



MILL PARK
SECONDARY COLLEGE

2023
TRANSITION
HANDBOOK

WELCOME to SENIOR SCHOOL
CAMPUS

Create your future

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Senior Campus Principal's Welcome

Welcome to Mill Park Secondary College Senior Campus,

During your time at Mill Park Senior Campus, you will complete your final years of compulsory education and set your path for your future life. This is a very important time in your life, and you should feel very privileged that you have a dedicated group of teachers and support staff to assist you with your journey. Mill Park Secondary College prides itself on its broad range of offerings with over 40 VCE and VET subjects together with a dynamic VM program.

In order to make the most of the opportunities available to you and to achieve your desired goals, it will be your responsibility to live up to the school values of Respect, Responsibility, Achievement and Enjoyment. The school has high expectations and to assist you in having high expectations for yourself, you will be expected to set aspirational goals. Staff will support you with this, but it will be your responsibility to work hard irrespective of your initial abilities or skills. This is a critical time both academically and socially.

Knowledge and skills developed during this time will enable you to pursue further education at University or TAFE or obtain employment. Many friendships developed during this time will last a lifetime. Staff will be available to guide you at every turn, but you need to be in control of your own behaviours and work habits.

As you start at Mill Park Secondary College Senior Campus, you become part of our school community. As part of our school community, we want to see you every day. Attendance is important for learning. When at school, we also expect students to be on time, to be in uniform, to be focused on their learning and to work cooperatively with other members of our school community. As you begin to take more responsibility for your learning, you will realise that schoolwork and homework are not separate. The learning needs to occur both at school and at home for you to achieve your best. Taking responsibility for managing this yourselves is a part of growing up.

So, welcome to our school community. Take pride in your school. Ask for help when needed and take advantage of everything the school has to offer.

Richard Dungey
Senior Campus Principal



Contacting the Senior Campus

School Address	Senior Campus Civic Drive
School Phone	Epping, VIC, 3076 (03) 9409 8222
School Website	https://www.millparksc.vic.edu.au/
School Email	mill.park.sc@education.vic.gov.au

Contact Details

The College must always have up-to-date student contact details. Please inform the Senior Campus General Office staff in writing (forms available at the General Office or via email) as soon as there are any changes to any of the following details:

- Address
- Home phone number
- Parent/Guardian's work phone number
- Parent/Guardian's mobile phone number
- Emergency contact phone numbers
- Parent/Guardian's email address (for the College Newsletter)

