacher–Student Conferences — booked through Compass. |
| **End of Semester 1** | Written semester report showing achievement against the Victorian Curriculum, plus work habits. |
| **Term 3** | Parent–Teacher–Student Conferences — booked through Compass. |
| **End of Semester 2** | Written semester report. |

**WHO TO CONTACT**

You do not need to wait for a report. Learning Task results and attendance are visible on Compass at any time, and you are always welcome to contact a teacher directly.

## Homework & Study

Homework at Lakes Entrance Secondary College is purposeful. It is set to consolidate class learning, to complete unfinished work, or to prepare for an assessment — not simply to fill time.

| YEAR LEVEL | INDICATIVE TIME PER NIGHT |
|---|---|
| **Years 7 & 8** | 30–45 minutes |
| **Year 9** | 45–60 minutes |
| **Year 10** | 60 minutes |
| **Years 11 & 12** | 2–3 hours, including private study |

### Supporting Study at Home

- Set up a consistent, quiet place to work, away from phones and screens.
- Check Compass together each week for upcoming Learning Tasks and due dates.
- Contact the subject teacher early if your child is regularly struggling to finish work.
- Encourage reading every day — it lifts achievement across every subject.

SECTION
08

# Careers & Pathways

*Life after school starts now*

Career education at Lakes Entrance Secondary College begins in Year 7 and continues through to Year 12. Our two qualified Careers Practitioners work with students individually and in groups to help them understand their strengths, explore options and make informed choices.

## The Career Development Program

| YEAR | FOCUS | KEY ACTIVITIES |
|---|---|---|
| 7 | I discover | Strengths, interests and the world of work |
| 8 | I explore | Self-image, learning habits and career clusters |
| 9 | I focus | Personal attributes, communication skills, résumé basics |
| 10 | I plan | Pathway planning, work experience week, career action plan |
| 11 | I decide | Course counselling, confirming and managing career action plans |
| 12 | I apply | VTAC applications, interviews, post-school planning |

### What Our Careers Team Offers

- One-to-one career counselling for students and families.
- Course counselling and subject selection support at every year level.
- Work experience placements and Structured Workplace Learning.
- Encourage reading every day — it lifts achievement across every subject.
- Support with résumés, applications, interviews and VTAC.
- Tertiary open days, careers expos and information sessions.

## Vocational Education and Training (VET)

VET programs allow students to gain a nationally recognised qualification while completing their VCE or VCE Vocational Major. Students typically attend a VET class one day per week, at the College or at a partner provider. VET contributes to the VCE and can contribute to an ATAR.

### School-Based Apprenticeships and Traineeships (SBATs)

An SBAT allows a student to work in paid employment, undertake related training, and continue senior secondary studies at the same time. Students interested in an SBAT should speak to the Careers team early in Year 10.

**WHO TO CONTACT**

Careers appointments can be booked by visiting the Careers Office or contacting College Reception. Parents and carers are warmly encouraged to attend course counselling.

# Digital Technologies

*Laptops, network & acceptable use*

SECTION 09

Technology is part of everyday learning at Lakes Entrance Secondary College. Students use digital tools to research, create, collaborate and submit work, and to access their timetable, learning tasks and results through Compass.

## Student Laptops

| ITEM | DETAILS |
|---|---|
| **Program** | Lakes Entrance Secondary College offers two device options for students. Students may bring an approved personal laptop (BYOD) or access a College-managed laptop. Families wishing to purchase a device can do so through the College's preferred supplier, LWT, via the dedicated portal: https://lakesentrancesc.orderportal.com.au. Devices available through the portal meet the College's technical requirements and come pre-configured with the software and security features required for learning. Students using a College-managed device can borrow a laptop from the Library at the beginning of the school day and return it at the end of the day. |
| **Cost** | Costs apply to families purchasing a personal device through the BYOD program. Current models and pricing are available through the LWT portal. There is no purchase cost for students using a College-managed device; however, costs may be incurred for loss, damage or non-return of a College device. |
| **Insurance & damage** | Families are responsible for insuring and maintaining personal BYOD devices. For College-managed devices, students are expected to take reasonable care of equipment. Any damage, loss or theft must be reported immediately, and repair or replacement costs may apply where negligence is identified. |
| **Repairs** | Students experiencing issues with a device should report the problem to the Library or ICT support staff. The College can assist with school connectivity and software issues; repairs to personally owned devices may need to be arranged through the supplier or manufacturer. |
| **Charging** | Devices must arrive at school fully charged each day. |
| **Care** | Devices must be transported in a protective case and stored securely when not in use. Students are responsible for the safe use and care of any device they bring to or borrow from the College. |

## Acceptable Use

Students are given a College network account and email address. Both are provided for learning, and use is monitored. Students and parents/carers sign the Acceptable Use Agreement at enrolment.

### Students agree to:

- Use College technology for learning purposes during class time.
- Keep passwords private and never use another student's account.
- Treat others online with the same respect expected face to face.
- Acknowledge their sources, including any use of artificial intelligence tools.
- Report anything upsetting or unsafe to a staff member immediately.

### Students must not:

- Access, create or share offensive, violent or inappropriate material.
- Bully, harass or impersonate others, or photograph or film anyone without permission.
- Bypass network filters, or damage or alter College equipment.

### IMPORTANT

**Misuse of College technology may result in loss of network access and is managed under the College's behaviour and mobile phone procedures. Serious online behaviour may be referred to Victoria Police.**

For practical advice on screen time, privacy settings and reporting online harm, visit the eSafety Commissioner at www.esafety.gov.au

# Library & Resource Centre

*Where independent learning lives*

SECTION
10

**ACCESSING THE LIBRARY**
The library is open 8:30am - 3:30pm on school days, and at recess and lunchtime for quiet reading, study and games.

The Library is the heart of independent learning at the College. It holds fiction and non-fiction collections, senior study resources, newspapers and magazines, and provides computers and printing for student use.

## What Students Can Do There

- Borrow up to four items at a time for two weeks, with renewals available.
- Access the online catalogue and eBook collection from home.
- Get help with research, referencing and finding reliable sources.
- Use it as a quiet, supervised space at recess and lunch.
- Print and photocopy — charges apply / print credit is issued each year.

## Borrowing Expectations

| EXPECTATION | DETAILS |
|---|---|
| **Returning on time** | Overdue notices are issued through Compass. Borrowing may be suspended while items are outstanding. |
| **Lost or damaged items** | Families are asked to meet the replacement cost. |
| **Behaviour** | The Library is a quiet space. Food and drink (other than water) are not permitted. |
| **Senior study** | Senior students have access to a dedicated study room located within the Library. This space is designed to support independent learning, study periods and exam preparation in a quiet and focused environment. |




Our Library



Quiet Study

PART

# 03

# Wellbeing, Safety & Inclusion


11 Student Support

12 Student Engagement & Behaviour

13 Child Safety & Inclusion

14 Health, First Aid & Medication

15 Emergency Management

# Student Support

*Every student known and supported*

SECTION

11

## Everyone belongs

At Lakes Entrance Secondary College, the care, safety and wellbeing of every child is central and fundamental. We place a high priority on student wellbeing, with a dedicated team providing support across all year levels.



