



# Year 7 2026 Parent Handbook

Linking student learning to real-life experiences.



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# PRINCIPAL WELCOME TO YEAR 7

At Fountain Gate Secondary College, we believe that effective teaching promotes enthusiastic, independent thinkers, committed to lifelong learning. We strive to achieve this by creating a positive culture of challenge and support by building a professional learning community that is focused on continuous improvement of teaching and learning. We set high expectations for teaching and learning with high standards of behaviour and attendance. We encourage active engagement and a strong student voice. Our ultimate purpose is to enact our school vision of 'Knowing our students and giving every student every opportunity to thrive by providing high quality learning and pathways to success, aligned with their interests, aspirations, and strengths'.

Here at FGSC, we embrace inclusion and acknowledge and value the richness and diversity of our school community. We also value and maintain positive partnerships with the families and carers of our students. We respect the spiritual, moral, social, and physical health and wellbeing of our learning community and value its rich and diverse linguistic and cultural resources.

As College Principal, my vision is to create a supportive and engaging learning environment where students achieve more than they ever thought possible. I want them to leave not just with knowledge, but with the confidence, skills, and values to make a meaningful impact not only in their own lives but in their communities, our state, and the world.

Your ongoing support and commitment are essential in making this vision a reality. I appreciate all that you do, and I look forward to working together to create the best opportunities for our students and school community.

JO CUCCHIARA  
**COLLEGE PRINCIPAL**



# ASSISTANT PRINCIPAL WELCOME TO YEAR 7

On behalf of the staff and students at Fountain Gate Secondary College, we warmly welcome you to our college community.

At Fountain Gate Secondary College, we pride ourselves on knowing our students and giving them every opportunity to thrive. The Year 7 Hub Team supports and works with students transitioning into secondary college, and are here to help both student and families with concerns, questions or ideas. We look forward to working with you.

We understand that the transition to secondary college is significant for students and families, so we are here to support and guide you through this process. This includes but not limited to, students finding their way around a new large campus, students learning how to use their lockers and reading their timetable.

The Year 7 Hub office is in the courtyard, surrounded by the Year 7 locker bays. It's a great community space for our Year 7 students.

Along with the Year 7 Hub Team, students will be supported by their classroom and Thrive teacher. Students work with their Thrive teacher weekly to build and foster strong connections and gain an understanding of the Fountain Gate school values.

Our Transition Programs on Orientation Day and Start Up sessions provide multiple opportunities for our new Year 7 students to build connections with staff and peers, to learn how we learn at Fountain Gate and understand how to thrive by demonstrating character strengths.

If you have any questions about the Year 7 Program, please do not hesitate to contact our Junior Team and/ or myself.

**CHRISTINE MUIR**  
**YEAR 7/8/9 ASSISTANT PRINCIPAL**



# MEET THE YEAR 7 TEAM

**ASSISTANT PRINCIPAL**

E: [christine.muir@education.vic.gov.au](mailto:christine.muir@education.vic.gov.au)

**Christine Muir****HEAD OF YEAR 7**

E: [david.burgess3@education.vic.gov.au](mailto:david.burgess3@education.vic.gov.au)

**David Burgess****YEAR 7 COORDINATOR**

E: [rinku.chand@education.vic.gov.au](mailto:rinku.chand@education.vic.gov.au)

**Rinku Chand****YEAR 7 COORDINATOR**

E: [shaneece.stratton@education.vic.gov.au](mailto:shaneece.stratton@education.vic.gov.au)

**Shaneece Stratton**

The Year 7 Coordinators are available to support our Year 7 cohort with any concerns that may arise. Whether it's wellbeing concerns, academic questions, or social worries, the Year 7 Coordinators are always happy to assist.

**YEAR 7 HUB ASSISTANT**

[jodi.mcauley@education.vic.gov.au](mailto:jodi.mcauley@education.vic.gov.au)

(03) 8762 6822

**Jodi McAuley****TRANSITION & ENROLMENTS COORDINATOR**

E: [vanessa.chiswell@education.vic.gov.au](mailto:vanessa.chiswell@education.vic.gov.au)

**Vanessa Chiswell**

Our Year Level Education Support (ES) team is your primary point of contact. Please call our ES if your child will be absent for a day or running late for any reason. They are happy to assist you in logging this information on your child's Compass account. Additionally, our ES team is available to help with booking parent-teacher interviews and answering any other questions you may have.



# Year 7 2026 Important Dates

## Orientation Day

Tuesday 9th December 2026

8:45 AM - 3:00 PM

- Students to wear their Primary School Uniforms.
- Please bring exercise books, pens, lunch and water bottle together in a backpack.



## Welcome Breakfast

Wednesday 28th  
January 2026

8:30 AM - 9:00 AM

Welcome breakfast is for  
Parents and Year 7  
students.



## First Day of School

Wednesday 28th January 2026

8:30 AM - 3:00 PM

- Students to wear their Fountain Gate Secondary Collage Uniforms.
- Please bring exercise books, pens, lunch and water bottle together in a backpack.

## Meet & Greet

Wednesday 10th  
February 2026

3:10 PM

Please join us for a friendly  
and casual meet and greet  
with your child's teachers

Where: FGSC Library

# YEAR 7 PROGRAM

The Fountain Gate Secondary College curriculum ensures all students have every opportunity to succeed, and to be actively engaged well-rounded citizens. All Year 7 & 8 students participate in a diverse program of 'core' subjects. This program offers a range of engaging learning experiences, as well as providing students with the opportunity to identify their passions and interests.