Key Contacts at the Senior Campus

Principal Team



Tim Natoli

College Principal



Richard Dungey

Senior Campus Principal



Peter Tonis

Senior Campus Assistant
Principal



Simon McRae

Assistant Principal

Key Contacts at the Senior Campus



Darren Patterson
Student
Engagement
Leader



Karen Szitarity
Year 12
Coordinator



Kate Tassone
Year 12
Coordinator



Michael Ham
Year 12 Program
Leader



Rachel Aiello
Year 11 Coordinator



Julian Guebala
Year 11 Coordinator



Nadine Kotob
Year 11 Program Leader



Damien Eeles
Year 10 Coordinator



Eva Rivera
Year 10 Coordinator

Year 10 Program Leader



Megan Fox
Careers Assistant



Wendy Story
Careers Assistant



Jane Brown
Careers Assistant

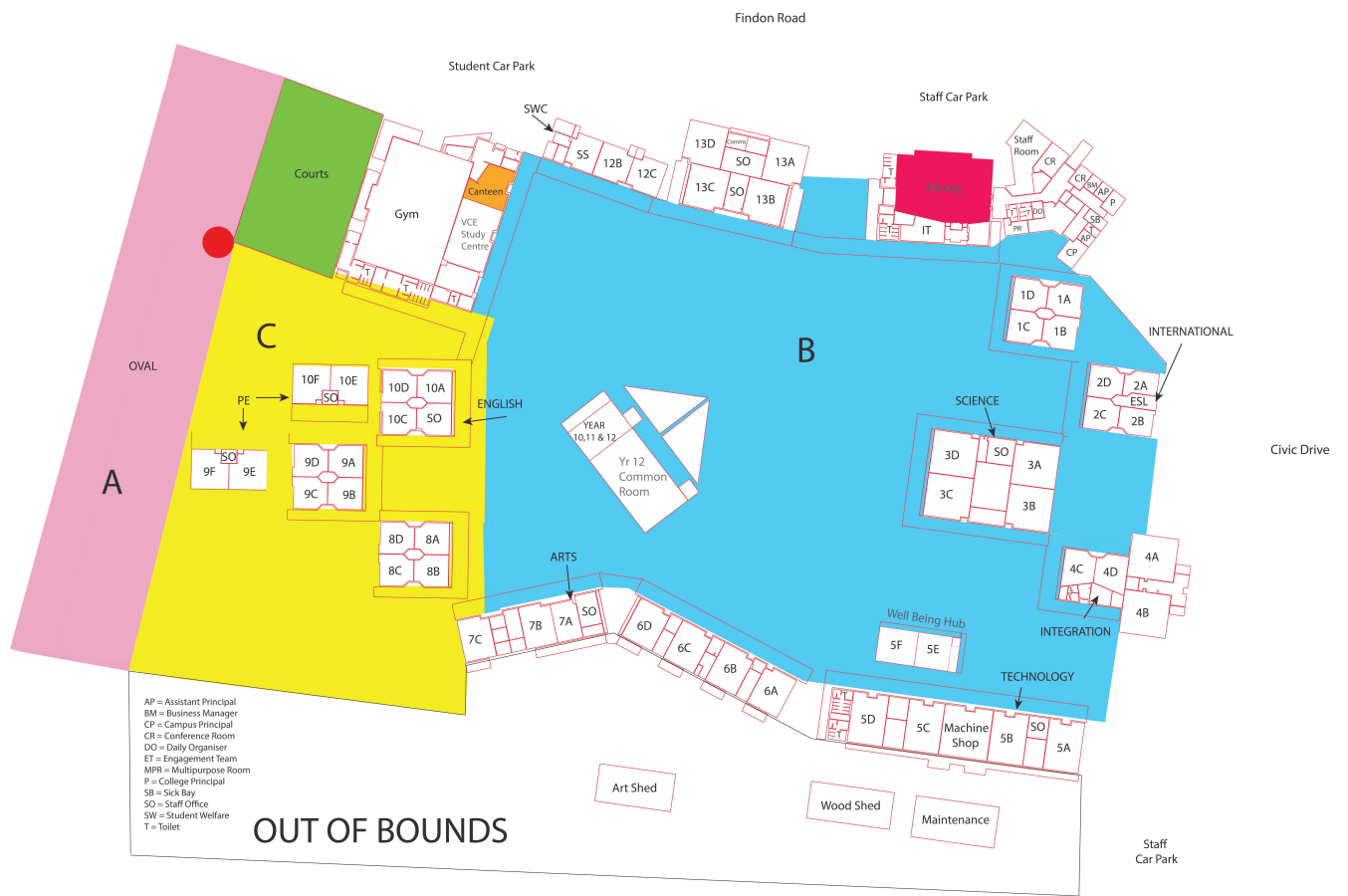


Lukas Farfalla
Student Welfare Team
Leader



Senior Campus Map

Mill Park Secondary College Senior Campus



Looking for Help or Support

Pastoral Teacher

Every student has a pastoral teacher who is there to support them in their Mill Park journey. Pastoral teachers should be the first contact, when a student needs support.

Coordinators

The Year 10 Coordinators office is located along with the Year 11 and 12 teams in the 'VCE Centre for Excellence', in the middle of the quadrangle.

6 The Year Level Engagement Team can help to support you with issues that may come up in the classroom or in the yard. Coordinators can also support students with issues around attendance, transition, struggling with coursework, or general family/personal issues.

Feel free to visit the coordinators when you need to talk to someone about any issue, no matter how big or small. Coordinators are happy to hear from you when you have good news, or just want to have a chat over lunch.

Student Wellbeing

The Student Welfare Coordinator's (SWC) office is located in Block 5 in front of the Technology rooms. It is usually best to have an appointment, as it can be quite busy.

Of course, if there is an urgent matter, the SWC will make time to support you. A problem sometimes can be too hard to solve alone – or with family and friends – so it's important to seek professional support.

Values

Mill Park Secondary College follows the values of Respect, Responsibility, Achievement and Enjoyment. These values were established by the Mill Park community, students, staff, and parents.



Some useful websites where you can seek help:

eHeadspace

eHeadspace provides free online and telephone support and counselling to young people 12-25 and their families and friends. General Information relating to general mental health, physical health, work & study, alcohol, and other drugs. Their website is <https://headspace.org.au/eheadspace/>

- www.smilingmind.com.au/
- <https://www.whittlesea.vic.gov.au/community-support/young-people/youth-services/>
- www.au.reachout.com/
- www.kidshelpline.com.au/
- www.beyondblue.org.au/



About Mill Park Secondary College Senior Campus

Staying up to date with College news Compass Parent Portal

Compass provides parents with 24/7 access to their child's data. Parents can log in to access their child's report, attendance information and welfare details as well as updating family contact details. News and notices are also going to be published on Compass.

Student Agency Conferences and Reports

Student Agency Conferences (Parent-teacher interviews) will be held during Terms 1 and 3 in 2023.

Interim reports are completed at the end of Terms 1 and 3. This one-page report gives parents an overview of their child's performance and behaviour in each subject and is used to support the Student Agency Conference process. Semester reports are completed at the end of Terms 2 and 4. These comprehensive reports provide parents with a more detailed insight into their child's performance and behaviour in each subject for a given semester.

College Newsletter

The College Newsletter is published monthly and can be found on the College website, also a link on our Facebook Page and on Compass Parent Portal.

Facebook

Our official College Facebook Page was launched in 2019. This has been an opportunity to establish an alternative platform for communication within our school community, share special interest articles, provide useful updates, and strengthen the school's brand. It is our intention to deliver these benefits by engaging the community to use this method of communication in a positive and responsible manner. While the College explores this new platform, it is timely to remind families to complete the multimedia permission form generated by the College. This will allow us to recognise and celebrate the achievements of all students. Please contact the College to request a copy of Multimedia Permission Form for completion, alternatively it can be found on our website.

