



# **PARENT + STUDENT** **HANDBOOK** 2024



**ECG**

Secondary  
College

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## 2. Welcome to ECG Secondary College

ECG Secondary College is a senior secondary college with campuses in Warragul, Pakenham, Dandenong, and Leongatha. Established as an alternative to mainstream schooling, we offer:

- Victorian Pathways Certificate (VPC).
- VCE Vocational Major (VM).
- Years 9 and 10 (subject to VRQA approval) – 2024 Warragul and Leongatha Campuses only.

Our teaching and learning model has a strong focus on student wellbeing and wholistic development.

We share the learning journey with our students, with mutual respect and teamwork, by celebrating successes and facing challenges together.

We work together with each student to develop personal, social, academic and life skills.

We design each student's learning plan to meet their individual needs.



## 3. Campus Locations

ECG Secondary College has 4 campus locations and can be contacted via:

Email: [schooladmin@ccg.asn.au](mailto:schooladmin@ccg.asn.au)

Phone: 03 5622 6000.

### Warragul Campus

71 Korumburra – Warragul Road, Warragul 3820

**Lead Teacher – Campus:** John Barrow

### Pakenham Campus

126 Princes Highway, Pakenham 3810

**Lead Teacher – Campus:** Eamon Hatley-Smith

### Leongatha Campus

Howard St, Leongatha 3953

**Lead Teacher – Campus:** Bridget Cornish

### Dandenong Campus

290 Thomas St, Dandenong 3175

**Lead Teacher – Campus:** Leigh Gartlan

## 4. The Curriculum

### Year 9 and 10 Curriculum (Subject to VRQA approval)

The ECG Secondary College Year 9 and 10 curriculum is informed by Victorian Curriculum and Assessment Authority (VCAA) and the specific needs of the students who have been (or are at risk of) disengaging from mainstream schools for a range of reasons such as mental health, trauma responses, and social and emotional concerns.

ECG develops students using the \*ASK model, with a view to preparing students for their next stage of education including the Victorian Pathways Certificate (VPC), Vocational Major (VM), a Registered Training Organisation (RTO) or directly to employment.

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## The Victorian Pathways Certificate (VPC)

The Victorian Pathways Certificate (VPC) is an inclusive Year 11 and 12 certificate that:

- Meets the needs of students who are not able or ready to complete the VCE (including the VCE Vocational Major).
- Provides an enriched curriculum and excellent support for students to develop the skills, capabilities, and qualities for success in personal and civic life.

VPC is not a senior secondary qualification but can be a pathway to the VCE. The VPC is an accredited foundation secondary qualification and aligns to Level 1 in the Australian Qualifications Framework.

The VPC is suitable for students:

- Whose previous schooling experience may have been disrupted.
- With additional needs.
- Who have missed significant periods of learning.
- Who are at risk of disengaging from their education.

The VPC is designed to develop and extend pathways for young people, while providing flexibility.

VPC students gain the skills, knowledge, values, and capabilities to make informed choices about pathways into further education, entry level Vocational Education and Training (VET) courses or employment.

The curriculum:

- Accommodates student aspirations and future employment goals.
- Connect students to industry experiences and active participation in the community.
- Provides necessary foundation skills to support a post-school transition.

Find out more about the VPC in the [VPC Administrative Handbook 2023](#)

## The VCE Vocational Major (VM)

The VCE Vocational Major (VM) is a vocational and applied learning program within the VCE designed to be completed over a minimum of two years.

The VCE VM gives students greater choice and flexibility to pursue their strengths and interests and develop the skills and capabilities needed to succeed in further education, work, and life. It prepares students to move into apprenticeships, traineeships, further education and training, university (via non-ATAR pathways) or directly into the workforce.

The purpose of the VCE VM is to provide students with the best opportunity to achieve their personal goals and aspirations in a rapidly changing world by:

- Equipping them with the skills, knowledge, values, and capabilities to be active and informed citizens, lifelong learners, and confident and creative individuals.
- Empowering them to make informed decisions about the next stages of their lives through real life workplace experiences.

Find out more about the VCE VM in the [VCE and VCAL Administrative Handbook 2023](#)

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## 5. Our Vision

Positively changing lives and enhancing social inclusion through the transformative power of education.

## 6. Our Mission

To provide quality, inclusive, and innovative learning opportunities to realise individual potential and benefit community.

## 7. Our Values

Our values – are reflected in our commitment to:

- Integrity.
- Collaboration.
- Safety.
- Quality.
- Inclusion.

## 8. Our Democratic Principles

We support and promote the principles and practice of Australian democracy, including a commitment to:

- Elected government.
- The Rule of Law.
- Equal rights for all before the law.
- Freedom of religion.
- Freedom of speech and association.
- The values of openness and tolerance.

## 9. Student Safety

We are committed to the Child Safe Standards for all ECG Secondary College students. Students have the right to be safe and free from abuse, including while at ECG Secondary College.

- We want students to be safe, happy, and empowered. We support and respect all students, as well as our staff and volunteers.
- We are committed to the safety, participation, and empowerment of all students.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- Our school is committed to preventing child abuse and identifying risks early and removing and reducing these risks.
- Our school has robust human resources and recruitment practices for all staff and volunteers.
- Our school is committed to regularly training and educating our staff and volunteers on child abuse risks.
- We support and respect all students, as well as our staff and volunteers.
- We are committed to the cultural safety of Indigenous Australian children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability and children who are vulnerable.

ECG Secondary College has specific policies, procedures, and training to support our leadership team, staff, and volunteers to achieve these commitments.

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Child abuse includes:

- Sexual or grooming offences.
- Physical violence.
- Serious emotional or psychological harm.
- Serious neglect.

If you are worried about child abuse for you or someone you know, there are people you can talk to. It's a good idea to talk to an adult you trust about any concerns you have. That might be a parent or relative, a teacher, or someone who works at your campus. ECG Secondary College also has Child Safety Officers and Wellbeing staff that you can talk to anytime you are at the campus.

