



Djerriwarrh
Community College

STUDENT INFORMATION HANDBOOK

233 Station Road

Melton 3337

PH: 8746 1082

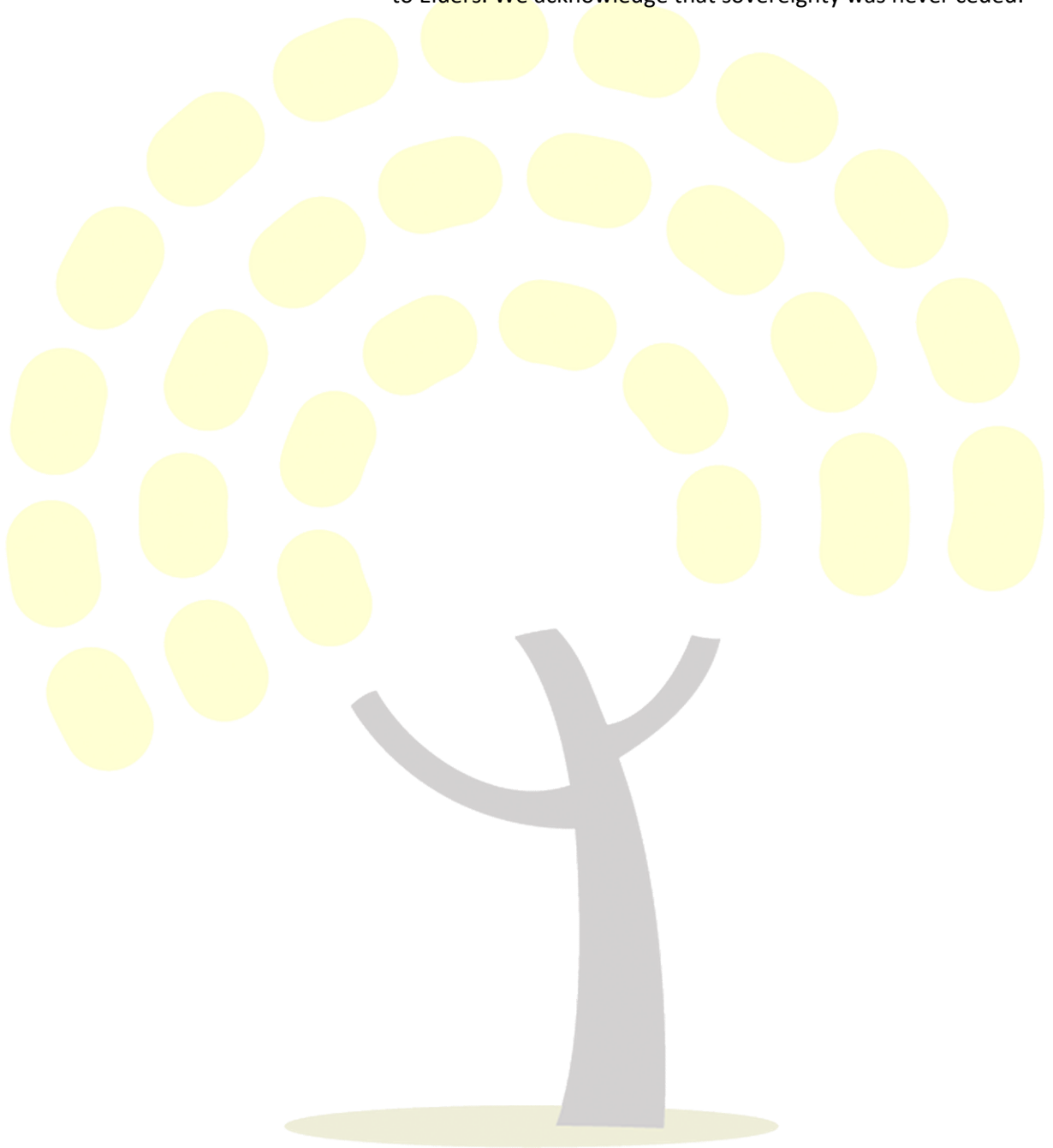
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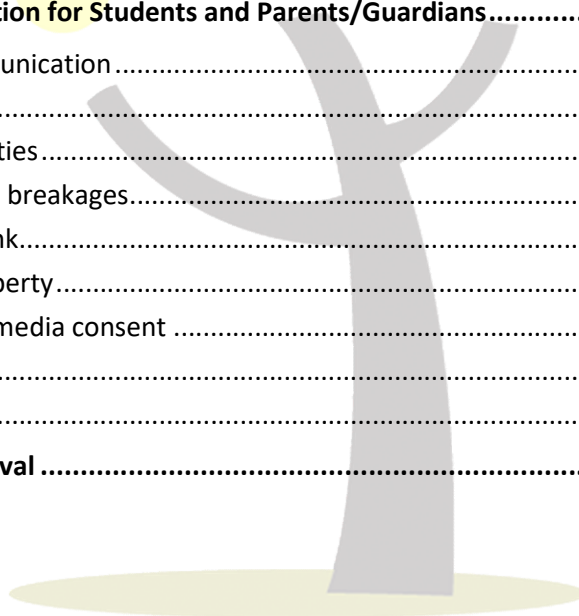
Djerriwarrh Community College acknowledges the Wurundjeri - Wathaurong People as the Traditional Custodians of the lands, skies and waterways on which our school is located, and pay our respects to Elders. We acknowledge that sovereignty was never ceded.



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1. Djerriwarrh Community College

Welcome to Djerriwarrh Community College and thank you for choosing our school.

Djerriwarrh Community College (the College) is an independent specialist senior secondary school based in Melton. The College delivers the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VCE VM) for students aged 15-19 years. It provides a safe and inclusive learning environment for young people who may have disengaged or are at risk of disengaging from education. The College is committed to supporting students to reach their personal, social and educational potential by providing the tools and skills to learn, thrive and connect.

