

YEAR 7 2019

FOUNTAIN GATE
SECONDARY COLLEGE

YEAR 7 STUDENT
INFORMATION HANDBOOK



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YEAR 7 STUDENT HANDBOOK 2019

FOUNTAIN GATE SECONDARY COLLEGE

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HELPFUL PEOPLE

It is an exciting time commencing Secondary School. There are many new things that you need to know and many more people that you will meet.

These are some of the people that you may come across in your travels over the next few days.

Administration Area



**College Principal
Mr P. Hanratty**



**Assistant Principal
Mr N. Uwins**



**Assistant Principal
Mr P. Broecker**

Here are some people that you may need to talk to for various reasons throughout these next few days or throughout the year.

Home Group Teacher

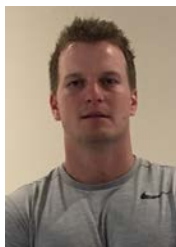
They are very important people and you will see them every day each week and you will have them for some of your classes. These are the teachers that you see first about any issue you may have.

Student Managers

Their office is located next to P5. These teachers will help you with any problems relating to personal issues, harassment and any other worry that may have.



**Head of Junior School
Ms S. Sherman**



**Year 7 Student Manager
Mr Ian Box**



**Year 7 Student Manager
Mr Travis Kennedy**

Student Well Being Co-ordinator

Their office is located near the Gym. Assistance can be provided with uniform, books and any well being issues. Remember that you need to see the Student Managers for a referral.

Supports provided through this service include: Counselling, Psychology, Anger Management, Doctors in Schools and the School Nurse.

College Business Manager / Finance

Located inside the administration area. This is the area that you will need to pay any school, excursion or camp fees, or notices.

WHAT DO I DO IF.....

I come to school late?

- You are expected to be at school at 8:30am to collect your books for periods one & two and go straight to your period one class ready for an 8:45am start.
- If you are late to school, you must bring a note for your lateness. You need to sign in at the Compass Kiosk located in the front office. You must place your note in the box provided.
- **Home Group is immediately after period two Tuesdays and it is very important that you attend on time.**

I am out of uniform?

- There should only be extreme reasons as to why you may be in incorrect uniform. If you find yourself in this situation you need to obtain a uniform pass from the Student Managers' Office.
- You will not automatically receive a uniform pass. You must have a **VERY** good reason and this is to be written in a note by your parent/guardian.
- You are also required to wear full sports uniform on that occasion. Students are **not allowed** to wear half sports uniform and half normal uniform to school.
- If you do not have a good reason and do not bring a note, you will be given consequences for being out of uniform.

I ride a bike or skate to school?

- It is a requirement that you wear a helmet and lock your bike in the bike shed. Skateboards are also to be locked up here using long padlocks.
- You should bring your own lock to lock your bike and any other belongings e.g. Helmet to the bike rack.
- The bike shed is open in the mornings before school and is then locked and remains locked until after the last bell.

I am late to class?

- If you are late to class without a note from another teacher, you will be marked down as late on the roll and you may be given consequences from your teacher.
- The Student Managers will also check how many times a week you are late and also distribute consequences for those students that have attended classes late too many times.

I am unwell or get hurt?

- If you feel sick or become injured, you may need to attend the Sick Bay. Sick Bay is located in the Administration Building. If this occurs while you are in class, you will need to ask your teacher for a note to sick bay. You will be sent to the General Office with a reliable student.
- If you are unwell or injured during recess or lunch, you may make your own way to the general office, where you will be placed into sick bay. It is really important that you keep hydrated by drinking plenty of water. Please remember that we are not allowed to give out any Panadol or hay fever tablets. If you are unable to get yourself to Sick Bay, ask your friend to go to the office for help.

I cannot find my class?

- If you cannot find your classroom or your class, you need to go to the "Student Managers' Office" or the front office, and they will help you find your class.

I lose something?

