Our Values:
- Respect
- Relationships
- Responsibility

Transition Handbook
# Rutherglen High School Transition Handbook

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Rutherglen High School Overview

Rutherglen High School (enrolment 292) is situated in North-East Victoria servicing the rural townships of Chiltern, Rutherglen, Springhurst, Wahgunyah and the surrounding farming communities. Approximately 59% of students travel by bus. The School provides a challenging and balanced comprehensive curriculum with the flexibility to meet the needs of each student. All students are able to participate in an environment that values and respects their achievements. Students are expected to display a commitment to improve their skills and knowledge, develop self-discipline and initiative and respect themselves, each other and their environment. They are also expected to develop positive relationships with their peers and teachers and take responsibility for themselves and their education.

Students in Years 7 and 8 study a core curriculum based on AusVELS. This involves sequential courses of study in the Arts, English, Languages Other Than English (French), Mathematics, Health and Physical Education, Science, Humanities and Technology. They also experience a ‘taste’ of 8 Elective subjects over the course of these two years in order for them to make an informed decision about their subject selections in Year 9 and beyond. Electives include 2 Dimensional Drawing, 3 Dimensional Drawing, Visual Communication and Design, Music, Woodwork, Metalwork, Textiles and Food Technology. The Year 9 Program includes discipline based subjects as well as interdisciplinary studies involving initiative, independence and community involvement such as ‘Connect,’ ‘Farm to Table’ and ‘Project’ that involve initiative, independence and community involvement.

Year 10 has an elective program that allows students to pursue their interests and career aspirations. Students are able to access VCE/VET Units whilst in Year 10 and there is an option of selecting a Vocational Program (‘Applied Learning’) which incorporates Work Placement in conjunction with their school based subjects. In Year 11 and 12, students can choose from an extensive range of Victorian Certificate of Education (VCE) studies, Vocational Education and Training (VET) programs and Victorian Certificate of Applied Learning (VCAL) units.

The School boasts a qualified, dedicated teaching staff committed to securing the best possible learning outcomes for all students. The School takes every opportunity to broaden students’ experiences. It provides a wide range of extra-curricular and enrichment programs including: excursions, interschool sports, debating, public speaking, annual musical production, instrumental music, VCE workshops and lunchtime activities. The School also operates a Year 7 Orientation Camp, Year 9 New Skills and Queenscliff Camps, Year 10 Urban Experience, a bi-annual trip to France, and a Year 12 Study Skills Camp. These activities foster the qualities of: Leadership, initiative, independence, self-confidence, self-esteem, problem solving, decision-making, resilience, teamwork and social skills.

The School is located on roughly 30 acres of land and provides an attractive and stimulating environment for student and community use. There are excellent outdoor sporting facilities on site including the Rutherglen Community Centre. Members of the community can also enjoy a meal in “The Vine” which is the School’s own restaurant run by VET Hospitality students with help from their dedicated teachers. The facilities within the School are also regularly used out of school hours by external agencies in order to run adult classes. The School is close to all other sporting facilities in the town, including the Shire Swimming Pool, and enjoys close co-operation and assistance from all sporting bodies. Students from Rutherglen High School have an outstanding record in Interschool Sports Competitions.

School Council is committed to continually upgrading the buildings and grounds. A particular emphasis is placed on upgrading resources to keep students abreast with changing technology. Teacher Professional Leave teams advocated the development of ‘flexible learning spaces’. Teams of teachers work collaboratively in these spaces and develop teaching programs to be implemented by using innovative and engaging teaching and learning practices. More recently, there has been research undertaken on increasing student independence and engagement. The
School was involved in the Federal Government’s Trade Training Centre Program which included a new state of the art Woodwork and Metalwork area, and a new extended Art area.