## Sub School Structure

Student support at Lakes Entrance Secondary College is organised around our Sub School structure:

- Junior — Years 7 - 9
- Senior — Years 10 – 12

Sub School Leaders are responsible for supporting students through transitions, student management and welfare. They meet with students, parents and external supports to ensure all students are engaged and succeeding.

## Student Wellbeing

Student wellbeing is a priority at Lakes Entrance Secondary College. We are committed to creating a safe, inclusive and supportive learning environment where all students feel connected and valued.

The College has a dedicated wellbeing team that works closely with students and families to provide support across a range of areas including mental health, engagement, attendance, friendships, behaviour and personal wellbeing.

Lakes Entrance Secondary College also works closely with a range of external agencies and Department of Education support services to ensure students and families receive appropriate support when needed.

## Growth Mindset

Lakes Entrance Secondary College is committed to embedding a culture of Growth Mindsets. Staff are trained in the language of growth mindset and actively encourage students to apply effort and persistence, understand feedback as an opportunity to grow, and believe in their own potential.

## Adolescent Health

The Secondary School Nursing Program (SSNP) provides health education and support for our school community. Our school nurse is an integral member of the College welfare team.

The nurse program aims to:

- Reduce negative health outcomes and risk-taking behaviours
- Focus on prevention and early intervention
- Support the school community with contemporary health and social issues
- Provide professional clinical nursing, including assessment, care and referral
- Build collaborative links between primary and secondary health services

## Disability Inclusion

Our college Disability Inclusion Leader coordinates support for students who require additional learning assistance. Using achievement and engagement data, teachers differentiate learning at the student's point of need. Education Support Staff are allocated to classes to provide additional support.

## First Aid

Lakes Entrance Secondary College has trained First Aid staff available to support students who become ill or injured during the school day. The College has clear procedures in place to respond to student illness, injuries and the administration of prescribed medication.

Depending on the situation, this may include first aid treatment, contacting parents or emergency contacts, or arranging ambulance assistance if required.

## Koorie Education & Support

Lakes Entrance Secondary College is committed to supporting our Koorie students and families and providing a culturally safe and inclusive environment.

Through programs including the Koorie Academy of Excellence (KAE), students are supported to build strong connections to culture, community and education. The College works closely with Koorie families, support staff and community organisations to support student engagement, attendance and success at school.

# Engagement & Behaviour

*Respect • Trust • Try*

SECTION 12

## OUR APPROACH

At Lakes Entrance Secondary College behaviour practices are positive, consistent and restorative. We teach the behaviour we expect; we notice and acknowledge students who get it right, and we respond calmly and fairly when expectations are not met.

**RESPECT** **TRUST** **TRY**

## What Our Values Look Like

The matrix below sets out how Respect, Trust and Try apply in the different spaces of our College. It is taught explicitly, displayed around the school, and used by staff as the common language for conversations about behaviour.

| | CLASSROOMS | YARD & LOCKER AREAS | ONLINE & DEVICES |
|---|---|---|---|
| **RESPECT** | We listen while others speak<br>We use calm and kind language<br>We allow others to learn | We move safely and considerately<br>We look after our grounds and facilities<br>We include others | We communicate respectfully<br>We protect others' privacy<br>We never post about others without consent |
| **TRUST** | We are honest about our work<br>We arrive on time and prepared<br>We follow staff instructions | We stay in permitted areas<br>We use equipment properly<br>We report problems to staff | We use school accounts honestly<br>We keep passwords private<br>We use technology for learning |
| **TRY** | We persist with hard tasks<br>We ask for help when stuck<br>We give our best effort | We join in and have a go<br>We learn from our mistakes<br>We support others to keep trying | We use digital tools to improve our work<br>We check and redraft<br>We meet deadlines |

## When Expectations Are Not Met

Staff respond in stages. Most matters are resolved quickly by the classroom teacher. Repeated or more serious behaviours are referred to the Sub School Leader, and parents/carers are contacted.

| STEP | WHAT HAPPENS |
|---|---|
| **Remind** | The teacher restates the expectation and gives the student a chance to reset. |
| **Remind again** | A second, quieter reminder, with support to get back on track. |
| **Relocate** | The student moves to another seat or space in the room to refocus. |
| **Remove** | The student is removed from the room. The classroom teacher contacts the family. |
| **Restore** | A restorative meeting is held before the student returns to class. |

## Bullying and Harassment

Bullying is repeated behaviour by a person or group, where the behaviour is intended to cause physical, social or psychological harm. It can be verbal, physical, social or online. Bullying is not tolerated at Lakes Entrance Secondary College.

Single incidents, conflict between students of equal power, and one-off unkindness are not bullying — but they are still taken seriously and addressed.

### What Students Should Do

- Tell the person to stop, if it is safe to do so.
- Tell a teacher, Sub School Leader or wellbeing staff member.
- Keep a record — including screenshots of any online behaviour.
- Support others. Bystanders who speak up or report make the biggest difference.

**IMPORTANT**

**Reports of bullying are always followed up. Students who report will be supported, and parents/carers will be kept informed of the outcome.**

# Child Safety & Inclusion

*Safe, heard and taken seriously*

SECTION 13

### Our Child Safe Commitment

Lakes Entrance Secondary College is committed to the safety, wellbeing and inclusion of every child and young person in our care. We have zero tolerance for child abuse. All students have the right to feel safe, be heard and be taken seriously.

As a Victorian government school, the College complies with the Child Safe Standards and Ministerial Order 1359. In practice, this means:

- All staff, contractors and volunteers are screened, including Working with Children Checks.
- All staff complete annual training in identifying and responding to child safety concerns.
- All staff are mandatory reporters and are legally required to act on concerns about a child's safety.
- Student voice is actively sought, and students are taught about their rights and about respectful relationships.
- The College maintains child safety policies, a Child Safety Code of Conduct and clear reporting procedures, available at www.lakessc.vic.edu.au/policies

### Raising a Child Safety Concern

Any concern about the safety of a student should be raised immediately with the Principal, a Sub School Leader or any staff member. Concerns can also be reported directly to Victoria Police or the Department of Families, Fairness and Housing.

## Diversity and Inclusion

Our College community is diverse, and we want every student to see themselves reflected and respected here. We are committed to being a safe and welcoming place for Aboriginal and Torres Strait Islander students, for students from culturally and linguistically diverse backgrounds, for students with disability, and for LGBTIQA+ students and families.

Students or families who would like to discuss adjustments, cultural safety or any aspect of inclusion are encouraged to contact the Disability Inclusion Leader or Wellbeing Team.

# Health & First Aid

*Looking after every student*

SECTION 14

**IMPORTANT**

**Please make sure your child's medical information and emergency contacts on Compass are complete and up to date. We rely on this information to care for your child properly.**

## If a Student Is Unwell or Injured

Trained First Aid staff are available throughout the school day. Students who become unwell or are injured should report to College Reception. Students must not phone or message home themselves — the College will make contact so that we know where every student is.

If a student needs to go home, a parent/carer or nominated emergency contact must collect them and sign them out at the College Reception.