- If you find that you have lost an item of clothing or books etc, it is important to check the places that you may have lost the items. If you still cannot find them approach your Home Group Teacher, as often things are returned to them or the Student Managers' Office.
- If you still cannot find your lost item, it is good to check the General Office as often things are handed in to them. You may only go and check these areas during recess, lunch and after school.
- **Remember, it is very important to clearly label all your belongings.**

I need to leave during the day?

- If there is a reason that you may need to leave the school earlier than the normal time it is essential that you have a note from your parent or guardian.
- You must show the Attendance Officer; she is in the sub school office, your note and obtain an early leaver pass.
- You then show your early leaver pass to the teacher of the class that you are in and then go to the front office where your parent or guardian **MUST** collect you and sign you out.

I am going to be away for some time?

- If you are going on holiday or will be absent for an extended period of time, you must inform your Home Group Teacher and the Attendance Officer.
- Your teacher will then inform your other teachers and **you** are expected to collect any work that you may need to complete.
- It is also important that you supply a note stating the dates you will be absent and give this to your Home Group Teacher before you leave.

UNIFORM AND PROCEDURES

College Uniform Requirements

Fountain Gate Secondary College has a common uniform policy. It is expected that all students wear the **full school uniform, including school shoes, to and from school.**

Students must be in full school uniform:

- During school hours
- When travelling to and from school, and on excursions (unless given alternative arrangements)
- When participating in school activities out of school hours
- Up to and including the last day of school, unless previous arrangements have been made via the newsletter or a letter sent home to parents/guardians.

On the days that Year 7 students have their Sport Education and Physical Education lessons, students are allowed to wear their **full P.E. uniform** for the whole day.

If there is some reason that you do not have the correct uniform for the day you must bring a note from your parent/guardian and take it to the Student Management office. The note must have a very good reason stating why you do not have the uniform, a date and signature. This note must be brought to the office before the start of the day or during Home Group with your teachers' permission, so you not marked as absent.

Fountain Gate Physical Education Uniform:

- Navy Fountain Gate physical education t-shirt
- Navy Fountain Gate physical education shorts; with the College Logo
- Fountain Gate navy blue tracksuit pants; with the College Logo
- Comfortable sport runners – Billie or cloth slippers are strictly prohibited
- College hat with College logo/Fountain Gate peak cap (not compulsory, but if a hat is worn, it must be one of these two options).



- Incorrect Billie or cloth slippers/shoes.



Correct style of runners.

The College uniform is available from the official supplier.

PSW Hampton Park

Unit 2, 1012

South Link

Dandenong South VIC

Shop online at www.psw.com.au

Girls summer uniform:

Choose from:

- Summer cotton College dress
- Navy polo shirt with College logo *or* collared white shirt with logo and College tie
- Navy shorts *or* Navy trousers
- White *or* navy socks
- Practical and comfortable black lace-up polished traditional school shoes
- Navy blue windcheater with College logo *or* Navy blue woollen jumper with College logo
- College school bag
- Hat with College logo (not compulsory, but if a hat is worn, it must be a college hat or cap)

Girls winter uniform:

Choose from:

- Navy polo shirt with College logo *or* collared white shirt with logo and College tie
- College tartan winter skirt
- Long white *or* navy socks
- Navy trousers
- Practical and comfortable black lace-up polished traditional school shoes
- Navy blue windcheater with College logo *or* Navy blue woollen jumper with College logo
- Navy blue rain jacket with logo
- College school bag

Boys summer uniform:

Choose from:

- Navy polo shirt with College logo *or* collared white shirt with logo and College tie
- Navy shorts *or* Navy trousers
- White *or* navy socks
- Practical and comfortable black lace-up polished traditional school shoes
- Navy blue windcheater with College logo *or* Navy blue woollen jumper with College logo
- College school bag
- Hat with College logo (not compulsory but if a hat is worn; it must be a college hat or cap).