The School atmosphere is supportive, caring and friendly. There is an effective wellbeing and student management policy in place, supported by Sub School Leaders, Year Level Coordinators, and a Student Wellbeing Coordinator. A Careers Advisor is available to help students make appropriate choices in school and beyond. School Captains, House Captains and the Student Representative Council foster student participation and responsibility. Parental involvement is welcomed and high value is placed on the home/school partnership. The School also encourages and enjoys strong links with the community.
Staff available to assist

Rutherglen High School has dedicated and informed staff who are willing to help parents and students in any way possible. The staff listed below are available to assist in person (preferably with an appointment) or over the phone on (02) 60 329 483

Principal
Philip Rogers

Assistant Principal
Jennie Ward

Junior School Leader
Lauren Craig

Year 7 Coordinators
Gayle Mundy
Jonas Anderberg

Wellbeing Coordinator
Julie Whitehead

Adolescent Health Nurse
Linda Elkington
Others who can help

**Business Manager**
Vicki D’Amelio

**Office Manager**
Maureen Thompson

**Patsy Skate**
Administration Assistant

**Julie Jones**
Accounts Assistant

**Lou Webb**
Publicity Officer
Location of Rutherglen High School
Rutherglen High School Grounds
Rutherglen High School Buildings

Top half of main corridor

Bottom half of main corridor
Sport and Physical Education
RUTHERGLEN HIGH SCHOOL
CODE OF COOPERATION

12

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Is it fair?

Is it safe?

Is it the right choice?

Does it make the school a better place?

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### Rules that flow from the Code of Cooperation

<table>
<thead>
<tr>
<th>RELATIONSHIPS</th>
<th>School Community members will get to know each other. Interaction and communication will be based on respect and trust.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESPECT</td>
<td>School Community members will respect each other’s differences. They will respect themselves, each other and property.</td>
</tr>
<tr>
<td>COOPERATION</td>
<td>School Community members will show consideration for the feelings of others. They will strive to become effective team members.</td>
</tr>
<tr>
<td>RESPONSIBILITY</td>
<td>School Community members will be honest, reliable and work productively together to achieve successful outcomes. They will accept responsibility for their own actions and the consequences that follow.</td>
</tr>
<tr>
<td>SAFETY</td>
<td>School Community members will create a safe and supportive environment. Bullying or violence will not be tolerated.</td>
</tr>
<tr>
<td>POSITIVE ATTITUDE</td>
<td>School Community members will challenge themselves and encourage others to participate in activities. They will have pride in themselves and their school.</td>
</tr>
<tr>
<td>COMMITMENT</td>
<td>School Community members will show persistence and determination in working towards a goal. Students will complete and submit all work as required.</td>
</tr>
<tr>
<td>ORGANISATION</td>
<td>School Community members will be prepared and organised. Students will use their diaries, take the correct equipment to every class or activity and will be punctual.</td>
</tr>
<tr>
<td>ACHIEVEMENT</td>
<td>School Community members will set challenging and achievable goals. Students will have high standards and will be persistent in their learning.</td>
</tr>
</tbody>
</table>
Daily Organisation

HOURS

- 8.50 am - 3.20 pm - Monday Friday.
- Students should aim to arrive at school between 8.40 am and 8.50 am.
- **NOTE:** Students should not arrive at school before 8.35 am.

BELL TIMES

<table>
<thead>
<tr>
<th>BELL</th>
<th>TUESDAY</th>
<th>MON/WED/THU/FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>WARNING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students collect books for P1 and P2</td>
<td>8.50AM</td>
<td>8.50AM</td>
</tr>
<tr>
<td>FORM ASSEMBLY</td>
<td>8.55</td>
<td>No Form Assembly</td>
</tr>
<tr>
<td>PERIOD 1</td>
<td>9.13</td>
<td>8.55</td>
</tr>
<tr>
<td>PERIOD 2</td>
<td>10.00</td>
<td>9.45</td>
</tr>
<tr>
<td>RECESS</td>
<td>10.47</td>
<td>10.35</td>
</tr>
<tr>
<td>WARNING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students collect books for P3 and P4</td>
<td>11.07</td>
<td>10.55</td>
</tr>
<tr>
<td>PERIOD 3</td>
<td>11.12</td>
<td>11.00</td>
</tr>
<tr>
<td>PERIOD 4</td>
<td>11.59</td>
<td>11.50</td>
</tr>
<tr>
<td>LUNCH</td>
<td>12.46PM</td>
<td>12.40PM</td>
</tr>
<tr>
<td>WARNING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students collect books for P5 and P6</td>
<td>1.41</td>
<td>1.35</td>
</tr>
<tr>
<td>PERIOD 5</td>
<td>1.46</td>
<td>1.40</td>
</tr>
<tr>
<td>PERIOD 6</td>
<td>2.33</td>
<td>2.30</td>
</tr>
<tr>
<td>DISMISS</td>
<td>3.20</td>
<td>3.20</td>
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</table>