The VPC and VM certificates provide important skills for students through vocational education, work placement and working in the community.

Our College enables students to create and begin a successful pathway to further education and/or employment. We encourage and support students in achieving their individual best to ensure a positive impact on their education, their community and themselves.

We look forward to working with you as you pursue success and all of its rewards.

1.1 School philosophy

Vision

Resilient young people navigating their lives with confidence.

Values

Caring

We provide a safe and supportive learning environment for all students.

Respectful

We treat all members of our school community fairly and equally.

Inclusive

We put the needs of our students first and welcome diversity in our school community.

Accountable

We take responsibility for our decisions and follow through on our commitments.

Adaptable

We respond to students' needs in creative and flexible ways.

Our enactment

Djerriwarrh Community College enacts its philosophy by:

- Offering a specialist school with small class sizes and a friendly safe environment.
- Identifying students' personal and educational barriers to learning to inform individual learning plans.
- Providing wrap around support services including referrals to housing, mental health and AOD services.
- Having student centred learning at the forefront of teaching practice.
- Following the Positive Education model, to assist students to:
 - strengthen their relationships
 - build positive emotions
 - enhance resilience
 - promote mindfulness
- Using restorative practice methods to:
 - build a sense of community within and around school
 - repair harm and hold parties responsible and
 - improve the emotional literacy of staff, students and the school community
- Working closely with parents and/or carers, family and other stakeholders (for the individual student)
- Engaging with the local community
- Minimising student fees and associated costs for parents/guardians and students.

1.2 Commitment to Australian Democratic Principles

Australian society is defined, among other aspects, by a belief in elected government; by a commitment to the rule of law, to equal rights for all before the law; and by a belief in freedom of religion, freedom of speech and freedom of association. Our society is also tolerant of a range of religious, political, social and cultural beliefs and values in the context of the fundamental principle of our democracy.

The *Education and Reform Act 2006* requires all education providers to operate in a manner consistent with this set of Australian democratic principles.

In accordance with the Act, Djerriwarrh Community College delivers curriculum programs, learning and teaching in a manner that supports and promotes the principles and practice of Australian democracy.

This includes a commitment to:

- elected government;
- the rule of law;
- equal rights for all before the law;
- freedom of religion;
- freedom of speech and association; and
- the values of openness and tolerance.

Djerriwarrh Community College demonstrates this commitment through the enactment of our vision and values. We provide a learning environment that is inclusive and respectful of all members of our College community. Our student-centred curriculum is designed to develop the skills and knowledge of our students to enable them to become active and informed global citizens and to contribute positively to a fair and just society.

1.3 Keeping children and young people safe

Djerriwarrh Community College is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

The College has zero tolerance for child abuse.

It is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+); and other students experiencing risk or vulnerability.

Every person involved in Djerriwarrh Community College has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In its planning, decision-making and operations Djerriwarrh Community College will:

- Take a preventative, proactive and participatory approach to child safety;
- Value and empower young people to participate in decisions which affect their lives;
- Foster a culture of openness that supports all persons to safely disclose risks of harm to young people;
- Respect diversity in cultures and child rearing practices while keeping child safety paramount;

- Provide written guidance on appropriate conduct and behaviour towards young people;
- Engage only the most suitable people to work with our young people and have high-quality staff and volunteer supervision and professional development;
- Ensure our young people know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
- Share information appropriately and lawfully with other organisations where the safety and wellbeing of children and young people is at risk; and
- Value the input of and communicate regularly with families and carers.

1.4 Respectful Relationships

Respectful Relationships is a Victorian initiative to help young people deal with a range of challenges they may face in life. Respectful Relationships promotes equality and helps young people learn how to build healthy relationships. The initiative prepares students to face challenges by developing problem-solving skills and building resilience and confidence.

Family violence has a devastating impact on our community and affects people from all walks of life. The Royal Commission into Family Violence recommended Respectful Relationships be introduced to all schools to change attitudes and prevent the prevalence of family violence in future generations.

Respectful Relationships is underpinned by evidence that shows schools can play a key role in preventing family violence by helping students develop an understanding of healthy relationships and respect.

Djerriwarrh Community College is a Respectful Relationship partner school, trained to implement a whole school approach to Respectful Relationships by looking at our culture, practices and policies and driving meaningful change, building an enhanced culture of respect and equality as schools and as workplaces.

Respectful Relationships at the College is supported through a dedicated Respectful Relationships and Homegroup classes, wider curriculum, incursions, excursions and events.

1.5 Reconciliation Action Plan

Vision for Reconciliation

Djerriwarrh Community College's vision for Reconciliation is to foster a positive two-way relationship built on trust and respect between Aboriginal and Torres Strait Islander and non-Aboriginal and Torres Strait Islander Peoples throughout our classrooms, school and community.

We strive to build a community where our shared identity is shaped by Aboriginal and Torres Strait Islander perspectives. We value, respect, and include these perspectives, recognising their vital role in creating a fair, just, and equitable nation for all.

Djerriwarrh Community College recognises Aboriginal and Torres Strait Islander cultures as the longest living culture and understands recognises the importance of this culture to the wellbeing and safety of Aboriginal and Torres Strait Islander students, families, staff and community members. We recognise Aboriginal and Torres Strait Islander Peoples' strength, legacy and vision. We are committed to providing a culturally safe school, focusing on unlearning, recognising harmful effects, standing up to racism, and amplifying the voices of Aboriginal and Torres Strait Islander Peoples.



2. Victorian Pathways Certificate (VPC) and Victorian Certificate of Education (VCE) Vocational Major (VM)

Djerriwarrh Community College delivers a community-based program targeted to young people aged 15 to 19 years of age. Our curriculum is flexible, applied, student centred and assists our students to develop community partnerships.

The Victorian Pathways Certificate is a hands-on option, which provides practical work-related experience, as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work. It offers a pathway into further education, employment, traineeships or apprenticeships.

