



**BRIGHTON**  
SECONDARY COLLEGE

# TRANSITION INTO YEAR 7





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SCHOOL CONTACT DETAILS

Address – 120 Marriage Road, Brighton East VIC 3187  
Telephone – 03 9592 7488  
Email – [brighton.sc@edumail.vic.gov.au](mailto:brighton.sc@edumail.vic.gov.au)  
Website – [www.brightonsc.vic.edu.au](http://www.brightonsc.vic.edu.au)  
Junior School Office (Years 7-9) – 03 9591 5579  
Absence Line – 03 9591 9692

KEY CONTACTS

Assistant Principal Junior School  
Ms Lee Angelidis  
Junior School Administrative Assistant  
Ms Barb Hollens  
Year 7 Student Managers  
Ms Jill O'Neill  
Ms Alisia Simmons

	MONDAY, TUESDAY, WEDNESDAY & FRIDAY	LENGTH	THURSDAY	LENGTH
Transition (Yr7)	8.40	10	8.40	10
Period 1	8.50	50	8.50	45
Period 2	9.40	50	9.33	45
Recess	10.30	20	10.17	20
Lockers	10.50	5	10.37	5
PEP			10.42	40
Period 3	10.55	50	11.22	40
Period 4	11.45	50	12.05	40
Lunch	12.35	55	12.49	55
Lockers	1.30	5	1.44	5
Period 5	1.35	50	1.49	45
Period 6	2.25	50	2.32	45
Dismissal	3.15	/	3.15	/

WET/HOT DAY TIMETABLE

On days when it rains at lunchtime or when the predicted temperature is 35°C or more, lunch is shortened by 25 minutes and students are dismissed at 2:45pm. If a wet/hot day is declared at the start of lunchtime, a message will be communicated via Compass.





# WELCOME TO YEAR 7

## INTRODUCTION TO BRIGHTON SECONDARY COLLEGE

On behalf of the Staff of Brighton Secondary College I would like to take this opportunity to welcome you to our College community and assure you that, from the moment your child walks through our doors, they will be accepted into a richly diverse, nurturing and supportive environment.

Schooling at Brighton Secondary College begins with students who are eager to learn, and staff who are passionate about facilitating their quest. The College experience is as much about its advisors, parents and teachers, as it is about its students. We offer innovative educational pathways that are designed to embrace academic progress, and build resilient, confident young adults, who will enter society equipped with a broad range of skills.

Throughout the region, Brighton Secondary College is highly regarded for its rigorous academic programs; however, we maintain that learning happens best when it involves receptive minds and inspiring mentors. Our mission is to instil in our students both the desire and ability to make a difference. Programs are aimed at teaching self-assurance and self-esteem whilst developing emerging leadership skills. We provide a safe and happy atmosphere where purposeful and structured work will guide and encourage our students to succeed. We offer an extensive choice of opportunities in many varying and interesting areas and we encourage your child to take advantage of as many of these opportunities as possible during their time here.

By joining our College, your child becomes a valuable member of a team, which includes students, staff and families, working together to develop the very best quality educational outcomes for all. As parents or guardians, we encourage you to enjoy the experience of becoming part of our College community, and watch your child develop with confidence.

We encourage a fruitful and cooperative partnership with home so as to assist your child in the very best way we can. On behalf of the Staff of Brighton Secondary College, we look forward to your support.

**LEE ANGELIDIS, JUNIOR SCHOOL ASSISTANT PRINCIPAL**





# VISION & VALUES

## VISION

Brighton Secondary College is a safe place where all have the opportunity to achieve personal excellence through collaboration based on respect, empathy, and integrity.

## MISSION

Our mission at Brighton Secondary College is to develop future-ready global citizens.

We strive to prepare young people to thrive and contribute in the world beyond school. We do this by creating responsible, empathetic citizens who are adaptable, life-long learners and critical thinkers.

## VALUES LIVED:

### RESPECT

- We treat others as they would like to be treated.
- We take pride and respect in ourselves and our environment.
- We accept and celebrate difference and diversity.

### EXCELLENCE

- We strive for personal best in all pursuits.
- We take pride in what we do.
- We make the most of all opportunities we are given.

### CURIOSITY

- We strive for understanding.
- We encourage learning through exploration.
- We question and seek solutions.

### INTEGRITY

- We take ownership for our actions and embrace constructive feedback.
- We follow through on our intentions.
- We are honest and transparent.

### TEAMWORK

- We share knowledge and harness our collective strengths.
- We collaborate with others to work towards common goals.
- We believe everyone has a responsibility to contribute.

### EMPATHY

- We are sensitive to the needs of others.
- We try to understand the needs of all in our school community.
- We listen in order to understand.

Based on our core school values we want to develop a culture of **ASPIRATION**.

We want our students to:

- be the best version of themselves
- try their best
- produce their best
- achieve their best

**ULTIMATELY – TO ASPIRE AND GROW!**





# PERSONAL EXCELLENCE PROGRAM

The **PERSONAL EXCELLENCE PROGRAM (PEP)**, introduced from 2020, gives students opportunities to develop their social and emotional learning with a whole school, evidence-based program that is age appropriate and relevant to their needs

Students will have the opportunity to develop skills to improve their academic performance, build respectful relationships and consider pathways after school.

The program is delivered across each year level so that content is targeted and relevant.

## THE THREE PILLARS OF PEP ARE:

1. Social and Emotional Learning
2. Careers and Pathways
3. Academic Excellence

## THE GOALS OF PEP ARE:

1. to improve student wellbeing.
2. to improve student engagement through developing social inclusion
3. to develop student pathways so that all students have meaningful plans for post school destinations.
4. to improve all students' capacity to achieve by explicitly teaching age-relevant study and organisational habits.

The program delivers a shared understanding between students and teachers about the college's educational philosophy regarding the Attitudes to and Processes of learning, so that students are truly reflective, resourceful, resilient and respectful.

Each weekly lesson has learning intentions that reflect the overarching goals and build a sequential approach to matters relating to everyday school life and beyond.





# ATTITUDES TO LEARNING

## PERSONAL EXCELLENCE

- Strive for personal best
- Present work neatly
- Understand set tasks, and don't just complete them without this understanding
- Wear the College uniform with pride

## PREPAREDNESS

- Be punctual to class
- Have all necessary equipment for the lesson
- Check College communication systems (Compass and email) every morning
- Be prepared to work hard to understand, pay attention, discuss, question and think

## PARTICIPATION

- Engage in the lesson by working to know more and demonstrate more – every lesson, every day, every week
- Listen and follow teacher instruction
- Complete set work in a timely manner
- Thoughtfully answer and pose relevant questions





# THE PROCESS OF LEARNING

## STUDENT BEHAVIOURS

## SCHOOL & TEACHER ROLE

## PARENT RESPONSIBILITIES

### RESILIENCE “LEARNING TOUGHNESS”

- Remain focused in class
- Show self-belief
- Expect that you will make mistakes and get things ‘wrong’ as you learn – see these as opportunities to learn
- Persist with tasks

- Encourage and support all learners
- Engage wellbeing team in a timely manner
- Challenge students to develop their learning

- Set aside a quiet space for your child to study
- Encourage your child’s learning
- Acknowledge your child’s mistakes and see them as an opportunity to learn
- Celebrate your child’s achievements

### RESOURCEFULNESS “STRATEGIES FOR GROWTH”

- Question and clarify knowledge
- Think of new approaches
- Increase independence as you take more responsibility and control of your learning
- Show initiative in your learning

- Use Compass to communicate with parents
- Make lesson goals and success criteria clear to students
- Provide and engage in rich learning opportunities

- Attend relevant College information nights
- Use Compass
- Read Highlights
- Ensure your child has all items listed on the booklist