## 10. Enrolment

1. Students must have an interview with the Principal, Lead Teacher – Campus or delegate before enrolling.
2. All students complete a Language, Literacy and Numeracy (LLN) assessment to assist the student to be placed in an appropriate class.
3. All new students must complete an online enrolment application form before an offer of placement will be given.
4. Fees must be paid to attend the college, either in advance or via an approved payment plan. Returning students are required to pay all outstanding fees prior to their re-enrolment (refer Section 28 Tuition Fees for further details).
5. Enrolment requires:
  - Proof of identity/citizenship and age. Accepted forms of ID are:
    - Driver's License/Photo ID.
    - Birth Certificate.
    - Passport.
  - Forms to be completed. Enrolments of students under 18 require a parent/guardian/carers signature.
6. Students are to ensure that they exit their previous school prior to commencing at ECG.
7. Prior completed credits/units may be carried across and applied to their VPC/VCE-VM.
8. Students who require a medical plan e.g., anaphylaxis or diabetes, are unable to start until the required plan/s have been provided.
9. Please inform us immediately of any changes to personal details, medical details, or enrolment information.

### Unique Student Identifier Number (USI)

All enrolling students for accredited courses must provide a USI to ECG Secondary College at the time of enrolment. Students can create a USI at: <https://www.usi.gov.au/students/get-a-usi>. A USI is required for the student's VDSS component of their certificate.

If an individual feels that ECG Secondary College may have breached one of the Australian Privacy Principles (APP's) please contact the School Principal in writing or by phone.

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## 11. School Terms and Public Holidays

We use a similar calendar to the public school system and share the same term dates. We are closed on all Victorian Public Holidays.

We will give at least a week's notice of student free days, via the COMPASS Parent Portal.

Below timetables are subject to change upon VRQA approval for the years 9 and 10 program.

Session Times:	Dandenong Campus	
9.20 am - 9.30 am	(10 min)	Morning Briefing
9.30 am - 11.00 am	(90 min)	Session 1
11.00am - 11.30 am	(30 min)	Break
11.30 am - 1.00 pm	(90 min)	Session 2
1.00 pm - 1.30 pm	(30 min)	Lunch
1.30 pm - 3.00 pm	(90 min)	Session 3

Session Times:	Warragul Campus	
9.20 am - 9.30 am	(10 min)	Morning Briefing
9.30 am - 11.00 am	(90 min)	Session 1
11.00am - 11.30 am	(30 min)	Break
11.30 am - 1.00 pm	(90 min)	Session 2
1.00 pm - 1.40 pm	(40 min)	Lunch
1.40 pm - 3.00 pm	(80 min)	Session 3

Session Times:	Pakenham Campus	
9.15 am - 9.30 am	(15 min)	Morning Briefing
9.30 am - 10.30 am	(60 min)	Session 1
10.30am - 11.00 am	(30 min)	Break
11.00 am – 12.10 pm	(70 min)	Session 2
12.10 pm - 1.00 pm	(50 min)	Lunch
1.00 pm – 1.50 pm	(50 min)	Session 3
1.50pm – 3:00 pm	(70 min)	Session 4

Session Times:	Leongatha Campus	
9.20 am - 9.30 am	(10 min)	Morning Briefing
9.30 am - 11.00 am	(90 min)	Session 1
11.00am - 11.30 am	(30 min)	Break
11.30 am - 1.00 pm	(90 min)	Session 2
1.00 pm – 2.00 pm	(60 min)	Lunch
2.00 pm - 3.00 pm	(60 min)	Session 3

## 12. ECG Secondary College Hours and Student Supervision

- Students are supervised:
  - From 15 minutes prior to first class.
  - 15 minutes after the end of last class.
  - During breaks.
- Students must remain within the campus boundaries. A map for each campus is included at the back of this Handbook.

Students are free to move around the campus during their breaks but are reminded to follow safety warnings and requirements specific to each area.

### Leaving the Campus

All students must remain on campus during student school hours, including break times.

- Students are not supervised outside campus boundaries.
- Students with written permission, during breaks, must sign out each instance prior to leaving the campus and again on their return.
- Students departing early must have consent prior to signing out.
- Students must not travel in the cars of other students during school hours (this does not include travel to and from campus).

### Attendance

We have clear attendance requirements detailed in our [Attendance Policy and Procedures](#), available on our website or at reception.

- Student attendance is monitored. If a student under 17 years has five days of consecutive unexplained non-attendance, Department of Education is notified.
- Attendance is recorded three times per day, for morning, mid-morning, and afternoon classes.
- All student absences require an explanation and/or a medical certificate. Confirmation from a parent/guardian/carer is required unless enrolment is in the student's name.
- Automatic notification is sent via SMS to a parent/guardian/carer of students who are not in attendance for the first session and are marked as unexplained absences on our Student Management System "COMPASS".
- Poor attendance can harm the success of a student's study program. It's important for students to attend regularly to complete coursework and assessment tasks.
- Absent students are responsible for finding out what work was covered in missed classes and organise to complete any work that may have been set during that time.
- ECG has a Student Support and Engagement Co-Ordinator, to assist students and families when students may be disengaged or at risk of disengaging from school.

### Student Absences

Parents/guardians/carers must notify us of student absences via Compass Parent Portal or phone the school on 5622 6000 (extension 6 for absence line).

- We will notify a parent/guardian/carer via SMS if the student is absent in first session.
- If there is no reply the absence is classified as 'unexplained'.

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## Lateness

1. Lateness impacts each student's ability to participate in daily learning and assessment within their class.
2. Lateness has a negative effect on the whole class, as students often have to wait while instructions are repeated.
3. Parents/guardians/carers need to advise us if a student is going to be late via Compass Parent Portal or call the school on 5622 6000 (extension 6 for absence line)
  - If a student has self-enrolled over the age of 18, it is the student's responsibility to notify the school.

## Centrelink

Centrelink requests attendance data for students receiving payments from them. Attendance data may impact on Centrelink payments.