2.1 Applied learning

Applied learning is a practical, hands-on approach to learning. Students learn by doing through hands-on activities, relevant to real situations, and personalised to meet each student's needs.

Applied learning has a focus on real life application and takes into account different learning preferences.

Applied Learning in the VPC and VM curriculum includes:

- Learning in classroom contexts;
- Learning in community contexts;
- Adult learning in vocational learning contexts;
- Work based learning in workplace settings;
- Project based learning involving 'real world' issues.

2.2 Delivery principles

The principal and teachers will:

- negotiate where possible the content of the curriculum to build on your interests, abilities, and strengths;
- focus on practical 'hands-on' opportunities for learning;
- look for opportunities to encourage your personal development and growth;
- recognise your achievement and contributions both formally and informally;
- encourage and support you to learn;
- help you to understand your preferred learning styles;

- assess your work fairly and give you constructive feedback;
- value your contribution;
- create a safe working environment for all students;
- use restorative practices.

College leadership and our teachers will work with students, parents, guardians and/or carers to develop a program that is appropriate for your interests, abilities and strengths.

2.3 Award levels

Djerriwarrh Community College offers:

- Victorian Pathways Certificate (VPC)
- Victorian Certificate of Education Vocational Major (VCE VM)

The qualification levels cater for a range of students with different abilities and interests. They also provide a progression in the development of skills, knowledge, and attributes. The level that you start on will be the one that best matches your needs and abilities.

2.4 Entry requirements

There are no formal entry requirements for the VPC or VCE VM. These certificates have been designed to accommodate flexible entry and exit. Students can enter at the appropriate certificate level to suit their learning needs, abilities and interests.

2.5 Structure of the VPC

- For students not able or ready to complete the VCE or VCE VM
- Program is tailored to meet the needs of the students
- Study over 12 months, or more if needed
- 12 Units across VPC Literacy, VPC Numeracy, VPC Work Related Skills and VPC Personal Development Skills. The VPC course may also include units from the VCE VM.
- Leads into the VCE or VCE VM, entry-level VET or straight into employment

2.6 Structure of the VCE VM

- Two-year senior secondary certificate
- 16 to 20 units

- Four compulsory subjects: Literacy, Numeracy, Personal Development Skills, Work Related Skills
- Compulsory VET subject
- Gain credit from time in workplace
- Assessment based on learning activities
- No study scores and no ATAR

Literacy and Numeracy Skills

Study in these units is designed to:

- develop knowledge, skills and attributes relevant to reading, writing and oral communication, and their practical application in the contexts of everyday life, family, employment, further learning and community
- develop knowledge, skills and attributes relevant to the practical application of numeracy in the contexts of everyday life, further learning, work and community
- provide pathways to further study and work.

Work Related Skills

The curriculum for the Work Related Skills units is designed to develop employability skills, knowledge and attributes valued within community and work environments in preparation for employment. The development of employability skills provides learners with the capacity to consider and choose from a range of pathways. The development of occupational health and safety knowledge prepares learners for the workplace.

Personal Development Skills

The purpose of the Personal Development Skills units is to develop student knowledge, skills and attributes that lead to self-development and community engagement through:

- family, social, community and environmental responsibilities
- resilience, self-esteem and efficacy
- health and wellbeing
- valuing participation in a democratic society

Vocational Education and Training (VET) Programs

Recognition of Vocational Education and Training (VET) within the VPC and VCE VM ensures that students who complete all or part of a nationally recognised VET qualification may receive credit towards satisfactory completion of their certificate. Students would typically undertake training at Certificate II or III level.

VET subjects/qualifications

Students in both the VPC and VCE VM must engage in VET qualifications at Djerriwarrh Community College.

Students may select from the following options:

1. Undertake a VET qualification with Djerriwarrh Community College
2. Undertake a VET qualification with a TAFE or Registered Training Organisation or through the Western Edge Cluster
3. Undertake a school-based apprenticeship or traineeship

VET courses are designed to provide you with practical and theoretical experience for future employment. Prior to selecting your VET course, you should carefully consider fields of employment that interest you in order that your VET studies are relevant to your employment goals.

It is your responsibility (in consultation with your parents/guardians and/or carers and your teacher) to research your VET options, identify a course that suits your needs and interests, enrol, and ensure you satisfy course requirements.

2.7 Credit and Recognition of Prior Learning

A credit is a successfully completed part of a course of study. If you have already completed units/modules from a further education, VET or VCE course, these can count towards your certificate.

The principal will help you to work out any credits from previous study that can be counted and make sure they are documented and reported as part of your certificate.

In addition to credits, there is the Recognition of Prior Learning (RPL) assessment process. RPL is a process to assess successful completion of VPC/VM learning outcomes through skills, knowledge and experience gained in other settings besides traditional school programs, for example through part-time work or voluntary involvement in a community organisation.

RPL can only be applied to a variety of units under the VPC and VCE VM.

If you are interested in applying for RPL, please make an appointment with the principal to determine your eligibility and for a detailed explanation of the RPL process.

2.8 Pathway options

When you complete your VPC or VCE VM, you will have practical work-related experience and a qualification or units of competency that are recognised by TAFE institutes and employers. This helps you move from school into work, an apprenticeship or traineeship, and/or further training at TAFE.

If you start studying for your VPC and successfully complete it, you may consider going on to complete the VCE VM.

You may also choose to complete a pre-apprenticeship or apprenticeship to gain skills and knowledge while working in your chosen industry.

You can also reconsider your options and decide university is the right choice for you and transfer to the VCE.

Entry straight from school is not the only pathway into university. Some people study a vocational education and training course at TAFE while working, leading to a Diploma, and then progress to a degree at university. This also is an option for students.