In an emergency the College will call an ambulance and contact parents/carers immediately. Please note that the Department of Education does not provide student accident insurance, and ambulance costs are the responsibility of families. Ambulance membership or private cover is recommended.

## Medication at School

| REQUIREMENT | DETAILS |
|---|---|
| **Medication Authority Form** | A form completed by parents/carers (and, where required, the prescribing doctor) must be provided before any medication is administered. |
| **Storage** | Medication is stored securely at College Reception — not in student bags or lockers — with the exception of asthma relievers and adrenaline autoinjectors. |
| **Labelling** | All medication must be in its original packaging with the pharmacy label showing the student's name and dosage. |
| **Analgesics** | Staff cannot supply paracetamol or other over-the-counter medication. |

## Student Health Support Plans

Students with asthma, anaphylaxis, diabetes, epilepsy or another ongoing health condition need a Student Health Support Plan. Please contact College Reception to arrange one before your child starts and update it whenever the condition or treatment changes.

## Anaphylaxis

The College has students at risk of anaphylaxis. Staff are trained annually in the use of adrenaline autoinjectors, and an Anaphylaxis Management Plan is in place for each student at risk. We ask all families to support this by:

- Not sending nut products where a class or year level has been asked to avoid them.
- Reminding students never to share food, drink bottles or utensils.
- Encouraging students to wash their hands after eating.

# Health Programs & Services

| SERVICE | WHAT IT PROVIDES |
|---|---|
| **Secondary School Nursing Program** | Health education, early intervention, clinical nursing assessment and referral. |
| **Immunisation** | Local council nurses attend the College to deliver the Year 7 and Year 10 immunisation program. Consent cards are distributed early in [Term 1]. |
| **Wellbeing team** | Confidential support with mental health, friendships, family issues and engagement. Students can self-refer or be referred by staff. |

## Sun Protection

From mid-August to the end of April, and whenever UV levels reach 3 or above, students are expected to wear a College hat outdoors, apply sunscreen and use shaded areas. Sunscreen is available at College Reception. Students without a hat may be asked to remain in shade.



# Emergency Management

*If something goes wrong*

SECTION 15

The College maintains an Emergency Management Plan covering fire, lockdown, evacuation and severe weather. It is practised each term.

## Emergency Drills

| PROCEDURE | WHAT HAPPENS |
|---|---|
| **Evacuation** | Students leave the building calmly with their teacher and assemble at the designated assembly area. Rolls are marked and no one leaves until the all-clear. |
| **Lockdown** | Students move to the nearest secure room, away from windows and doors, and remain quiet until the all-clear is given. |
| **Lock-out** | Students move inside and remain in buildings while an external risk is managed. |
| **Shelter in place** | Used for severe weather or poor air quality. Students remain indoors with windows and doors closed. |

## Bushfire & Extreme Weather

The College is a Category 4 school under the Department's Bushfire At-Risk Register. On a day rated Catastrophic the College is closed, and families are told the day before through Compass and the College website. For the full Emergency Management Plan, visit the College website.

### On days of extreme heat or severe weather

- Buildings are opened and supervised indoor spaces are provided at recess and lunch.
- Outdoor activities and sport may be cancelled or rescheduled.
- Students should bring a refillable water bottle, a hat and sunscreen.
- Bus services may be altered — changes are communicated through Compass.

## How We Will Contact You

**WHO TO CONTACT**

In an emergency the College will communicate through Compass notifications and SMS, the College Facebook page, and — where necessary — direct phone calls. Please keep your contact details current on Compass and make sure at least two emergency contacts are listed.

**Please do not come to the College during an emergency unless asked to. Roads and access points must stay clear for emergency services, and we will tell you as soon as it is safe to collect your child.**

PART

# 04

# Daily Life


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# Daily Organisation

*Timetables & bell times*

SECTION 16

Each student will be provided with their own individual timetable. The College runs five 60-minute sessions daily. Students are also able to view their timetable through Compass on their laptops, and parents can view timetables through the Compass App.

## Bell Times

| SESSION | STARTS | ENDS |
|---|---|---|
| **Prepare and Gather** | 8:55 am | 9:00 am |
| **Session 1** | 9:00 am | 10:00 am |
| **Session 2** | 10:00 am | 11:00 am |
| **Recess** | 11:00 am | 11:20 am |
| **Prepare and Gather** | 11:20 am | 11:25 am |
| **Session 3** | 11:25 am | 12:25 pm |
| **Session 4** | 12:25 pm | 1:25 pm |
| **Lunch** | 1:25 pm | 2:05 pm |
| **Prepare and Gather** | 2:05 pm | 2:10 pm |
| **Session 5** | 2:10 pm | 3:10 pm |

## What to Bring Each Day

### Every day

- Full College uniform, including a hat in Terms 1 and 4
- Charged laptop
- Books, folders and equipment for the day’s classes
- Pens, pencils, ruler and a calculator
- Refillable water bottle
- Recess, lunch or canteen money

### As needed

- PE uniform on practical PE days
- Any note explaining an absence, late arrival or early departure
- Signed permission forms and payments
- Asthma reliever or other medication, with a plan on file
- Wet weather jacket

# Attendance

*Every day counts*

SECTION 17

**It is a requirement of the Department of Education that all student absences are accounted for.**

Between the ages of 6 and 17 years, Victorian children are required by law to be enrolled in school.

**IMPORTANT**

**VCE has a mandatory minimum attendance requirement of 80%. Medical certificates must be provided for illnesses or a note explaining other absences. Unnapproved school absences will affect VCE and VCE-VM attendance i.e: Extended family holiday**

## How to Report an Absence

| METHOD | DETAILS |
|---|---|
| **Phone** | Call the College Reception on 03 5155 2982 at any time (message service available 4pm–8am) |
| **Email** | lakes.entrance.sc@education.vic.gov.au |
| **Compass Portal** | Log in and report the absence online or via the Compass App |
| **Note on return** | A note must be presented to College Reception upon return to school. A medical certificate must be provided for any medical absences. |

## Arriving Late or Leaving Early

Students arriving late must bring a note explaining the reason and sign in at College Reception. To leave early, present a note to your Sub School Leader before school and sign out at Reception — students are not permitted to leave the grounds without one.

**IMPORTANT**

**Students are not permitted to leave the school grounds at recess or lunchtime without parental permission.**

## Future Absences

Please notify the College Reception of any planned absences such as family holidays or medical procedures. Schoolwork can be accessed via the Compass Portal if necessary.