Boys winter uniform:

Choose from:

- Navy polo shirt with College logo *or* collared white shirt with logo and College tie
- Navy trousers
- White *or* navy socks
- Practical and comfortable black lace-up polished traditional school shoes
- Navy blue windcheater with College logo *or* Navy blue woollen jumper with College logo
- Navy blue rain jacket with logo
- College school bag

School Shoes:

Traditional black, lace-up leather, polishable school shoes are required for both boys and girls. Black runners are not acceptable.

Girls may wear T-Bar sandals which have a solid sole and leather uppers. Shoes which are flimsy and similar to ballet slippers will not be permitted. Girls are required to have the buckles secured. We have a number of areas which require feet to be fully covered e.g. Science labs, Technology, Home Economic for safety reasons.

Note: Casual shoes such as Vans which are sold as school shoes so NOT meet our School Uniform Policy. Traditional runners are required for all Physical Education and Sport classes. Shoes which are flimsy and similar to ballet slippers or slip on canvas shoes will not be permitted.

Boys School Shoes



Girls School Shoes



Hair

- Hair should be a natural colour, and worn in a style that is appropriate to the College uniform.
- Hair should be tidily groomed, and long hair should be tied back in the interest of health and safety. Long hair must be tied back in Technology and Science classes.
- Hair adornments should only be navy in colour.

Jewellery

- The only visible jewellery that may be worn is a wristwatch and up to two plain sleepers or studs in each ear.
- Visible forms of body piercing are not permitted.

Make-up

- Make-up and coloured nail lacquers are not permitted.
- If you are out of uniform without a note you will be given serious consequences.