## Youth Support Organisation Involvement

1. Students may receive fee help from an employment or youth service. The service may request attendance and progress updates.
2. We can offer support referrals in some situations, like Headspace etc. These services are not paid for by our school. We have wellbeing staff, a counsellor and a Student Support and Engagement Coordinator employed by the school who are available for students.
3. Please let us know when you enrol if you are involved with any other support agencies. For example, DFFH, youth justice/parole officer, community organisations, youth support services, community health etc. Meetings with students during school hours needs to be formally arranged through our wellbeing team, a private meeting place on campus can be booked in advance.
4. If you have medical professionals that may need to be kept up to date with progress it would also be useful to know this in advance so we can record anything specific to the situation. A third-party contact form will need to be completed before we can talk directly to them on your behalf.
5. Students need to inform the teachers of any student appointments at the commencement of each day.
6. Externally available services:

Abuse/Sexual Assault – GCASA Central	1800 806 292
Baw Baw Food Relief	03 5622 3891
Beyond Blue	1300 22 4636
Commonwealth Carer Respite and Carelink Services	1800 059 059
Direct Line (Drug & Alcohol Service)	1800 888 236
Head to Help	1800 595 212
Headspace (Warragul and Morwell)	03 5136 8300 (Morwell)
Kids Help Line - Crisis	1800 55 1800
Lifeline	13 11 14
Latrobe Valley Community Mental Health Services	1300 363 322
Melbourne Youth Support Line	03 9614 3688
Mind Australia	1300 286 463
Orange Door (Morwell)	1800 319 354
Q Life	1800 184 527
Safe Steps (family violence)	1800 015 188 or webchat available
Sexual Assault Crisis Line	1800 806 292
Victims of Crime Helpline	1800 819 817 or text 0427 767 891
Youthlaw	03 9113 9500

## 13. Occupational Safety and Health

We are committed to:

- Implementing, maintaining, and continuously improving safety across all campuses.
- Our responsibility to provide and maintain a safe environment for staff, students, and visitors.

Refer to the [OHS Policy](#) and Procedure located on the website.

### Accidents or Incidents

It is everyone's responsibility to report any accidents or incidents or a safety risk or hazard that may lead to injury.

### Medical Conditions

1. Doctor diagnosed medical conditions must be recorded on the enrolment form.
2. Management plans from a doctor also need to be on file for Anaphylaxis, Asthma, Diabetes, Epilepsy, and life-threatening allergies/conditions. Enrolment is not finalised until the relevant medical management plan/s is on file and the student and a parent/guardian/carer has met with the CEO/Principal or delegate.

Refer to the [Anaphylaxis and Asthma Policies](#) and Procedures located on the website.

3. Students who visit mental health professionals can have a confidential discussion arranged with the Lead Teacher at enrolment to discuss their needs. This information helps us provide the best learning options for you.
4. We must be notified of any prescription medicines and any changes that may impact on your learning and wellbeing in class. It is important that all students are alert and not drowsy or create a danger to themselves or others.
5. If medications need to be administered on campus:
  - a. The [Medical Management Policy](#) must be followed (refer website).
  - b. The student is responsible for ensuring the medication is administered.
  - c. Staff will not administer medication except in the event of a life-threatening emergency.
6. If a student is unable to participate in activities due to a specific condition, please inform the Principal or Lead Teacher – Campus.

### Emergencies

We have an Emergency Management Plan that covers a range of emergencies, including lockdowns, evacuations, move to the safe room and code red fire days. Code Red days in our region may mean the campus is closed or transport is unavailable due to extreme Fire Danger. Refer to the [Code Red Fire Days Policy](#) on our website.

We have regular Emergency Response Drills at each campus throughout the year. The Code Mauve – Lockdown, Code Yellow – Move to Safe Room and Code Orange – Evacuate signs along with the facility evacuation maps are located around each campus.

If you have an emergency at home outside college hours leave a message with the College Reception on 5622 6000.

### Critical Incident Management Plan

We have a Critical Incident Management Plan to guide how we manage unforeseen critical or traumatic incidents and situations.

### Pandemic Response Procedures

We have Human Influenza Pandemic Response Procedures to guide our response to pandemic situations.

We follow the Department of Education directions for managing pandemic situations in schools.

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We have [Covid Safe Management Plans](#) for each campus situation on our website and are updated as directed by the Department of Education.

## First Aid

All campuses are equipped with first aid kits and have trained First Aid Officers. If a designated First Aid Officer is not available at the campus, each site has a listing of the nearest medical centre and or hospital. Each campus also has a First Aid/Sick Bay room for use. Students can use the room until arrangements are made for student pick up.

## 14. Excursions and Camps

Students may be invited to attend excursions/incursions and camps, provided they are:

- Valuable to course work.
- Include activities that may cover the curriculum.
- Provide experiences that may enhance opportunities for students.

Parents/guardians/carers must approve excursion attendance via the COMPASS Parent Portal.

Refer to the [Offsite Activities Excursion Policy](#) and Procedures located on the website.

## 15. Uniform

We have no formal uniform.

We encourage all students to dress in a neat and tidy fashion as they would in a workplace.

To ensure students are protected and SunSmart during all school activities, we require that bare skin around the shoulders, chest, stomachs, and bottoms are all covered. We encourage hats during Term 1 and 4 and use of sunscreen.

Footwear in the form of flat, comfortable shoes such as sneakers is required. High heels, UGG boots or thongs are not safe, and therefore are not permitted. Safety boots may be needed for some activities.

We appreciate our student's right to wear the clothing that they feel comfortable in, however student safety and the comfort of all staff and students is our priority.

## 16. Equipment

We provide access to learning technology, stationery, course materials etc. There are currently no textbooks required. Students may have extra requirements for VDSS or work placement such as safety boots, work uniforms etc.

## 17. Internet Use

We provide students with access to laptops. All students must read and sign the Internet and Digital Media Acceptable Use Agreement Form in the enrolment application prior to accessing our technology. The form outlines all the requirements and conditions relating to digital media and technology use.