Learning Pathways

Senior secondary education	Further study options	Employment options
VCE	Tertiary study options requiring an ATAR (e.g. for university and TAFE)	Apprenticeship or employment
VCE VM	Tertiary study options that don't require an ATAR (e.g. for apprenticeships, traineeships, further education and training, alternate university entry and workforce entry)	Apprenticeship or employment
VPC	VCE VM or Certificate II level VET (e.g. entry-level Vocational Education and Training, or straight into a job)	Community participation, apprenticeship or employment

3. Administration and Enrolment

3.1 Contact details

Office Hours:	8:00am to 4:00pm Monday to Friday
Address:	233 Station Road, Melton Vic 3337
Phone:	(03) 8746 1082
Email:	info@dcc.vic.edu.au
Website:	www.dcc.vic.edu.au

3.2 College staff

Co-Principals	Amy Farrell and Tony Patton
Assistant Principal	Lucy Dowell
Teacher/Careers & Pathways Coordinator	Marianne Santos
Teachers	Jennie Clark Kim Snooks Marianne Santos Lucy Dowell Amanda Canulli
VET Trainers	Marianne Santos
Administration Manager	Sween Sharma
Youth Worker	Emily Kalos
Diversity & Inclusion Coordinator	Paula Reynolds
Education Support Coordinator Assistant	Madison Mangion
Education Support Workers	Priscilla Mete

3.3 Term dates *

Term 1	Thursday 28 January – Thursday 25 March 2027
Term 2	Monday 12 April - Friday 25 June 2027
Term 3	Monday 12 July - Friday 17 September 2027
Term 4	Monday 04 October – Friday 05 November 2027

*Please note: these are subject to change

3.4 Timetable

The VPC/VCE VM Program at Djerriwarrh Community College is a full-time course (five days per week):

Monday	Classroom	9:10am-2:45pm
Tuesday	Classroom	9:10am-2:45pm
Wednesday	VET	
Thursday	Classroom	9:10am-2:45pm
Friday	Classroom (VET)	9:10am-2:00pm

3.5 Session times

Period 1	9:10am – 10:00am
Period 2	10:00am – 10:40 am
Recess	10:40am – 11:00am
Period 3	11:00am – 11:45am
Period 4	11:45am – 12:30pm
Lunchtime	12:30pm – 1:15pm
Period 5	1:15pm – 2:00pm
Period 6	2:00pm – 2:45pm

3.6 Application and enrolment

The College will ensure an equitable and fair process for student selection and enrolment by following documented processes.

The College will only consider applications from young people between the 15-19 years of age.

At the discretion of the College, applications preference will be given to young people:

- who experience trauma or mental health issues such as anxiety;
- who have experienced disrupted learning;
- who have disengaged from education due to barriers to learning;
- who are at risk of disengaging from education;

Application process

Students interested in enrolling at Djerriwarrh Community College must complete a referral form through the website. Shortlisted referrals will then be invited for an enrolment interview. Applicants and their parents/guardians and/or carers will be required to attend an application interview. Prospective students are required to undertake a literacy and numeracy assessment to ensure that they are enrolled at the correct level.

If a place is offered at Djerriwarrh Community College, a letter of offer will be sent out and the student and their parents/guardians and/or carers will be invited to complete the enrolment application. All relevant identification documentation, previous school reports and health assessments must be submitted at the time of enrolment.

Enrolment

Students are required to fill in the enrolment documents before they commence class. If the student is under the age of 18, their parent/guardian and/or carer is required to complete and sign the documents.

Students still enrolled in another school must formally exit before they can enrol at Djerriwarrh Community College.

All students and/or their parents/guardians and/or carers are required to complete a medical information form to ensure that all staff are aware of any pre-existing medical conditions.

Students who are anaphylactic must provide an Individual Anaphylaxis Management Plan as soon as practicable after enrolment and prior to their first day of class.

3.7 Fees and charges

The annual school fee is \$250.00. A statement of fees can be made available upon request. Fees are payable before Term 1 commences or via a payment plan. Please read the Fees and Refunds Policy before signing your enrolment form.

Fees will be refunded according to the Fees and Refunds Policy.

3.8 Method of payment

The College accepts the following methods of payment:

- Cheque or money order
- Cash
- EFTPOS (whether over the phone or in person)
- Credit card and debit card payments (fees and charges may apply)

3.9 Student records

Compass

Djerriwarrh Community College uses a web-based school management system called Compass. This management system allows students to view their timetable electronically and keep track of their learning outcomes. Upon enrolment, students are given their personal college email address and login details and will have access to online learning resources.

Parents/guardians and/or carers are also given a login. This will allow you to communicate with teachers, keep track of your child's attendance, and approve excursions. Compass allows you to stay connected via SMS updates, emails and push notifications. The College's policies, procedures and forms are also available to parents/guardians and/or carers via Compass.

Students' and parents'/guardians' and/or carers' information will also be entered into Compass.

Parents/guardians and/or carers are required to:

- ensure that all the information provided to the College is accurate;
- notify the College of any contact changes (email, phone, address etc.);
- advise the College of any difficulties or problems their child experience that may affect their study;
- monitor and promote their child's attendance;
- check Compass for school updates; and
- provide consent for incursions/excursions.

3.10 Privacy

Djerriwarrh Community College strives to maintain a balance between the need to collect and use your personal information to deliver effective services and the need to protect the privacy of your information. Please read our Privacy Policy or visit our website for more details.

Access to your information

As a student you may access your study records on request. These records include copies of assessments you have completed, including RPL applications and assessments, and duplicate copies of statements of attainment and qualifications. Please contact the Administration Manager via the email: info@dcc.vic.edu.au.

Your personal information will only be disclosed to state or commonwealth government departments, including those departments that provide funding for the programs we deliver. Please refer to our Privacy Policy for more information on how we will protect your privacy.

You may access or update your personal information by calling 03 8746 1082 or by speaking directly to the College's Administration Manager.

If you are unhappy with how we have treated your personal information, you may make a complaint following the Complaints Policy.