SCHOOL INFORMATION

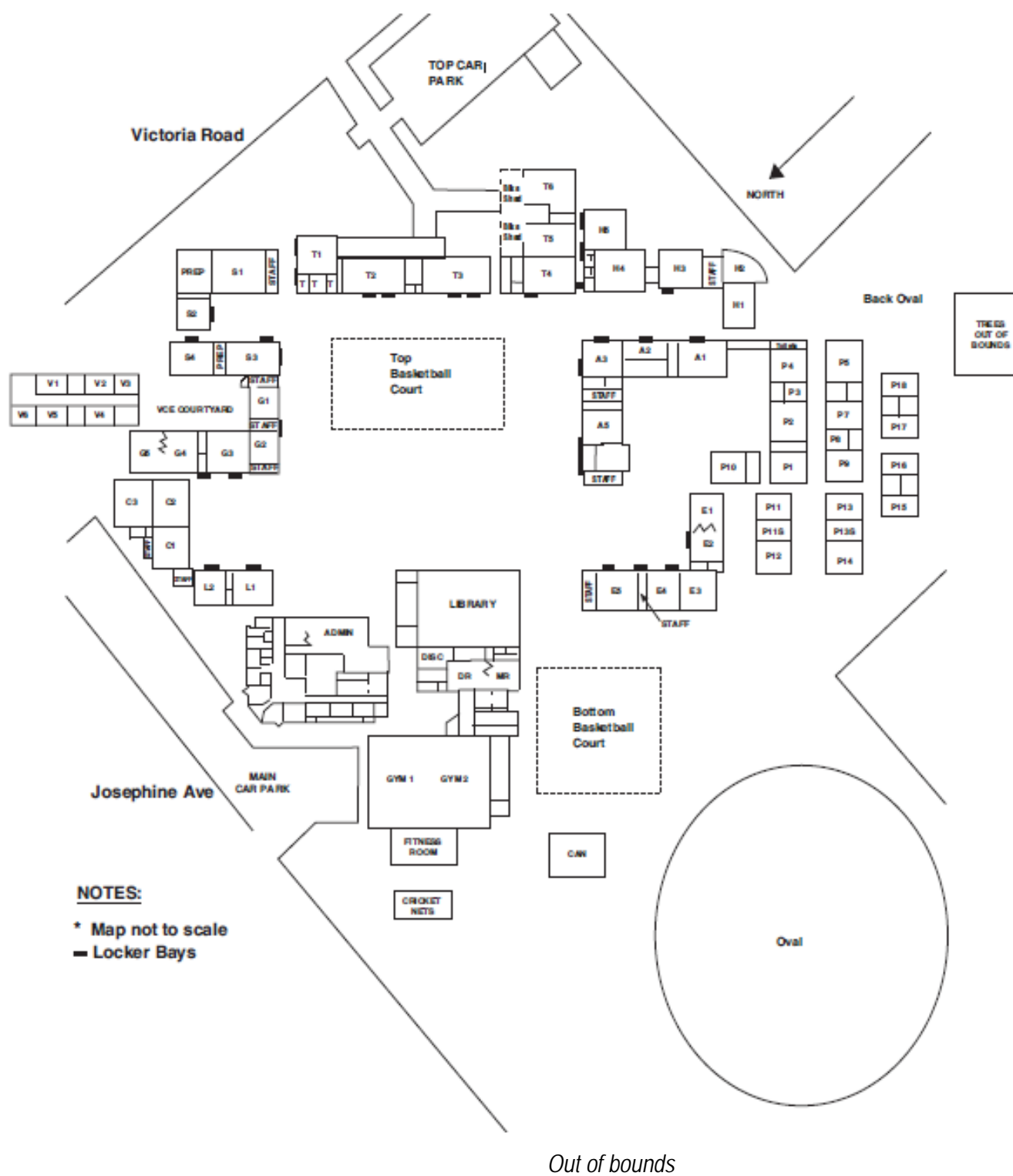
Bell times

You will also find these bell times in your planner. It is expected that all students get to class on time.

2019 BELL TIMES

Monday, Wednesday, & Friday		Tuesday	
Warning Bell	8:40 am	Warning Bell	8:40 am
Period 1	8:45 am – 9:45 am	Period 1	8:45 am – 9:41 am
Period 2	9:47 am – 10:47 am	Period 2	9:43 am – 10:39 am
Home Group		Home Group Assembly	10.41 am – 11:01 am
Recess	10:47 am	Recess	11:01 am
Warning Bell	11:05 am	Warning Bell	11:19 am
Period 3	11:12 am – 12:12 pm	Period 3	11:26 am – 12:22 pm
Period 4	12:14 pm – 1:14 pm	Period 4	12:24 pm – 1:20 pm
Lunch	1:14 pm	Lunch	1:20 pm
Warning Bell	1:52 pm	Warning Bell	1:58 pm
Period 5	1:59 pm – 2:59 pm	Period 5	2:05 pm – 3:01 pm
End of the day	2:59 pm	End of the day	3:01 pm

School map



My Home Group room is _____

My Locker is near _____

Lockers

One of the things Year 7 students enjoy the most is obtaining their own locker. Your locker is the property of the College. There are a number of rules that need to be followed if you want to keep your locker privileges.

- Combination locks **only** are to be used (if you have any other lock it will be cut off).
- Lockers are to be kept locked at all times when not in use.
- You are not to deface lockers with stickers, writing, posters, pictures etc.
- You are not allowed to share a locker with another student.
- If you are found vandalising lockers it will be dealt with seriously, with possible suspension.
- You are allowed to go to your locker: before school, recess, lunchtime and after school only. This means that you need to be organised in bringing your books to class.
- If a Principal or teacher has cause for concern, the locker may be searched.
- **DO NOT GIVE OUT YOUR LOCKER COMBINATION TO ANYONE.**

How to use your lock

- FOR EXAMPLE IF YOUR NUMBER IS 12 30 2
- Start at the number 0. Turn the knob around to the right fully past the number 0 twice then go to the first number of the combination at 12.
- Turning now to the right one full turn past number 12 to the number 30.
- Now at number 30 turn the knob back to the right straight to the last number 2

Planners

- You are expected to have purchased your planner and have it at school on your first day.
- The planner is used to write down any homework or assignments that are due.
- It should have your time table and any other important notices that can be kept in the back plastic pocket.
- Your Home Group Teacher will explain how to use your planner effectively.
- **Planners are to be brought to every class.**

Subjects

- Throughout this year you will undertake the following subjects:

- Mathematics	- English	- Physical Education
- Science	- Humanities	- Home Economics
- Sport	- Performing Arts	- Health
- Technology	- Music	- Art/Visual Communications
- Digital Technologies	- Endeavour	-Languages: German or Indonesian

Toilets

- Please see map of school of where the toilets are located. You are only permitted to go to the toilet before school, recess, lunch and after school.
- Only under special circumstances are you allowed to go to the toilet during class, in which case you will receive a note from your classroom teacher.