## START UP

On their first important days, Year 7 students participate in a Start-up program, focused on exposing students to the key skills and learning dispositions to ensure a successful start to their school journey. This program allows them to begin their regular schooling by strengthening relationships with their peers and teachers, while gaining an understanding of high school.



## SUBJECTS

Subjects taught at Year 7 are a combination of year-long and semester-long subjects. To aid transition and develop connectedness, every student is linked with a 'Thrive' teacher to help them transition into high school. This allows students to be well known and supported by their teachers. The Year 7 program also features an emphasis on guided inquiry and structured learning sequences to promote student growth.

### CORE

Compulsary subjects - Full year

- English/EAL
- Mathematics
- Science
- Humanities
- Health & Physical Education
- Thrive
- Auslan

### CORE

Compulsary subjects - Single semester

- Digital Technology
- Design & Technology
- Performing Arts
- Visual Arts



## THRIVE PROGRAM

Year 7 Thrive is a subject designed to support the holistic development of students as they begin their secondary school journey. With a strong focus on building resilience, confidence, and a growth mindset, the program helps students navigate the transition into secondary schooling while laying a strong foundation for future success, both in school and beyond.

The program supports students' academic growth, social skills, and emotional wellbeing through a blend of:

- Personalised learning
- Wellbeing and mindfulness activities
- Opportunities for peer connection and team building

A key component of Thrive is the development of self-awareness, where students explore their individual character strengths, learning styles, and personal interests. This helps them better understand themselves and how to apply their strengths in everyday learning, relationships, and decision-making.

Research shows that relationships are at the heart of wellbeing and learning. When we get friendships right in schools, children flourish. For this reason, students will undertake a dedicated unit of study focused on friendship skills, including:

- Building and maintaining healthy relationships
- Managing conflict constructively
- Developing resilience and empathy

As part of Thrive, students are also introduced to early Career Education, where they will:

- Explore personal interests and how they relate to future possibilities
- Begin to understand the world of work and different career pathways
- Build goal-setting skills for their learning and personal growth
- Engage with fun, age-appropriate activities that connect strengths and aspirations

Throughout the program, students also develop essential life skills such as communication, collaboration, organisation, and problem-solving, while fostering positive relationships and a strong sense of belonging within the school community.

Year 7 Thrive is more than just a subject, it is the beginning of self-discovery, confidence building, and lifelong learning.



## YEAR 7 CAMP - ALLAMBEE CAMP

Our Year 7 students will head off to **Allambee Camp** in the Strzelecki Ranges for a fun and memorable overnight camp. This experience is all about helping students make new friends, work together, and grow in confidence as they start their high school journey.

### When and Where

Year 7 Camp runs in **Term 2** at Allambee Camp, located about 1.5 hours from Fountain Gate Secondary College. Students attend for **one night (two days)** in Year 7, before returning for a longer stay in Year 8.

### Cost

The approximate cost for Year 7 Camp is **\$150 – \$200**. Details about payment, permission forms, and medical information will be provided closer to the date.

### Activities

Students will enjoy a wide variety of outdoor adventures, designed to suit all interests and abilities. Activities may include:

- **Adventure challenges** – Giant Swing, Flying Fox, Archery, Low Ropes Course
- **Teamwork activities** – Hut Building, Billy Carts, Initiative Course, Orienteering
- **Nature experiences** – Bushwalking, Campfire Cooking, Bush Arts & Crafts
- **Evening fun** – Campfire, Night Walk, Reflector Trail

### Why Camp Matters

Year 7 Camp is more than just fun – it helps students:

- Make new friends and strengthen connections
- Build independence and confidence
- Try new things and step out of their comfort zone
- Work together and support each other

We can't wait to see our Year 7s take on the challenge, encourage one another, and make memories that will last well beyond camp.



## POSITIVE EDUCATION

Positive Education aims to create a community where students and staff learn the skills to become their best possible selves, evolving towards their highest potential.

The core teachings of Positive Education are Wellbeing, Resilience and Character. Research shows that students who demonstrate high perseverance, growth mindset, grit and school engagement perform better academically. Matthew White & Margaret Kern (2018).

At Fountain Gate Secondary College, we have a strengths-based approach to supporting our students. We use the School Character Strengths to identify and recognise the growth our students are making in trying to reach their full potential.

Staff do this by positively reinforcing students who are using their character strengths or showing growth by giving out Positive Education points. These can be redeemed at the Positive Education shop for items of the student's choosing.

Character strengths aren't about ignoring the negative, instead they help us overcome life's inevitable adversities. For example, you can't be brave without first feeling fear; you can't show perseverance without first wanting to quit; you can't show self-control without being tempted to do something you know you shouldn't.



These Character Strengths are built on in our Thrive sessions, where students identify areas of strength and areas of improvement. Mini lessons are created to teach effective behaviour and resilience. This approach helps students become more self-aware and empathetic, leading to positive relationships and school culture.



# CHARACTER STRENGTHS



RESPECT

RESPONSIBILITY

ENDEAVOUR

HONESTY

## THE HIGH ACHIEVER PROGRAM (HAP)

The High Achiever Program at Fountain Gate Secondary College is designed to enable high achieving students to maximise and fulfil their academic potential in a stimulating and supportive setting.

Students in this program work in an engaging and rigorous environment alongside others of similar abilities and interests. They have the opportunity to work both collaboratively and independently on academic and community projects.

The aim of the High Achiever Program is for students to:

- Develop complex and critical thinking skills
- Enhance their ability to work with abstract and challenging course material
- Become effective problem solvers
- Extend their analytic and creative skills
- Successfully work as independent and cooperative learners
- Create pathways to success for their future study and career aspirations.

