

12 November 2013



Hallam
Senior College
Linking Learning and Life

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Dear student and family

Welcome to all new and returning students. This letter is to provide you with important information about the remainder of the 2013 school year including key events and dates and, importantly, to confirm your subjects and provide other relevant information for 2014.

Transition Program and Attendance Expectations

All students are expected to attend the Transition Program for their 2014 year level and attend all scheduled classes/sessions. Year 11 and 12 students attend a 2 week program. Year 10 students attend a 2 day program. Students who do not attend transition without advising the school of very special circumstances that may prevent them from attending will have their names removed from classes for 2014.

The Transition Program will begin with a whole school assembly followed by Sub School assemblies. In these Sub School assemblies you will meet your sub school leader and key staff and receive a timetable and information pack. Listen for announcements on the first day of transition for the location of your sub school assembly.

Students with Study Periods

Year 11 and 12 students will find out on the first day of the Transition Program if they have afternoon study periods. However they will not be permitted to leave the school grounds for afternoon study periods until the signed Permission to Leave form has been returned to the sub-school office. *A form is included in this pack for parents to sign and return on the first day of the Transition Program. **Only students with no scheduled class and who have returned a signed parent approval form will be permitted to leave the grounds after lunch during the Transition Program.*** If you consent to your son/daughter leaving school if they have afternoon study periods then please sign and return the enclosed form to allow for possible study periods occurring in the Transition Program. Students with study periods between recess and lunch are required to remain on school grounds.

Year 10 students are required to remain on campus at all times.

Ready To Learn

Students should be ready to begin their 2014 class work during transition so are expected to bring the necessary equipment with them, e.g. pens, pencils, a notebook and even a calculator if it will be required.

For all Year 10 and 11 students a multiple choice test will be taken during one of your English or VCAL Literacy classes. This will provide information for your teachers to plan a program that best meets your needs. It is important that you do your absolute very best in this activity.

Years 11 and 12 2014: Two week program – Monday 25/11/13 to Friday 6/12/13

Monday	-	8:45 am to 3:20 pm
Tuesday	-	8:45 am to 3:20 pm
Wednesday	-	8:45 am to 12:05 pm (Sports Academy and PM VET classes 2.50 pm)
Thursday	-	8:45 am to 3:20 pm
Friday	-	8:45 am to 2:30 pm

- *Students should note that during **2014** some VET classes will run beyond the normal school hours.*
- Attendance rates for transition contribute to next year's attendance.
- Many subjects begin assessment tasks during transition.
- New students to the College may wear their current school uniform during transition, Hallam Senior College uniform or plain navy blue shorts/pants and white polo top.

Year 10 2014: Two day program – Monday 9/12/13 (9am to 3pm) and Tuesday 10/12/13 (9am to 2:45pm).

- Introduction to the College.
- Program orientation.
- Meet teachers and fellow students.
- Wear neat casual clothes or Hallam Senior College uniform.
- Bring own lunch or purchase from the café.

Transition dates and times – important information

- Please note that you will receive your detailed timetable for transition on the first day of transition at your sub school assembly.
- All forms in this information pack need to be read, signed and returned to your sub school office before the end of your transition.
- Year 11 and 12 Sports Academy students and other students in a Wednesday p.m. VET program will be required to remain at school on both Wednesday afternoons.
- Students in other programs will be dismissed at 12:05 p.m. on Wednesday.
- Some VET program start and finish times during transition will vary from their 2014 times. Students will be advised of any changes by their teacher.
- Students should note that if they are enrolled to do a VET course outside of the College this class will not run during transition.
- Year 11 and 12 students who are travelling to either Gleneagles Secondary College or Fountain Gate Secondary College for a subject in 2014 should note that this process will commence at lunchtime on the first Monday of transition. All students should attend Hallam Senior College Monday morning.

Lockers

Lockers will be allocated during the Transition Program. Until lockers are allocated bags may be left at the front of the classroom. Once lockers are allocated no bags are allowed in classrooms (unless necessary to change into sports / PE attire as part of the class). Locks may be purchased from the school or you may bring your own combination lock if you already have one. A quality lock brand such as ABUS or Masterlock should be used. **It is strongly recommended that students do not share lockers or provide their lock combination code to any other student.**

Phones and personal music devices

Phones and other devices are brought to school at the student's own risk. There is no school insurance policy that covers personal items and the school has no liability for loss or theft of personal property. Students need to make sure they take responsibility for any personal items brought to school.

Phones and other devices are required to be turned off in class unless you have the specific permission of the teacher in charge of the class.