**Note:** Bell times for School Assembly days vary depending on when the assembly is held.
PERIOD CHANGE AND USE OF LOCKERS

Change of period is indicated by a bell. Students must leave the corridor by the nearest exit and the corridor area should not be used as a throughway except in wet weather.

- Students in Levels 7 & 8 are to wait with their class outside the building in the area allocated for the room.
- Students in Levels 9 & 10 should wait outside the classroom until their teacher arrives.
- Year 11 & 12 students may enter the classroom to wait quietly for their teacher.
- Lockers are to be used before and after school and at recess and lunch time only.
- Bags must not be taken to class. They must be left in lockers and collected after Period 6.
- Each student will be allocated a locker for which there is a charge of $15.00. A refund of $5.00 will be given to the student when they leave school and return the combination lock.
- Students are expected to keep their lockers tidy, closed and locked. Lockers are hired by students and remain the property of the School and can be searched at any time by the Principal or their delegate.

DAILY BULLETIN

A Daily Bulletin is put up on the Notice boards before school each morning. Students must read the Daily Bulletin each morning. The Bulletin contains items of information concerning special events, assemblies, changes of schedule and duty rosters. Teachers and students may contribute news items.
Transition Program

Our Transition program focuses on building students’ social circles so that they feel confident and supported when they enter Secondary School. The various transition days, activities, information sessions and social events that are built into the program encourage students to form connections with students and teachers beyond their Primary School. It is a great opportunity to meet with other students and their new teachers at Rutherglen High School. A number of Transition Orientation days occur throughout the year for Grade 5 and Grade 6 students from all feeder Primary Schools, however the official state wide Orientation Day is on Tuesday 9th December 2014.

The theme continues at the beginning of Year 7 with an introductory program called ‘Lift Off’. This focuses on consolidating the skills and knowledge students need to feel comfortable in their transition from Primary School to Secondary School and culminates in our annual Orientation Camp. This camp is a valuable educational experience and we strongly encourage all students to participate. We endeavour to keep costs to a minimum and we support parents in any way we can. The camp takes place in the early weeks of Term One and is held over three days. During this time students, teachers and instructors participate in a range of outdoor activities. Some of these include rock climbing, bush walking, orienteering, canoeing, obstacle courses and high ropes activities. The feedback each year is invariably positive and we believe that the experience plays an important role in building the students’ connection with our School.
Year 7 at Rutherglen High School

Rutherglen High School believes that one of the greatest priorities in the early years of secondary schooling is for students to establish themselves comfortably and confidently within the School community. We understand that for students and parents, the transition to Secondary School can be an exciting yet daunting experience. We see it as our responsibility to support students and their families throughout their entire time at Rutherglen High School and to ensure all students are provided with everything they require in order to achieve to the best of their ability. Rutherglen High School commits itself to shaping students who will go on to become lifelong learners; therefore we provide a multicultural curriculum which encourages students to develop academically, personally, socially and physically.

Throughout the years, teachers have been awarded professional leave to focus on a range of different teaching aspects. A particular focus has been on team teaching, new and innovative curriculum, and student engagement. Rutherglen High School recognises that students today are very different to students from earlier generations. They learn, think and communicate in ways that are far more complex than students who have gone before them. With this knowledge, teachers and School must reflect upon their own skills and knowledge. The ongoing professional learning is an inherent part of our teaching, particularly in Year 7. Ongoing research is a feature of our teaching practice, helping us to continue to cater for the needs of all students.