3.11 Complaints and appeals

If a student, parent/guardian and/or carer or member of the community wishes to make a formal complaint, they are required to complete the College's Complaint Form. The Complaint Form can be accessed via the College's website www.dcc.vic.edu.au, through Compass or at reception.

The student, parent/guardian and/or carer or community member may be supported by staff or a support person to complete the Complaint Form if required. Complainants may also have a support person, such as a family member or cultural liaison, present during the process. Interpreters or translated materials can be provided if needed.

The Complaint Form and any supporting documentation is required be submitted to the principal, assistant principal or Administration Manager in person or by email.

At any time students and/or parents/guardians may contact the Victorian Registrations & Qualifications Authority (VRQA):

Phone: 9637 2806

Online form: <https://www.vrqa.vic.gov.au/complaints/pages/complaints.aspx>

Letter to manager complaints unit, VRQA, GPO box 2317, Melbourne, Vic, 3001

Refer to the Djerriwarrh Community College Complaints Policy for further information.



4. Assessing and Reporting

4.1 Assessment

Under the VPC and VCE VM, assessment is ongoing throughout the year, and a range of assessment methods are applied to different units. Students are assessed through practical application, teacher observation, participation, formal and informal methods, oral and written assessment. Students will need to demonstrate their skills to complete each learning outcome.

There are two result codes that are used to report student achievement in each certificate level. These are 'S' and 'N'. The result code 'S' (Satisfied) means satisfactory completion of a unit and the result code 'N' (Not Yet Satisfied) means non-satisfactory completion of a unit.

Students' VET component is included in the course requirements. Students must be assessed as competent in their VET units to be eligible for their respective certificate.

Teachers will work with students who are assessed as 'N' and provide opportunities to satisfactorily complete units of competency. Students must commit to make up work missed and complete all required outcomes to successfully achieve their certificate.

4.2 Reasonable adjustments

Reasonable adjustments in assessment can be made to meet the needs of individual students. This includes factors such as learning styles, physical or intellectual ability, language, literacy and numeracy levels, cultural background or socio-economic factors. Students and parents/guardians and/or carers should discuss any concerns they may have with the principal and Diversity and Inclusion Coordinator upon enrolment.

4.3 Assessment extensions

All assessments and set tasks have deadlines. Students must apply for an extension if they cannot hand in their projects by the due date.

4.4 Assessment appeals

If you receive a 'N' result and you do not agree with this outcome, you may appeal the assessment decision. Students can request internal moderation or refer to the College's Complaints Policy and Assessment and Reporting Procedure

4.5 Issuing of certificates and/or statement of results

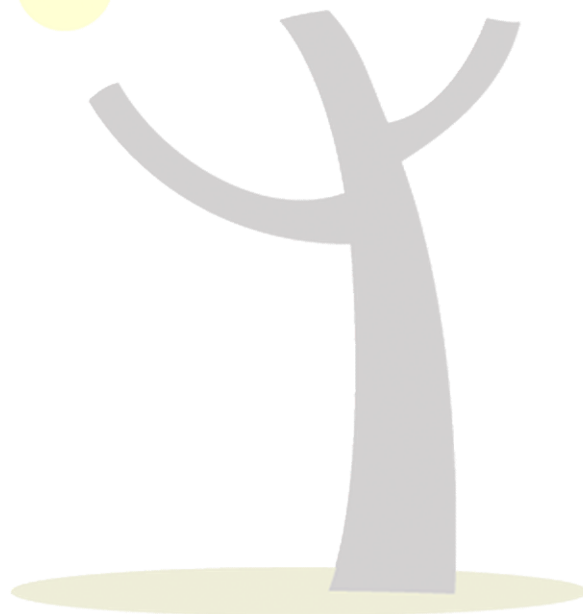
Upon successful completion of the learning program and required hours, students will receive the following:

- Victorian Pathways Certificate and/or
- VCE Vocational Major Certificate
- Statement of Results listing all VPC, VCE and VM units that have been successfully completed as part of your course

All certificates and statement of results are issued by Victorian Curriculum and Assessment Authority (VCAA).

4.6 Reporting progress

Student achievement is formally communicated to students and their parents/guardians and/or carers through Compass four times a year, via two interim progress reports and two semester reports. Additionally, Student Progress Meetings are held twice a year, offering parents/guardians and/or carers the opportunity to speak directly with teachers about their child's development and learning goals.



5. Studying at Djerriwarrh Community College

Djerriwarrh Community College aims to meet the needs of its student cohort by offering a flexible learning environment that is personalised and engaging. We do this by:

- Offering curriculum that is flexible, applied and student-centred
- Modifying the curriculum when required
- Differentiating classroom activities
- Offering small class sizes
- Creating Individualised Learning Plans
- Working closely with community organisations
- Engaging in project-based work
- Access to an onsite youth worker and psychologist
- Access to education support workers

5.1 Attendance

Students who attend Djerriwarrh Community College make a commitment to follow the College's expectations, of which punctual and consistent attendance is one. Parents or guardians are expected to support the school in this matter.

You are expected to attend all classes with a minimum of 80% attendance. If your attendance falls below 80%, your attendance and strategies to support this will be discussed at a Care Team Meeting with college staff.

Class attendance is marked at the beginning of each session. Late arrivals and absences are recorded and followed up with a notification to parents/guardians and/or carers via text message.

If you are experiencing problems that may be stopping you from coming to classes, please speak with the principal, your teachers or the wellbeing team. Students and parent/guardians and/or carers should read the Djerriwarrh Community College Attendance Policy.