We look forward to our ongoing celebration of the Mill Park Secondary College community and our students' successes on Facebook.



Website

- <http://www.millparksc.vic.edu.au/>
- Stay up to date with the latest news and upcoming events
- Access our monthly Newsletter
- Access the Parent Portal
- Access resources and information regarding curriculum programs, etc.

The following documents are found on the College website:

- [Network and Internet Acceptable Use Policy](#)
- [Facebook Page Protocols](#)
- [Multimedia Image Permission Form](#)



Get started with Compass



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Compass is a web-based system, which allows you to access up-to-date and meaningful information about our school and your child's progress.

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's academic reports
- Book parent-teacher conferences
- Pay and provide consent for events and school fees

Our school will advise parents when each of these features becomes available for parent use.



1. Download the app

Download the [Compass app](#) from Google Play or the App Store™ on a compatible phone or tablet. Then enter your school name and select it from the results. Enter your login details provided by your school to finish set up.

App Store is a service mark of Apple Inc, registered in the U.S. and other countries.



2. Access the Compass Parent guide

Visit compass.education/guide to access our online parent guide with step-by-step instructions on how to use Compass and the Compass app.

For any support inquiries, like password resetting, visit compass.education/parent-support



MPSC Uniform Requirements 2023

MPSC is a compulsory uniform school.

The intention of the uniform is so that all students can feel like a member of Mill Park Secondary College and represent the school with pride. Students are able to select the items (standard uniform or PE uniform) that best suits their activities on any given day.

There is a standard uniform and a Physical Education (PE) sport uniform. Students may wear either the standard or the PE uniform, depending on their preference and the activities that they have on that day.

Hoodies and leggings are not part of the uniform and are not to be worn at any time.

If parents/students need assistance with supplying uniform, please contact your Campus Principal.

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Standard Uniform

- School trousers/pants, shorts, dress or skirt, with MPSC logo.
- White MPSC shirt when wearing the school trousers/pants, shorts or skirt, with MPSC logo.
- MPSC jumper or jacket or both, with school logo.
- White socks can be worn with the summer dress, shorts, or PE shorts. Navy blue tights or white socks can be worn with the winter skirt. Any colour sock may be worn under long pants, including the PE/Sport track pants.
- Students may wear a plain white garment such as a T-shirt or skivvy under their school shirt for extra warmth.

PE/Sport Uniform

- PE uniform is the PE polo, track pants or shorts, college jumper or jacket, each with the school logo. PE uniform can be worn on any day, irrespective of whether the student has a PE class or not. A mixture of PE and standard uniform cannot be worn at the same time.
- Special Uniform Items – Year 12 students may purchase and wear the official Year 12 Class Jacket of their Graduating Year.
- Headwear – students are encouraged to wear a hat outside. Hats are not to be worn inside. Religious head wear is required to be navy blue or white in line with the rest of the college uniform.

Recommended School Bag

All students are expected to carry a plain navy blue school bag/backpack as part of the school uniform. This should not have any logos/decals etc. printed on it.



Acceptable Shoes

Students may wear leather shoes or track shoes. They must be solid shoes that are attached to the feet with laces, velcro etc. Thongs, slip-ons, Ugg boots, high heels etc are not acceptable as they are an OH&S hazard.



Non-acceptable shoes



PSW Regular Trading Hours

Tuesday to Friday 9am-5pm & Saturday 9am-2pm
Alternatively, uniforms can be purchased online at:
<http://www.psw.com.au/>



Uniform Price List

PSW Store South Morang

Unit 4/5, Danaher Drive, South
Morang VIC 3752 Phone: (03)
9768 0386

REGULAR TRADING HOURS

Tue to Fri: 9:00am - 5:00pm Sat:
9:00am - 2:00pm

Unisex		Colour	Logo	Size	Price(\$)
1105050	Wool Blend Jumper - 50/50	Navy	Embroidery	10/3XS-18/M L-3XL	87.95 91.95
1100207	Oxford Jacket	Navy	Embroidery	10/3XS-5XL	87.95
Male		Colour	Logo	Size	Price(\$)
1191010	S/S Shirt - Open Neck	White	Embroidery	8-5XL	39.95
1191055	L/S Shirt - Stand Collar	White	Embroidery	10/3XS-5XL	40.75
1113040	Flat Front Flexiwaist Short	Ink	Embroidery	62-117	48.95
1114040	Flat Front Flexiwaist Trouser	Ink	Embroidery	62-112	57.50
Female		Colour	Logo	Size	Price(\$)
1191148	S/S Blouse - Piping - 130	White_Lt Navy	Embroidery	10G-14G/8L 16G/10L-26L	45.95 49.95
1100769	Ladies Tailored Shorts-Adjustable Waist	Ink	Embroidery	6L-22L	47.95
1101429	Female Stretch Pant with back pockets	Navy	Embroidery	10G-16L	52.95
1103080	Summer Dress	Maroon/White/Navy Check - 8125		10G-10G 12G/6L-26L	55.95 69.95
1104001	Box Pleat Skirt	575-Navy/Maroon/White Winter Check		10G-26L	68.95
Sport		Colour	Logo	Size	Price(\$)
1110145	S/S Mesh Panelled Polo	Ink_Maroon_White	Embroidery	10/3XS-5XL	41.50
1100850	Mesh Sport Shorts	Ink	Embroidery	10/3XS-5XL	37.95
1110737	Zip Cuff Tracksuit Pants	Ink	NHI	10/3XS-4XL	43.95
Optional		Colour	Logo	Size	Price(\$)
1100600	School Tie	Maroon_White_Grey_Navy		137cm-137cm	22.95
4700065	Scarf with Fringes	Ink		ALL-ALL	16.00
8303200	College Backpack w Laptop Insert	Ink		ALL-ALL	59.00
Socks		Colour	Logo	Size	Price(\$)
2513050	Opaque Tights	Navy		MID-XTALL	10.95
2511050	Crew Socks - 3 pack	White		9-12-8-11	18.95