## 18. Mobile Phones

Mobile Phones are handed in upon arrival in the morning. This is to encourage face to face socialising and to support students to build independence, resilience, and problem-solving skills. If urgent contact needs to be made with a student during this time, please contact school administration on 5622 6000. For further details on mobile phone use please see the Student Mobile Phone policy, Student Mobile Phone procedure and the [Student Code of Conduct](#).

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## 19. Food and Drink

1. Students at each campus have access to basic kitchen facilities.
2. Students are required to clean any kitchen equipment used and tidy up after use.
3. Students are encouraged to consider healthy eating options.

## 20. Classwork and Assessment

All work is completed at school.

Applied learning allows the learner to demonstrate they are competent in a task. Where possible we combine several outcomes into a task so that students can achieve a greater learning experience, but separate assessment tasks are required. For competency to be given there needs to be an independent process and result completed by the student without assistance or prompting.

### Special Provision

Individual students may need special provisions in their learning program to achieve the learning outcomes, and in assessment to demonstrate their learning and achievement.

Specific eligibility criteria apply to the granting of Special Provision and ECG Secondary College is primarily responsible for determining eligibility and the nature of the provisions granted.

Students may be eligible for Special Provision if they are affected by:

- An acute or chronic illness.
- A long-term impairment or disability.
- Personal circumstances.
- Other circumstances as permitted by VCAA.

ECG Secondary College adheres to the guidelines outlined in the VCAA, VCE and VCAL Administrative Handbook as well as VASS, the Victorian Assessment Software System for recording results.

## 21. VET Delivered to Secondary Students (VDSS)

As part of enrolment, students are required to choose a Vocational Education and Training (VET) course in an area of interest. Enrolment into a VDSS course is discussed at enrolment. Students are required to have a USI to register into any VDSS course. Refer to section 10 Enrolment.

## 22. Discrimination, Harassment and Bullying including Cyber Bullying

1. We do not tolerate discrimination, bullying, cyber bullying, or harassment of any kind from students, parents/guardians/carers, or staff members.
2. All students and employees should enjoy an environment free from all forms of discrimination.

### Sexual Harassment

1. Sexual harassment is a general term covering unwelcome sexual behaviour. This could include a demand for sexual activity (subtle or explicit) or offer of sexual favours, unwanted and deliberate physical contact, unwelcome sexual jokes, innuendos, or comments of a sexual nature. It could also be the display of offensive pictures or publications, or the use of offensive language.
2. If at any time a student is subjected to sexual harassment, they should contact their teacher, youth worker, Lead Teacher – Campus or Principal.
3. All requests for assistance with sexual harassment are handled in the strictest confidence.

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## Bullying, Aggressive and Discriminating Behaviour

1. Bullying behaviour, including cyber bullying is never tolerated.
2. There is no place for bullying at our campuses. Safe and respectful work environments are a priority.
3. Bullying behaviour is:
  - Persistent unwelcome and unreasonable behaviour.
  - Demeans and humiliates people, either as individuals or as a group.
  - Can involve the misuse of relative/or assumed power, for example by students who have been here longer than others.
4. If a student is concerned about bullying, it is important to tell someone. It may be sufficient to make it clear to the individual/s that the behaviour is not welcome, that it offends and interferes with the student's ability to work.
5. If a student witnesses bullying behaviour, the student must either:
  - Approach those displaying bullying behaviour and tell them that they disapprove of the behaviour and request that it stops.
  - Report the behaviour to a teacher, wellbeing staff, Lead Teacher – Campus or the Principal.
  - If the behaviour persists, report it to a teacher, wellbeing staff, Lead Teacher – Campus or the Principal.

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# BEHAVIOUR SUPPORT AND MANAGEMENT GUIDELINES

<b>MINOR BREACH</b>	E.g: not following a reasonable instruction from staff.	<b>1ST BREACH:</b> Teacher will implement individual classroom management to manage the behaviour. This includes talking with student about behaviour and consequences.
		<b>2ND BREACH:</b> Same or similar behaviour is managed in classroom by their teacher. This includes talking with student and parent/carer/guardian about behaviour and consequences.
		<b>3RD BREACH:</b> Same or similar behaviour is treated as a major breach.
<b>MAJOR BREACH</b>	E.g: bullying, wilful neglect or damage to college property or other students.	<b>1ST BREACH:</b> <ul style="list-style-type: none"> <li>• Student is given an formal warning.</li> <li>• Parents/guardian/carer is notified of breach by phone and/or in writing, to advise of the breach and planned behaviour management strategies. Strategies may include suspension and development of a behaviour contract.</li> </ul>
		<b>2ND BREACH:</b> <ul style="list-style-type: none"> <li>• Student is given a second formal warning.</li> <li>• A meeting with parent/guardian/carer to discuss student behaviour management strategies. Strategies may include suspension and student attending behaviour management programs, psychologist appointments or similar.</li> </ul>
		<b>3RD BREACH:</b> <ul style="list-style-type: none"> <li>• Student is given third warning.</li> <li>• Parent/guardian/carer is informed both by phone and in writing.</li> <li>• Student is suspended until alternate arrangements can be found for their education.</li> </ul>
<b>CRITICAL BREACH</b>	E.g: physical assault, possession of illegal drugs or weapons.	<b>1ST BREACH:</b> <ul style="list-style-type: none"> <li>• Police are notified, if behaviour is illegal.</li> <li>• Parents/guardians/carers are informed by phone and in writing.</li> <li>• Student is assisted to attend an alternative program outside ECG Secondary College and CCG.</li> </ul>

**\*Please note these guidelines are currently under review and will be updated early 2024.**

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## 23. Prohibited Actions and Items

### Smoking/Vaping

Smoking and Vaping are not permitted on campus. Refer to the smoking and vaping policy and procedure.

### Alcohol and Drugs

Alcohol and drugs/substances are never allowed on any campus.

1. Criminal offences may be referred to the police.
2. Enrolment may be terminated.
3. Students who appear to have recently consumed alcohol or drugs will be required to be collected and taken home by their parent/guardian/carer. These students cannot be sent home on public transport.
4. This policy will apply to all staff including management, contract and service staff, students, clients, and visitors while on ECG Secondary College premises.