Students are selected to be in this program based on primary school data. A second intake round will happen at the end of Term 1 based on their performance in Term 1 classes.



## REPORTS

All students receive regular feedback through our 'live reporting' process. Every 3 weeks (approx), students receive a Progress Report. This outlines the student's performance in each subject including their Academic Achievement, their Learning Habits, and whether they are up-to-date with their work.

Each term, students complete a Learning Task for each subject. Teachers provide feedback on these tasks via Compass. This is visible to parents under the 'Learning Tasks' tab on the student's individual compass profile.

Every semester, students receive a detailed Semester Report which contains feedback about their Learning Habits, a summary of their performance on Learning Tasks, and their performance against the Victorian Curriculum Standards.

All of these reports are published through Compass, so it's essential that parents regularly check the Compass Parent Portal.

## STUDENT LEADERSHIP

Fountain Gate Secondary College's Young Leaders work as a team to run events in the school, talk at assemblies and important events, and speak on behalf of the students about important topics.

The team learns leadership skills at the start of the year and meets regularly to plan and work on various projects. It is an excellent opportunity to learn, develop, and implement skills that significantly benefit all areas of life, especially future career prospects.



## EXTRA-CURRICULAR/CLUBS

The co-curricular activities program offered at Fountain Gate Secondary College is an important part of all students' education.

All students have special skills outside of the classroom that they should be able to develop further. Co-curricular activities provide enjoyable and challenging experiences that enhance and maximise student learning. Participation in these Co-curricular Activities is usually run outside the classroom, predominately before school, lunch or after school. Here are some of the many activities students can participate in:

- Art Club
- Board Games Club
- Basketball Club
- Drama Club
- Gardening Club
- Junior Drum Club
- Chess Club
- Jazz Ensemble Club
- Senior Soccer Club

- Debating Club
- Breakfast Club
- Volleyball Club
- Senior Concert Band
- Year 7 Concert Band
- School Production
- Interschool Sports
- Instrumental Music

## MUSICAL PROGRAM

Learning a musical instrument at Fountain Gate Secondary College provides your child with the opportunity to perform as part of a group or ensemble, develop team work skills and make new friends within a structured environment. Studies have also shown a link between children involved with active music making (i.e. actually playing an instrument, not just listening to music) and increased brain power. Learning an instrument can improve spatial-temporal reasoning (the foundations of maths and science) and enhance creative thinking.

Instrumental lessons at FGSC are optional, this is not a compulsory program. Lessons are open to all students at the school in a range of instruments and genres, and provide an exciting opportunity to engage in specialist instrumental tuition from a range of highly experienced music professionals. We encourage you to seriously consider enrolling in the program as a new student at the College, get to know other Year 7 students that you may not otherwise be paired with, and have fun learning music.

If you would like to enrol your child into instrumental lessons at FGSC you are encouraged to register your interest with the head of Instrumental Music Belinda Bolger. Alternatively complete the Instrument Lesson Enrolment form and return it to the front office.



### The instruments we offer

- Clarinet
- Flute
- Saxophone (alto, tenor and baritone)
- Drum kit
- Trumpet
- Trombone
- Euphonium
- Vocals (voice)
- Guitar & Bass Guitar
- Piano
- Oboe
- Bassoon
- Tuba

### Instrument purchase

If you are considering purchasing your child an instrument (new or second-hand), our specialist music teachers are the best people to contact before purchasing.

We can recommend brands and music shops and give you a list of 'look out for' if you are planning on purchasing second-hand. We believe that buying an instrument is the best gift you can give your child, as you will be giving them a gift they can enjoy for the rest of their lives (and, if taken care of, won't need replacing).

## Cost of the program

The annual fee of the program is \$160 per year. This fee provides:

- A position in a College Ensemble based on their instrument and teacher choice. All ensembles rehearse weekly outside of class time and are directed by one of the music staff
- Weekly lessons on their chosen instrument. Lessons will run on a rotating timetable during class time, so students don't miss the same lesson every week
- For a ten-week term, this equates to \$4 per lesson.

Our College believes music is integral to a young person's life, so we want to make it accessible to as many students as possible. We also hope that the subsidised lesson fee will assist in purchasing an instrument for your child so they can practise regularly at home.

## Instrument hire

Instrument hire is offered to students for the following instruments:

- Clarinet
- Flute
- Saxophone
- Trumpet
- Trombone
- Euphonium

Due to program requirements, instrument hire will be provided to Year 7 High Achiever Program (HAP) students before others.

The hire cost is \$100, with \$50 refunded at the end of the year after returning the instrument in good condition. The remaining \$50 is retained by the College for maintenance and instrument replacements.

Year 7 HAP students pay a hire fee of \$50, which is refundable at the end of the year after returning the instrument in good condition.





## Sports on Offer at FGSC

### Lunchtime Clubs

- Basketball
- Volleyball

### Competitions

- Compete in friendly games against Hallam
- Intermediate boys' basketball
- Senior boys' basketball
- Senior girls' netball



## Academies

- Current - well established and very successful rugby academy
- Implementing a volleyball academy

## Interschool Sports

- |              |                 |
|--------------|-----------------|
| • Tennis     | • Badminton     |
| • Volleyball | • Hockey        |
| • AFL        | • Table tennis  |
| • Soccer     | • Athletics     |
| • Netball    | • Cross country |
| • Basketball | • Swimming      |

Students compete in Interschool sports in the Casey division

## Lunchtime Borrowing System

Students may borrow a range of sports equipment at recess and lunch

# CAREERS & PATHWAYS

## Careers & Pathways at Fountain Gate Secondary College

At Fountain Gate Secondary College, we are committed to providing comprehensive career education and planning support for students from Years 7 to 12. Our program is designed to help students explore their interests, understand their strengths, and plan their future career paths effectively. We have a team of qualified Career Practitioners who can support staff, students, and families with various services and opportunities.

