



**STRATHMORE  
SECONDARY COLLEGE**

# **ENROLMENT INFORMATION BOOKLET**

## **WELCOME**

This booklet contains the following information:

- BYOD requirements
- Uniform guidelines and price list
- Privacy Collection Notice
- Parent Payment Categories
- Compass Attendance Guide

More information can be found on the college website: <https://www.strathmore.vic.edu.au>

# Strathmore BYOD Program

Strathmore Secondary College is a 'Bring Your Own Device' school. We strive to create a learning environment that is engaging, and our focus is always to improve learning outcomes for all students. Technology is an essential part of our students' lives and will continue to be in the future. Every student from Year 7 to 12 is expected to bring their device to all scheduled classes.

## Which device should I purchase?

Students should use a device that they are familiar and comfortable with. We recommend the following devices:

- iPad
- Samsung tablet
- MacBook (including MacBook Air)
- Windows 10/11 device (Laptop or Surface)

## NAPLAN

All secondary schools in Victoria complete NAPLAN online. Students will be using their device to complete these tests. Student devices should have the following:

- External keyboard: NAPLAN will require that all students have an external keyboard attached to their device. This is particularly relevant to students who are using an iPad or other tablet device. Using the onscreen keyboard takes up so much of the screen that the questions will be obscured.
- Headphones, earphones or earbuds will be required for the Conventions of Language test, which is part of NAPLAN.

## Can I use a device I already have?

Yes you can, as long as it can run the latest operating system for that device. For example, an iPad should be running iOS17.

## Which apps do I need?

A list of required apps will be distributed to students. Most of the apps are free and should be downloaded at home ready for classes to commence.

## Will my child be issued with an email address?

Yes, the college uses Google Apps for Education, which includes an email address for each student. Students will be shown how to set up email and Google Apps for Education on their first day.

## What if I need technical help?

The first port of call should be the ICT website, set up and maintained by the college's IT department. This can be found here: <http://ict.strathmore.vic.edu.au>

Technicians are available to assist students with network connection and software issues during recess and lunchtime if students require further assistance. They are unable to assist with damage repairs or hardware faults.

## What can I do to make sure the device is safe and secure?

Students should have a passcode on their tablet device, and a login password on a laptop. They should also have a sturdy and high quality lock on their locker so the device can be stored when it is not in use. It is also recommended students have a protective case on their device.

## Are there rules around how the device will be used?

Students sign an acceptable use agreement upon enrolment at the college. Students are expected to follow all teacher instructions regarding the use of their iPad whilst at school. The iPad remains the property of the student, however it is first and foremost a tool for education. For more information on the acceptable use policy, please see the parent portal on the college website.



**NOONE**  
BEST IN CLASS SINCE 1947

OFFICIAL UNIFORM SUPPLIER TO



**STRATHMORE**  
SECONDARY COLLEGE

## STRATHMORE SECONDARY COLLEGE

PRICE LIST VALID TO 30<sup>TH</sup> JUNE 2024

Uniform		Uniform	
<b>Summer Dress</b> (Dark green check) All sizes	\$ 81.95	<b>Skirt</b> (Grey/Black/Green Check) All Sizes	\$115.00
<b>Pullover Black with V-Neck</b> 85 – 100 105 +	\$100.95 \$107.95	<b>Tailored Slacks - Charcoal</b> Adult sizes	\$ 66.00
<b>Shirt – Short Sleeve white - Plain</b> All Sizes	\$ 31.95	<b>Trousers Charcoal (115 &amp; 116)</b> All sizes	\$ 59.95
<b>Shirt – Long Sleeve white - Plain</b> All Sizes	\$ 32.95	<b>White/Grey Anklet Socks - 3 Pack</b>	\$ 16.95
<b>Shorts Charcoal (105 &amp; 106)</b> All Sizes	\$52.50	<b>White/Black Knee Hi Socks – 2 Pack</b>	\$ 14.95
<b>Soft Shell Jacket Black/Green</b> All sizes	\$ 98.50	<b>Grey/White/Black Anklet Calf length-3</b>	\$ 16.95
		<b>Tights</b> (Black Microfibre 2pk) All Sizes	\$ 19.95
		<b>Tights</b> (Black Cotton) All Sizes	\$ 21.50
		Accessories	
		<b>School Back Pack</b>	\$ 82.95
		<b>Scarf – Plain Black</b>	\$ 11.00
		<b>NAME LABELS</b> Pre-ordered Garment Labels (Sew or Iron	\$ 25.00
Sports Uniform			
<b>Sports Polo Top</b> (S/S with logo) All Sizes	\$ 45.95	<b>Rugby Top</b> (Black/Green/White polycotton) All Sizes	\$ 91.95
<b>Trackpant</b> (Black / Green with logo) All sizes	\$ 65.50	<b>Sport Shorts</b> (Black micromesh) short length	\$ 38.95
		<b>Sport Shorts</b> (Black microfibre) long length	\$ 41.95
		<b>Sports Socks 3pk</b>	\$ 16.95