College Diary

At this time of year, families will start thinking about the next school year in terms of uniform, books, and stationery. A student diary is an important way of building students' skill levels in relation to organisation and time management. All students must have the school diary and take it with them to EVERY class.

The MPSC Student Diary is a paper diary. Research has shown that writing entries into a diary commits tasks to the brain, which is especially important for adolescents. The Student Diary includes key information about the school like, bell times, maps of the school, policies, as well as rules around uniform, lateness, and attendance.

The 2023 diary will contain a considerable amount of information on student engagement and the MPSC Student Engagement Model. This model will be a key feature of the 2023 Pastoral Program across Years

7-12; thus, the diary will be used like a textbook for classes. Staff will have the teacher version of this diary which supports the Student

Engagement Model and its implementation in 2023.

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Lockers

Students will be allocated a locker. Students are encouraged to buy the Mill Park Secondary College Padlock if this was not previously purchased in Years 7-9 or if the student is new to the College.

Padlocks are available for purchase from the General Office for \$25, which comes with a guarantee. This padlock comes with two keys, which can be duplicated if needed. A member of the Principal team has the master key, in case students forget or lose their key.

Term dates for 2023

	Commences	Finishes
Term 1	Friday 27 January (Students start 30 January)	Thursday 6 April
Term 2	Monday 24 April	Friday 23 June
Term 3	Monday 10 July	Friday 15 September
Term 4	Monday 2 October	Wednesday 20 December

Booklist information

Campion Education is the official book supplier for our College. Campion Education has an online ordering system – all details will be on the booklist. Please ensure you are very clear about what books are required for each subject. Ask teaching staff if you are unsure.

Campion Education
48 Latitude Blvd,
Thomastown Phone: 1300
433 982 Website:
www.campion.com.au



State Schools Relief

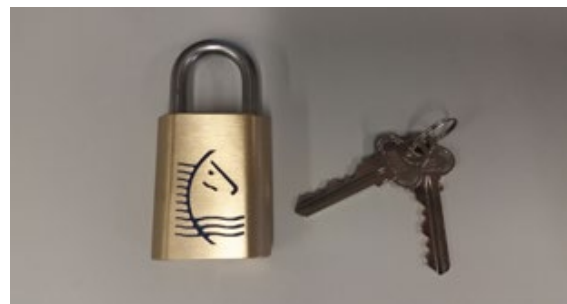
State Schools' Relief offers a practical service to ensure that every student, regardless of their background, can fully participate in education. The wearing of the uniform and dressing the same as everyone else ensures that all students feel included and valued. It provides everyone, regardless of background, with the opportunity to participate fully in schooling. State Schools Relief have supported tens of thousands of young Victorians and their families, clothing 1 in 60 kids for school each year. If you require assistance, please contact our Student Welfare Officer on 9409 8222.



*Confidence
to connect*

Mobile Phones

As per Department of Education Policy, mobile phones cannot be used during the school day, and must either be kept in a student's locked locker or kept at home.



Structure of the day at Senior Campus

At the Senior Campus, Year 10 students will be allocated to a specific Homegroup (e.g., 10A) and this will form their Pastoral Class for the entire year. Pastoral runs every Friday during session 5.

School arrival time should be between **8:40-8:50am**. Students arriving to school after 8:50am risk arriving late to Period 1. During the first morning locker bell, students are expected to go to their lockers and collect the appropriate equipment/materials for Periods 1 and 2 and proceed directly to class.

When students have two single sessions (every Monday during sessions 3 and 4 and Friday during sessions 5 and 6), they must collect the appropriate equipment/materials for **both** sessions. Students are not permitted to stop at their lockers between singles and must head directly to their next class once dismissed.

College Bell Times 2023

8:50am – 9:00am	Locker Bell
9:00am – 9:49am	Session 1
9:49am – 10:38am	Session 2
10:38am – 11:05am	Recess
11:00am	Locker Bell
11:05am – 11:54am	Session 3
11:54am – 12:43pm	Session 4
12.43pm – 1.27pm	Lunchtime
1:22pm	Locker Bell
1:27pm – 2:16pm	Session 5
2:16pm – 3:05pm	Session 6

With the exception of some VET Students, most Senior Students finish at lunchtime on Wednesdays



Secondary School Attendance

EVERY DAY COUNTS

Going to school every day is the single most important part of your teenager's education.