5.2 Attendance guidelines and procedures

- Students must be in school from 9:10am to 2:45pm on each of their timetabled days, unless they have a modified timetable.
- Students are to attend all timetabled periods. In addition to VPC/VCE VM classes, this includes all external activities, excursions and scheduled subject activities.
- Students are expected to attend VET and work placement.
- Students are to be punctual to school and to class. Appointments are expected to take place out of school hours. If this is not possible, advance notice is required by a parent/guardian and/or carer via Compass/email/phone call
- No student may leave the school grounds without the prior approval of college leadership or the Administration Manager. . In cases of illness, students must let teacher/principal know and they will give permission to leave the school if appropriate.

Absences

- If the student will be absent from school, parents/guardians/carers/students should add an attendance note on Compass. Alternatively, they may contact reception on 8746 1082 or via email at info@dcc.vic.edu.au.
- For an absence of more than one day, a medical certificate is required.
- Parents/guardians and/or carers of students will be notified of any unexplained absences or lateness.
- If you are absent, it is your responsibility to find out what has been missed. Teachers will keep extra copies of all handouts and learning tasks. .

Student lateness and early leaving

- Students or their parent/guardian should phone 8746 1082 if they are going to be late. A message can be left if out of hours or if no-one answers the phone.
- On arrival at school, students must attend reception to sign in and obtain a late pass.
- Students leaving early from a timetabled class will need a valid reason to do so.
- A phone call to reception on 87461082 is required from a parent/guardian and/or carer for all requests to leave early.
- Before leaving, students must sign out at reception.

5.3 Student supervision

School hours for students are 9:10am-2:45pm. Staff supervision is provided from 10 minutes prior to the first period, and 10 minutes after the last period.

Students will be supervised at recess and lunch time at all times.

5.4 Excursions

Supervised excursions are part of the educational curriculum and will be related to your course of study. You are expected to attend all excursions and participate in any activities associated with the excursion. Excursion forms are distributed to students outlining the guidelines, trip objectives, and educational aims. These forms must be signed and returned before departure to each excursion.

5.5 Community partnerships

Djerriwarrh Community College works closely with community organisations in delivering services and programs that focus on improving the opportunities and resources available to students. These partnerships provide an opportunity for students to access services and for the College to better meet students' needs.

Djerriwarrh Community College works closely with:

- Djerriwarrh Community & Education Services
- Reclink Australia
- Reconnect ProgramMinus18

5.6 Resources

Pencil case with all general stationery.

Folders, books and resources will be supplied by Djerriwarrh Community College.

5.7 Policies and procedures

The College has policies and procedures to support all students. These guidelines are put in place to ensure that all students have a successful year.

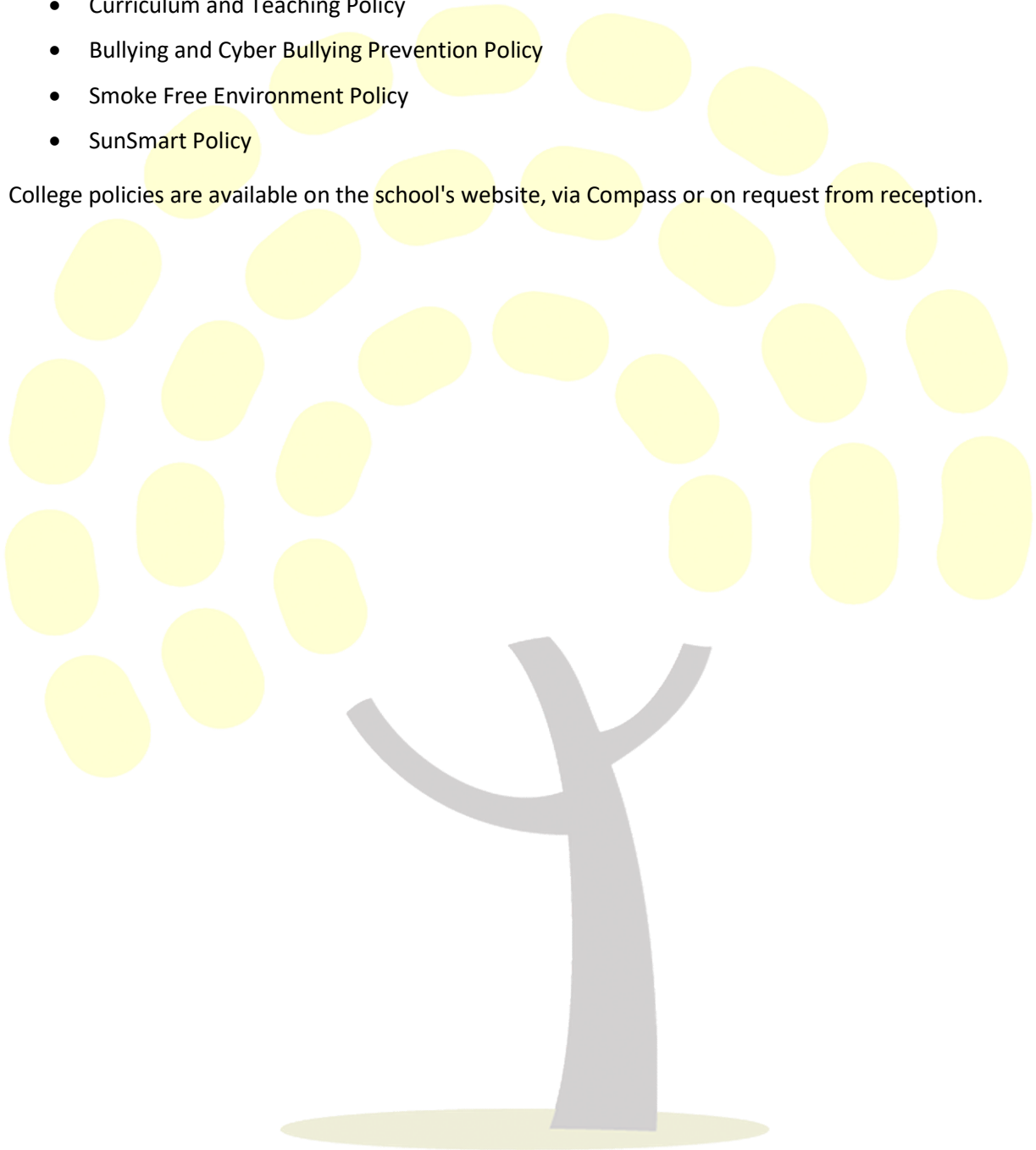
There are guidelines that you will need to be familiar with and agree to follow to become a student at the College. College staff will take you through these policies and procedures at commencement of your course.