# Getting To & From School

*Buses, bikes, cars and parking*

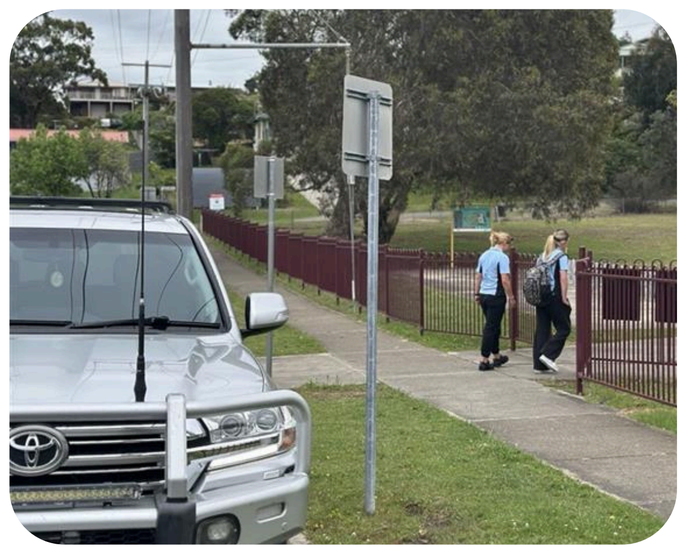
SECTION
18



By bus



By bike or on foot



By car

## School Buses

**School buses pick up and drop off at the Bus Loop situated at the eastern end of the College. Your child will be issued a Bus Travel application in the enrolment pack if they are eligible for bus travel.**

Bus travel is a privilege. Students are expected to behave on the bus exactly as they would in class — the College's values and behaviour expectations apply for the whole journey.

### Safe Bus Travel

- Arrive at the stop in good time and wait well back from the road.
- Remain seated with bags on the floor or on your lap for the whole trip.
- Wear a seatbelt where one is fitted.
- Speak respectfully to the driver and follow their instructions.
- Never cross the road in front of or behind a stationary bus — wait until it has moved off.

**IMPORTANT**

**Unsafe or disrespectful behaviour on a bus may result in suspension of bus travel. Bus enquiries should be directed to College Reception**

### Conveyance Allowance

Families living more than 4.8 km from the College by the shortest practicable route, and who are not eligible for free school bus travel, may be able to claim the Conveyance Allowance. Application forms are available from College Reception.

## Drop-off and Pick-up by Car

Please make yourself familiar with the Traffic Flow and Parking Plan to enable a smooth pickup and drop off process. The car park is busiest between 8:30 - 8:45am and 3:10 - 4:30pm.

- Use the designated drop-off zone — do not double park or stop in the bus loop.
- Drive slowly and follow the marked traffic flow direction.
- Visitor parking is available on North Street.
- Please do not park in staff car park or accessible bays.

## Bicycles, Scooters and Skateboards

Riding to school is encouraged. Students who ride are expected to:

- Wear an approved helmet at all times — this is a legal requirement in Victoria.
- Dismount and walk their bike, scooter or board once on College grounds.
- Store and lock it in the bike racks — the College cannot accept responsibility for loss or damage.
- Obey road rules and ride safely and predictably.

## Student Drivers

Students who hold a licence and wish to drive to school must have prior approval from the Principal. Complete the Student Permission to Drive to School form available from College Reception

| CONDITION | DETAIL |
|---|---|
| **Approval** | Written approval must be granted before a student drives to school. |
| **Passengers** | Students may not transport other students without written permission from both families. |
| **Parking** | Approved student drivers park [in the designated area] — not in staff or visitor bays. |
| **During the day** | Cars may not be accessed during school hours without permission. |

## Supervision of College Grounds

**IMPORTANT**

**College grounds are supervised by staff from 8:30am until 3:30pm on school days. Outside these times the grounds are not supervised unless students are attending a scheduled activity. Please plan arrival and collection times accordingly.**

# Uniform

*Worn with pride*

SECTION 19

## Uniform Policy

The Dress Code is set by College Council and applies during school hours, travelling to and from school, on excursions and at College events. It aims to keep uniform practical, affordable and the same for everyone. Parents and carers may apply in writing to the Principal for an exemption on religious, cultural, disability or health grounds. For the full Uniform Policy, visit the College website.

## Uniform Expectations

| | STUDENTS | PARENTS / GUARDIANS |
|---|---|---|
| **Wearing uniform** | Students are expected to wear correct school uniform at all times. LESC branded hats or beanies may be worn outdoors. No other hats to be visible on campus. | In accordance with DE guidelines, students are expected to always wear correct school uniform. Daily notes are required for students travelling out of uniform. |
| **Out of uniform** | Students out of uniform must attend the College Reception to rectify. Refusal to change where parent/carer contact cannot be made will result in the student working independently. | If your child will be out of uniform, please send a note with them to the College Reception. |
| **PE uniform** | Students must bring the correct PE uniform to participate in physical education classes. | Ensure your child's PE uniform is clearly labelled and packed on PE days. |



# Uniform by Year Level

Every item below is available from the Uniform Shop.

| ITEM | YEARS 7–10 | YEARS 11 & 12 |
|---|---|---|
| **Jumper** | Navy windcheater or ½ zip polar fleece | Navy windcheater, ½ zip polar fleece, or the Year 12 jumper |
| **Shirt** | Pale blue polo with school logo | Navy blue or white polo with school logo |
| **Jacket** | Approved navy jacket with school logo | Approved navy jacket with school logo |
| **Pants** | Black pants, track pants or flared leggings — no activewear or visible branding | Black pants, track pants or flared leggings — no activewear or visible branding |
| **Shorts** | Black shorts — no bike shorts or visible branding | Black shorts — no visible branding |
| **Skirt** | Maroon and blue on a grey background | Black skirt |
| **Dress** | Dark and light maroon on a light grey background | Blue and white |
| **Footwear** | Fully enclosed, predominantly black preferred | Fully enclosed, predominantly black preferred |
| **Hat / beanie** | Navy blue with school logo | Navy blue with school logo |
| **Scarf** | Navy blue | Navy blue |

### PE Uniform (Years 7–12)

- Sporting house coloured polo shirt with school logo
- Black basketball shorts or tracksuit pants
- Appropriate sporting footwear



# What to Wear

## Wearing the correct uniform for a successful day

Please refer to the Uniform Policy for further details.

| | ✔ Wear this | ✗ Not acceptable |
|---|---|---|
| **Tops** |  School polo shirt plus a white, navy blue or black long-sleeve collarless undershirt |  Short or long-sleeve t-shirts worn without the school polo shirt |
| **Warm layers** |  School windcheater, polar fleece jumper or jackets |  Hooded tops or non-school windcheaters |
| **Pants & shorts** |  Black tracksuit pants, jeans, flared leggings or black shorts |  Heavily branded jeans, tracksuit pants, tight leggings or shorts |
| **Dresses & skirts** |  **Junior School** Dress or skirt |  **Senior School** Dress or black skirt |
| **Shoes** |  Fully enclosed black shoes are preferred |  Crocs, slides, thongs or ugg boots |
| **Hats** |  School logo hats and beanies |  Hats and beanies without the school logo |

**Out of uniform?**

Students attending the College without the correct uniform will be provided with a uniform.

SECTION 20

# Uniform Shop

*What will I wear?*

The Uniform Shop is located in the College Reception area and is open between 8.30 am and 3.30 pm each school day. Uniform may be purchased during this time.

**WHAT YOU NEED TO DO**

Please submit your uniform order along with your enrolment information so we can fill your order ready for collection. Prices may be subject to change.