Students learn new things at school every day – missing school puts them behind.

Attendance

Families will be notified by SMS when their son/daughter is absent for part of the day or for the whole day. Students are expected to maintain a minimum 90% attendance throughout the year. Absences over 10% of the school year could jeopardise success at school and can lead to an unsatisfactory result in VCE studies in Years 11 and 12. It is important for Year 10 students to build up effective habits around attendance.

Following an absence, a note or Medical Certificate must be provided to the General Office within five days of the absence, or otherwise the absence will be 'unapproved'.

Approved reasons for absence include:

- Illness
- Medical/dental appointment
- Court appointment
- Funeral
- Job interview
- Driver's license test

Unapproved reasons for absence include:

- Birthdays
- Learner's Permit Test
- Driving lessons
- Part-time work
- Supporting upset friends
- Sleeping in
- Missed the bus
- Car trouble
- Holidays
- Unspecified 'personal' reasons

Leaving early

Students who need to leave school early must bring a signed note from a parent/guardian and present this to the General Office, where they must sign out before leaving the school grounds. Parents/guardians may also contact the General Office in advance to sign a student out directly, rather than writing a note.

Lateness

Students who arrive late to school at the Senior Campus must go to the General Office and sign in on the Ping Machine and get a late pass then go straight to class. Students with a note or medical certificate need to present them to the General Office and will be issued with an **'approved'** late pass. Students who arrive late without a note or medical certificate will be marked as an **'unapproved'** late.

Feeling unwell

If students are feeling unwell or have had an accident/injury during the school day, they should notify the classroom teacher or teacher on yard duty and go to the General Office. The office staff are first aid trained and can attend to students.

Depending on the nature of your illness/injury, parents may be contacted to arrange for students to go home. Whilst waiting for parents, students may rest in the sick bay.



Travelling to and from school safely

Catching the Bus

There are two bus routes that include a bus stop directly outside the school (Civic Drive) throughout the day:

- **577** (Reservoir Buses) – South Morang Station to Epping Plaza via Findon Road
- **573** (Dysons) – Bundoora RMIT to Mill Park Lakes

Other buses stop at the South Morang railway station or Westfield Shopping Centre, only a short walk from the Senior Campus.

For bus timetables, go to:

Mill Park:

For students that live near Plenty Road, the **386** and **387** buses travel **directly** to the Senior Campus. The **383** bus travels through Uni Hill, Blossom Park and Centenary Drive, and will stop at the Senior Campus during school times. The **564** and **382** buses will continue to operate through Mill Park and finish at South Morang Station.

Bundoora:

The **383** starts at Uni Hill and stops at the Senior Campus during school times. The **382** bus service travels up Plenty Road and through Mill Park and finishes at South Morang Station.

The Lakes / The Pallisades / South Morang:

The 383 Pallisades bus runs from The Pallisades, through The Lakes and stops at the Senior Campus during school times. The 386 and 387 buses run at high frequencies down Lakes Boulevard and stop at the Senior Campus.

Mernda:

The **387** travels through Mernda Villages Drive, Breadalbane Avenue, into the Hawkstowe Estate, through The Lakes direct to the Senior Campus.

The **382** and **381** travel down Plenty Road to South Morang Station.

Doreen:

The **381** bus travels north on Yan Yean Road, through Flaxen Hills Road and Overland Drive down to Bridge Inn Road, before proceeding down Plenty Road to South Morang Station. The **382** down Plenty Road to South Morang Station may also assist Doreen residents.

<http://dysongroup.com.au/public-transport/metro>

<http://ptv.vic.gov.au/>

The 386, 387 and 383 buses all now stop at the Senior Campus in the morning and leave from the Senior Campus at the end of the school day. The times and frequencies of these services match our school bell times and are designed to support our school communities transport needs. We encourage families to use these bus services.

Walking or Cycling

Students walking to or from school must use pedestrian crossings. Students riding their bicycle or skateboard to or from school must wear a bike/skating helmet and can store their bicycle in the bike rack near Block 5 or their skateboard in their locker. Students are not permitted to ride their bicycle or skateboard on school grounds. Students are ambassadors for the College and should always model our school values when at school and travelling to and from school.

Driving - student drivers and passengers

Students who are old enough to drive and have a car are able to park in the student designated **CAR PARK 3** (on Findon Road), Student drivers must follow all lawful driving regulations, including limits on carrying passengers. Student drivers **MUST** register their personal and vehicle details with the General Office **BEFORE** parking their car in the car park. Any passengers must also register with the General Office by completing the 'passenger' permission form, which requires a parent signature.

Student drivers and passengers will be issued with a laminated pass, which they must produce when requested by any member of staff.