Important documents for you to become familiar with include:

- Student Code of Conduct
- Student Wellbeing and Engagement Policy
- Child Safety Code of Conduct

- Child Safety and Wellbeing Policy
- Duty of Care Policy
- Attendance Policy
- Information Technology User Policy
- Curriculum and Teaching Policy
- Bullying and Cyber Bullying Prevention Policy
- Smoke Free Environment Policy
- SunSmart Policy

College policies are available on the school's website, via Compass or on request from reception.



6. Student Conduct

Djerriwarrh Community College acknowledges that staff and student conduct plays an important part in maintaining a friendly and supportive learning environment for all students. Please read our Student Code of Conduct from our website to ensure that you understand the behaviour expected of you at the College.

6.1 Student Code of Conduct

All students are required to sign a Student Code of Conduct contract on commencement at the college. Parents/guardians and/or carers are also asked to sign and agree to these standards of behaviour.

6.2 Student Positive Behaviour Support Management

Djerriwarrh Community College will use a range of strategies to promote engagement, positive behaviour and respectful relationships for all students in our school.

Behavioural expectations of students, staff and parents/guardians are based on the College Statement of Values, Student Code of Conduct and Parent Code of Conduct.

When a student acts in breach of the behaviour standards of our school, Djerriwarrh Community College will respond as per the College's Student Behaviour Management Procedure, and the Student Positive Behaviour Support Policy., informing parents/guardians and/or carers about the inappropriate student behaviour and the restorative or disciplinary action taken by teachers and other College staff.

6.3 Prohibited items and behaviour

Smoking/vaping

Djerriwarrh Community College is a smoke-free and vape-free environment. Government legislation prohibits smoking or vaping anywhere on college grounds—including car parks and outdoor areas—as well as within four metres of any pedestrian entrance to the premises. This legally mandated policy applies to all staff, students, contractors, and visitors at all times.

Alcohol and drugs

In alignment with Victorian Department of Health guidelines and the Education and Training Reform Act 2006, Djerriwarrh Community College maintains a strict zero-tolerance policy as an alcohol and drug-free environment. The possession, consumption, or distribution of alcohol or illicit substances is strictly prohibited on college premises or at any college-sanctioned event.

Consequences for attending the College under the influence, or in possession of these substances, will be determined by the principal in accordance with state education regulations and may lead to immediate suspension or withdrawal from the program.

To uphold our mandatory duty of care and child safety standards, students displaying signs of substance impairment will be isolated safely, and a parent, guardian, or carer will be contacted immediately to collect them. In compliance with Victorian law, any incidents involving illegal substances will be referred to Victoria Police.

Firearms or weapons

Under Victorian law, it is a criminal offence to bring firearms, prohibited weapons, or dangerous articles onto school grounds. Djerriwarrh Community College strictly prohibits the possession of any weapon or replica item on campus at any time.

Under state government regulations, College leadership retains the statutory authority to search for and seize any item reasonably suspected of being used as a weapon. Any student found in possession of a firearm or weapon will face immediate disciplinary action, up to and including withdrawal from the program. Without exception, all weapon-related incidents will be reported immediately to Victoria Police for criminal investigation.

6.4 Harassment and bullying

The College has zero tolerance for harassment and bullying, including cyberbullying, at school; students engaging in this behaviour may be withdrawn from the program.

If a student is experiencing any bullying or harassment issues, they should contact their teacher, youth worker, or a member of college leadership. Refer to the Djerriwarrh Community College Bullying and Cyber Bullying Prevention Policy for more information.

6.5 Use of computers, mobile phones and other electronic equipment

Use of computers

Computers are to be used for educational, job seeking and training purposes only. The College's network is not to be used for personal use such as entertainment. Use of the network is a privilege, not a right.

Mobile phones and electronic devices

In line with *Education and Training Reform Amendment Act 2026 (Vic)*, the use of student mobile phones and other personal electronic devices is not permitted during school hours. Such devices are to be stored in designated student lockers for the duration of the school day. Parents/guardians and/or carers are reminded that in cases of emergency, college reception remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted appropriately.

Guidelines for the use of mobile phones and electronic devices

- Any student with a mobile phone is to leave it switched off and stored in their locker for the duration of the school day.
- Taking photos or filming of students without consent is strictly forbidden. This is viewed as a serious breach of an individual's privacy. Students who have taken photos and videos at school without permission and then transmitted the photo or video to other electronic media such as the internet will have placed their enrolment at the College in jeopardy.
- It is a criminal offence to use a mobile phone or other electronic device to menace, harass or offend another person (e.g. cyber bullying).
- It is strictly forbidden to record visual images or audio without consent.
- Students are at all times responsible for the safe storage of their mobile phones and personal electronic devices.

Acceptable Use of the Internet Agreement

All students are required to sign an Acceptable Use of the Internet Agreement on commencement of the course. This user agreement outlines standards of behaviour when using various form of technology, this includes:

- Internet
- Wireless networks
- Mobile phones
- Computers
- Other communication media

7. Student Health, Safety and Wellbeing

7.1 Wellbeing support services

The College uses a wide variety of resources to help make school more engaging and create an environment where students feel comfortable and included. Each student is regarded as an individual as well as part of the group, and we welcome each student's contribution to creating a learning environment where every student can learn at their full potential.