## Uniform Price List

| ITEM | SIZES | PRICE |
|---|---|---|
| **Summer Dress** | All sizes | $50.00 |
| **Hat — Beanie** | All styles | $12.00 |
| **Hat — Bucket / Cap** | All styles | $15.00 |
| **Jacket — Navy Softshell** | All sizes | $70.00 |
| **Jacket — Navy Puffer** | All sizes | $60.00 |
| **Pants — Black Cargo (Boys)** | All sizes | $35.00 |
| **Pants — Girls Flared Fitness** | All sizes | $20.00 |
| **Shirt — Short Sleeve Polo** | All sizes | $25.00 |
| **Shorts — Cargo (Boys)** | All sizes | $25.00 |
| **Shorts — Trutex** | All sizes | $20.00 |
| **Shorts — Black Basketball** | All sizes | $15.00 |
| **Shirt — PE Polo in House Colours** | All sizes | $30.00 |
| **Skirt — Winter Check** | All sizes | $50.00 |
| **Tracksuit Pants with Logo** | All sizes | $40.00 |
| **Polar Fleece Top** | All sizes | $30.00 |
| **Windcheater** | All sizes | $25.00 |

# Lockers & Valuables

*Looking after your things*

SECTION 21

Each student is issued with a lock and a locker at the beginning of each year for the purpose of storing their educational equipment and belongings.

### Locker Areas

- Gallery
- Technology/Art Block
- Breezeway Room
- Breezeway Walkway
- Senior School Area



**IMPORTANT**

**All locker areas are under video surveillance.**

## When Can I Access My Locker?

### ✔ Permitted Times

- Before Session 1
- At recess
- After the first bell at recess and lunch
- Prior to PE class
- At the end of the school day

### ✘ Not Permitted

- During class time
- During class changeover time

## Locker Rules & Consequences

- Your Sub School Leader assigns your locker, with a lock and key you are responsible for and must return at the end of the year.
- Use your own locker only, keep bags out of classrooms once you have one, and move on rather than gathering in the locker area.
- Blu-tack is fine inside your locker. Permanent stickers and drawings are not.
- The College is not responsible for valuables, or for anything left in an unlocked locker. Lockers stay College property, may be searched on reasonable suspicion, and damage is charged to the family.

For the full locker rules, visit the College website.

## Personal Property & Valuables

The Department of Education does not hold insurance for students' personal property, and the College cannot take responsibility for items that are lost, damaged or stolen.

- Leave valuable or sentimental items at home.
- Clearly label all uniform items, devices, books and equipment with your name.
- Keep money, devices and equipment locked in your locker — never in a bag left unattended.
- Large sums of money should be handed to the College Reception for safekeeping.
- Report lost property to the College Reception, and check the lost property collection point.

**IMPORTANT**

**Unclaimed lost property is donated to charity at the end of each term. Labelled items are almost always returned — unlabeled ones rarely are.**

# Phones & Devices

*Off and away all day*

SECTION
22

### Four kinds of device, one simple rule

This section covers mobile phones, smart glasses, smartwatches and other wearables, and headphones and earphones.
In an emergency, please phone the College Reception on 03 5155 2982 and we will get a message to your child.

## What Applies to Each Device

| DEVICE | WHAT APPLIES DURING SCHOOL HOURS |
|---|---|
| **Mobile phones** | Switched off and securely stored for the whole school day. |
| **Smart glasses** | Must not be worn or used on College grounds or at any College activity, including offsite activities and those outside school hours. If brought, switched off and stored securely. |
| **Smartwatches and other wearables** | Notifications, cellular connection and recording functions turned off. |
| **Headphones and earphones** | Not to be used. |
| **Other covert filming devices** | Must not be used on College grounds or at any College activity. |

## How Storage Works

### WHAT YOU NEED TO DO EACH SCHOOL DAY

1. Hand your phone in at the College Reception before your Session 1 class — not during class time.
2. Each class has its own lockable phone case.
3. The cases are kept at the College Reception during the day.
5. You collect your phone at dismissal, 3:10 pm, with staff supervising.

**IMPORTANT**

**Devices are brought to school at the owner's risk**

The College does not hold accident insurance for damage to or theft of personal property, so families are encouraged to insure valuable items.

Students are encouraged not to bring a phone unless there is a compelling reason, and not to bring smart glasses at all unless an exemption has been granted.

## Inappropriate Use

Inappropriate use is any use during school hours unless an exemption has been granted — including using a phone, failing to switch it off, or failing to store it securely. It also includes:

- Any use that disrupts the learning of others
- Sending inappropriate, harassing or threatening messages or calls
- Inappropriate social media use, including cyberbullying
- Capturing audio, video or images of anyone — students, staff or visitors — without their knowledge or permission
- Capturing audio, video or images in toilets, change rooms, swimming pools or gyms
- Gaining an unfair advantage during exams and assessments

**IMPORTANT**

**What happens**

Consequences include confiscation — the device is stored in a lockable case and returned at the end of the day — and may include suspension.

Responses follow the College's Student Wellbeing and Engagement policy, the Bullying policy and the Expectations Guide.

## Exemptions

An exemption may be granted by the Principal, or by a classroom teacher at the Principal's direction, in three categories:

| CATEGORY | FOR EXAMPLE |
|---|---|
| **To support learning** | Specific learning activities; reasonable adjustments for a disability or learning need. |
| **To support health and wellbeing** | Students with a health condition; students who are young carers. |
| **To manage risk offsite** | Travel to and from excursions and camps; activities off College grounds and unsupervised; inter-school or inter-campus travel. |

Smart glasses are treated differently. Only the Principal can grant an exemption, and only where the glasses are a reasonable adjustment for a student with disability that cannot reasonably be provided another way.

Every exemption is recorded in writing — who it applies to, the reason for it, how long it lasts and any conditions. Where an exemption is granted, the device may only be used for that purpose.

## Camps and Excursions

- The rules still apply during school hours on camps and excursions.
- The smart glasses rules apply for the whole camp or excursion, not only during school hours.
- Students must not bring mobile phones to camps or excursions, including those outside school hours, unless the College has approved an exemption.
- If phones are permitted for a particular activity, the College will tell students and families beforehand.

## What This Section Does Not Cover

- Travelling to and from school
- College-owned devices
- Assistive hearing devices, including hearing aids and cochlear implants
- Work experience, VET or offsite VCE — the provider's or employer's rules apply instead

This is a summary. The full Mobile Phones and Personal Electronic Devices — Student Use policy (2026–2029) is available on the College website.

# Canteen

*Open every recess and lunchtime*

SECTION 23

### Open every day at recess and lunchtime

The school canteen provides a range of hot and cold food and drinks including homemade and healthy options. Students may pre-order their lunch at recess to avoid missing out.

| ITEM | DETAILS |
|---|---|
| **Payment** | EFTPOS available. Students are encouraged to bring cash or card — phone payments are not permitted. |
| **Pre-orders** | Students may pre-order lunch at recess to avoid missing out. |
| **Off-campus food** | Students do not have permission to leave the College during recess or lunchtime to buy food in town. |




## Bringing Food From Home

Many students bring their lunch from home. A refillable water bottle is encouraged — water refill stations are located around the College.