All prices are subject to change without notice

### NOONE TRADING HOURS:

Monday to Friday 9.00am till 5.00pm, Saturday 9am till 1pm

543 Keilor Road, Niddrie Phone: 9379 5037

**VISA, MASTERCARD AND EFTPOS ALL WELCOME**

Phone: 03 9379 5037 Fax : 03 9379 8446 Email : [niddrie@noone.com.au](mailto:niddrie@noone.com.au)

On-Line: <https://www.noone.com.au/school/strathmore-secondary-college/shop>

# COLLEGE WARDROBE 2024



**Students may choose items from the following uniform list.**

Jacket	Black and green soft shell jacket with College crest (or black blazer)
Jumper	Black V neck with College crest.
Dress	Green, black, grey chequered trans-seasonal dress.
Pants	Charcoal grey, tailored or flat front
Skirt	Grey, black and green tartan
Shorts	Charcoal grey flat front
Shirt	White shirt with collar, short or long sleeved, (not a polo shirt) or white high roll neck skivvy
Shoes	Plain black leather lace-up <u>school shoes</u> or black t-bars eg. Clarkes.
Tights	Plain black tights.
Socks	Plain white/dark grey/black socks.
Accessories	Black scarf School back pack

## PE & Sports Uniform

Shirt	Polo top with College crest
Shorts	Sports shorts.
Footwear	Runners.
Swimwear	Bathers [one piece only], box swim shorts [No long board shorts]
Optional -	Strathmore SC rugby top SSC Sports Track pants or plain black track pants

### Please note:

- Sunhat – “Bucket Hat” or a plain black peaked cap should be worn for all outside activities in Terms 1 & 4 by all students.
- Runners are not to be worn at school except during Physical Education or Sport periods.
- Make-up is not to be worn.
- No jacket, other than the Strathmore Secondary College soft cell jacket or black blazer is to be worn at school.

In general, jewellery other than watches is not permitted. Inconspicuous sleepers/studs are allowed.

## All uniform items available from:

### NOONE IMAGEWEAR

543 Keilor Road, Niddrie

Phone: 9379-5037

Website: <https://www.noone.com.au/>

Fax: 9379-8446

Email: [niddrie@noone.com.au](mailto:niddrie@noone.com.au)

# Privacy Collection Notice

Information for students, parents and carers

The Department of Education (the department) values your privacy and is committed to protecting the personal and health information that schools collect.

All school staff must comply with Victorian privacy law and the [Schools' Privacy Policy](#). This notice explains how the department, including Victorian government schools (schools), handles personal and health information. On occasion, specific consent will be sought for the collection and use of information, for example, for a student to receive a health service. Our schools are also required by legislation, such as the *Education and Training Reform Act 2006*, to collect some of this information.

Throughout this notice, 'staff' includes principals, teachers, student support service officers, youth workers, social workers, nurses and any other allied health practitioners, and all other employees, contractors, volunteers and service providers of the school and the department.

On enrolment, and during the ordinary course of a student's attendance at a school, schools will collect information about students and their families for the following purposes:

- ☐ educating students
- ☐ supporting students' social and emotional wellbeing, and health
- ☐ fulfilling legal obligations, including duty of care, anti-discrimination law and occupational health and safety law
- ☐ communicating and engaging with parents
- ☐ student administration
- ☐ school management
- ☐ supporting policy in relation to student education and wellbeing.

If this information is not collected, schools may be unable to provide optimal education or support to students or fulfil legal obligations.

For example, our schools rely on parents to provide **health information** about any medical condition or disability that their child has, medication their child may take while at school, any known allergies and contact details of their child's doctor. If parents do not provide all relevant health information, this may put their child's health at risk.