The Year 7 program has been designed to complement the already successful Year 9 program by supporting students to develop essential skills such as communication, reflection, cooperation and resilience. The program allows students the opportunity to determine the direction of their learning and to take responsibility for their own learning. The approach involves the integration of traditional key learning areas (such as English and Humanities) to form larger areas of study that encourage students to see the link within their own learning. Students are taught in a variety of methods, ranging from individual study, to small group collaboration. Most of the learning takes place in a flexible learning space that offers the teachers and students more variety in the way the curriculum is delivered and explored.

Literacy and Numeracy development are two key focus areas within Rutherglen High School and this is reflected in the provision of additional class support for all students in Year 7. In future, there will be a continued awareness of the need to differentiate in the classroom to ensure that all students are being catered for, including the gifted and talented students. Other than the traditional core subjects, all Year 7 students also study French. Students who continue to study this subject are provided with a wonderful opportunity to participate in a French speaking tour in France. Further to this, we also offer a diverse instrumental music program where students can engage in one on one music lessons involving the instrument of their choice. Rutherglen High School has a well-supported and resourced sports program that provides students with the opportunity to compete at local, interschool and state level.

We pride ourselves on the range of opportunities we provide for our students to involve themselves in the local community and beyond. We are constantly seeking and developing new ways to expand our already impressive list of extra-curricular activities. Throughout their time at Rutherglen High School, students are provided with various leadership opportunities. These include Student Representative Council (SRC), Junior House Captaincy, Sports Captaincy, and Student Council Presidency. We value input from students and believe in the importance of students building their skills to make decisions and communicate effectively. We support our students in other leadership opportunities through involvement in debating, public speaking and extended leadership opportunities such as the Alpine School, Mittagundi and the REACH camp.
It is imperative that Year 7 students feel welcome, safe, confident and comfortable at Rutherglen High School and that they understand the level of support that is available to them as well as appreciate the experiences that they will have throughout the rest of their schooling. Rutherglen High School prides itself on providing every student with the best opportunities possible in relation to their individual learning, leadership opportunities, extra-curricular activities and career pathways.
Policies and Administration

We believe that free and effective communication between school and parents is vital to the interest of all members of the Rutherglen High School community. For this reason, we aim to provide parents and students with clear and consistent information in relation to all facets of the School’s curriculum and administration. Should the information below not clarify any queries or concerns you might have, please feel free to contact the School at any time for any further assistance on (02) 60 329 483.

School Uniform

Rutherglen High School believes that the uniform provides a neat, economical and functional dress code for students. Students are to be dressed in full school uniform at all times unless given special permission for certain activities. The School provides a second hand uniform service that can be accessed through communication with the Year Level Coordinator or the Wellbeing Coordinator. We would like to take this opportunity to remind all parents that the School has undertaken a review of the previous footwear policy and as a result the rules state that all shoes must be fully enclosed, black, and have supportive soles. Therefore, sandals, flats, and slipper style shoes are NOT appropriate.

Boys Uniform...

Summer
Polo Top – White with School logo

Winter
Jumper – Bottle Green

Shorts - Grey

Pants - Grey
Girls Uniform...

**Summer**
- Polo Top – White with School logo
- Shorts – Bottle Green
- Dress – Green

**Winter**
- Jumper – Bottle Green
- Pants – Bottle Green
- Skirt with leggings/tights
Footwear and Sport/PE Uniform...

Boys and girls Sport/PE Uniform
Green polo shirt with school emblem

Appropriate Footwear
Boy’s footwear – Enclosed toe with laces.
Black leather

Shorts – Black above the knee (no logos or insignias)

Girl’s footwear – T-Bar style, buckle up or lace up shoe. Black leather

Optional Spray Jacket

Sport/PE footwear – Enclosed toe, with laces. Must be appropriate athletic shoe

Uniform Suppliers

Brunella Schoolwear:
160 Sanger Street
Corowa. NSW
(02) 60 330 233

Brunella Schoolwear:
215 South Street
Wodonga, VIC
(02) 60 244 301
Bullying and Harassment Policy

Rutherglen High School is committed to providing an environment free from bullying and harassment. Although bullying is not a major issue at Rutherglen High School, we are aware that it is a common occurrence in society today. Every individual has the right to attend school feeling safe and comfortable. As Rutherglen High School thoroughly promotes respect for the individual, bullying and harassment is not tolerated under any circumstances.