### Firearms or Weapons

1. Firearms or weapons are never allowed on any campus.
2. Bringing a firearm or weapon on campus will lead to disciplinary action and possibly:
  - a. Enrolment termination.
  - b. Notifying police.

## 24. Plagiarism

1. We expect students to act with integrity and honesty.
2. Plagiarism is unacceptable and is not tolerated.
3. Plagiarism is the act of presenting the work of someone else as your own work. For example:
  - a. Copying and/or using information, words, ideas, work directly from published source without acknowledgement. For example: the internet, a book, chapter, article, database, pamphlet, brochure, or any other source.
  - b. Handing in an individual assignment or task that was written in part or whole by someone else.
4. If you are not sure what plagiarism is, ask your teacher.

### Cheating

Cheating while completing an assessment task is plagiarism. This includes:

- Copying from other students.
- Taking unauthorised notes or materials into an assessment.
- Accessing internet files in practical computing and other assessments.
- Using notes handwritten in allowed/authorised texts.
- Using another student's copy of an assessment prior to sitting for it.
- Letting someone else complete the assessment.

## 25. Access and Equity

1. We are committed to providing opportunities to all people for advancement, regardless of their background. We support government policy initiatives and provide access to our training for all those seeking to undertake it.
2. We ensure that our student selection criteria are non-discriminatory and provide fair access to training for those who are disadvantaged. In addition, we liaise with agencies and government departments for assistance in a range of student related services.

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## 26. Complaints and Appeals

1. Students have the right to submit an appeal or complaint in writing, if they feel that they have been unfairly treated in some way. Complaints are welcomed to ensure we identify and overcome problems and provide opportunities to improve our service and/or the delivery of our training programs. The [Complaints and Appeals Policy and Procedure](#) can be viewed on our website or at our reception desks.
2. If a student and/or customer completes the Complaints and Appeal process and wants to have a decision externally appealed, we will provide this opportunity at no cost.

## 27. Privacy Information Summary

ECG Secondary College must collect, use, and disclose personal information from students and parents/guardians/carers as legally required. Refer to the [Information Privacy Policy](#) available on the website for more information.

### Information We Collect

We collect and hold information including but not limited to:

- Contact details, next of kin, date of birth, gender, language background and previous school.
- Parent/guardian/carer education, occupation, and background.
- Medical information.
- Educational background and previous school reports and notes.
- Counselling reports.
- Court orders.
- Demographic information.
- Banking details and billing information.

We collect health information to:

- Support student's health and wellbeing when reasonably practicable.
- Assist in maintaining the student's safety.

This includes information about medical condition/s, disabilities, learning difficulties, required medication/s, any known allergies and contact details of the student's doctor and any supporting agencies.

### How We Collect, Use, and Hold Information

We use personal information collected from students and parents/guardians/carers to:

- Provide appropriate education and support.
- To fulfill our duty of care.
- Perform administrative duties and fulfil legal requirements.

We may disclose personal information, including sensitive information, held about an individual for educational, administrative, and support purposes.

### How We Treat and Maintain Sensitive Information

We define sensitive information as information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information, health information and biometric information about an individual.

Sensitive information is used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless students and parents/guardians/carers agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

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## Management and Security of Personal Information

Our staff are required to respect the confidentiality of student and parent/guardian/carer personal information and the privacy of individuals. We protect information from misuse, interference and loss, unauthorised access, modification, or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

## Access and Correction of Personal Information

Students/parents/guardians/carers may request access to personal information held at the College by contacting the School Principal/Executive Principal in writing.

The Principal can deny a request if they deem the release of the information may:

- Have an unreasonable impact on the privacy of others; or
- Result in a breach of our duty of care to the student.

We may, at our discretion, give a student access to the information we hold about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents/guardians/carers. This would only occur when the maturity of the student and/or the student's personal circumstances warrant it.

## Enquiries and Complaints

For more information about the way we manage personal information, or to complain about a breach of the Australian Privacy Principles please contact the School Principal/Executive Principal in writing or by phone.

We investigate all complaints and notify the complainant of the decision made about their complaint as soon as is practicable.

For more information refer to:

- [Information Privacy Policy](#)
- 131-1 Information Privacy Complaints Procedure available on the [website](#) or in hardcopy on request.

## 28. Tuition Fees

The annual tuition fee is \$750, the concession fee rate is \$150 which will be applied on receipt of relevant documents (see Fee Schedule section below for further details)

The tuition fee covers the following:

- Camps.
- Excursions.
- School Jumper (entitled at year of entry to ECG).
- Stationery.
- Access to Laptop.
- Resources required for curriculum outcomes.

## Payment Requirements

All fees are due and payable in full by 14 days from date of invoice unless:

- A payment plan is in place through "Compass Pay".
- Another arrangement has been pre-agreed in writing between the applicant and the college.

## Payment Options

Payments can be made via Compass Pay (preferred method), direct credit, EFTPOS, and cash.

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## Instalment Schedule

Instalments through Compass Pay are available between February to November:

- Friday Fortnight 1 (starting 2/2/24)
- Friday Fortnight 2 (starting 9/2/24)
- Monthly 15th (Feb-Nov)
- Monthly 30th (Feb-Nov)

Statements will be sent out to families at the end of each term.

Refer to the Enrolment Agreement for further information regarding fees and payment requirements.

## Fee Schedule

Students enrolling in the College throughout the year will be charged on a per term pro-rata basis:

Commence on or before	Pro-Rata Tuition Fee	Concession*
Start of Week 4, Term 1	\$750.00	\$150.00
Start of Week 4, Term 2	\$562.00	\$112.00
Start of Week 4, Term 3	\$375.00	\$75.00
Start of Week 4, Term 4	\$187.00	\$37.00

Tuition fees are adjusted on a per term pro-rata basis for students who withdraw from the College before the end of a school year and give one full term's notice in writing.