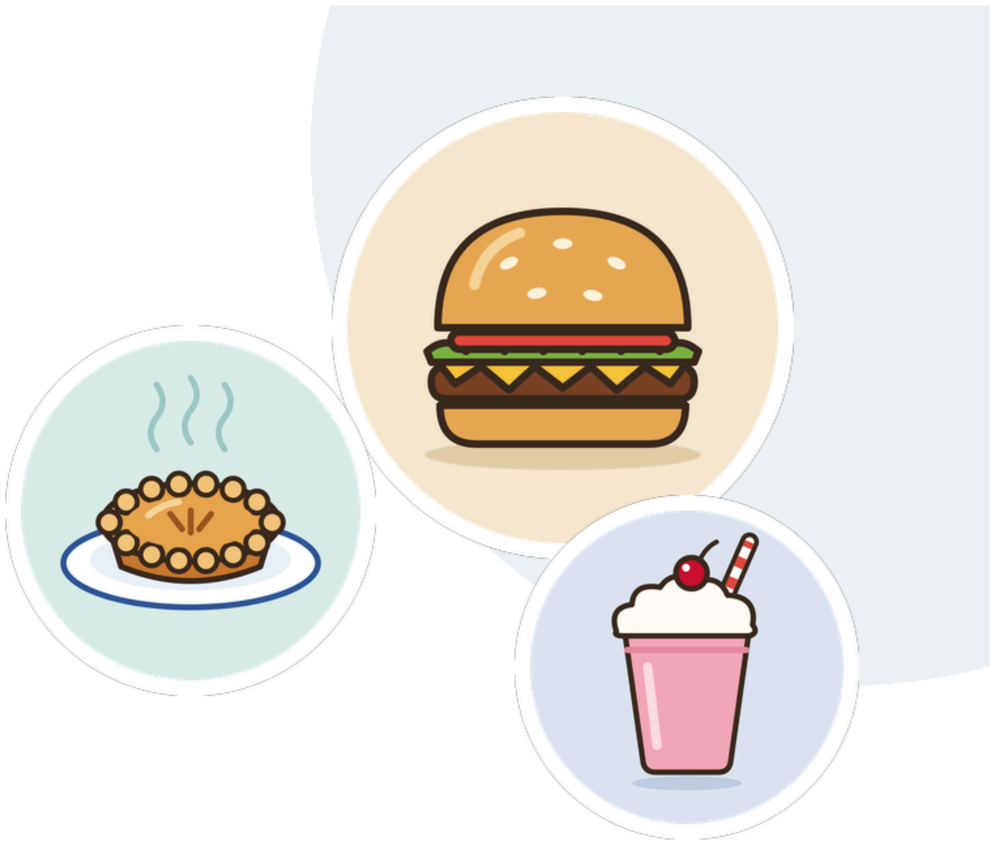
### Please help us keep everyone safe

- Some students in our community are at risk of anaphylaxis. Students should never share food, drink bottles or utensils.
- Where a class or year level has been asked to avoid particular foods, please support that request.
- Encourage your child to wash their hands after eating.
- Litter goes in the bins provided — looking after our grounds is part of showing Respect.

## What's on the menu?

# Canteen Menu

Freshly made every school day



## Recess

| | |
|---|---|
| Soup | **$2.50** |
| Dim Sim (steamed) | **$1.50** |
| Homemade Sausage Roll | **$3.50** |
| Large Pie | **$4.00** |
| Toastie | **$3.50** |
| *Ham & cheese or chicken, mayo & cheese* | |
| Quiche | **$4.00** |
| Egg, Bacon & Hashbrown Muffin | **$5.50** |
| Party Pie | **$1.50** |
| Jam Doughnut | **$1.20** |
| Croissant | **$3.50** |
| Cookie or Muffin | **$1.00** |

## Lunch

Pre-order by 11.30am on ext. 260

| | |
|---|---|
| Chicken Burger | **$6.50** |
| *Add avocado $1.00* | |
| Veggie Burger | **$6.50** |
| Hot Dog | **$4.00** |
| Spaghetti Bolognese | **$6.00** |
| Chicken Nuggets | **$0.50** |
| Salad Roll | **$7.50** |
| *Add avocado $1.00* | |
| Chicken or Ham Salad Wrap | **$7.50** |
| Chicken & Sweet Chilli Slider | **$3.50** |
| Nachos | **$6.50** |

## Drinks

| | |
|---|---|
| Water | **$1.50** |
| Soft Drink Can | **$2.50** |
| Mineral Water | **$2.50** |
| Bare Naked Can | **$3.00** |
| Milkshake | **$3.50** |
| Nippy's | **$3.50** |
| Nutrient Blackberry Focus | **$4.20** |
| Berry Coolridge Flavoured Water | **$4.50** |
| Choc Coconut Water | **$4.95** |
| Lipton Ice Tea | **$4.99** |

**Daily specials are on the specials board**

Prices current as of June 2026

# LESC Bean and Brew

LESC Bean and Brew is the College's student-run café. Year 12 Vocational Major students make barista coffee alongside the canteen, building hospitality, customer service and workplace skills as they go.

## Before school

Barista-made coffee from 8:15 am at the canteen window in the Gymnasium foyer.

## Session 2 and Session 4, Monday to Wednesday

Order in the second half of the session by phoning the canteen on extension 260. Year 12 Vocational Major students prepare your coffee, and you pay when you collect it.

## Recess and lunch

Monday to Wednesday, Year 12 Vocational Major students work a rotating roster. Thursday and Friday, students in the program make coffees during the first 15 minutes of recess and lunch, supervised by staff.







## Open to our community

Bean and Brew is not just for students and staff, get your morning fix during drop off, on your way to assembly and during school events.

Every coffee bought helps students build hospitality, customer service and workplace skills.

# Houses & School Sport

*Pick a side and go*

SECTION 24

Each student will be allocated to a Sporting House. You will remain in this house for the whole time you are at the College. Each year we run a range of inter-house competitions designed to develop competition in a friendly environment, including swimming, athletics and cross-country.

## Sporting Houses













## Interschool Sports Program

Our College boasts a comprehensive school sporting program. State school sport is conducted at the local, regional, zone and state level. Our students are encouraged to progress through the levels to zone and state finals.

We will field teams in any sport in which sufficient students are interested. Sports on offer include athletics, swimming, cross country, football, soccer, table tennis, netball, volleyball and cricket. Students are also encouraged to help at local primary schools' sports.



# Student Opportunities

*Beyond the classroom*

SECTION 25

Some of the most memorable parts of school happen outside the timetable. We encourage every student to take up at least one opportunity each year — it builds confidence, friendships and skills that last well beyond school.



**Camps**



**Leadership**



**The Arts**

## Student Leadership

Leadership at Lakes Entrance Secondary College is available at every year level, not just in Year 12.

- College Captains and Vice-Captains
- Student Leadership Council (SLC)
- House Captains and sporting team captains
- Peer support and transition leaders working with our Year 7 students
- Year 9 – School for Student Leadership
- Year 11 – Arthur Grassby Scholarship – Kokoda Trek

Camps and excursions, including the year-level program, are covered in section 26.