### REFLECTIVENESS “ABILITY TO THINK THROUGH”

- Plan your school and study time
- Revise your notes
- Develop study skills
- Seek and learn from feedback

- Present logical, planned lessons
- Create conducive environments for stimulated learning
- Teach strategies for revision and studying

- Help your child design a study plan
- Ask your child about what they are learning
- Attend TAPAS
- Discuss semester and process reports with your child
- Respond to parent feedback forms

### RELATIONSHIPS “BEING CONNECTED”

- Cooperate with a range of peers
- Listen and share ideas with others
- Maintain respect in all interactions
- Celebrate diversity and be inclusive of others

- Allow students to develop their positive working relationships with their teachers and peers
- Model respectful relationships
- Value all students as learners

- Support College policy
- Engage in school community and events
- Discuss post-schooling options with your child
- Model and discuss acceptable online social media use





# TRANSITION DATES

**DAY 1: 3RD DECEMBER 2019**

**DAY 2: 5TH DECEMBER 2019**

**DAY 3: 10TH DECEMBER 2019**

# 2020 DIARY DATES

**TERM 1**

29TH JANUARY  
27TH MARCH

**YEAR 7 STUDENTS  
COMMENCE**  
29th January

**PARENT INSIGHT  
PROGRAM**  
1st February

**SCHOOL PHOTOS**  
5th February

**SWIMMING CARNIVAL**  
6th February

**CAMP WILKIN**  
GROUP 1 - 10th-12th  
February  
GROUP 2 - 12th-14th  
February

**YEAR 7 SOCIAL NIGHT**  
27th February

**IMMUNISATION 1**

**CHORALS**  
27th March

**TAPAS - (TEACHER &  
PARENT & STUDENT)  
CONFERENCE**  
4th April

**TERM 2**

14TH APRIL  
26TH JUNE

**SCHOOL ATHLETICS**  
1st May

**TERM 3**

13TH JULY  
18TH SEPTEMBER

**TAPAS - (TEACHER &  
PARENT & STUDENT)  
CONFERENCE**  
September

**IMMUNISATION 2**

**TERM 4**

5TH OCTOBER  
18TH DECEMBER

**COMMENCEMENT  
2020**  
30th November - 11th  
December

**PRESENTATION  
EVENING**  
15th December





# TRANSITION PROGRAM

The Student Transition Program for future Year 7 students is different from most Secondary School programs, and you will need to advise your Primary School of the dates your child will be attending Transition at Brighton Secondary College. We offer a three-day program to all future Year 7 students. The purpose of the program is to support and ease your child's transition into secondary school. Students will meet some of their teachers, meet new friends and have their lockers allocated and timetable distributed.

## STUDENT TRANSITION DAYS' OUTLINE

### DAY 1 - TUESDAY 3RD DECEMBER 2019 (8.45AM – 10.30AM)

- Introduction to Peer Helpers, Transition Teachers and Transition Room
- Introduction to College Rules & Expectations
- Students will also be taken on a tour of the school

### DAY 2 - THURSDAY 5TH DECEMBER 2019 (8.45AM – 12.30PM)

- Students continue to work in their 'Transition Information Workbook'
- Students will be introduced to PEP.
- Students will participate in a class challenge
- House induction in the gym
- Introduction to music program and music opportunities

(Students will be required to bring a snack for recess)

### DAY 3 - TUESDAY 10TH DECEMBER 2019 (8.45AM – 3.00PM)

- Timetable, lockers and locks issued
- Students experience some of their subjects
- English Testing

(Students will be required to bring a snack for recess and their lunch)

## THE TRANSITION PROGRAM WILL COVER

- What date do I begin school?
- What do I bring to school on the first day?
- When will I be assigned a locker?
- How do I find my way around the College?
- Who are my teachers?
- What are the rules of the College?
- Who do I know in my class?
- What subjects will I be studying?

Students will receive information that will answer many of these questions.

## WHAT TO BRING ALONG

Students should bring with them a folder, paper and their pencil case. They should be dressed in appropriate comfortable casual clothing that is suitable for undertaking physical activities. Thongs, flip flop shoes and crop tops are not acceptable. Please note: College uniform is not required to be worn during this 3-day program.

## WHERE TO MEET

Students should assemble in front of the Performing Arts Centre at 8:45am. They will then be escorted to their Transition groups in the Year 7 Centre.

We look forward to meeting with your child and getting to know them.

We hope they enjoy the program.



# PARENT INSIGHT PROGRAM 2020

Brighton Secondary College values a close working relationship with parents to ensure the best possible outcomes for their children. So as to achieve this effectively, parents need to understand the expectations, course outlines and organisational structures of our College which in many cases are very different to what you have previously been accustomed to at Primary School.

We therefore offer parents the opportunity to begin their child's secondary school journey with them in an informed and supportive manner. The College will run a full Saturday information session which will provide parents with an 'insight' into essential aspects of their child's first year of secondary school. The sessions will consist of the following:

## **SATURDAY 1ST FEBRUARY 2020 - COLLEGE PERFORMING ARTS CENTRE - MARRIAGE ROAD (PENDING CONFIRMATION)**

### **8:30am - Registration**

**9:00am** - Welcome (Mr Richard Minack, Principal- MIN) 15 mins

**9:15am** - Assessment & Reporting (Mr Nathan Hutchins, Leading Teacher: Curriculum, Assessment & Reporting - HUT) 30 mins

**9:45am** - Literacy/English (Ms Melissa Antoniuk, Leading Teacher: English and Literacy - ANT) 25 mins

**10:10am** - Humanities (Ms Anna Andreou, Head of Humanities - AOU) 20 mins

### **10:30 - 11:00am - Morning Tea**

**11:00am** - Compass (Mr Pat Gargano, Assistant Principal College Operations - GAR) 1 hour

**12:00pm** - Maths (Ms Emma Holmes, Leading Teacher: Numeracy - HOM) 45 mins

**12:45pm** - Science (Ms Paula Brache, Head of Science - BRC) 15 mins

### **1:00pm - 1:45 - Lunch**

**1:45pm** - Introduction to Year 7 (Student Managers for 2020) -45 mins

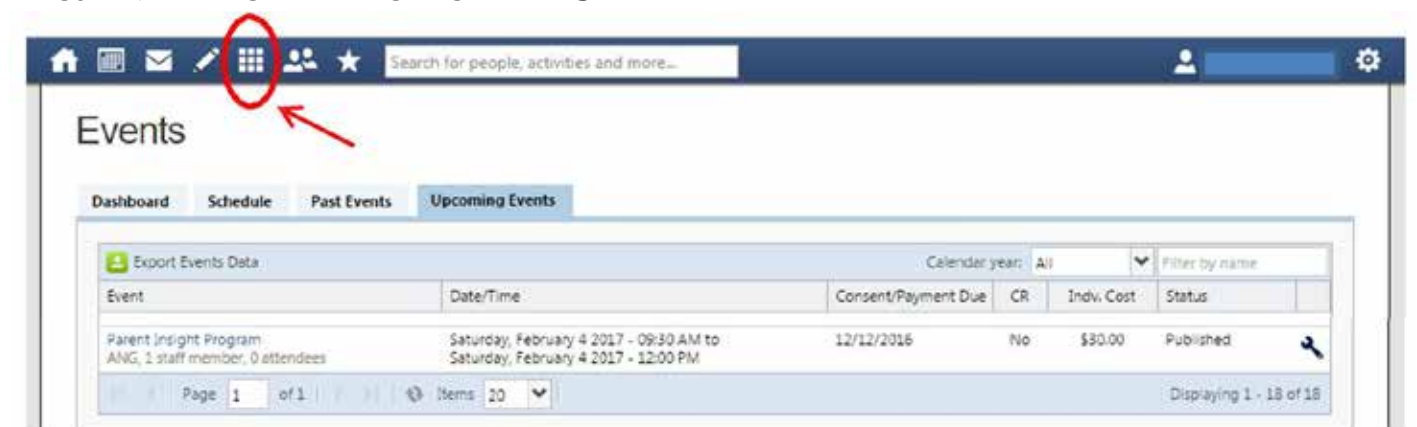
**2:30pm** - Wellbeing at Brighton Secondary College (Mr Peter Mangold - MAN/Ms Karen Gibson - GIB) 45 mins

### **3:15pm - Close**

Parents will also have the opportunity to meet the College Principal team as well as other key teachers. Any queries or concerns can be addressed and alleviated.