Withdraw on or before	Tuition Fee Adjustment	Concession*
End of Week 3, Term 1	- \$750.00	- \$150.00
End of Week 3, Term 2	- \$562.00	- \$112.00
End of Week 3, Term 3	- \$375.00	- \$75.00
End of Week 3, Term 4	- \$187.00	- \$37.00

### \* Fee Concession

#### Category 1 Concession – Eligible Centrelink Concession Card Holders

Fee concession is available to parents/guardians responsible for payment of fees who hold a Centrelink Concession card, listing the students for which the concession is to be applied and who is eligible for the Victorian Government Camps, Sports, Excursion Funding (CSEF).

#### Category 2 Concession – Financial Hardship Consideration

Any family experiencing genuine financial hardship and not eligible under Category 1 Concession, may apply for financial hardship consideration. All applications require the provision of supporting documentation and completion of the application form to substantiate financial hardship and are subject to an assessment process.

Applications should be submitted either by email to [schooladmin@ecg.vic.edu.au](mailto:schooladmin@ecg.vic.edu.au) or in writing – Attention: To the Principal re: Financial hardship application.

Financial Hardship consideration approval is at the discretion of the Principal.

\*Applicants who enrol after the CSEF eligibility date, are encouraged to apply for Category 2 Concession – Special Consideration referred to in the Enrolment Agreement – Section 8 Fee Concession

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## 29. Student Conveyance Allowance (SCAS)

The conveyance allowance is a contribution towards transport costs and is not intended to cover the full cost of transporting students to and from school.

The conveyance allowance may be available to students attending government or non-government schools and:

- A student attending a non-government school is attending the nearest appropriate school (that is 4.8km or more from the student's residence).
- Travelling by public transport or by private car, motorbike, bicycle, or bus, and
- Whose nearest school is not serviced by a free school bus provided under the school bus program.

### Public Transport

ECG College is eligible for Victorian Student Pass – Half Yearly and Yearly. We will purchase on your behalf half yearly or yearly Victorian student pass which covers unlimited travel on metropolitan trains, trams, and buses, on all regional town bus services and all V/Line train and coach services.

Parents/guardians/carers will need to authorise the school to use their conveyance allowance towards procured bus services/tickets by providing written consent. If the consent is not signed, we will be unable to purchase the ticket for you.

### Private Car

If your student travels to school via private vehicle you may be entitled to the SCAS. Application forms will be provided to students once enrolled with the College.

## 30. Withdrawal of Enrolment

The Education Training and Reform Act 2006 states that schooling is compulsory for students aged from 6 – 17 years.

If a student wishes to withdraw their enrolment with ECG College, an exit interview is required to ensure the following:

- The student's needs have been discussed and it is determined that exiting ECG is in the student's best interest.
- If the student is under 17 that the student is transferring to another school or the requirements for an application for exemption has been discussed.
- Exit paperwork can be signed for withdrawal to be processed.

## 31. Suspension and Expulsion

ECG attempts to support its students in their educational journey, however if a situation arises where a student's actions are deemed to have reached a point where suspension or expulsion is to be considered, the college will refer to the following policy and procedure 685-1 and 1A ECG College procedures for considering and managing student suspension and expulsions.

## 32. Parent Occupation Group Codes

Use the group codes listed below when providing family occupation details for the enrolment form. This information is used by the Victorian Government for determining funding allocations to schools.

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## Group 1

Senior management in large business organisations, government administration and defence, and qualified professionals.

1. **Senior Executive/Manager/Department Head** in industry, commerce, media, or another large organisation.
2. **Public Service Manager** (Section head or above), regional director, health/education/police/fire services administrator.
3. Other administrator (school Principal, faculty head/dean, library/museum/gallery director, research facility director).
4. **Defence Forces** Commissioned Officer.
5. **Professionals** - generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat, and advise on problems; and teach others:
  - Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.
  - *Business* (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer).
  - *Air/sea transport* (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller).

## Group 2

Other business managers, arts/media/sportspersons, and associate professionals.

1. **Owner/Manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.
2. **Specialist Manager** (finance/engineering/production/personnel/industrial relations/sales/marketing).
3. **Financial Services Manager** (bank branch manager, finance/investment/insurance broker, credit/loans officer).
4. **Retail sales/Services manager** (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency).
5. **Arts/Media/Sports** (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsman/woman, coach, trainer, sports official).
6. **Associate Professionals** – generally have diploma/technical qualifications and support managers and professionals:
  - Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.
  - *Business/administration* (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales rep, retail buyer, office/project manager).
  - *Defence Forces* senior Non-Commissioned Officer.

## Group 3

Tradesmen/women, clerks and skilled office, sales, and service staff.

1. **Tradesmen/women** generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
2. **Clerks** (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk).
3. Skilled office, sales, and service staff:
  - *Office* (secretary, personal assistant, desktop publishing operator, switchboard operator).
  - *Sales* (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher).
  - *Service* (aged/disabled/refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor).