Camps

- The camps for the school year include:
- Year 7 Phillip Island Camp
- Year 8 Rubicon Camp
- Year 9 City Experience
- Year 10 TBA
- Year 11 VCE Commencement Camp
- Year 12 VCE Study Camp

College Newsletter

- The newsletter is available on our College website and parents/guardians can receive a copy through their email address if they subscribe via the website.

Celebrating all your hard work - The Merit System

- Fountain Gate Secondary encourages you to try your very best in all areas of your schooling.
- 'Certificates of Merit' are awarded to students by their teachers for the quality and quantity of their schoolwork, classroom behaviour, including involvement and working with others.
- It is a student-driven system as you must keep your own certificates to move up to the next level of achievement.
- The Merit System is made up of three levels:
 - **Certificate of Merit**
 - Classroom teachers award students who demonstrate excellence in their academics or behaviour.
 - **Certificate of Achievement**
 - Assistant Principal's Certificate of Achievement is awarded to students who have received **five Certificates of Merit**.
 - You are to present the Certificates of Merit (all 5) to the Assistant Principal to demonstrate you have reached this level.
 - Certificates of Achievement are presented to students at Sub-School Assemblies and names are published in the College Newsletter
 - **Principal's Award**
 - The College Principal will reward students who receive **five Certificates of Achievement**
 - You are to present your Certificates of Achievement (all 5), to the Principal to demonstrate that you have reached this level.
 - Principal's Awards are presented to students at whole school or Sub-School Assemblies and published in the College Newsletter.

Junior School Golden Ticket

- This is an award that each Junior School Teacher will give out to a deserving student in their class who is working well, or a Student Manger may award one when they visit classes. Each Golden Ticket can be handed in to the Sub-School for a reward and be entered into a draw for a major prize. These draws happen at the end of the term.

The Gator Award

- This award will be presented at the end of semester Junior School assembly. Any student that has significantly contributed to the school community or achieved excellence academic results will be eligible.

Expected Behaviour and Level of Effort in Class

- At Fountain Gate we expect that students try their very best in all classes. This includes handing in all work, concentrating and behaving in class and completing homework.
- All of these expectations are underpinned by the Student Code of Conduct which is found in the student planner.

Homework

- All students are required to complete homework on a regular basis. Year 7 students should be doing at least **30-45 minutes** of homework each night.
- Fountain Gate Secondary offers students the opportunity to attend the Homework Club which runs Wednesday lunch time and from 3.15 - 4.15pm on a Thursday. Students can use the computers to complete homework or ask for extra help as teachers are available to help. There will also be two lunchtime homework sessions with days to be advised.

Parent Teacher Interviews

- Parent Teacher Interviews are held in Term 2 and 3. Every student is required to book an appointment with their teachers and their parents/guardians. It is an important time to meet and go over the students' progress and make good connections with their teachers.
- Parents will be able to book interviews with the teachers they wish to see, through the Compass portal. Further details will be provided closer to the Parent Teacher Interviews.

Parent Contact / Concern

- Fountain Gate Secondary values parent/guardians contact. There are various ways in which communication is given from the school. These include;
 - Diary
 - Letter home
 - Newsletter
 - Email
 - Compass
 - Phone Call

School Values

- Our school has some very important values which underpin the work we do everyday.
- These values include:
 - Respect
 - Responsibility
 - Honesty
 - Endeavour

SCHOOL HOUSES

At the Fountain Gate Secondary College we have some great carnival days and we are very competitive at the interschool sport days.