It is a program which no new parent should miss and a very positive way to begin your child's secondary school journey together.

Any parents wishing to participate in the Parent Insight Program must register and pay for the event through Compass using your parent login and navigating to the **Organisation tab > Events**.







# SCHOOL UNIFORM

## UNIFORM POLICY

The College community regards the uniform as an important part of the College's image and general philosophy. College council has clear powers in this area, and the College Uniform Dress Code takes precedence over a student's individual preference in matters of dress. On enrolment of their child, parents sign an agreement that they will comply with the College's Uniform policy and the Student Code of Conduct. The Student Code of Conduct applies while the students are within the College, while attending College activities, excursions or special nights and while travelling to and from College.

**STUDENTS ARE REQUIRED TO WEAR COLLEGE UNIFORM ITEMS AS SUPPLIED BY BOB STEWART UNIFORM SHOP AND NO DERIVATIVES OF THE UNIFORM SOURCED ELSEWHERE.**

### GIRLS - SUMMER (TERMS 1 & 4)

- College summer dress, length just **on** the knee.
- College grey trousers or shorts (to be worn with College summer shirt only)
- Purple College jumper
- White socks only, calf length
- Black, lace up, polishable leather school shoes
- College blazer

### GIRLS - WINTER (TERMS 2 & 3)

- College striped skirt, length just **on** the knee
- College grey trousers or shorts
- White College long sleeve shirt, tucked in
- Purple College jumper
- Grey tights or long grey socks
- College tie, to be worn so that it covers the top button of the shirt, button done up
- Black, lace up, polishable leather school shoes
- Black, unadorned belt (with trousers only)
- College blazer

### BOYS & GIRLS - SPORT

- College sport shirt (short or long sleeve option)
- College sports shorts
- College sports socks
- Sports shoes
- College soft-shell jacket (only to be worn with Sport Uniform or to and from school if raining)
- College tracksuit pants
- College sports rugby jersey
- College peaked hat
- Note: runners must be worn in the gym at all times

**EVERY ARTICLE OF UNIFORM MUST BE CLEARLY NAMED.  
ALL BOOKS AND REQUISITES MUST BE NAMED AND KEPT IN LOCKERS.**

### BOYS - SUMMER (TERMS 1 & 4)

- Grey college trousers or shorts
- College short sleeve shirt
- Purple College jumper
- Grey socks only, calf length
- Black, lace up, polishable leather school shoes
- Black, unadorned belt
- College blazer

### BOYS - WINTER (TERMS 2 & 3)

- College grey trousers or shorts
- Purple College jumper
- College long grey socks
- White College long sleeve shirt, tucked in
- College tie, to be worn so that it covers the top button of the shirt, button done up
- Black, lace up, polishable leather school shoes
- Black, unadorned belt
- College blazer

### BOTH BOYS & GIRLS - OUTER UNIFORM

- College gloves and scarves (grey) - available from Bob Stewart Uniform Shop
- College School Bags (**compulsory**) - available from Bob Stewart Uniform Shop
- College umbrella (black)
- Hair scrunchies/ribbons (College colours)



UNIFORM GUIDELINES

- **All items of uniform must be kept clean and in good condition without holes, tears or stains at all times.**
- The College Blazer is to be the only outer garment to be worn to and from school, and on excursions. In warmer weather during term 1 and 4, students are permitted to come to school in only their shirt/shorts or their dress without their blazer. The college jumper cannot be worn to and from school without the blazer.
- Hairstyles should not be extreme including those which may be construed to project an anti-social message, which includes but is not limited to: rat-tails, mohawks, undercuts, shaved sides and/or gang designs. Hair must be of a naturally-occurring colour and long hair must be tied back. Hair ribbons/ties are permitted and must be either purple or dark green. No facial hair is permitted; students are expected to be cleanly shaven.
- Make-up, if worn, should be subtle to the point of being unnoticeable.
- Nail polish must be clear only.
- Girls' dress and skirt length must finish just on the knee.
- No visible and/or extreme jewellery may be worn with the exception of a watch and a pair of sleepers or studs in the ears only. Strictly no other facial/body piercing is permitted.
- Tattoos must not be visible at any time.
- Headphones or earphones are not to be visible in classrooms or corridors (according to teacher discretion).
- Year 10 and VCE students may come to school in their sport uniform if they are attending an inter-school sports day or have a sport elective practical class.
- **No clothing items other than uniform are permitted to be worn at any time. This also applies to excursions and any/all events where Brighton Secondary College students are in uniform and therefore considered to be representing the school.**
- Students are not permitted to wear jumpers, jackets, coats, hats/caps, and/or gloves that are not school uniform inside of classrooms and corridors. No apparel is permitted to be tied around the shoulders or waist.
- Students may not wear any clothing items other than College uniform items purchased from Bob Stewart Uniform Shop. Shorts/trousers that are not school uniform are prohibited, including but not limited to variations of jeans, cords, long baggy drawstring waist shorts with either the day uniform or sport uniform. This also applies to excursions and any/all events where Brighton Secondary College students are in uniform and therefore considered to be representing the school.
- The hem of school trousers must sit against shoes, not rolled up inward or outward, nor cropped or hemmed above the ankle.
- No stockings other than the grey school issue or uniform shop supplied tights may be worn. In addition, no black tights are to be worn with any of the day or sport uniforms.
- Any variants of boots, basketball-styled shoes, desert/combat boots, thongs/flipflops, platforms or high-heeled shoes are NOT permitted to be worn with any of the day or sport uniforms. School shoes are to be black, polishable, laced and kept clean without any damage. Any concerns over what kinds of shoes are acceptable at Brighton Secondary College, please contact the relevant Sub-school for more information and assistance.
- Students are not permitted to wear coloured shirts of either short or long sleeve under any of the day or sport uniforms. No long sleeved item can be worn under any short sleeved uniform item. Any undershirts for warmth should be white or skin toned and should be subtle to the point of being unnoticeable and cannot be seen.
- **Sport Uniform:** Year 7- 9 students may wear the College Sport uniform to and from school on days they have sport or PASE.
- **Scarves:** Scarves are only to be worn with winter uniform (Terms 2 & 3). Students wearing a scarf, must also be wearing their jumper and/or blazer.
- **College Cap:** The Brighton Secondary College cap should be worn during outdoor PE and sport classes and in the yard during recess and lunchtime in terms 1 & 4. Hats other than school caps or bucket hats are not permitted to be worn in lieu of not having the correct hat. Other head attire that originates from cultural identity or religious observations will be considered in the context and intention in which they are worn with the utmost respect for the Human Rights and Equal Opportunity of all in the school community.
- **Excursions and College events:** Students are required to wear correct school uniform and carry their College bag (as required) on all excursions. Failure to comply with this may result in the student being excluded from the excursion/event.
- **Non-uniform days:** All students are to wear appropriate clothing. The following items are not acceptable: midriff exposing tops, singlet tops, leggings/compression tights, t-shirts with offensive logos and thongs..