The wellbeing team takes a holistic approach to ensure that students feel supported not only in the classroom but also outside it. The College provides a wellbeing hub where students can meet with the youth worker or psychologist for individual sessions, find sensory tools to aid regulation, and access information about support services. .

The wellbeing team also works closely with local organisations to ensure students receive wrap around support.

The College integrates a positive psychology framework into curriculum and has a strong focus on building character strengths, promoting gratitude, increasing resilience, and allowing students to flourish in all aspects of their lives

7.2 Health and safety

At enrolment, you will be asked to provide us with emergency contact details and any medical conditions or special needs you may have. This is done for your personal safety only. The information you provide will be treated with the strictest confidence and college staff will only have access to this on a need-to-know basis. Your medical information will be held for the duration of your enrolment and then destroyed.

7.3 Medical action plans

For students diagnosed with asthma, anaphylaxis or other medical conditions, a medical action plan completed by a medical/health practitioner must be provided to relevant staff on or immediately after enrolment and annually thereafter. Parents/guardians and/or carers of students attending Djerriwarrh Community College are responsible for ensuring that the student always has an adequate supply of the appropriate medication with them.

Please refer to the College's policies relating to Anaphylaxis, First Aid and Medical for more information.

7.4 Arrangements for ill students

The College always has a first aid officer on site. In the event of an emergency, 000 will be contacted and the first aid officer will be notified.

Parents/guardians and/or carers of ill students will be contacted to take them home or to seek further medical attention.

7.5 Medication

The College does not administer non-prescribed medicines such as paracetamol or analgesics to students and does not keep them on the premises.

If a student requires prescribed medication during school hours, a medical form must be completed and the medication must be provided in the original bottle or packaging, clearly labelled with the name of the student, time and dose to be administered.

Refer to the College's First Aid and Medical Conditions Policy and discuss any medication requirements with the principal.

7.6 Student support services

Djerriwarrh Community College provides a range of support services for students. Please speak to college leadership or the youth worker to discuss how we may support or assist your learning and social and emotional wellbeing.

7.7 Family support

The College encourages open communication with parents and guardians and recognises that family support needs impact young people's wellbeing and learning. We endeavour to assist families within our scope of possibility and maintain close relationships with family support providers in the Melton community to refer families when needed.

The College keeps a selection of brochures of available services covering needs for essential items, legal and financial services, and support for people affected by family violence.

7.8 Learning differences and special assistance

The College aims to comply with relevant legislation and promote access and equity in all its services. We encourage the inclusion and participation of members of local communities regardless of race, culture, disability, religion, language, age, gender, or social or economic barriers.

We will make modifications or reasonable adjustments to provide a balanced learning environment for students and meet individual needs so that students can succeed.

If you require special assistance or support, please provide further information on your enrolment form and make an appointment to discuss your situation in confidence with the principal.

Special assistance to learners at the College may include:

- Education support worker;
- Language, literacy and numeracy support services;
- Creation of individual learning plans;
- Classroom adjustments and modification;
- Disability support;
- Youth services.

7.9 Transition support

Successful transition into further education and training or employment will be facilitated through the delivery of career education, development of a Career Action Plan, and ongoing support.

The College's Careers and Pathways Coordinator is available to discuss and support students transitioning from the College following completion of their education program. This includes assisting students to apply for further education courses through direct entry or the Victorian Tertiary Admissions Centre (VTAC).

8. Important Information for Students and Parents/Guardians

8.1 Parent communication

Parents/guardians and/or carers are requested to ring college reception on 8746 1082 during school hours if they need to contact their child. Please do not call students on mobiles during school time.

Parents/guardians and/or carers are encouraged to contact the principal if they have any queries about the program or concerns about their student.

8.2 Visitors

All visitors must report to the college reception and sign-in via the Compass kiosk. Students should not invite friends/relatives to visit them on college premises without the permission of college leadership.

8.3 Student facilities

Staff will show you the location of the kitchen that you may use during your program. Please ensure you clean up after you have finished using this facility. This includes washing, drying and returning dishes to the cupboard. Kitchen facilities include a microwave and refrigerator.

Students will also have access to:

- Recreation spaces
- Wellbeing hub
- Sports equipment
- College garden and vegetable beds

8.4 Damages and breakages

If a student damages school equipment or facilities, the student is required to pay for any repairs.

8.5 Food and drink

Break times are for food and drink. Food is not to be brought into classroom sessions, with the exception of fruit. A bottle of water is welcome to sit on the student's desk but must be away from technology. Students are also permitted to consume college-provided drinks during their lessons.

8.6 Personal property

Students are responsible for taking care of any personal property they bring to school. The school cannot guarantee the safety of any personal property that is left at the school. Valuable items should be left at home. Designated lockers are provided for the storage of mobile phones and other personal electronic devices, with security cameras overseeing this area. It is the student's responsibility to ensure their locker remains locked when in use.

8.7 Photograph/media consent

At the time of enrolment, parents/guardians and/or carers can approve the use of their child's photo for use by the school, for promotion of school programs. Parents/guardians and/or carers should contact the college office if they have any concerns or questions or wish to change their approval.

8.8 Uniform

Djerriwarrh Community College does not have a formal uniform, and students are welcome to wear whatever they find comfortable. Clothing must be suitable for a school environment: items displaying offensive language, graphics, or inappropriate imagery are not permitted.

Appropriate footwear is required. Flat, comfortable shoes are encouraged for daily activities and overall safety.

Fully enclosed, sturdy footwear (such as leather shoes or work boots) must be worn during practical classes, including commercial kitchen sessions for VET classes.

8.9 Feedback

A student survey will be conducted twice yearly. These results will be used to better meet the needs of our students and to improve your education experience.

Your responses will be kept strictly confidential and will provide you with an opportunity to let us know your opinion of the College.

The College also has a Student Representative Council that meets with school leadership on a weekly basis. This council is encouraged to raise any concerns on behalf of the student cohort and promote student-led change.

9. Issuance and approval

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