We have four houses and they have been named after some famous sporting stars. You will be placed into one of these houses.

<u>HOUSE NAME</u>	<u>COLOUR</u>
Bunurong	Red
Wurundjeri	Green
Mayone-Bulluk	Blue
Kulin	Yellow

Throughout the year, students will have the opportunity to participate in different school events and activities, each domain area will also run different activities throughout the year. Students will be allocated points towards their houses total. Students who receive merit certificates and Gator awards will also contribute points towards their house total. The house with the most points will win at the end of the year.

Sporting Carnivals

- Each year the College runs 3 sporting carnivals where all students are involved from Year 7-12. These are the Swimming, Athletics and the Cross Country Carnivals.
- If you do well in these carnivals, you may be selected to represent our school.

Interschool Sport

- Interschool sport is a very popular activity. Students have the opportunity to try out for many different sports throughout the year.
- If they are chosen for a team, they represent the school in a variety of sports.
- Some sports include: Rugby, Football, Netball, Soccer, Basketball, Hockey, Golf, Volleyball and many more.

Lunchtime Activities

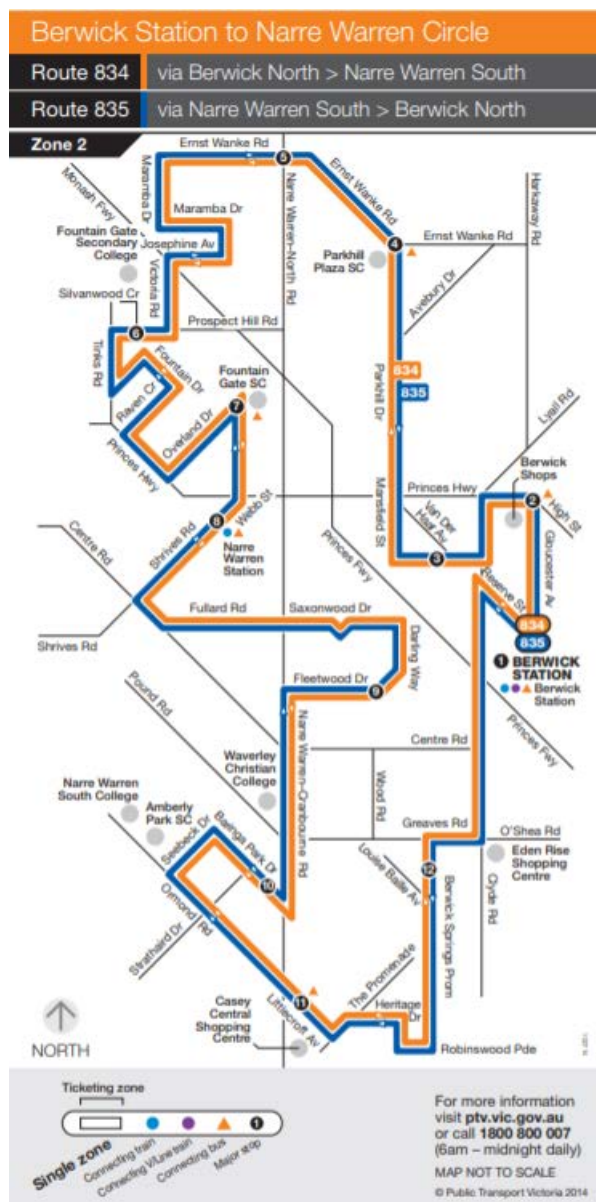
- There are many opportunities to get involved in different activities throughout lunchtime. There is always something running throughout the year. Some of the activities on offer include:
 - Choir
 - Indoor Soccer
 - Environmental club
 - Staff vs Student Games
 - Chess
 - Computer games
 - Homework Club
 - Fitness Room
 - Library
 - Movie Club
 - Aerobics

TRANSPORT

Bikes or Scooters:

Many students ride a bike or scooter to school. The College provides a secure bike enclosure, which is locked during the day. Bicycles and scooters must be individually chained to provide additional security. Students riding a bicycle or scooter to school must obey all road laws including the wearing of a well-adjusted helmet. Students must cross and walk their bicycles at the supervised pedestrian crossings.