IF YOU ARE NOT IN CORRECT SCHOOL UNIFORM

You will need to collect a Uniform Pass from the Junior School Office first thing in the morning

**1st Offence**  
Warning

**2nd Offence**  
Email sent home explaining procedure

**3rd Offence**  
Students in Year 7 will serve a detention with parents/guardians receiving 24 hours written notice.

**Students in Years 8-12 will be asked to go home to change into correct uniform and return to school. The time away from classes will count against attendance and will be served in detention after school.**

BOB STEWART UNIFORM SHOP

ON-SITE STORE - W BLOCK MARRIAGE ROAD ENTRANCE

Phone: 03 9036 7383  
Email: [brightonsc@bobstewart.com.au](mailto:brightonsc@bobstewart.com.au)

TRADING HOURS

**Term 1, 2 & 4**  
Monday: 8am-2pm  
Wednesday & Friday: 12pm-4:30pm

**Term 3**  
Monday: 8am-2pm  
Friday: 12pm-4:30pm

**BENTLEIGH STORE**  
466 Centre Road  
Bentleigh, 3204  
Phone: 03 9036 7384  
Email: [bentleigh@bobstewart.com.au](mailto:bentleigh@bobstewart.com.au)

**TRADING HOURS**  
Monday to Thursday – 8:30am until 4:30pm  
Saturday – 9:30am until 12:30pm







# ATTENDANCE & EXPECTATIONS

At Brighton Secondary College, we are committed to providing your child with an excellent education. The building blocks of a great education begin with all students coming to school each and every day. Regular school attendance is vital and missing school days can have a big impact on a child's future; missing one day a fortnight means your child will miss four full weeks by the end of the year. If this absence rate continues to Year 10 they will have missed more than a year of school.

There is no safe number of days for missing school. Each day a student misses puts them behind, and can affect their education outcomes.

If for any reason your child must miss school, there are things we can do together to ensure they don't fall behind.

- **Contact the Sub-School Office about any prospective absence**
- **Log the absence on Compass.**
- **Contact your child's subject teacher via email and find out what work your child needs to do to keep up.**
- **Develop an absence learning plan with your child's Year Level Student Managers and ensure your child completes the plan.**

Every day counts. If your child must miss school, speak with your classroom teacher as early as possible.

As of 1<sup>st</sup> March 2014, new laws mean that parents can be fined for not sending students to school without an acceptable reason.

If you are having attendance issues with your child, please let the Year 7 Student Managers know so that we can work together to get your child to school every day.



## ABSENCE PROCEDURES

### ABSENCE NOTIFICATION

If a student is absent, even for a part of the day, we require a note signed by the parent to be handed to the Junior School Office on the first day the student returns to the College or the parent must notify the Junior School via phone or Compass. Consistent absence may jeopardise your child’s chance of successfully completing the year.

Parents should ring the Absence Line 03 9591 5692 to indicate their child’s absence.

### EARLY LEAVERS

Request for permission to leave early should be either a phone call to the Junior School on 9591 5631 or in writing. The Junior School Office must be notified at the beginning of the day. Students must sign out at the Junior School Office prior to leaving.

### EXTENDED LEAVE OF ABSENCE

If a student is to have an extended leave of absence, written notification must be given at least 2 weeks prior to the absence so that a Learning Plan can be provided.

### FIRST AID/ILLNESS

Students are to report to the nurse at the First Aid Office located near the General Office. Parents will be contacted if the student needs to go home. Under no circumstances should the student leave without telling someone.

### LATE PASSES

Students must either bring a note, or parents can ring the Junior School on 03 9591 5631 for the student to be signed in. Students will be issued 2 warnings for lateness. On the 3rd late an after school detention will be issued without parent approval for Years 8 -12. Parents of year 7 students will be given 24 hours’ written notification of the student’s detention.

### LEAVING SCHOOL

Students are permitted to leave school if issued with an early leavers pass. Only those with notes are permitted to leave the College grounds during College hours. Students are not to ring their parents to seek permission to leave school. They must either see their Year Level Student Manager or report to the Junior School Office if they need to arrange to leave school early.

## IF YOU ARE LATE TO SCHOOL

**YOU WILL NEED TO SIGN IN TO YOUR SUB SCHOOL OFFICE WHEN YOU ARRIVE.**

### 1st Offence

Warning.

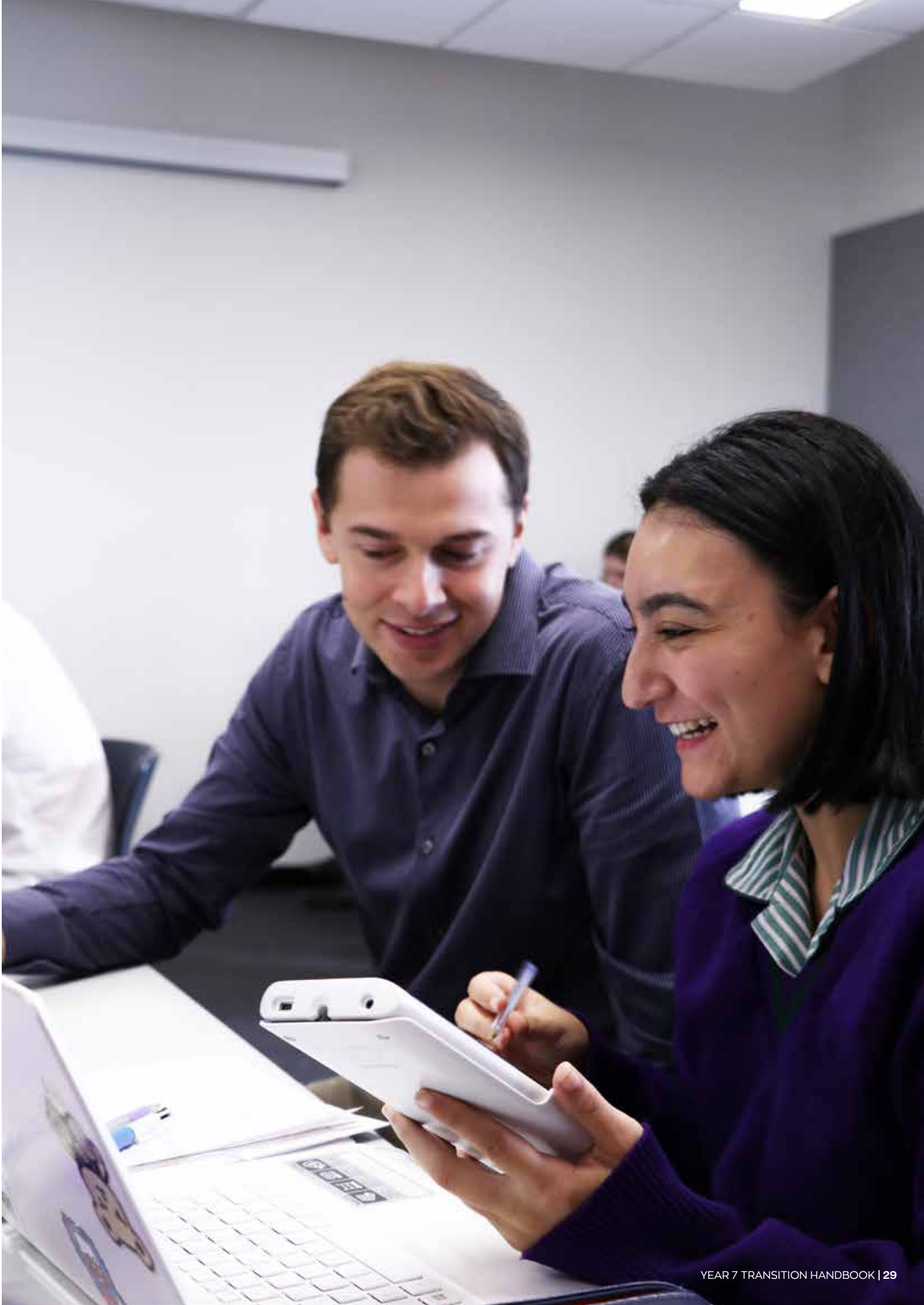
### 2nd Offence

Email sent home explaining procedure.