Definition of bullying: When someone, or a group of people, continually upset or create a risk to another person’s health and safety – either psychologically or physically – or their property, reputation or social acceptance.

Cyber-bullying: Bullying that is carried out through technology such as email, chat room, discussion group or instant messaging. Cyber-bullying is a criminal offence. If somebody uses technology in an inappropriate fashion then they may be committing a crime. Such behaviour can be traced through the device, even if a false name is used.

Wellbeing

The School is divided into two sub-schools – a Junior School (Years 7, 8 and 9) and a Senior School (Years 10, 11 and 12). Each of these sub-schools has a Leading Teacher allocated to it and each year level also has one or two coordinators. The appropriate Leading Teachers and Year Level Coordinators are specifically responsible for the wellbeing of students. The School also has a Wellbeing Coordinator who has an overall responsibility for the support of students and their families and the School has access to a number of outside agencies to further assist. These may include counsellors, psychologists, and Community Health agencies.

Restorative Practices

Restorative Practice is a behaviour management approach which focuses on repairing the harm done when people come into conflict. This is an alternative to dealing out punishment for rules that may be broken. This practice creates a safe school environment where students, staff and parents can work together to deal with any issues that arise in a fair manner that respects the needs of all parties. Rutherglen High School implements this practice at a classroom level and beyond in order to uphold the School values and to adhere to the Code of Cooperation.

Parent Communication

Effective communication between school and parents is vital to the interest of your son or daughter but, at the same time, can be very difficult to develop. You should feel free to contact the School at any time. An information Newsletter is published every second Friday. This is emailed to families who have provided the School with an email address. The Newsletter can also be accessed via our website, and a hard copy is available at the General Office. Please read it and discuss its contents with your son or daughter. A copy of the first Newsletter each term is posted home with the student’s timetable and a term calendar. In addition to this, Year 7 coordinators also distribute regular emails to all parents to provide updates about general events, homework tasks and upcoming important dates. The use of email allows parents to have an easy and effective method of communication with coordinators. It can be used to provide feedback, address queries and voice concerns.

Mail: Phone: email:
PO Box 84 (02) 60 329 483 rutherglen.hs.edumail.vic.gov.au
Sheridan’s Bridge Road
Rutherglen. VIC. 3685
**Student Diary**

The student diary is an essential learning tool that allows students to organise their time and commitments whilst also providing a great deal of valuable information, learning goals and learning tools. Year 7 students are provided with a diary at the beginning of the year. They are expected to always use it and maintain it in a responsible manner. Parents are encouraged to regularly check the student diary and monitor homework.

**Reports and Interviews**

Full reports are issued in June and December for Semester 1 and Semester 2. Special Interim Reports are issued at the conclusion of Term 1 and Term 3. All students receive a Term 1 Interim Report. Two formal parent/teacher/student interviews are organised: The first at the end of Term 1 and the second during Term 3. All parents and students are encouraged to attend these interviews.

**Booklists and fees**

Booklists will be distributed to all students in late October or early November. These need to be returned to the School by the specified date. Temple Books in Rutherglen is the School’s chosen distributor and payment is made directly to them on receipt of your book pack. Parents are not compelled to use this system, however if purchasing second hand items or items from another distributor, please ensure that texts comply with the correct edition on the list.