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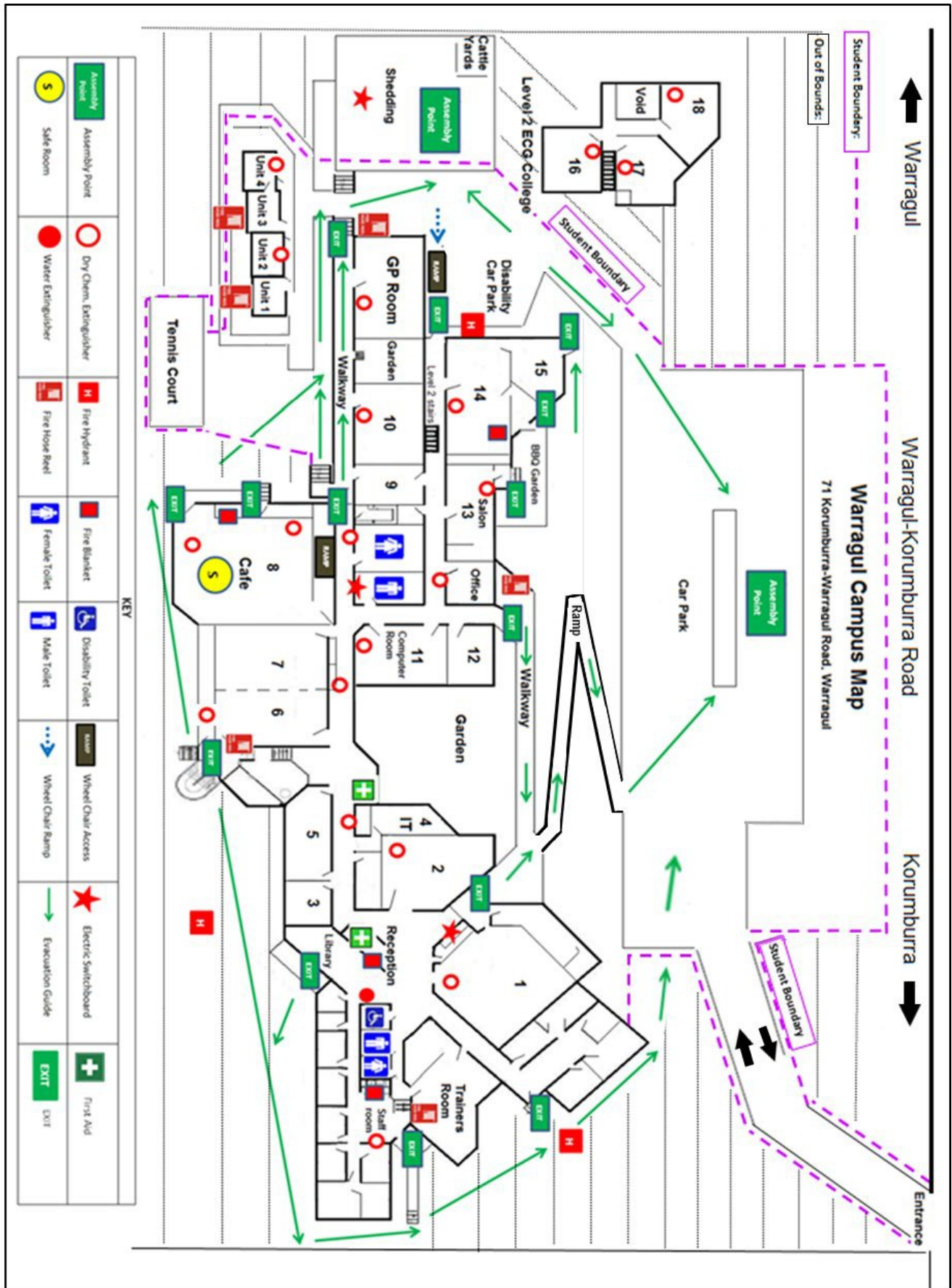
## Group 4

Machine operators, hospitality staff, assistants, labourers, and related workers.

1. Drivers, mobile plant, production/processing machinery and other machinery operators.
2. **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper).
3. Office assistants, sales assistants, and other assistants:
  - *Office* (typist, word processing/data entry/business machine operator, receptionist, office assistant).
  - *Sales* (sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker).
  - *Assistant/aide* (trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant).
4. Labourers and related workers
  - *Defence Forces* - ranks below senior NCO not included above.
  - *Agriculture, horticulture, forestry, fishing, mining worker* (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand).
  - *Other worker* (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor).

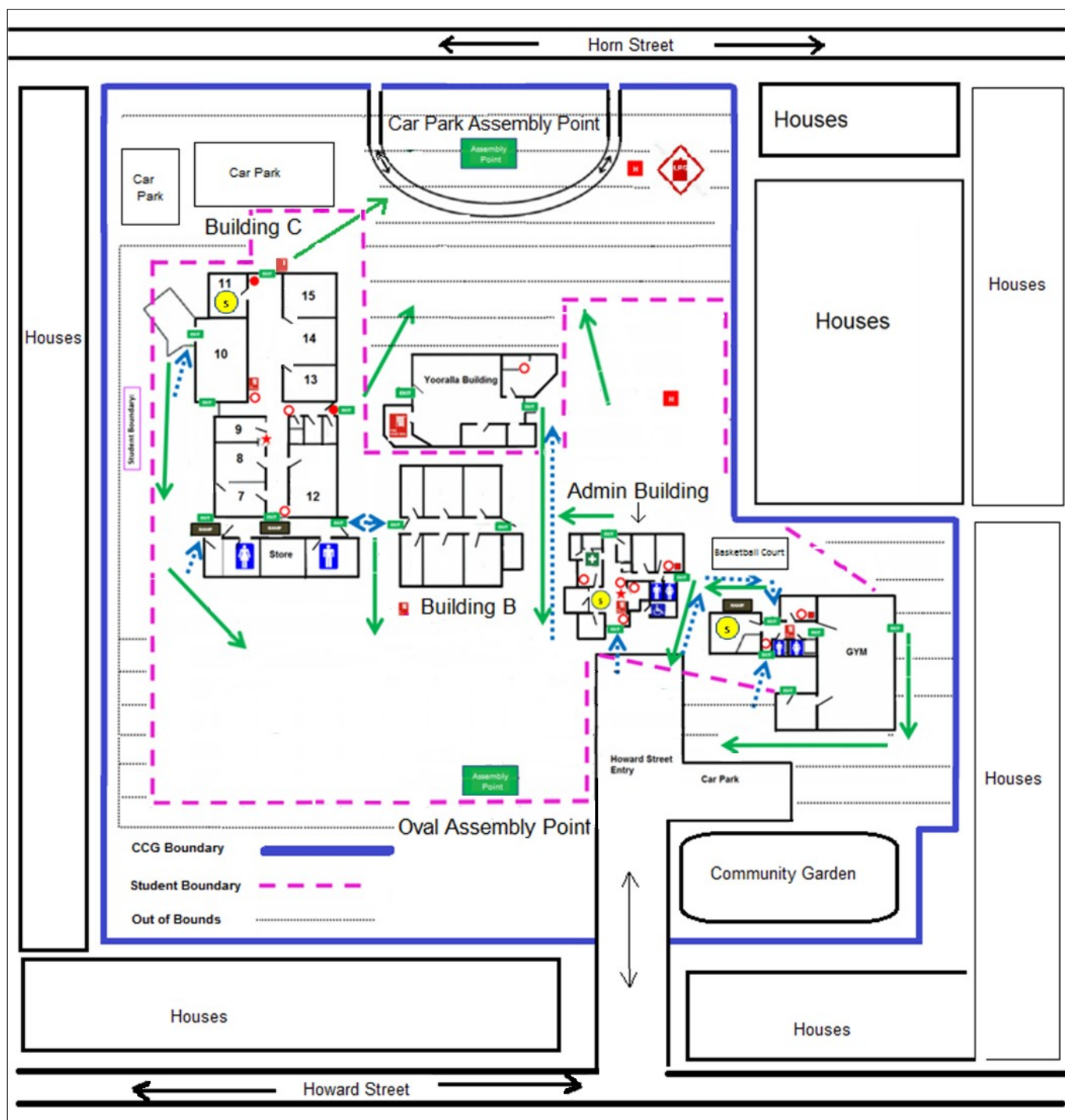
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### 33. Warragul Campus Map