### 3rd Offence

Students in Year 7 will serve a detention with parents/guardians receiving 24 hours written notice.

Students in Years 8-12 will attend a 45 minute detention after school that day.







# NOTEBOOKS

## RATIONALE

Brighton Secondary College is dedicated to ensuring students develop the knowledge and skills to be successful members of the 21st century digital age. Individual access to personal notebooks will assist in providing the best contemporary education for all students at Brighton Secondary College. By facilitating a Bring Your Own Device (BYOD) program, we empower our students and give them direct involvement in the way they use technology in their learning.

## HOW DOES IT WORK?

At Brighton Secondary College, parents and guardians have two options available for student notebook provision: the College-Managed BYOD program and the Self-Managed BYOD program. The College will provide access to curriculum software and the College's wireless network to participants of both programs. Students are expected to bring their own computing device with them every day and it is their responsibility to ensure that their device is charged and ready to be used in class.

## OPTION ONE: COLLEGE-MANAGED BYOD

### WHAT IS COLLEGE-MANAGED BYOD?

Brighton Secondary College has chosen **eduNet** as our Managed BYOD partner. The College selects devices offerings across a number of price points that meet our requirements, and reviews the devices offered year-by-year. Device offerings are selected with durability in mind, and as of 2019 also include warranty and insurance for peace of mind.

### HOW DOES IT WORK?

Parents and guardians purchase or lease devices through the eduNet web portal, after which they are delivered to the College for configuration. The device is preconfigured to the standard operating system, which includes the College's software required for coursework, as well as the configuration of the wireless and internet access.

### HOW DO I PURCHASE A NOTEBOOK FROM EDUNET?

1. Go to the web portal through this link: [brightonsc.technologyportal.com.au](http://brightonsc.technologyportal.com.au)
2. Enter the School Code - **BrightonSC2020**

There will be a range of notebooks to choose from, all chosen by the College and suitable for school activities at Brighton Secondary College, at different budget points.

3. Go to the web portal through this link: [brightonsc.technologyportal.com.au](http://brightonsc.technologyportal.com.au)

**Order cut-off dates:** please be advised that in order to guarantee delivery of orders for Pre-Christmas or Day 1 Term 1, the following order cut-off dates apply:

- **Pre-Christmas: 30th October 2019**
- **Day 1 Term 1: 4th December 2019**

**Regarding delivery and pick up:** eduNet will contact you via SMS or email TWICE, first to tell you the notebook has been delivered to the College, and again to indicate that the notebook is ready to be collected from the IT Office. The College needs time to load programs and content onto the laptops so they are NOT ready for collection on the first notification.

**PLEASE DO NOT CONTACT OR VISIT THE COLLEGE TO COLLECT YOUR Notebook UNTIL THE **SECOND** NOTIFICATION HAS BEEN RECEIVED.**

### WHAT SUPPORT DOES THE COLLEGE OFFER?

The College will provide support for hardware issues during the warranty period of the device. We strongly urge all parents to purchase contents insurance for the notebook or add it to a pre-existing policy; the College will not be able to cover notebooks under any school insurance policy. The College will lodge warranty and insurance jobs on behalf of students, but parents must pay the excess of their insurance before jobs that fall under an insurance claim can be actioned. Repairs are performed on-site with a typical turnaround of 2-3 working days for warranty and 3-5 days for insurance once excess is paid. In the event that repair takes longer than 3 days, the college support team will provide a loan laptop (if available).

The College has a standard operating system that can be applied to College-Managed BYOD devices which includes curriculum software, wireless and internet settings, and preconfigured access to various college resources including printing, student's home drive, etc. In the event of software issues, the College can restore the device to the standard operating system within a school day.



OPTION TWO: SELF-MANAGED BYOD

WHAT IS SELF-MANAGED BYOD?

Parents and guardians can chose to source a computing device outside of the College’s Managed BYOD partner. Parents and guardians can purchase a new device, or bring an existing device from home, so long as the device meets the minimum requirements set out below. The College will not provide recommendations outside of this scope. A device that doesn’t meet the minimum requirements may not be compatible with our software or network, which could impact your child’s learning.

MINIMUM REQUIREMENTS

Before purchasing, it is important to ensure your device will meet our minimum requirements. The following are the college’s requirements for devices:

HARDWARE SPECIFICATIONS	
Form factor	Laptop or convertible device with a physical keyboard.
Screen size	Minimum 10” with a maximum 15.6”
Operating system	Windows 10 macOS High Sierra or newer
Storage	A minimum of 128 GB
Memory	A minimum of 4 GB of RAM
Battery life	Minimum of 6 hours
Network	The device must support WiFi
ADDITIONAL CONSIDERATIONS	
Highly recommended	Warranty, accidental damage protection or accidental damage protection & theft Up-to-date antivirus software
Software	The College will provide curriculum software (eg Microsoft Office)

WHAT SUPPORT DOES THE COLLEGE OFFER?

Due to the large verity of devices available, the College will provide limited support for Self-Managed BYOD devices. Specifically, we will only assist students in connecting to the College’s wireless network, and provide access to curriculum software.

The College will not provide support for:

- Hardware issues, including warranty, accidental damage, theft or loss of device;
- Software issues, including operating system failure, malware, curriculum software issues;
- Any other issue at the discretion of the College IT Support team.

Parents and guardians will take responsibility for ensuring the student has access to a working device for school at all times; the college cannot allocate a loan device if the student’s device needs repair / replacement.

FINANCIAL HARDSHIP

The College is understanding regarding parents and guardians who may be experiencing financial hardship. For further information on how the College may be able to assist you please contact [familyfinance@brightonsc.vic.edu.au](mailto:familyfinance@brightonsc.vic.edu.au).







# STUDENT SUPPORT SERVICES

The aim of student support services at Brighton Secondary College is to:

- assist students to develop as healthy, secure and resilient people,
- enable students to take full advantage of all of the learning priorities offered at the College, and
- acknowledge the key concepts of 'continuity of care' and the importance of forming nurturing partnerships between the school and the community

## YEAR LEVEL STUDENT MANAGERS

Year Level Student Managers are the **first people** both parents and students can contact if there are any questions or concerns needing attention. Year Level Student Managers change as students progress through the school.

## ASSISTANT PRINCIPALS

The College is divided into two sub-schools. Junior School includes Years 7-9, and the Assistant Principal is Ms Lee Angelidis. Senior School includes Years 10-12, and the Assistant Principal is Mrs Kaye Sentry. If neither of the student's Year Level Student Managers are available, then the sub-school Assistant Principal is the person that should be contacted for assistance with urgent matters.

## STUDENT LEARNING AND WELLBEING

Student Learning and Wellbeing staff are available for confidential discussion and assistance with school, family or personal concerns or problems. Students are encouraged to make an appointment with a member of the Wellbeing team if and when necessary.

Members of the Wellbeing team include:

- College Psychologist
- Non-denominational Chaplain
- Wellbeing Manager
- Welfare Co-ordinator

## STUDENT LEARNING SUPPORT

Parents are to communicate any particular circumstances that could affect a student's performance and learning to the relevant Year Level Student Manager. The Year Level Student Manager may refer parents and students to the Leading Teacher - Student Learning & Support to discuss needs and strategies which will assist in supporting the student.

## PEER SUPPORT PROGRAM

Year 10 students are trained each year to be Peer Support Leaders. Their role is to support fellow students and meet regularly to provide feedback on issues of wellbeing. Selected Year 9 students are trained to act as peer tutors for Year 7 students.