Other important information for new students

Senior Campus classrooms and staff offices

Block 1

- Mathematics classrooms

Block 2

- Mathematics, Psychology, ESL, and International Students Centre classrooms
- International Student Centre staff office

Block 3

- Science classrooms
- Science staff office

Block 4

- Food Technology, Science classrooms, Psychology

Block 5

- Technology (Wood, Metal, etc.), Dance classrooms
- Technology staff office
- Wellbeing Centre and staff offices

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Blocks 6 and 7

- Arts, Visual Communication, Fashion, Media, and Music classrooms
- Arts, Media, and Music staff office (Block 6)

Blocks 8, 9 and 10

- English, Humanities, Health, PE classrooms
- English and Humanities staff office (Block 10)

Block 11

- Gymnasium, Canteen, Study Centre

Block 12

- Careers Office

Block 13

- Information Technology, Computer Rooms, Multimedia classrooms
- IT, Humanities
- Mathematics staff office

Block 14

- Library and IT Technician staff office
- General Office

VCE Centre for Excellence

- Year 12 Common Room
- Year 12 Coordinator staff office
- Year 11 Coordinator staff office
- Year 10 Coordinator staff office



Student Leadership

All students from Years 10, 11 and 12 are invited to join the Student Leadership Team in 2023. The Senior Campus has a number of leadership opportunities available to all students.



The Student Leadership Team plays an integral role in representing the student cohort across the College. Captains are usually involved in leadership development programs, lead school and community-based initiatives, represent the College at events, and assist staff members on Information/Open Nights and Parent-Teacher Interviews.

Positions are usually advertised at the beginning of Term 4 in preparation from the following year. If any student is interested in joining the Student Leadership Team for 2023, they should speak directly to their respective Year Level Coordinator.

MPSC Houses

The College Houses form the basis for competition at the athletics carnival, swimming carnival, and other events throughout the school year.

The four houses are:

- Whernside – blue
- Studley – green
- Eaglet – yellow
- Redleap – red



Students from the Middle Years Campus will already be allocated to a house. Pastoral teachers will inform new students of their house early in Term 1.

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VCE Centre for Excellence –

The Study Centre is located next to the canteen and is managed by Mrs. Carissa Strangis.

The Year 12 Common Room is next to the coordinators offices and is equipped with computers for **schoolwork only**. It is a place where mostly Year 12 students go for their timetabled study session. Students must take homework or revision material and use their time effectively in the Study Centre – either silent study, or quiet group study.



Breakfast Club

The Breakfast Club operates every Friday morning from 8.00am until the first bell to begin the school day. All students are invited to enjoy a **free** breakfast of pancakes, fruit, toast, juice, or hot chocolate. They have the best, fluffiest pancakes in town and the most delicious hot chocolate to wash it down! Remember, you cannot drive a car without petrol and the same goes with your body and mind! Breakfast Club is located near Block 2.

Computers – internet and printing

Access to the school network will be organized during Step Up or in your first week of Term 1. If you have any problems logging on or accessing the network, you will need to see the IT technicians located in the library.

Students from the Middle Years Campus can use the same username and password. If you are new to the College, you will need to visit the IT technicians to set up your username and password. Internet access is free for all schoolwork; however, students must abide by the Network and Internet Acceptable Use Policy. All students receive printing credit at the start of each term. Once this is used up, students will need to purchase more printing credit. This can be paid for at the General Office, where students will receive a receipt with a passcode to be entered when next printing work.



School Canteen

The Canteen is located next to the Gymnasium. A selection of hot and cold food and drinks are available from the Canteen during recess and lunchtime. EFTPOS is available.

Lunchtime activities

Various lunchtime activities are usually organized throughout the year, including:

- Indoor soccer tournament
- Basketball tournament
- Netball tournament
- Volleyball tournament
- Footy codes week
- Vocal ensemble
- Chess club
- Dodgeball tournament

Details about when and where these activities will happen will be on Sentral.

Special events

There are a variety of events that occur over the school year that students may wish to be involved in or to attend. Some of these events include:

- Information Nights
- Arts Expo
- Song & Dance Night
- School Production
- Sports carnivals
- Interschool sports
- School of Rock
- Kool Skool

Library and Homework Club

The Senior Campus Library is open before school, during recess and lunch times, and after school. Students must sign in/out at the front desk, when using the library during class time.

School bags, food, and drink are not permitted in the library at any time. Students will have an opportunity to tour the library early in Term 1 2023 to find out about all the library has to offer.

Homework Club runs **every Thursday after school until 4pm, throughout the year**. Teachers are available to provide one-on-one assistance and support. Light afternoon tea is provided to students who attend.



Taking the Next Step – Year 9 to 10 Transition

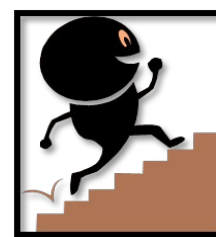
Students joining us from the Middle Years Campus, or other schools are about to take a significant step towards their future pathway. The best advice is to make the most of the resources and people available at Mill Park Secondary College while you are a student here!

There is a range of events and resources available to assist students and parents in finding, planning for and reaching the most appropriate pathway. It's time to create your future!

Careers and Pathways assistance

The Careers office is located in Block 12. The Careers team can help you find out about all the different types of pathways, including;

- VCE and VCAL programs after Year 10
- Work Experience
- University courses
- TAFE courses
- Apprenticeships and traineeships
- Other job opportunities
- Resumes and more



Headstart program

Year 9 students who are commencing a Year 10 program at Mill Park Secondary College in 2023 are expected to attend and participate in Headstart.

This program consists of a mixture of assemblies, English, Mathematics and Science classes together with an introduction to next year's other semester one subjects.