### Career Education Services

At Fountain Gate Secondary College, our comprehensive careers program provides targeted career education and planning support for students from Years 7 to 12, ensuring they have the knowledge, skills, and confidence to navigate their future career pathways effectively.

#### Year 7:

**Career Self-Exploration Workshops:** Students participate in workshops focused on self-discovery, which helps them identify interests and potential career paths early on.

**Careers E-Portfolio:** Students develop a digital portfolio to consolidate career planning resources and track their career exploration journey.

#### Additional Career Education Support:

**Weekly Careers Newsletter:** Sharing up-to-date information on tertiary courses, immersive experiences, TAFE and university open days, and other career-related opportunities.

**Careers & Pathways Resource Centre:** Offering a drop-in centre where students can access career resources and seek personalised guidance from the Careers team.

Our team of qualified Career Practitioners is dedicated to empowering students with the tools and resources they need to achieve their career goals and successfully transition beyond secondary school.



# COMPASS GUIDE FOR PARENTS

The Compass parent portal is an online portal that allows parents to access up-to-date information about their child's progress. Within the parent portal there are features such as submitting student absences and tracking student progress. Compass can be accessed via an app on your phone, or a website browser on your computer. You can learn more by reading the Compass Parent Guide. This is available on our school website under For Parents: Compass Parent Guide, or by logging into Compass and searching for 'Parent Guide'.

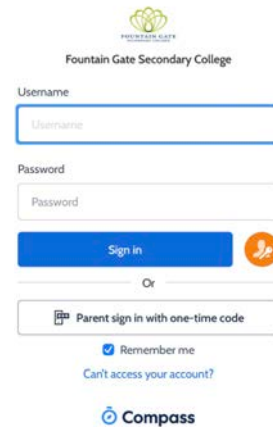
## Instructions

1. Go to the Fountain Gate Secondary College website: ([www.fountaingatesc.vic.edu.au](http://www.fountaingatesc.vic.edu.au)).

Click on the 'Compass Student & Parent Portal' icon.

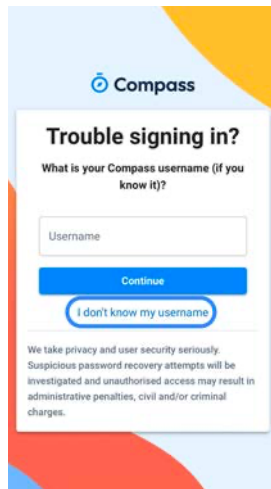


2. Click 'can't access your account'



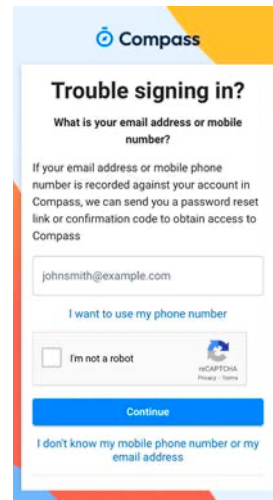
The screenshot shows the login interface for Fountain Gate Secondary College. It includes a 'Username' field, a 'Password' field, a 'Sign in' button, and a 'Parent sign in with one-time code' option. There is also a 'Remember me' checkbox and a link for 'Can't access your account?'.

3. Select 'I don't know my username'



The screenshot shows the 'Trouble signing in?' page. It asks for the user's Compass username and provides a 'Continue' button and a link for 'I don't know my username'.

4. Enter your email address and click 'continue'



The screenshot shows the 'Trouble signing in?' page with the 'What is your email address or mobile number?' section. It includes a text input field for an email address, a 'Continue' button, and a link for 'I don't know my mobile phone number or my email address'.

5. Enter the confirmation code which has been emailed to you. If you don't receive it within the first few minutes, please check your junk/spam folder.

### Sign in with one-time code



The screenshot shows the 'Sign in with one-time code' page. It includes a 'Username' field and a 'Continue' button.

We take privacy and user security seriously. Suspicious password recovery attempts will be investigated and unauthorised access may result in administrative penalties, civil and/or criminal charges.

# COMPASS ATTENDANCE GUIDE

## How do I access Compass?

Compass is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps (continue reading to learn more about the app including how to use it).

To access the parent portal, you can go to your school's website and click the Compass link on their homepage. Alternatively, you can go to [schools.compass.education](https://schools.compass.education) where you can search for our school's direct URL.

To log in you will require your unique family username and password. These details will be provided to you by our school. 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 our school for SMS, password recovery and email communication throughout the year.

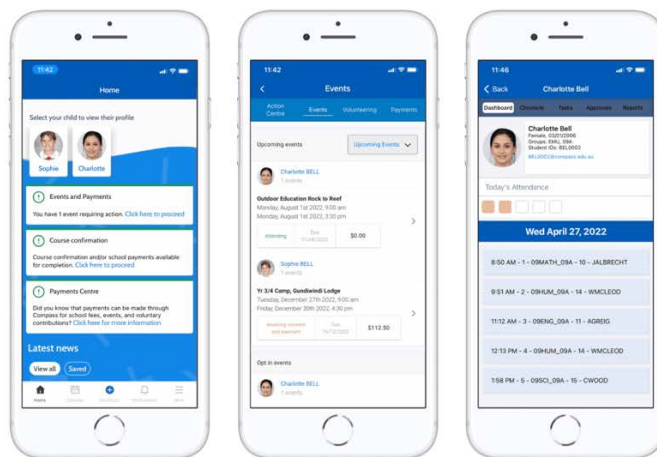


## Compass Apps

You can download the Compass App on iOS and Android devices, simply search for Compass School Manager in the store.