## EXTRA ASSISTANCE

The College recognises that no two students learn at the same pace or level of understanding. For this reason, we offer a number of supplementary programs to students requiring extra assistance including Homework Help, Literacy and Numeracy assistance and EAL classes.





# COLLEGE KNOWLEDGE

## BICYCLES

Provision is made at the College for the proper safekeeping of bicycles in an area under video surveillance. All students must lock their bicycles. During the day the bicycle compound is out of bounds to students. It is a legal requirement that all cyclists wear a safety helmet and follow the road laws.

## BOOKLISTS

All books can be ordered online or in store at Campion Education 236-238 Wickham Road Moorabbin.

Digital resources can only be ordered online through [www.campion.com.au](http://www.campion.com.au) and cannot be refunded.

Booklists for 2020 will be available online at [www.campion.com.au](http://www.campion.com.au) or on Compass under the **Community tab/School Documentation/College Information/Booklists** from Term 4 2019 in an easy to use PDF format for printing and information on how to order.

Online ordering will require a Resource List Code which will be communicated before the end of 2019.

## CANTEEN

The Canteen is open for sales, at recess and lunchtime each day. The Canteen offers a range of freshly made, nutritious and sustainably sourced meals and snacks. Students will pay using their Compass Card (more information on Page 40 - Compass Card).

## DETENTIONS

The college detention policy requires that students can be detained for up to 45 minutes at the end of the day, without notice. Only Year 7 students are given 24 hours' notice. Tuesday morning detentions at 7.30am are issued for continuing or serious breaches of the College Code of Conduct. If a student misses this detention, a suspension may ensue.

## HOME STUDY

Often the transition from Primary to Secondary school can be quite daunting and at times some students may find it difficult to finish all of the set work in class and also have difficulty completing home tasks and study.

It is essential that good study habits begin early, as this is the best way to ensure that students don't find themselves struggling to keep up. In order to assist every student to successfully meet the demands of new subjects and help them develop organisational skills, we provide Year 7-11 Study Hall.

These sessions will take place every Monday and Wednesday afternoon in the College Library from 3:30pm-4:30pm. Any Year 7-11 student is welcome to attend and will be supervised by a teacher.

All students can benefit from these sessions and we strongly encourage them to make productive use of this time.

## INSTRUMENTAL MUSIC

Instrumental Music is a compulsory component of the Year 7 SEAL program and an optional extra for all other students. Lessons are conducted once per week with a highly qualified instrumental music teacher. Lessons are timetabled on a rotating roster so students do not miss the same scheduled classroom subject each week. In addition to their weekly instrumental lesson, students may take part in the band program. Bands rehearse once a week at lunch time or after school.

Students can select from a range of instruments including Saxophone, Flute, Clarinet, Trumpet, Trombone, Cello, Violin, Viola, Double Bass and Bass Guitar. The charge for instrumental music is NOT included in the Year 7 Essential Learning Items unless the student is in Year 7 SEAL. Students wishing to continue instrumental music in Year 8 may do so as an optional learning item which will incur an additional charge.



### LIBRARY HOURS

The library is open: before College from 8.15am, at recess, at lunchtime and after school until 4.30pm – (4.00pm on Fridays).

### LOCKERS

On enrolment, students are provided with a padlock and issued a locker. If keys or locks are lost, students must provide another padlock at their own expense. New locks are available through the General Office. Students should get their books after the morning locker bell, at the end of recess, and at the end of lunchtime. They should not go to lockers except at these times. The lockers remain the property of the College and, as such, should be available for inspection at any time.

### LOCKER KEYS

If a student forgets their locker key during **Term 1 only**, their transition teacher will open their locker with a master key for the day. If this occurs on more than three occasions, the student will incur a detention for every subsequent time the key is forgotten.

From **Term 2 onwards**, students who forget their key will no longer have their locker opened. They will be provided with writing material for the day. Students will have the opportunity to go to the Junior School and have the Junior School Administrator call their parents/guardians to bring their locker key to school.

### LOST PROPERTY

Any articles lost and found should be reported to the staff member in charge of Lost Property. All personal property should be clearly marked with its owner's names.

### MOBILE PHONES

As of June 2018, Brighton Secondary College adopted an updated Mobile Phone & Electronics Device policy that restricts the use of mobile phones and other devices during school hours. Mobile phones and electronic devices are not to be accessed or used during school hours including recess and lunch. Use of mobile phones and electronic devices during school hours will result in consequences such as confiscation or detentions.

For students that have medical or learning needs or other circumstances that require them to carry their mobile phone during the day, concessions can be arranged through the Principal.

**Students are not permitted to contact home for any reason using their personal device;** the Sub-School Office or First Aid Office, depending on the circumstance, are the places authorised to contact parents/caregivers to make arrangements on a student's behalf.

### SCHOOL BAGS

Student bags are to be placed in the lockers at the start of the day. They are not to be taken to class or PASE, or out into the yard at recess or lunch. In the interest of student safety, staff have a right to search a student's bag in the presence of the owner. Brighton Secondary College bags are a compulsory part of the uniform and can be purchased from the Bob Stewart Uniform Shops.

### TEXTA COLOURS/MARKING PENS

Students **are not** permitted to have textas, permanent marking pens or white out at the College.







# COMPASS SCHOOL MANAGER

The Compass School Manager Parent Portal is an online application that will help parents access up-to-date and meaningful information about our College and your child's progress. It is **essential** that you access Compass on a regular basis to ensure that you have not missed out on important information.

Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter approval 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 progress and semester reports
- Book parent-teacher conferences
- Pay school fees
- Provide parental permission for events/excursions. Please note that if consent is not received by the due date, students **will not** be able to attend the respective activity.

## ACCESSING COMPASS

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps. Search for 'Compass School Manager' in the store.

**Every family receives a separate login to Compass which will be provided to you by the College Registrar as a letter in the information pack given at the Year 7 Parent Information Evening (27 November 2019). To access the parent portal, go to <https://brightonsc-vic.compass.education/>**

## LOGGING IN TO COMPASS

Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by the school for SMS, password recovery and email communication throughout the year.

If you have forgotten your password or are having any difficulties logging in, please contact our IT department [support@brightonsc.vic.edu.au](mailto:support@brightonsc.vic.edu.au)