These classes are **compulsory**. If students do not attend all classes as part of the Headstart program, it may jeopardise their start to 2023. Teachers will introduce students to the course/study for each subject, convey important information and hand out holiday homework to be completed over the summer holidays.

It is important to 'hit the ground running' in 2023 and the Headstart program will enable students to do this. Year Level Coordinators will follow up any absences.

This is a great time to start to learn your way around the campus.

Year 10 Work Experience

ALL Year 10 students are expected to **organise their own** work experience placement and complete the appropriate paperwork.



Important information regarding Year 10 work experience will be explained during Pastoral in Terms 1 and 2. It is **extremely important** for you to begin planning your work experience placement sooner rather than later, as highly sought-after places are very competitive and will disappear quickly.

You can contact the staff in the Careers Office with any questions, or if you need support finding a suitable placement.

Information nights

Mill Park Secondary College will host a range of important information and open nights throughout 2023 to keep students and parents up to date regarding the programs and pathways on offer at our College.

You will also receive emails about this.

Tertiary and Careers Expo

During Term 2 in 2023 there will be a Tertiary and Careers Expo held at the Senior Campus. Every year a number of TAFE and University providers were on hand to speak to students about the range of courses and opportunities available.



If you haven't already, start thinking about your future in 2023 and make sure you get along to the expo! Whether you are planning on going to University or TAFE, or undertaking an apprenticeship, there will be experts on hand at the expo to help guide you.

More information will be made available to students during Terms 2 and 3 in 2023.



Subject Selection

On the first Wednesday of Term 3, there will be an expo showcasing all the subjects that we offer at Mill Park Secondary College.

Pastoral Program

The Pastoral Program runs once a week on Fridays during session 4. The focus of Pastoral is around equipping students with the knowledge and skills needed to excel in their studies and beyond in their chosen pathway.

In Year 10, Pastoral will focus on:

- Goal setting
- Career's education
- Study, organisational and time management skills
- Personal health issues
- Many other areas



The development of an effective action plan for every student's future will occur when students participate fully in the events and programs outlined above and make use of the many resources available.

Parent Payment Arrangements

Mill Park Secondary College is looking forward to another great year of teaching and learning and would like to advise you of the College's voluntary financial contributions for 2023.

Mill Park Secondary College makes every effort to keep the cost of items and activities to a minimum. We also try to ensure that the costs are affordable for all parents.

Schools provide students with free instruction to fulfill the standard Victorian Curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to provide a wider offering of subjects and special curriculum experiences; enhanced digital learning opportunities and the upgrade of facilities.

Please find attached the itemised list of curriculum contributions and extra-curricular items and activities for your child. Mill Park Secondary College also continues to welcome your other contributions for 2023.

This charge does not cover extra curricular items (eg. camps, excursions, instrumental music) where contributions are made on a user-pays basis. Parents will be required to pay for excursions and camps on attendance.

Payment Methods

- Okr (*schools preferred method of payments*)
- Credit Card facilities
- BPay
- Cash or EFTPOS
- Centrepay - *deduction from Centrelink payments*



Financial Support for Families

Mill Park Secondary College understands that some families may experience financial difficulty and offers a range of support options, including:

- Camps, Sports and Excursions Fund (CSEF) -available to eligible parents
- State Schools Relief support is available for uniforms, footwear, calculators, and textbooks via Student Welfare staff.
- The College encourages and promotes the selling of second-hand books, uniforms, equipment etc. Their websites are:
 - www.sustainableschoolshop.com.au
 - www.campion.com.au
- Further local community support may be available. Student Welfare staff can provide information on these avenues
- Payment Plan - a progressive financial payment plan can be arranged via Okr

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Julie Wolfe, Business Manager

Phone: 03 9407 9700

Email: Julie.Wolfe@education.vic.gov.au

Refunds

Requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

Mrs Kathy Filev
School Council
President

Mr Tim Natoli
Acting College Principal



PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

Camps, Sports and Excursions Fund (CSEF) Application Form

School Name	MILL PARK SECONDARY	School REF ID	8775
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Parent/legal guardian details

Surname First name

Address

Town/suburb State Postcode

Contact number.....

Centrelink pensioner concession **OR** Health care card number (CRN)

- - - **OR**

Foster parent* **OR** Veterans affairs pensioner (Gold Card)**

*Foster Parents must provide a copy of the temporary care order letter from the Department of Families, Fairness and Housing (DFFH).

**Applicants must provide a copy of the Veteran Affairs Gold card

Is this an application for special consideration (no CRN needed)? Yes No

Student details

Student's surname	Student's first name	Student ID	D.O.B. (dd/mm/yyyy)	Year level

I authorise the Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Australian Government Department of Families, Fairness and Housing (DFFH) to provide the results of that enquiry to DET.

I understand that:

- DFFH will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET personal information including my name, address, payment and concession card type and status.
- this consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to DET so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DET.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to the DFFH and /or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You are able to request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant Date / /



CSEF Eligibility

Below is the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

Criteria 1: Eligibility

To be eligible* for the fund, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, **OR**;
 - on the first day of Term two.
- a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, **OR**
- b) Be a temporary foster parent, and;
- c) Submit an application to the school by the due date.