Using the app you can:

- View the school news feed
- Receive messages from the school
- View your child's timetable and the school calendar
- View Learning Tasks
- Book parent-teacher conferences
- Add Attendance Notes
- View academic reports



## The Compass home screen

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.

### School Calendar

The tools you need to keep track of your students journey through the school gate each day

### Your Children

Provides you with a quick summary of available options and highlights a summary of upcoming and overdue tasks.

To access more information click on the relevant quick link or select Profile to access detailed information about your child.

### Main Menu

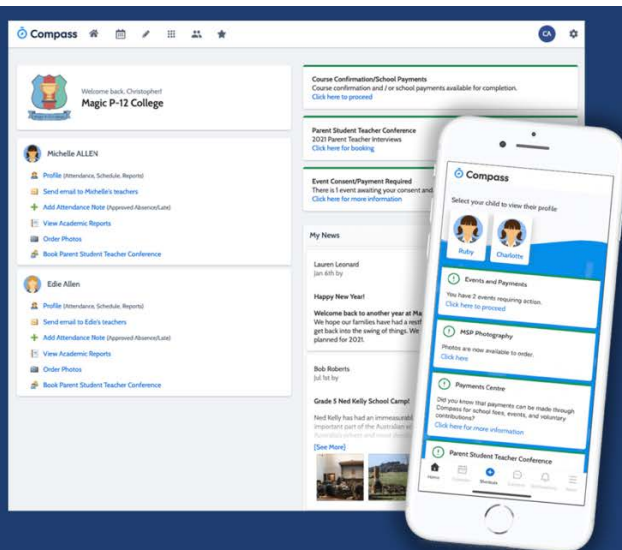
Allows you to access other Compass and school resources. The Tools icon allows you to update your contact details and change your password.

### News

Recent school news items and information relevant to you. This may include newsletters, details of upcoming events.

### Alerts

Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, survey, and student report availability.



# ATTENDANCE

Fountain Gate Secondary College believes that it is the responsibility of students, parents, teachers, support staff, school leaders and principals to support students to be at school every day on time, every time

## Parent Attendance Responsibilities

- Ensure students attends school every day when instruction is offered.
- Ensure student arrives at school between 8:00 and 8:35 am.
- Provide a valid explanation for a student’s absence/lateness through Compass, by phone or a signed note.
- Provide identification, when picking students up during school hours, that complies with school records of listed parent/guardians.
- Provide the school with advanced notice if there is a planned upcoming school absence and apply for extended leave for VCE studies. Endeavour to schedule family holidays, appointments, and other activities outside of school hours.
- communicate openly with the school about a student’s ongoing medical condition that may result in ongoing absence or medical appointments during school hours.
- Work in partnership with the school to address attendance concerns.

## Student Attendance Responsibilities

- Attend school every day when instruction is offered.
- Arrive at school by 8:35 am and enter through the designated gate.
- Move to class when the warning music starts.
- Be prepared and line up outside your classroom for an 8:45 am start.
- Attend all classes on time, every time with a growth mindset and be ready to learn.
- Talk to a trusted adult if you have issues that might impact your ability to attend school/class.

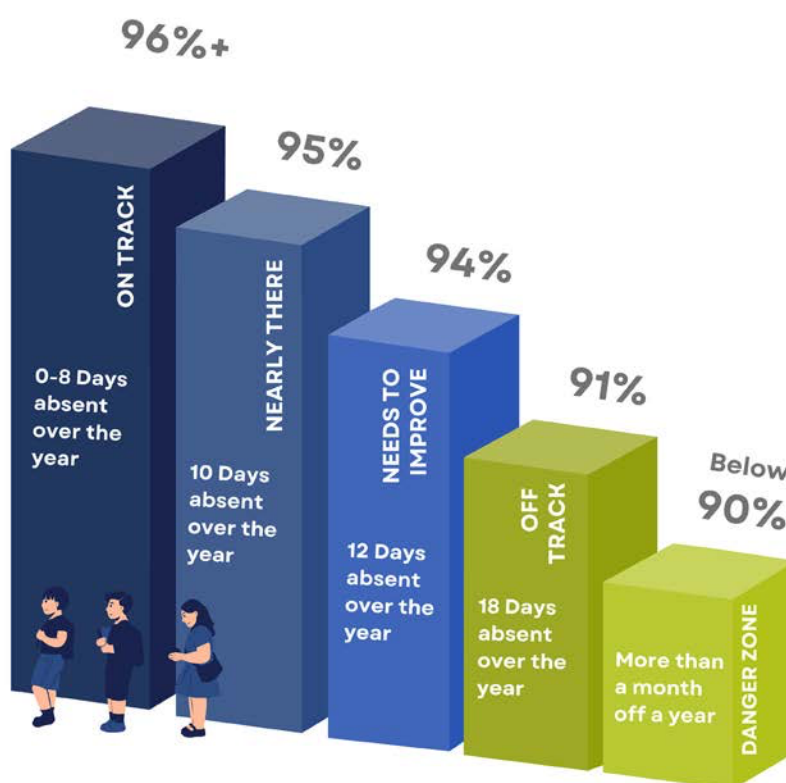
Arrive at School	8:00 - 8:35 am
Music	8:40 am
Period 1	8:45 am - 9:45 am
Period 2	9:45 am - 10:45 am
Recess	10:45 am - 11:05 am
Period 3	11:10 am - 12:10 pm
Period 4	12:10 pm - 1:10 pm
Lunch	1:10 pm - 1:55 pm
Period 5	2:00 pm - 3:00 pm
End of the Day	3:00 pm





## FOUNTAIN GATE SECONDARY COLLEGE

### ATTENDANCE EXPECTATIONS – EVERYDAY COUNTS



At Fountain Gate Secondary College, we have high expectations matched with high support around attendance. Evidence conclusively tells us that when a student attends school every day their learning, engagement & wellbeing improve.