**School Canteen**

Rutherglen High School has its own canteen that provides students with affordable, healthy, appetising meal options. The canteen is open at recess and lunch time and lunch orders can be made by all students. A canteen roster is published in all school newsletters. Parents are invited to volunteer for canteen duty by contacting the General Office. Please feel free to volunteer for this duty as help is often required and much appreciated.
Wellbeing Team

Rutherglen High School’s Wellbeing Team incorporates the position of the Adolescent Health Nurse as well as Year Level Coordinators, the Wellbeing Coordinator and Sub-School Leaders. Our Wellbeing Team works hard to support students in their transition years and beyond. The Nurse promotes student wellbeing with preventative programs and initiatives. In Year 7 and 8 the Adolescent Health Nurse runs a series of one term programs called ‘Girls Group’ and ‘Boys Group’. These programs aim to discuss various health and development related issues as well as providing opportunities to work on team and social skills. They also aim to support the students’ transition to Rutherglen High School and promote wellbeing and resilience as well as prevent bullying. The program focuses on different topics each week. Some of these include:

- Self-esteem, anti-bullying and resilience
- Body image
- Respectful relationships and personal development
- Healthy lifestyle choices (eating, physical activity and mental health)

Boys Group and Girls Group are conducted in a small group environment. The sessions are a unique opportunity for Year 7’s to discuss issues in a single sex environment and with a member of the Wellbeing Team. Students generally attend one session per week over a five week period. The Adolescent Health Nurse may also attend local Primary Schools to support teaching staff with the delivery of the program “Puberty and Personal Development” for Grade 5 and Grade 6 students. This assists with the transition into Secondary School and begins the relationship with the Wellbeing Team from Rutherglen High School.
What’s GREAT about Rutherglen High School

**Year 7 and 8 curriculum** – Integration and innovation in core subjects. A ‘Taste’ of all eight electives in order to make informed choices later on in school.

**Year 9 program** – Choice of electives as well as a large community based curriculum. This program provides students with an effective transition from Junior School to Senior School.

**Year 10 options** – Choice of electives as well as the choice between traditional subjects and ‘Applied Learning’. Also the opportunity to engage in Work Experience.

**Year 11 and 12 options** – VCE scored, VCE non-scored, VCAL and VET. Regardless of student’s pathway, the School has many options to cater for all.

**A broad range of VCE subjects** – Students pathways are a high priority at Rutherglen High School, therefore we offer a large range of VCE subjects in order to attempt to cater for all.

**Industrial kitchen facilities** – New and modern cooking facilities for Junior Food Technology students and Senior VET Hospitality students.

**‘The Vine’ restaurant** – VET Hospitality students putting their skills to practice with regular restaurant nights open to the public.

**New Art/Technology area** – Fitted with brand new, high quality woodwork benches, industrial machinery and Apple Mac Computers. An innovative space for Junior students as well as VET Engineering students.

**Technology** – Year 10, 11 and 12 students have access to their own netbooks. A number of laptop trolleys are situated around the school for Junior students to use when needed. There are also two Computer Labs.

**Library** – Not only a place for reading and borrowing books but also a place to use computers in order to finish off class work or homework.

**Science** – The School’s Science Labs have recently been refurbished in order to create a more modern and up-to-date science classroom for students.

**Community Centre** – Indoor sports and gym facility, used for Sport and Health and Physical Education classes as well as by students at lunch time. The community also use this facility for local sporting competitions.

**The Farm** – Engaging students in industry specific learning and hands on skills. The School boasts a successful Year 9 ‘Farm’ elective as well as VCE Agriculture and Horticulture.

**The Music Centre** – Junior music classes as well as individual or small group instrumental music lessons. Complete with a vast range of impressive musical instruments, this is a great area to rehearse for the School Production and/or Variety Night.

**VCE Centre** – Year 12 students have access to their own VCE Centre where they undertake supervised study periods. The Senior School Leader is also situated in the VCE Centre for any assistance that may be needed.
What else is GREAT about Rutherglen High School?

- The School is situated on 30 acres of land
- We have competent, caring and capable office staff
- We have dedicated and supportive teaching staff
- We offer various extra-curricular activities each year
- The School has a fantastic Sport and PE Program
- Our class sizes are smaller than many other schools
- Year 7 students have a designated area for recess and lunch time
- The Library is open every lunch time for students to use computers
- An impressive Rutherglen High Careers page helping students make decisions about their future
- Rutherglen High School is a safe and happy place for all