Cardinia Bus Route 834/835:



Morning Bus - 834

Leaves from Berwick Railway Station (approximately 8:00am)
Mansfield Street
Parkhill Drive
Ernst Wanke road
Maramba drive
Josephine Avenue
Arrive Fountain Gate Secondary College (approximately 8:30am)

Morning Bus – 835

Leaves from Casey Central Shopping Centre (approximately 8.05 am)
Ormond Road
Seebeck Drive
Baringa Park Drive
Narre Warren Cranbourne Road
Fullard Road
Shrives Road
Narre Warren Railway Station
Arrive Fountain Gate Shopping Centre (approximately 8.25 am)
Princes Highway
Raven Crescent
Fountain Drive
Tinks Road
Arrive Fountain Gate Secondary College (approximately 8.35 am)

Morning Bus – Cardinia School Special

Leaves Fleetwood Primary School 7.15 am
Fleetwood Drive
Narre Warren – Cranbourne Road
Lancaster Avenue
Stewart Avenue
Service Lane of Princes Highway
Richardson Street
Sweeney Drive
Stewart Avenue
Lancaster Avenue
Narre Warren – Cranbourne Road
Narre Warren North Road
Ryelands Drive
Kurrajong Road
Narre Warren North Road
Memorial Drive
Heatherton Road
Narre Warren North Road
Maramba Drive
Josephine Avenue
Victoria Road
Prospect Hill Road
Tinks Road
Arrive Fountain Gate Secondary College (approximately 7.45 am)

Afternoon Bus - 834

Leaves from Fountain Gate Secondary College – Josephine Avenue

(approximately 3.12 pm)
Tinks Road
Fountain Drive
Raven Crescent
Princes Highway
Arrive Fountain Gate Shopping Centre 3.20 pm
Narre Warren Railway Station
Shrives Road
Fullard Road
Saxonwood Road
Darling Way
Fleetwood Drive
Narre Warren Cranbourne Road
Baringa Park Drive
Seebeck Drive
Ormond Road
Arrive Casey Central Shopping Centre 3.40 pm

Afternoon Bus - 834

Leaves from Fountain Gate Secondary College – Victoria Road

(approximately 3.18 pm)

Tinks Road

Fountain Drive

Raven Crescent

Princes Highway

Arrive Fountain Gate Shopping Centre 3.25 pm

Narre Warren Railway Station

Shrives Road

Fullard Road

Narre Warren Cranbourne Road

Baringa Park Drive

Seebeck Drive

Ormond Road

Arrive Casey Central Shopping Centre 4.05 pm

Afternoon Bus - 835

Leaves from Fountain Gate Secondary College- Victoria Road

(approximately 3.30 pm)

Josephine Avenue

Maramba Drive

Ernest Wanke Road

Parkhill Drive

Mansfield Street

Arrive Berwick Railway Station

(approximately 4.25 pm)

Afternoon Bus - Cardinia School Special (to Hallam Senior SC)

Leaves from Josephine Avenue

(approximately 3.30 pm)

Left into Tinks Road

Right into Saffron Drive

Left into Fitzgerald Road

Left into Princes Highway

Right into Harmer Road

Right into Alexander Street

Left into Princes Domain Drive

Left into Cornwall Street

Right into Windsor Street

Left into Frawley Road

Arrive Hallam Senior Secondary College (approximately 3.40 pm)

Afternoon Bus - Cardinia School Special (to Fleetwood PS)

Leaves from Fountain Gate Secondary College - Josephine Avenue

(approximately 3.40 pm)

Tinks Road

Prospect Hill Road

Victoria Road

Josephine Avenue

Maramba Drive

Narre Warren North Road

Heatherton Road

Memorial Drive

Narre Warren North Road

Kurrajong Road

Ryelands Drive

Narre Warren North Road

Narre Warren – Cranbourne Road

Lancaster Avenue

Stewart Avenue

Sweeney Drive

Richardson Street

Service Lane of Princes Highway

Stewart Avenue

Lancaster Avenue

Narre Warren – Cranbourne Road

Fleetwood Drive

Arrive Fleetwood Primary School (approximately 4.00 pm)

EVERYTHING YOU WANT TO KNOW BUT ARE TOO AFRAID TO ASK!