**Any day a student is absent from school for family holidays, medical/illness, parent choice, refusal, truancy, suspension or unexplained is COUNTED as an absent day.**

All parents are required to give reasons for all absences. Students should only be absent for medical/illness, bereavement, religious/cultural observance or a planned family holiday that has been approved by the Year Level Leader and an Absent Learning Plan is in place.

For more information on attendance expectations parents should read the Victorian Attendance Legislation

<https://www2.education.vic.gov.au/pal/attendance/policy>

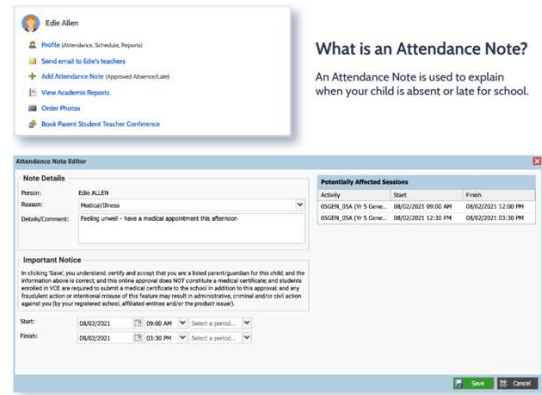
At Fountain Gate Secondary all students that have **96%+ attendance** over a term will be invited to celebrate at a Year Level Lunch. Students that achieve 96%+ attendance for the whole year will be invited to an end of year excursion to celebrate their achievement.

# ATTENDANCE

## Entering an Attendance Note

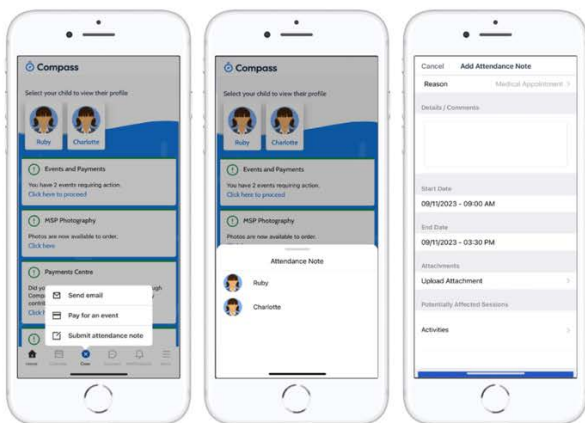
From the Compass home screen (or from your student's profile), click the Add Attendance Note item.

- 1 From the Compass home screen (or from your student's profile), click the Add Attendance Note item.
- 2 From the pop-up window
  - ➔ Select the reason
  - ➔ Enter a brief description of the absence
  - ➔ Select the start and finish time
  - ➔ Click the 'Save' button



### What is an Attendance Note?

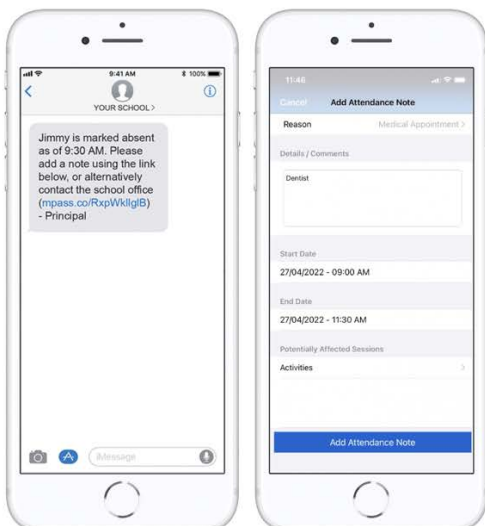
An Attendance Note is used to explain when your child is absent or late for school.



## Using the Compass App

- 1 From the homepage, click on the blue shortcuts button from the bottom taskbar
- 2 Click on 'Submit Attendance Note'
  - ➔ Select the reason
  - ➔ Enter a brief description of the absence
  - ➔ Select the start and finish time
  - ➔ Click the 'Save' button

Where possible, attendance notes should be entered prior to the absence/lateness occurring.



## SMS Link

If your child is marked as absent without prior approval you will receive a message containing a link. When you follow the link, you will have the opportunity to explain the absence.

The link will expire after you have clicked it, meaning that it cannot be used to explain unapproved absences in the future. Instead, you will receive another message containing a new link, allowing you to repeat the process.

## Attendance Summary

Using Compass you can view up-to-the-minute attendance information for your child.

### Notes

This sub-tab provides a list of attendance explanations for your child. From this tab you can also add absence notes (both past and future).