# COMPASS CARD FOR CANTEEN

## THERE ARE 2 WAYS TO LOAD MONEY ONTO YOUR COMPASS CARD

USE THE COMPASS KIOSK IN THE CANTEEN FOYER TO LOAD CASH. PLEASE FOLLOW THE INSTRUCTIONS ON THE SCREEN

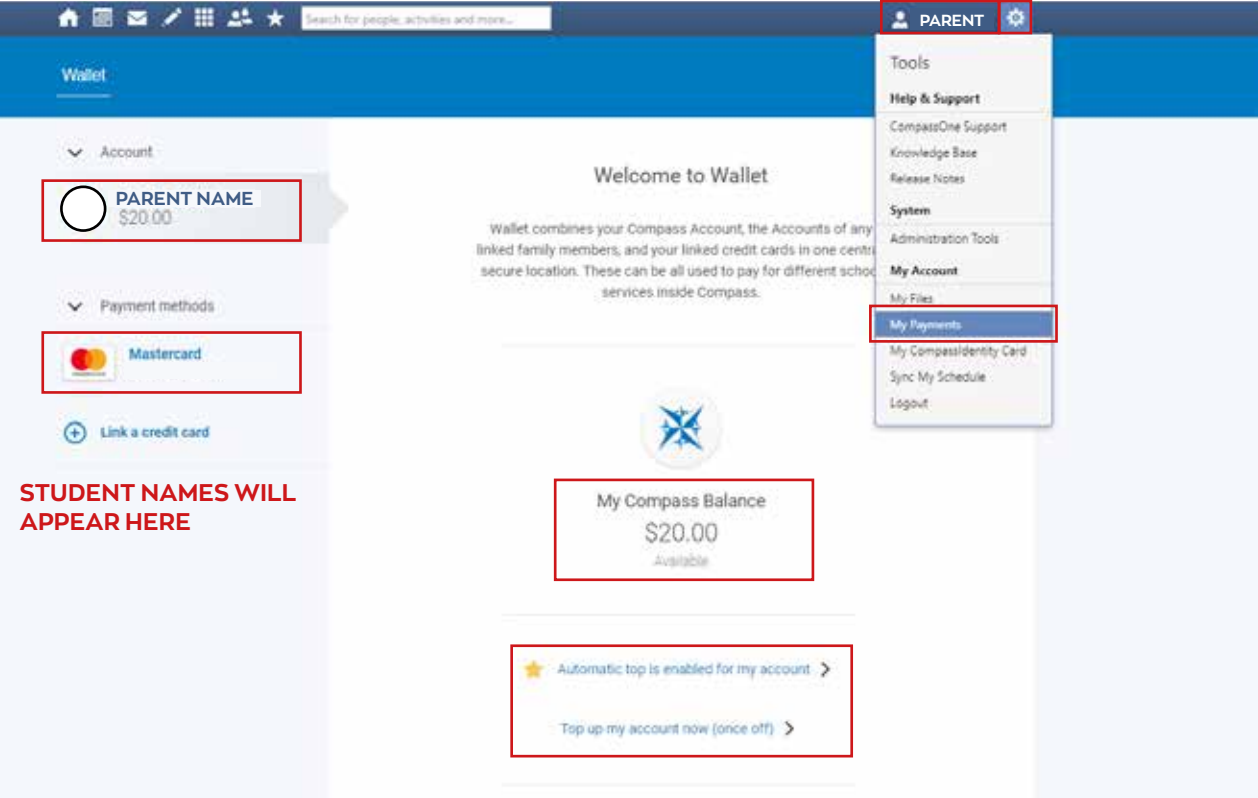
1. Swipe the ID card at the Kiosk
2. Choose the 'Compass Credit option'
3. View the current balance and then choose to top it up.  
**You can insert coins/notes into the Kiosk.**



### LINK A CREDIT/DEBIT CARD ON PARENT LOGIN ON COMPASS

We encourage parents to link credit/debit cards through the PARENT login. The College accepts no liability for any misuse of funds.

1. Log into Parent Login on Compass
2. Click the 'Settings Cog' icon in the top right corner of the toolbar
3. Click on 'My Payments'
4. Click 'Link a Credit Card' under Payment Methods on the light blue side-bar.
5. Top up your student/s cards - you will be sent a receipt via email.
6. You can also set automatic top ups. Please note that initial credit must be loaded first before an automatic top-up will be triggered.



# SUSTAINABLE SCHOOL SHOP

**NOTE: AS OF 2019, THE SUSTAINABLE SCHOOL SHOP WILL ONLY HOST THE NEWLY IMPLEMENTED UNIFORM SECOND-HAND ITEMS**

Register on the Sustainable School Shop website – [www.sustainableschoolshop.com.au](http://www.sustainableschoolshop.com.au)

## SECOND-HAND TEXTBOOK & UNIFORM TRADING SYSTEMS

List Wanted & For Sale Ads (Browsers tell each other what they require and what they have to sell).

The school's book and uniform lists are loaded into the system to make the Ad listing process easy, fast and accurate.

Our Ad Matching service shows you;

- exactly the right items to buy;
- who has the most items you need;
- the cheapest items.

Assistance is provided to accurately price items.

Buyers contact Sellers and arrange where and when to transact.

## COST

Browse and search the 'for sale' ads for free  
Single items can be advertised  
Annual subscriptions are available

## ALSO BUY & SELL

Calculators  
Sporting Items  
Musical Items  
Electronics & DVD's  
Stationery

## PRICING GUIDE (QUALITY OF PRODUCTS)

Like New – 70%  
Excellent – 60%  
Very Good – 50%  
Good – 40%





# COLLEGE PROCEDURES

## VISITORS MUST REPORT TO THE GENERAL OFFICE

Please note that all visitors, **including parents**, must report to the General Office before entering the College and sign in. It is a breach of DET Legal requirements for student safety to not report in to sign in.

## FIRST AID PROCEDURES

If a student is unwell overnight, please ring the Absence Line and leave a message and update Compass. In considering other students' wellness, please make an informed decision as to whether your child is better to take time at home to recover before returning to school.

If a student is unwell at school, they **must** tell their teacher and report directly to the First Aid office in the Brennan Library. The First Aid officer will facilitate arrangements for the student including contacting parents/guardians if the student needs to go home. Students are **not** to contact parents directly or leave school without following the correct procedure. Whilst a student is on school grounds, the College is responsible for maintaining awareness of the student's movements.

To pick up your child, please report to the General Office on Marriage Road to sign/date a permission slip before collecting your child. The First Aid officer will send the student to meet you once you have arrived.

## ACCESSIBILITY

Please note that the Senior School is equipped for wheelchair access and there are several accessibility ramps located throughout the school.

If there are any accommodations needed to facilitate a student's access, please get in touch with the school to discuss.

## PICK UP / DROP OFF

Please note that there are **no** pick up/drop off points or parent parking within the school grounds or near the driveways. As Marriage Road and Dendy Street get very busy with students crossing before and after school, please arrange a suitable pick up/drop off point with your child on a side street.

This is for the safety of the school community, especially our students.

We appreciate your assistance by encouraging safe crossing practices. Please encourage your child to cross **only** at designated crossings.

## PERSONAL INJURY AND ACCIDENT INSURANCE

The College recommends families have additional Personal Accident and Injury Insurance as well as Ambulance cover for their children while at school.





# COLLEGE CHARGES

The below information is derived from the Colleges Parent Payment Policy 2020. This policy is in adherence to DET requirements and mandates for parent payments, and can be found in Compass in School Documentation; College Information; College Policies, or on the College website: <https://brightonsc.vic.edu.au/wp-content/uploads/Policies/Parent-Payment-Policy-2019.pdf>

The Education and Training Reform Act 2006 ensures the provision of free instruction in State Government Schools. Free instruction is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities. The standard curriculum program refers to the eight key learning areas – English, Mathematics, Sciences, Humanities and Social Sciences, the Arts, Languages, Health and Physical Education, and Technologies, and four capability areas – Critical and Creative thinking, Intercultural, Ethical and Personal and Social.

The standard curriculum for years F-10 means the implementation of the Victorian Curriculum F-10. The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.

Although the Department provides funding to schools through the Student Resource Package (SRP) to deliver this free instruction, the reality is, the funding the school receives from the government is inadequate for us to provide the quality of educational programs our community rightly expects. Because this resourcing shortfall exists, schools need to raise additional funds locally. The three categories in which parents are asked to contribute to locally raised funds are explained below:

- **Essential Student Learning Items** are those items, activities or services that are essential to support student learning of the standard curriculum. These are the items which are considered to be essential for all students, and which students may take possession of either tangibly, or by receiving a service. Parents may choose to provide the items themselves or buy the items from the school, where practical and appropriate.
- **Optional Items** are those items, activities or services that are offered in addition to, or in support of, instruction in the standard curriculum program. These are provided on a user-pays basis, so that if parents choose to access them for students, they are required to pay for them. The College requires payments for these items to be completed before the student receives them.
- **Voluntary Financial Contributions** are where parents are invited to make a donation to the school for a general or specific purpose, e.g. school grounds projects, new equipment or Library Fund + Building Fund, both of which are tax deductible.