Our schools also require current, relevant information about all **parents and carers** so that schools can take account of safety concerns that affect their children. Parents should provide schools with copies of all current parenting plans and court orders about or that affect their children and provide updated copies when they change.

When parents enrol their child in primary school, they will be asked to provide personal and health information in several ways, including via the Enrolment Form, the [School Entrance Health Questionnaire](#) (SEHQ) and the [Early Childhood Intervention Service](#) (ECIS) Transition Form.

The **Enrolment Form** is used to collect information that is essential for the purposes listed above, and requests information such as:

- ☐ **Emergency contacts** – Individuals parents nominate for a school to contact during an emergency. Parents should ensure that their nominated emergency contact agrees to their contact details being



provided to the school and that they understand their details may be disclosed by the department if lawful, e.g. in the case of emergency communications relating to bush fires or floods.

- **Student background information** – Information about country of birth, Aboriginal or Torres Strait Islander origin, language spoken at home and parent occupation. This information enables the department to allocate appropriate resources to schools. The department also uses this information to plan for future educational needs in Victoria and shares some information with the Commonwealth government to monitor, plan and allocate resources.
- **Immunisation status** – This assists schools to manage health risks and legal obligations. The department may also provide this information to the Department of Health and Department of Families, Fairness and Housing to assess immunisation rates in Victoria, but not in a way which identifies students.
- **Visa status** – This is required to process a student's enrolment.

All schools may use departmental systems and online tools such as apps and other software to effectively collect and manage information about students and families for the purposes listed above.

When schools use these online tools, they take steps to ensure that student information is secure. If parents or carers have any concerns about the use of these online tools, please contact the school.

School staff will only share student and family information with other school staff who need to know to enable them to educate or support the student as described above. Information will only be shared outside the school (and outside the department) as required or authorised by law, including where sharing is required to meet duty of care, anti-discrimination, occupational health and safety, and child wellbeing and safety obligations. The information collected will not be disclosed beyond the school and department without parent consent unless such disclosure is lawful.

When a student transfers to another school (including Catholic, independent and interstate), personal and/or health information about that student may be transferred to the next school. Transferring this information is in the best interests of the student and assists the next school to provide the best possible education and support to the student. For further detail about how and what level of information is provided to the next school, refer to the: [Enrolment: Student transfers between schools](#)

Schools only provide school reports and ordinary school communications to students, parents, carers or others who have a legal right to that information. Requests for access to other student information or by others must be made by lodging a [Freedom of Information](#) (FOI) application.

To update student or family information, parents should contact their school.

For more information about how schools and the department collect and manage personal and health information, or how to access personal and health information held by a school about you or your child, refer to the: [Schools' Privacy Policy](#)

# Understanding Parent Payment Categories

## Schools

### What does the legislation say?

The Education and Training Reform Act (2006) provides for free instruction in the standard curriculum program to all students in government schools. The Act also empowers school councils to charge fees to parents for goods and services provided by the school to a child.

In the Act, a 'Parent' includes a guardian and every person who has parental responsibility for a child including parental responsibility under the Commonwealth Family Law Act 1975 and any person with whom a child normally or regularly resides.

### What do schools pay for as part of 'free instruction'?



Free instruction is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities.

The standard curriculum for Years F-10 means implementation of the Victorian Curriculum F-10.

The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.

### What principles govern parent payment practice?

Educational Value | Access, Equity & Inclusion | Affordability  
Engagement & Support | Respect & Confidentiality | Transparency & Accountability

## Parents

### What may parents be asked to pay for?

#### Schools can request payment for Essential Student Learning Items



These are items, activities or services that the school deems **essential** to student learning of the standard curriculum.

Where practical and appropriate, parents may choose to purchase items through the school or provide their own.

These may also be either:

#### Items the student takes temporary or permanent possession of

- e.g.
- textbooks, activity books, exercise books
  - stationery, book bags
  - student ID cards, locks
  - cooking ingredients students will consume
  - materials for final products that students take home (technology projects, build-your-own kits, dioramas)
  - Picture Exchange Communication Systems

#### Activities associated with instruction that all students are expected to attend

i.e. travel, entry fees or accommodation

- e.g.
- excursions
  - incursions
  - school sports
  - work placements

Parents can be asked to pay for items, activities and services in the three Parent Payment Categories:

Essential Student Learning Items,  
Optional Items and  
Voluntary Financial Contributions.