# Camps & Excursions

*Learning beyond the gate*

SECTION
26

### Learning that the classroom cannot provide

Camps and excursions give students access to places, people and experiences we cannot bring into a classroom.

Every activity follows both the College's Camps and Excursions Policy and the Department of Education's Excursions policy. Work experience and inter-campus travel are covered elsewhere.

## What Counts as an Excursion

| TERM | WHAT IT MEANS |
|---|---|
| **Excursion** | Any College-organised activity where students leave the grounds — a day trip, school sport, a camp — plus adventure activities wherever they are held, and sleep-overs held on College grounds. |
| **Camp** | An excursion involving at least one night's accommodation, including a sleep-over at the College. |
| **Local excursion** | An activity close enough for students to walk there and back — a nearby oval, reserve, beach or local business, for example. Local excursions do not involve an adventure activity, and students walk as a supervised group. |
| **Adventure activity** | An activity that carries greater than normal risk. The Department publishes the list of what counts. |

## Giving Consent

| ACTIVITY | HOW CONSENT WORKS |
|---|---|
| **Camps and most excursions** | A consent form specific to that activity, with the details and the cost, sent through Compass. |
| **Local excursions** | An annual Local Excursions consent form at the start of the year, or on enrolment, plus advance notice through Compass. For a recurring activity such as weekly sport at the local oval, you are notified once before the series begins. |

### Before each activity

1. Read the consent form — it states the cost and the date payment must be finalised.
2. Give consent and pay through Compass by that date.
3. Contact the College first if you or your child have any questions or concerns about the activity.

## Planning and Safety

Every camp and excursion is planned to the Department's requirements, including a written risk assessment and supervision plan. College staff stay responsible for students throughout, and every volunteer and external provider holds a current Working with Children Check. An activity is cancelled if a Catastrophic fire danger rating is forecast.

## Health and Medication

- Please make sure the College has up-to-date health information before any camp or excursion.
- Medication is administered under the Medication Policy and a signed Medication Authority Form.

## Behaviour

Students are expected to cooperate and behave in a way that keeps the activity safe, positive and educational for everyone, consistent with the Student Wellbeing and Engagement Policy, the Student Code of Conduct and the Bullying Prevention Policy.

## Devices, Food and Insurance

- Phones and personal devices are covered in section 22. Students must not bring a mobile phone to a camp or excursion, including one outside school hours, unless the College has approved an exemption.
- Students may bring their own supply of snacks.
- Neither the College nor the Department provides student accident or ambulance cover. Costs arising from an injury rest with families unless the Department is liable in negligence, which is not automatic. Families may wish to take out accident or ambulance cover.

**This is a summary. The full Camps and Excursions Policy, is available on the College website.**



# Communication

*How we keep in touch*

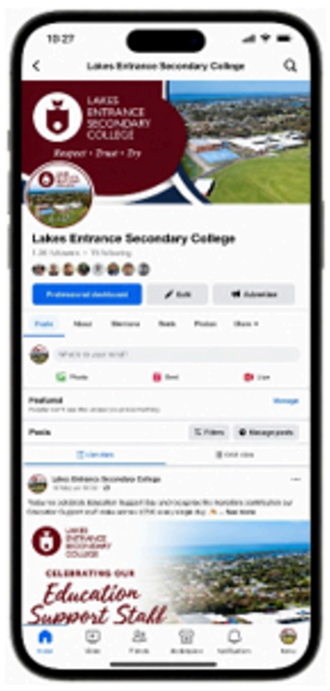
SECTION 27

## Newsletter

Portlines is Lakes Entrance Secondary College's electronic newsletter and is regularly published to keep students, families and the wider community informed about events, achievements and important information from across the College. Current and previous editions can be read on the College website, www.lakessc.vic.edu.au




## Facebook / Instagram




To support communication with our students, families and wider community, the College also has official Facebook and Instagram pages where we regularly share student achievements, upcoming events, photos and important College updates.

## Compass




Lakes Entrance Secondary College uses Compass as its main communication and student management platform, helping families stay informed and connected with their child's learning and school life.

Through Compass, parents and carers can:

- View attendance and approve absences
- Access reports and learning tasks
- Receive school notices and updates
- Provide consent and payment for events and excursions
- Communicate with teachers and staff
- Access timetables and schedules
- Book Parent–Teacher–Student Conferences each semester, offered face to face or online

Compass can be accessed on a desktop or through the Compass School Manager App, available from the Apple App Store and Google Play Store.

Each family receives a unique Compass login upon enrolment. We encourage families to check Compass regularly to stay up to date with College news, events and student information.

Please contact College Reception if you need help accessing Compass.

# Parent & Community

*There is a place for every family*

SECTION
**28**

**Students do best when families and school work together. There is a place for every family here, whatever time you have available.**

## School Council

School Council is the College's governing body. It sets the broad direction of the school, approves the budget and policies, and reports to the community. Council includes parent, Department of Education (staff) and community members, and student representatives.

## Ways to Get Involved

| OPPORTUNITY | WHAT IT INVOLVES |
|---|---|
| **School Council or a sub-committee** | Finance, facilities, education policy or fundraising — a few hours a term. |
| **Volunteering** | Helping at events, working bees, the canteen, sports days or excursions. |
| **Sharing your expertise** | Speaking to a class about your work, hosting a work experience student, or mentoring. |
| **Attending** | Conferences, information nights, assemblies, concerts and presentation evening. |

### IMPORTANT

**All volunteers working with students must hold a current Working with Children Check. It is free for volunteers and can be applied for online at www.workingwithchildren.vic.gov.au**

# Enrolment Information

*What we ask, and why*

SECTION
29

**WHAT YOU NEED TO DO**

Please read this notice before completing the Enrolment Form. For accuracy and completeness both the student and a Parent/Guardian should complete this form.

This confidential enrolment form asks for personal information about the student, family members and others that provide care for them. The main purpose for collecting this information is so that Lakes Entrance SC can register students and allocate staff and resources to provide for their educational and support needs.

## Health Information

Health information is asked for so that staff can properly care for the student. This includes information about any medical condition or disability, medication, known allergies and contact details of the student's doctor. Lakes Entrance Secondary College depends on all relevant health information being provided — withholding some health information may put the student's health at risk.

## Emergency Contacts

These are people Lakes Entrance Secondary College may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to the College.

## Student Background Information

This includes information about a person's country of birth, Aboriginality, language spoken at home and parent occupation. This information is collected so that the College receives appropriate resource allocations. It is also used by the Department to plan for future educational needs in Victoria. All information is kept strictly confidential.

## Access to School Records

Students can generally access records about themselves held by the College. Please contact the Principal to arrange this. If you have any concerns about the confidentiality of information please contact the Principal.

Lakes Entrance Secondary College depends on all relevant health information being provided — withholding some health information may put the student's health at risk.

All information is kept strictly confidential.

SECTION
30

# Parent Contributions

*Our 2027 arrangements*

### No voluntary contributions for 2027

Lakes Entrance Secondary College is not inviting voluntary contributions from parents and carers for 2027.
Victorian government schools provide free instruction. All students have free access to the items, activities and services the College uses to deliver the Victorian Curriculum.