The College uses Compass for family payments of Essential Student Learning Items, camps and activities. As Compass does not allow for split billing we respectfully request those parents affected by this situation to manage payments between themselves. If a court order is in place or other circumstances exist which make it impossible to use Compass, please email [familyfinance@brightonsc.vic.edu.au](mailto:familyfinance@brightonsc.vic.edu.au)

## HARDSHIP

While the College expects all parents to pay for Essential Student Learning Items, we are always sensitive to those suffering financial hardship and assistance can be arranged for those families. Families seeking such assistance are asked to complete the “Financial Hardship Consideration” form available on Compass in School Documentation; College Information; College Policies. Completed forms can be forwarded to [familyfinance@brightonsc.vic.edu.au](mailto:familyfinance@brightonsc.vic.edu.au) with guaranteed confidentiality. For further information, please refer to the College’s “Parent Payment Policy” which is available on the College website.





# SCHOOL COMMUNITY

## PARENTS AND FRIENDS ASSOCIATION

Brighton Secondary College is fortunate to have an active parent group that supports the Principal and staff, creates a community atmosphere and runs a broad range of social and service related activities.

The PFA have also provided funding for a range of projects that assist the school community. The PFA meet monthly on a Monday night at the College. For meeting dates and information please visit the school website or look on the Parents & Friends Association section in the 'Highlights' newsletter. All families are considered to be members of the PFA unless you opt out. Membership entitles you to voting rights at meetings, copies of all meeting minutes (on request), and updates of all PFA activities. Attendance at meetings is, of course, not compulsory, however all members of the College community are warmly invited to attend when possible.

The PFA welcomes you and hopes your involvement with the College is both a long and happy one. The PFA can be contacted at [pfa@brightonsc.vic.edu.au](mailto:pfa@brightonsc.vic.edu.au)

## COLLEGE COUNCIL

College Council is the key governance body of the College. The Department of Education requires that every state school has a formally constituted school council.

The role of the College Council is to oversight, guide and support the good operation of the school. College Council and its sub-committees provide an excellent opportunity for parents and other interested community members to become actively involved in the operation of the school. The council meets monthly at least 10 times in the year. Members are elected for two year terms, and there is the facility for the Council to co-opt community members who may have a specific skill set or experience that will enhance its operation. College Council also has a number of important sub-committees including; Finance, Education Policy and Planning, Sports Ground management, Buildings and Grounds and, Community Engagement and Marketing.

**"I am delighted to say that I have been part of the Brighton Secondary College community for over eight years. As parents, carers and as a community we want our school to provide a teaching and learning environment in which our children will feel motivated and enriched by their experiences and achievements. It is my privilege and honour to lead our school council this year."**

*– Tania Madjaric Grierson, College Council President*



# SCHOOL MAP

## ZONE & TRANSPORT MAP

The Department of Education & Training have a tool for prospective parents to use to see zoning information called Find My School: <https://www.findmyschool.vic.gov.au/>

Our school zone is available on Find My School. Find My School hosts the most up-to-date information about Victorian school zones for 2020 onwards.

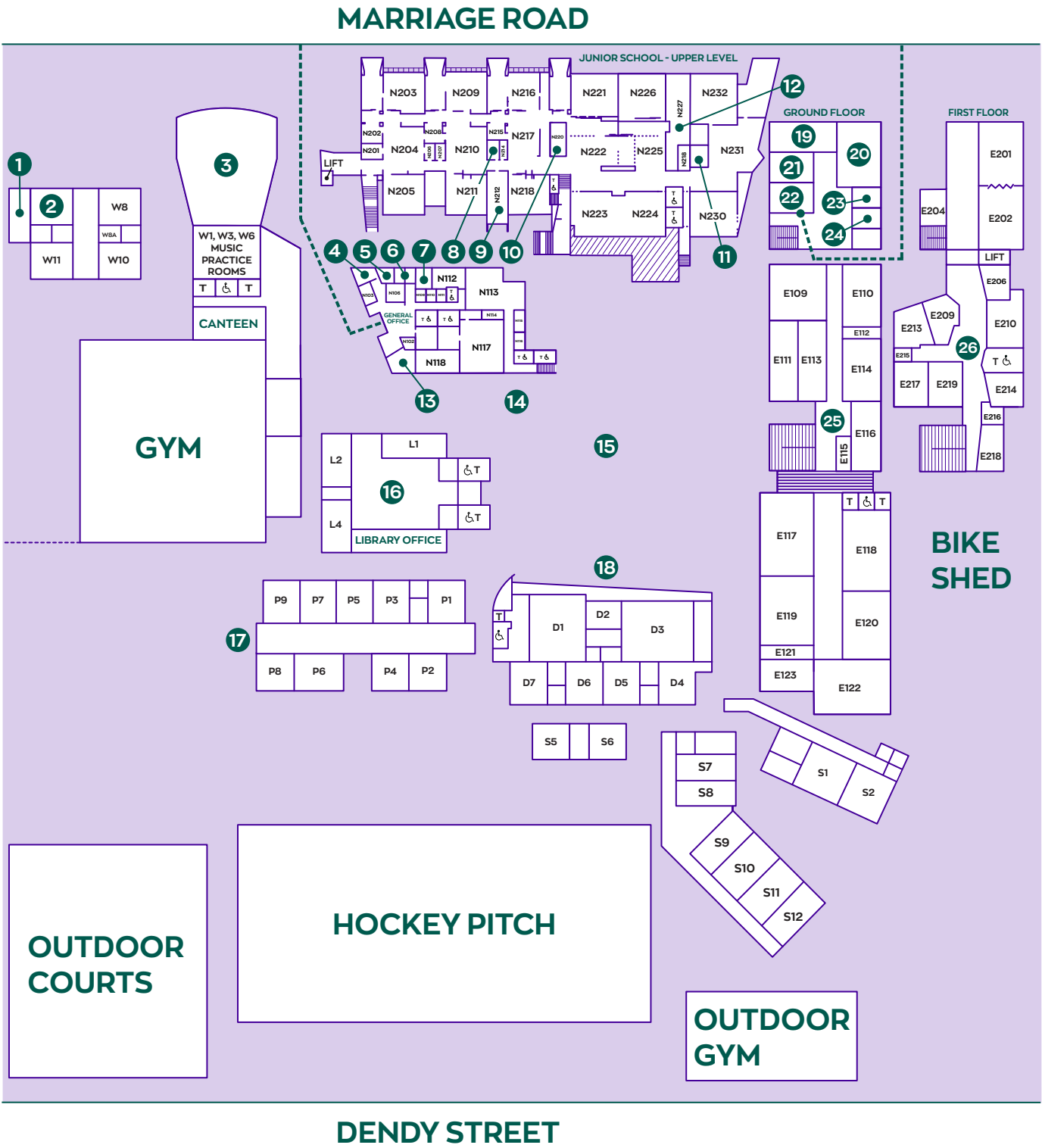
Students residing in this zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address.

The Department provides guidance through the School Placement Policy to ensure that students have access to their designated neighbourhood school and the freedom to choose other schools, subject to facility limitations.

You can find more information and answers to frequently asked questions on the Department’s website under School zones.

### FOR MORE INFORMATION

If you have a question about school zones, call the VSBA Hotline on 1800 896 950 or email: [vsba@edumail.vic.gov.au](mailto:vsba@edumail.vic.gov.au)







**BRIGHTON**  
SECONDARY COLLEGE

**Disclaimer:**

All students present in images used in this document gave consent for these images to be used through consenting to our Social Media Release Agreement.

Information published in this document is true and accurate upon printing. However, some information may be subject to change throughout the year.

Any questions or concerns regarding information printed in this document can be submitted to the school at [brighton.sc@edumail.vic.gov.au](mailto:brighton.sc@edumail.vic.gov.au) and will be addressed according to our Complaints Policy 2017-2020.