Schools determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.

#### Schools can request payment for Optional Items

These are items, activities or services that are **optional** and are offered in addition to the standard curriculum.

Students may access these on a user-pays basis.

These may be either:

#### Items the student purchases or hires

- e.g.
- school magazines, class photos
  - functions, formals, graduation dinners
  - materials for extra curricular programs
  - student accident insurance

#### Activities the student purchases

- e.g.
- fees for extra curricular programs or activities, such as instrumental music tuition
  - fees for guest speakers
  - camps, excursions, incursions, sports
  - entry fees for school run performances

#### Items and/or materials that are more expensive than required to meet the standard curriculum

- e.g.
- use of silver in metal work instead of copper
  - supplementary exam revision guides

Support for families experiencing hardship is available at every school and each school has a parent payment contact person. See your school's policy for more information.

For more information on Parent Payments and Personal Devices, visit the DET website at: [www.education.vic.gov.au](http://www.education.vic.gov.au)

Schools can invite  
**Voluntary Financial Contributions**  
for



- e.g.
- Building or Library fund (Tax deductible)
  - Voluntary contributions for a specific purpose, such as equipment, materials, services.
  - General voluntary contributions

## ATTENDANCE APPROVAL GUIDELINES FOR ABSENCE/LATE ARRIVAL



Daily school attendance is important for all students to succeed in education and to ensure they do not fall behind. It is a legal obligation of parents to provide an explanation for their child's/children's absence from school. Strathmore Secondary College is committed to ensuring students are supported in their attendance to school.

### What Are Student's Responsibilities?

Students attending Strathmore Secondary College have a responsibility to arrive on time every day and are prepared to learn. Strathmore students are encouraged to approach a teacher and seek assistance if there are any issues that are affecting their attendance.

### What Are Parent/Carers Responsibilities?

Parents must commit to ensuring their child/children attend school on time every day. If you are aware your child will be late or absent at any time, parents must provide approval on Compass.

Parents/Carers must provide an explanation on Compass before 11.30am daily on all individual occasions. Absences can also be added ahead of time.

### Long Term Absences

For long term absences, Parents/Carers must enter it on Compass and advise Team Co-ordinators via Email. If you do not have a Parent login for Compass please go to the Strathmore Webpage: <https://www.strathmore.vic.edu.au/> > **Parent Portal > Compass > Compass Password Help**

### What Happens If I Don't Notify The School?

If Parents/Carers haven't notified the school as to why their child is away, the school will either SMS (text), Email or telephone call to Parents/Carers on the day of unexplained absences. If you are notified please click on the link in the SMS which will allow you to update Compass attendance.

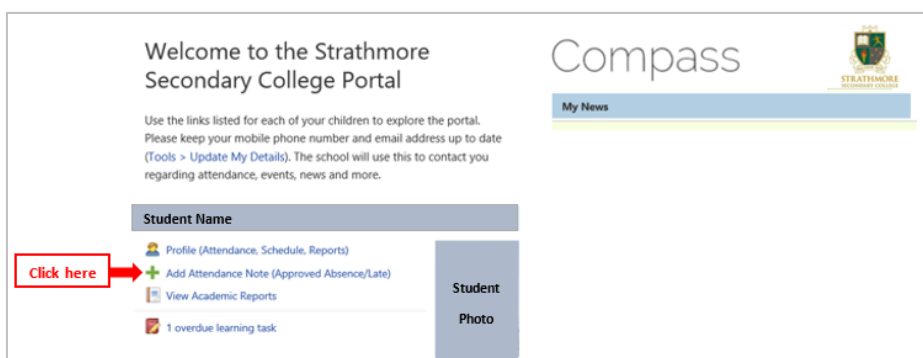
## HOW DO I PROVIDE APPROVAL FOR MY CHILD'S ABSENCE FROM SCHOOL?

Strathmore Secondary College has a system in place to report and monitor student absenteeism on Compass and can be done so by following these two steps:

### STEP ONE

From the Compass home screen

1. Login to Compass > **Parent Portal** >
2. Click the **+ Add Attendance Note/Approval**



### STEP TWO

From the pop-up window:

1. Select the reason
2. Select Date, Start and Finish time
3. Click the 'Save' button