* A special consideration eligibility category also exists.

For more information, see: www.education.vic.gov.au/about/programs/Pages/csef.aspx

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

Criteria 2: Be of school age and attend school in Victoria

School is compulsory for all Victorian children aged between six and 17 years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and 18 years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooled, or TAFE.

Eligibility Date

For concession card holders CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on the first day of either term one (30 January 2023) or term two (24 April 2023).

Payment Amounts

CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$125 per year.
- Secondary school student rate: \$225 per year.

The CSEF is paid directly to your child's school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

For ungraded students, the rate payable is determined by the student's date of birth. For more information, see: www.education.vic.gov.au/about/programs/Pages/csef.aspx

Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher.

Secondary schools are required to make applications on behalf of parents so please register your interest at the school.

How to complete the application form

Note: all sections must be completed by parent/legal guardian

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section. Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.
If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2023 closes on Friday 23 June 2023.

CSEF payments cannot be claimed retrospectively for prior years.

Queries relating to CSEF eligibility and payments should be directed to the school.

Bring Your Own Device Program

Mill Park Secondary College is encouraging families to purchase a laptop that can be used both at school and home. MPSC is assisting to reduce costs for families by providing the software free including Microsoft Office, Expression Web, Visual Basic, Visio, Sibelius and the Adobe Suite. It is expected that students in Year 7 to 12 will bring a device in 2023 to all classes.

Please take time to read this information pack regarding the BYOD program. Should you have any further questions, contact IT by phoning MPSC or emailing mill.park.sc@education.vic.gov.au

Device specifications and minimum system requirements

The device specifications identify the minimum system requirements/hardware specifications for student devices and offer guidance on some suggested makes and models so that parents are fully informed about requirements. While all devices meet the minimum system requirements/hardware specifications, the school strongly recommends that students choose a laptop device to ensure that their BYOD choice maximises their learning experiences.

Device Type	Windows Laptop	Mac Laptop	Windows Tablet	Android	Ipad	Chrome Book
Operating System	Windows 10	OS X 10.15 or higher	Windows 10	Not Supported	OS X 10.15 or higher	Not Supported
Wireless	802.11n	802.11n	802.11n	NA	802.11n	NA
Min Screen Size	11"	11"	10"	NA	9.7"	NA
Storage Capacity	64Gb	64Gb	16Gb	NA	16Gb	NA
Ram	4Gb	2Gb	2Gb	NA	NA	NA
Minimum Battery Life	6 Hours	6 Hours	6 Hours	NA	6 Hours	NA
Suggested Accessories	Protective case/cover Headphones	Protective case/cover Headphones	Protective case/cover Headphones	NA	Protective case/cover Headphones	NA

*Google Chromebooks, mobile phones and ebook readers are NOT suitable.

Please Note:

The MPSC wireless network only operates on the 802.11n 5GHz standard. Devices with 802.11a/b/g or 802.11n 2.4GHz only will not be able to connect.



Student responsibilities for devices and safe usage

All students are expected to bring a charged laptop to school every day.

All students and families are required to read MPSC Network and Internet Acceptable Use Policy which can be found in this pack or on the school website [here](#)

Do I need to go and buy a brand-new device?

Existing laptops may be used if they meet the minimum specifications.

Where will laptops be stored during breaks?

All 7-12 students are provided with a locker. It is their responsibility to purchase a lock and ensure that it remains locked.

Are there any additional items to purchase?

MPSC encourages students to protect their device by storing in a dedicated laptop bag or pouch.

Can students put their own software, music, apps or games etc. on their laptop?

Yes, the laptop belongs to you and you have full administrative control. However, if you have software or files on the device that breach the Acceptable User Agreement then we may restrict your internet access at school.

Is there any insurance?

Insurance is not compulsory and not provided by MPSC. It may be possible to include the laptop within your current Home Insurance policy.

Can students charge their laptops at school?

As there are limited spaces for charging, students are expected to bring a fully charged laptop to school to ensure maximum use in the classroom.

Will MPSC monitor internet usage at school?

DET provide a safe and secure Wi-Fi network. Some meta data may be recorded in this process.

Can MPSC monitor laptops whilst at home?

No, we are unable to monitor usage of devices outside of the eduSTAR network.

Will MPSC install any software?

MPSC will need to install the Wireless certificate to allow access to the network and the Citrix Client to allow access to the software.

Is the school assisting with devices repairs?

MPSC's involvement is limited to assisting students to access the network & software provided. We are unable to support students with repairs. A limited number of laptops are available to students, during the school day and for short periods of time when they are unable to access their own device due to damage.

I am concerned about cyber bullying, safety and over usage

MPSC is mindful of that students need to become safe and socially responsible digital citizens. It has a range of supports for students to develop safe positive habits in their use of technology.

In addition **eSafety Commissioner** has support for parents www.esafety.gov.au/education-resources/iparent

- It's recommended children use devices in places where adults are present
- It's useful having designated times by when devices must be turned off.

More information can be found on the MPSC website [here](#).



MILL PARK

SECONDARY COLLEGE

Middle Years Campus

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Senior Campus

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