## Extra-Curricular Items and Activities

The College offers a range of optional items and activities that are additional to the free instruction provided to all students. Accessing these does require payment, but financial support is available.

Examples include:

- Optional activities, camps, excursions and programs
- Class photos
- Social events such as formals

Confirmed or indicative costs are published each year in the College's Parent Contribution Arrangements. Payment for an item with a confirmed cost can be made now or later, and can be made by instalment.

## Learning Materials for Students to Own

### Digital devices

The College uses digital devices to support learning. You are able to buy a device for your child to own. If you do not buy a device, your child will be provided with access as they need it for their learning, but it may not be one-to-one, to take home, or to keep.

Information about the devices the College recommends, including minimum specifications, is available on our website.

## Financial Help for Families

The College understands families can experience financial difficulty. Help is available, including:

| SUPPORT | WHAT IT COVERS |
|---|---|
| **Camps, Sports and Excursions Fund (CSEF)** | Funding for eligible students, including those in out-of-home care and holders of eligible means-tested cards, to attend camps, sporting activities, excursions and incursions offered on a user-pays basis. |
| **Affordable School Uniforms** | Delivered by State Schools' Relief. Helps cover uniforms, shoes and other essential school items where families are experiencing financial hardship or short-term crisis. |
| **Payment plans** | Instalment arrangements for extra-curricular items and activities. |

Applications for the Camps, Sports and Excursions Fund and State Schools' Relief are submitted by the College. Please contact us to discuss these and any other financial help.

**For a confidential discussion please contact**

Melinda Maroney, Business Manager

Phone 03 5155 2982 · Email melinda.maroney@education.vic.gov.au

## Payment Methods

| METHOD | DETAILS |
|---|---|
| **College Reception** | Cash, cheque or EFTPOS. |
| **Bank direct deposit** | BSB 033-702, Account 570658. Please use the student name and contribution type as the reference (CC, OC, ECIA or ALL). |
| **BPAY** | Details appear on your invoice or statement. |
| **Centrepay** | Deductions for Centrelink recipients — can be set up at the College |

## Refunds

Refund requests are considered case by case and at the discretion of the College. A refund will be provided where the College considers it reasonable and fair to do so, taking into account whether a cost has been incurred, the Department of Education's Parent Contributions policy and guidance, the Financial Help for Families policy, and any other relevant information.

The College's full Parent Contribution Arrangements are published on the College website, along with a link to the Department's Parent Contributions policy.

# Raising a Concern

*We would rather hear from you*

SECTION 31

If something is not right, we want to hear about it. Most concerns are resolved quickly and informally by talking to the right person. Raising a concern will never disadvantage your child.

## The Steps

| STEP | WHO TO CONTACT | WHAT TO EXPECT |
|---|---|---|
| **1. Start with the teacher** | Your child's classroom or subject teacher | Contact them through Compass or the College Reception. Many issues are resolved in a single conversation. |
| **2. Escalate within the College** | Sub School Leader | They will look into the matter and come back to you, usually within [five school days]. |
| **3. Speak to the Principal** | Principal or Assistant Principal | Put your concern in writing if you can. You will receive an acknowledgement and an expected timeframe for a response. |
| **4. Contact the Region** | Department of Education — [Outer Gippsland Area, Bairnsdale] | If the matter remains unresolved, the regional office can assist. Call 1800 338 663 or email the Department's complaints unit. |

## What Helps

- Raise the concern early, while it is still small.
- Be clear about what has happened and what outcome you are hoping for.
- Give us a reasonable opportunity to look into it before escalating.
- Keep the conversation respectful — we will do the same.

### IMPORTANT

**Our staff have the right to a safe and respectful workplace. Aggressive or abusive behaviour towards staff or students will not be accepted, and may result in contact being restricted to written communication.**

The Department of Education's Complaints Policy is available at www2.education.vic.gov.au

SECTION 32

# Important Dates

*Term dates & the College calendar*

## Victorian School Term Dates — 2027

| TERM | STARTS | ENDS |
|---|---|---|
| **Term 1** | Wednesday 27 January (students Thursday 28 January) | Thursday 25 March |
| **Term 2** | Monday 12 April | Friday 25 June |
| **Term 3** | Monday 12 July | Friday 17 September |
| **Term 4** | Monday 4 October | Friday 17 December |

## Key College Dates

| EVENT | WHEN |
|---|---|
| **Australia Day** | Tuesday 26 January |
| **School Photos** | Monday 15 February |
| **Swimming Sports Carnival - Orbost** | Wednesday 17 Feb |
| **Labour Day** | Monday 8 March |
| **Good Friday** | Friday 26 March |
| **Easter Monday** | Monday 29 March |
| **Anzac Day** | Sunday 25 April |
| **Cross Country** | TBC |
| **King's Birthday** | Monday 14 June |
| **Athletics Carnival** | TBC |
| **Year 12 Graduation Dinner** | Friday 19 November |
| **Presentation Evening** | Tuesday 14 December |

### IMPORTANT

**The full, current College calendar is always available on Compass. It is the most reliable place to check dates — printed dates can change.**

SECTION 33

# Glossary of Terms

*Making sense of the jargon*

Secondary school comes with its own vocabulary. Here are the terms you are most likely to come across at Lakes Entrance Secondary College.

**ATAR**
Australian Tertiary Admission Rank — the ranking used for university entry, calculated from VCE results.

**CSEF**
Camps, Sports and Excursions Fund — government financial assistance for eligible families.

**Compass**
The College's online portal and app for attendance, timetables, reports, notices, payments and consent.

**DE**
Department of Education — the Victorian government department responsible for schools.

**GAT**
General Achievement Test — sat by most senior students each year.

**Learning Task**
An assessment set and marked in Compass, with feedback and a result.

**NAPLAN**
National literacy and numeracy assessment, sat in Years 7 and 9.

**Portlines**
The College's electronic newsletter.

**SBAT**
School-Based Apprenticeship or Traineeship — paid work and training alongside senior study.

**Semester**
Half a school year. Semester 1 covers Terms 1–2; Semester 2 covers Terms 3–4.

**Session**
One timetabled class period. The College runs five 60-minute sessions daily.

**SLC**
Student Leadership Council — the elected student leadership body.

**SSNP**
Secondary School Nursing Program.

**Sub School**
The College's pastoral structure — Junior (Years 7–9) and Senior (Years 10–12).

**SWL**
Structured Workplace Learning — workplace days that form part of a VET or VCE VM program.

**VCAA**
Victorian Curriculum and Assessment Authority — sets and assesses the VCE.

**VCE**
Victorian Certificate of Education — the senior secondary certificate.

**VCE VM**
VCE Vocational Major — the applied learning pathway within the VCE.

**VET**
Vocational Education and Training — nationally recognised training undertaken alongside the VCE.

**VTAC**
Victorian Tertiary Admissions Centre — processes applications to universities and TAFEs.

**WWCC**
Working with Children Check — required for all volunteers working with students.

LAKES ENTRANCE SECONDARY COLLEGE

# Lakes Entrance Secondary College

RESPECT · TRUST · TRY


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