Netbook and Bring Your Own Device (BYOD) Programs

All students are encouraged to have their own portable computer for the classroom to assist with learning programs. A main aim over time is to move towards use of electronic text books, thereby reducing costs for students and families. Increasingly, course materials are accessed via our Moodle site to enable anywhere/anytime learning. New Year 10 students are encouraged to take advantage of the BYOD program to be introduced in 2014. Further information will be available from the College during the Transition Program.

Netbooks

Many students will have been part of a netbook program at their school however there is no further funding to continue the netbook program for all students. Hallam Senior College has limited numbers of netbooks to distribute to students for educational and personal use while they remain a student at Hallam Senior College. Hallam students from 2013 who have previously had a netbook from the school will be offered the chance to continue to have their netbook. New students may also apply for the use of one of our netbooks – preference will be given to Year 11 and 12. Before receiving a netbook there are conditions that need agreement from a parent and the student and a refundable bond is required. College owned netbooks will not be distributed to students until the 2014 school year. Application forms are available from the Information Technology Office.

Bring Your Own Device

Hallam Senior College is enabling students to bring their own computer to school to access the College's network and electronic resources from 2014. It does not matter what type of computer you bring but the College will provide information on the purchase of recommended computers and retail supplier should students wish to buy a new device. The arrangements are in the process of being finalised and further information will be made available on the College website when confirmed.

Please note that the college cannot provide technical support for student owned devices.

Booklists

The 2014 booklist is enclosed with this information pack. Our supplier's preference is that Book Orders are completed online (follow the directions on the booklist), or they may be completed and placed into the box in the College office by Friday 13/12/13. Orders placed after 13/12/13 may only be completed online. There are computers at Lamont to enable you to do this if you do not have access to a computer elsewhere. To ensure you have your books ready for the start of the 2014 school year, it's imperative that you **ORDER your books before the end of the year**, even though they **don't need to be paid for until they are collected in 2014**.

Uniform Shop

The regular College uniform shop hours of operation are:

Tuesdays: 1.00 p.m. to 2.30 p.m.
Thursdays: 12.30 p.m. to 2.30 p.m.

During the Transition period their extended times are:

26 & 28/11/13: 12.00 p.m. to 3.00 p.m.
3/12/13: 12.00 p.m. to 3.00 p.m.
5/12/13: 12.00 p.m. to 6.00 p.m.
9 & 10/12/13: 9.00 a.m. to 12.00 p.m.

Please see the enclosed Important End and Start of Year Dates for their additional extended times for the beginning of 2014.

All students of the College are required to wear the correct Hallam Senior College uniform from the beginning of 2014.

Fee payments – extended hours

The College Finance Office has extended their hours on the dates below to enable working parents to attend the College to make payments. It should be noted that the Finance Office will close from 3.30 pm on Friday 13/12/13 and will reopen at 8.15 am on Thursday 23/1/14.

Finance Office Extended hours (7:00pm close) on:

5 December 2013
30 January 2014
11 February 2014
11 March 2014

Subject changes

Very few subject changes will be made but if you wish to discuss the issue, application forms can be obtained from your sub school office. Forms must be returned by the end of your transition however there are no guarantees that subject changes will be possible.

Second-hand book sale

Students are invited to sell their second-hand books to other students on Wednesday 11/12/13 from 9:00 a.m. to 12:00 p.m. in Rooms 23, 24 & 25. **The College does not receive money for books sold. Transactions are between the buyer and the seller. Please ensure you have appropriate money (i.e. change) and check the current booklist carefully so that you purchase the correct edition of the book that is on the 2014 booklist. The College will not refund any money for incorrect purchases.**

Driving To School

Students wishing to drive their own car to school must agree to follow College policy and guidelines including providing a copy of their license and car registration details to the main office. There are strict conditions around taking passengers in student cars. Please see the enclosed policy and application form. The requirements have been developed to ensure the safety of the school community. Students who do not follow the guidelines will not be able to park within the school grounds and face serious disciplinary action.

Awards Presentation Night Wednesday 11/12/13

The Awards presentation night for 2013 Hallam Senior College Year 10 and Year 11 students is scheduled for Wednesday 11/12/13 beginning at 6.30 p.m. in the Hallam Senior College Theatre. Award winners will be notified by post before the event.

First day of school 2014

The first day of school for all students enrolled for 2014 is Thursday 30 January 2014. Students should go straight to the gym on this day.

Yours sincerely

ANNE MARTIN
Principal