What is a Planner?

Every student is required to carry a special book with them to write down information about the lessons. Eg Homework. This is the school diary. Teachers also write in the diary. It lets you and your parents know how you are going, how you are settling in and what homework you need to do.

When do I need to get a pass?

- If you are out of uniform (Student Manager)
- If you are late to school (Compass Portal)
- If you need to leave early (Attendance Officer)

YOU MUST BRING A NOTE EXPLAINING ALL OF THE ABOVE

How will I know which room to go for each class?

Located around the school are timetables. It tells you which subject, teacher and room you have. All the rooms are numbered. You will also be given your own timetable.

Do you get detentions?

If you misbehave in class your teacher may give you a lunch or after school detention. Your parents will be notified 24 hours before a 45 min afterschool detention. Your Student Managers will also be informed.

What happens at Home Group meetings?

The announcements are read. These tell you about events at school. Your Home Group teacher will check your planner and collect notes for absences and check uniform.

Can you buy your lunch?

Yes. You can bring money and buy lunch from the canteen.

Can I ride my bike to school?

Yes. All students must wear a helmet when riding to and from school. Bikes should be locked in the bike shed with a padlock.

If I don't like my locker, can I swap?

No! Student Managers make a special record of all lockers. This helps to monitor that lockers are used responsibly.

Are you allowed to leave the classroom during class?

No, you are expected to bring all necessary books to class. There is no reason to leave class.

Can I learn an instrument?

Yes, we have a music program. You need to see Ms Boekel if you want to become involved.

Will I be happy in my home group?

Most people in your home group will not know each other until the first day of school, so all of you will be in the same position and eager to make friends.

Will the work be hard?

Anything worthwhile will require some effort on your part. Remember ask if you need help.

What happens if I get lost?

Fountain Gate is a big place. When you feel lost ask a student or teacher. They are sure to help you. You can also use the map in your planner.

Will I have the same teacher all the time?

No. You will have a variety of different teachers.

Do you get much homework?

Yes, a fair bit but it is not difficult. You must write it down in your diary, and this will help you remember what you need to do.

If I have a problem in a subject, should I ask a teacher?

Of course, our teachers welcome students asking questions if they don't understand.

Can I wear runners?

Not with your school uniform. You can only wear them on your Sport/PE days: when you are wearing your PE uniform.

Are you allowed to smoke?

There is definitely NO SMOKING at school. Serious consequences will apply if you are caught smoking or with smokers.

Are you allowed to chew gum?

NO!!!!!!!!!!!!!!!!!!!!

What happens during Lunchtimes?

Catch up with your friends and chat, play on the basketball court or oval. Listen to the daily bulletin as different activities are announced in here.

When do you order Lunch, and where?

Order it before school at the canteen. The ladies at the canteen will help you with this.

When do you get your lockers?

On the very first day!!!!!!

What do I do if I've had a fight with my friends?

Tell your Home Group teacher and they will be happy to help you sort out the problem.

Bell times

These are in your planner.

How many classes are there in one day?

There are five classes each day and Home Group after period 2.

NON-NEGOTIABLES

Based on our College's School Values, these eight Non-Negotiables underpin the behaviour that is expected by all students.

RESPECT

- Always be kind to others and respect individual's rights.
- Contribute to an orderly learning environment.



RESPONSIBILITY

- Be prepared and on time to all classes.
- Adhere to the College Uniform Policy.



HONESTY

- Speak and act truthfully at all times.
- Ask for help when you need it.



ENDEAVOUR

- Stick to tasks, persevere and show resilience.
- Take ownership of your Learning Habits