### Explain Specific Absences

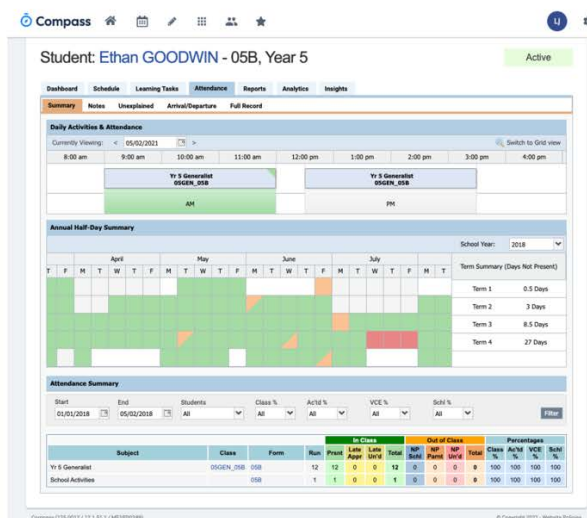
This sub-tab provides a list of all unexplained lates and absences from class. From this tab you can click to approve specific absences.

### Daily Snapshot

Get a live snapshot of the students whereabouts for the day inc. absences, custom classes and events, sickbay entries and early departures.

### Attendance Summary

Includes a summary of attendance in each class. For full details about a specific absence, click the appropriate number in the grid. For an explanation of a heading item, hover your mouse over the heading of interest.



Student: Ethan GOODWIN - 05B, Year 5 Active

Dashboard Schedule Learning Tasks **Attendance** Reports Analytics Insights

Summary Notes Unexplained Arrival/Departure Full Record

**Daily Activities & Attendance**

Currently Viewing: < 05/02/2021 > Switch to Grid view

8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
	Yr 5 Generalist CLASS_05B			Yr 5 Generalist CLASS_05B				
	AM			PM				

**Annual Half-Day Summary**

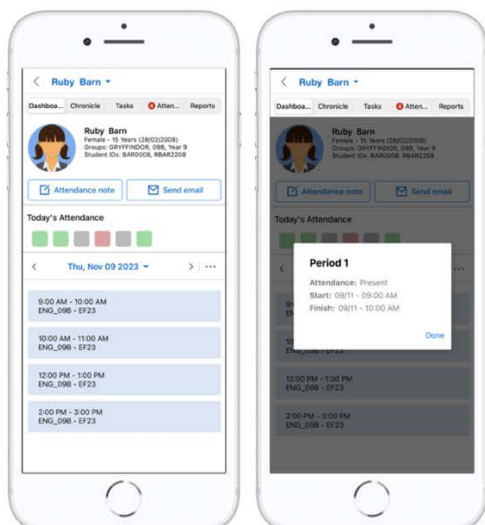
School Year: 2018

Term	Summary (Days Not Present)
Term 1	0.5 Days
Term 2	3 Days
Term 3	8.5 Days
Term 4	27 Days

**Attendance Summary**

Start: 01/01/2018 End: 05/02/2018 Students: All Class %: All Act% %: All VCE %: All Split %: All Filter

Subject	Class	Form	In Class				Out of Class				Percentages		
			Num	Pres	Late	Total	NP	NP	Total	Class	Act%	VCE	Split
Yr 5 Generalist	05B	05B	12	12	0	12	0	0	0	0	100	100	100
School Activities	05B	05B	1	1	0	1	0	0	0	100	100	100	



## Using the Compass App

- 1 From the homepage, click on your child's profile picture
- 2 On the Dashboard tab, you can view a summary of your child's attendance for the day
- 3 Click on the coloured square under 'Today's Attendance' to view your child's attendance in class

When students are marked 'Not Present' in class this can sit in one of three different categories. These include:

- NP SchINot** present in class and is explained by a school related activity.
- NP ParntNot** present in class and is explained by a parent approval.
- NP Unap Not** present in class with no explanation entered.



# IMPORTANT THINGS TO KNOW

## The Year 7 Hub

At Fountain Gate Secondary College, we believe in the importance of supporting our students in their growth whilst at school. The Year 7 Hub is a place students can come for any support they require. Within the Year 7 Hub you will find the:

- Assistant Principal over seeing years 7, 8 & 9
- Head of Year 7
- Year 7 Coordinators
- Year 7 Assistant
- Year 7 Thrive Teachers
- Year 7 Classroom Teachers

In close proximity of the Hub, students will have access to their lockers and most of their mainstream classrooms, making the transition into high school as seamless as possible.

## Lockers

- At FGSC, each Year 7 student is allocated a locker alongside their home group peers. The locker provides a secure place for them to store their belongings during the day.
- Each student will receive a combination lock for their locker. We understand that some students may need time to learn how to use the lock, and we encourage them to practice at home.
- If students have any trouble accessing their lockers, the Year 7 Hub is available to assist. We keep a record of each student's FGSC-appointed lock combination on file.

## Home Groups

In Year 7, students have the opportunity to bond with their classmates within their individual Home Group. Each Home Group has a dedicated 'Thrive' teacher who works closely with them and serves as a trusted adult for our new Year 7 students. These Thrive teachers are chosen based on who teaches the class most frequently to help students feel comfortable around them.

Students are placed into specific Home Groups deliberately, considering factors such as primary school recommendations, ability groups, points of need, and more. Due to the careful consideration involved in home group placements, moving home groups will unfortunately not be possible.

# SCHOOL UNIFORM

Acceptable approved uniform items are pictured here, including tailored pants and shorts. Students may also wear a plain navy, black or white scarf, or a plain navy hat. However hats or scarves bearing logos other than the college logo are not acceptable. In 2025 the school will be introducing a warmer puffer style school jacket.

Long-sleeve t-shirts in either plain white, black or navy without any visible prints, are permitted under the school polo or shirt.

Black leather shoes that can be polished are required; casual footwear does not adhere to the school's uniform standards and is not acceptable.

Hoodies, non-school puffer jackets, or any other outerwear, even if in the school's colours, are not permitted.