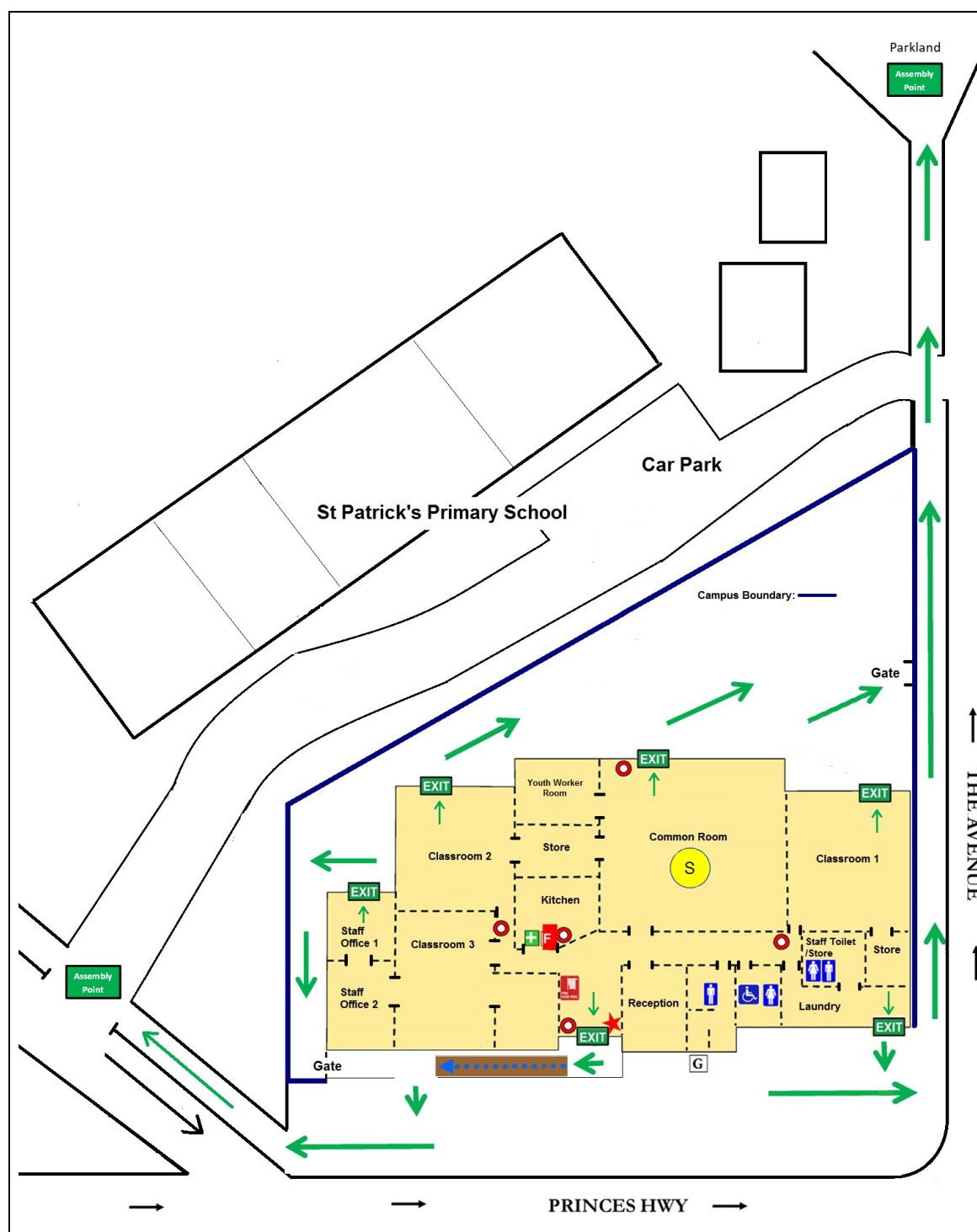
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## 34. Leongatha Campus Map



KEY							
 Assembly Point	 Dry Chem. Extinguisher	 Fire Hydrant	 Fire Blanket	 Disable Toilet	 Wheel Chair Ramp	 Electrical Switchboard	 First Aid
 Safe Room	 Water Extinguisher	 Fire Hose Reel	 Female Toilet	 Male Toilet	 Wheel Chair Access	 Evacuation Guide	 Exit

## 35. Pakenham Campus Map



KEY									
	Assembly Point		Dry Chem. Extinguisher		Fire Hydrant		Fire Blanket		Disable Toilet
	Safe Room		Water Extinguisher		Fire Hose Reel		Female Toilet		Male Toilet
							Wheel Chair Access		Electrical Switchboard
							Wheel Chair Ramp		First Aid
									Evacuation Guide
									Exit

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## 36. Dandenong Campus Map