**Summer Dress**  
(long & short sleeves)



**Mesh Polo**  
(short & long sleeve)



**Box Pleat Skirt**



**Flexiwaist Formal Short**



**Long Sleeve Shirt**  
(with logo)





**School shoes (black)**





**School shoes (black)**



**Puffer jacket**



**Beanie with Pom Pom**



**Baseball Cap**



**Scarf**



**Flexiwaist Formal Pants**

# PSW UNIFORM SHOP

All uniform can be purchased at the PSW shop or online. Visit the shop online via: [www.psw.com.au](http://www.psw.com.au)

PSW Hampton Park is located at: Unit 19-11 South Link, Dandenong South, Vic, 3175  
 Phone number: 03 9768 0343

Trading Hours: Mon to Fri 9:00 AM - 5:00 PM  
 Saturday 10:00 AM - 1:00 PM

# SPORTS UNIFORM

Casual street style trainers do not meet the schools uniform policy and are unacceptable. Correct active footwear with support is required for sport. If a student has a practical class (e.g. Food Technology, Endeavour), they must wear black polishable school shoes. If a student is wearing Sports Uniform, they change into school shoes for their practical classes.

Beanie with Pom Pom



Baseball Cap



Puffer jacket



Discontinued Sports Polo



Scarf



## Sports Uniform



Mesh Polo  
(short & long sleeve)



Stretch Microfibre  
Shorts (with logo)



Sneakers (white)  
Sneakers (black)



Trackpants - Zipp  
Cuff (with logo)

### NOT ACCEPTABLE

Strictly No Casual Streetwear Shoes

NO CONVERSES



### NOT ACCEPTABLE

Strictly No Casual Streetwear Shoes

NO VANS



### NOT ACCEPTABLE

Strictly No Casual Streetwear Shoes

NO HIGH TOP



## Fountain Gate Secondary College is a Mobile Free Zone for students



Dear Fountain Gate Community,

A reminder that the Department of Education has in place a **Mobile Phone and Electronic Device ban** that requires students who bring mobile phones and electronic devices such as AirPods to school, to have them switched off and securely put away during school hours.

The department is requiring all schools to ensure this ban is in place and enforced as set out in the Ministerial Policy formally issued by the Minister for Education under section 5.2.1(2)(b) of the Education and Training Reform Act 2006 (Vic).

This helps ensure that school is a learning environment free from unnecessary distractions and disruption. By ensuring mobile phones are stored away on school grounds, students can interact with each other face-to-face, without the distractions and social pressures that mobile phones can cause.

I ask for the support of all our families, staff and students in continuing to support the implementation of this policy in our school.

### To clarify:

- Students must place their mobile phones and AirPods in their school bags before entering the school grounds.
- These items must remain in the school bag, stored securely in the student's locker, until the student exits the College at the end of the day or at a permitted departure time.
- Students are not permitted at any time to carry mobile phones or AirPods on their person, including in pockets, jackets, or hidden in clothing.

It is important that we maintain a learning environment free from unnecessary distractions. Our aim is to keep students focused, present, and engaged throughout the school day.

### Further Information

**Exceptions:** For a small number of students with particular health needs, an exception to the policy may be granted. Please contact Sally Sherman if you would like to discuss this.

**Emergencies:** In the event of an emergency or if you need to immediately contact your child, I ask that families contact the school office who will pass on a message as required.

**School mobile phone policy:** A copy of our school's local mobile phone policy, which implements the government's mobile phone policy in line with our local context is available here.

**Parent Support:** The mobile phones in schools webpage provides links and resources for families to help them balance their children's time using mobile phones.

**If you have further questions, please contact the administration office.**

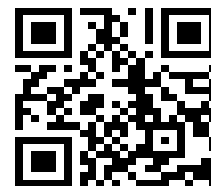
## Bring Your Own Device (BYOD)

Fountain Gate Secondary College has a BYOD program across all year levels.

Parents have the option to purchase suitable devices with an extended warranty and optional insurance from our preferred supplier. If you wish to purchase a device from another provider, before purchasing please be sure to carefully read the minimum requirements on our school website to ensure the device is suitable.

Please take special note, Chromebooks, iPads and Android (Google) tablets are NOT supported devices.

Scan the QR Code or visit our website for more information:  
<https://byod.fgsc.school>



## Learning Environment

Mainstream classes are scheduled to be as close together as possible. This minimizes movement around the school between classes, facilitates Year 7 support visits to classrooms, and enhances opportunities for collaborative work between classes.



## Immunisation Program

The City of Casey immunisation service delivers a school-based immunisation program to children living or being educated within the municipality.

The Secondary School Immunisation Program (SSIP) offers free vaccines to all eligible Year 7 students.

The City of Casey use an online platform provided by the Victorian Department of Health, called the Central Immunisation Records Victoria (CIRV) to manage those receiving an immunisation.

We will provide families an immunisation session visit date, along with a CIRV portal link to complete an online consent form for your child.

Parents/guardians are required to complete this online form, even if they choose not to consent for their child to be vaccinated at school.

**The following vaccines are offered through the Secondary School Immunisation Program:**

### Year 7 students:

- Diphtheria-tetanus-whooping cough
- Human papillomavirus (HPV)

## School Photos

School photos are an important and memorable part of our school calendar each year. They capture a moment in time for parents, students and teachers to look back on for years to come.

All students will have their photograph taken by MSP Photography over 2 days, 12th Wednesday February and 13th Thursday February.

Students must wear the full college uniform on the day photographs are taken.

Parents will have the opportunity to purchase photo packages (including family portraits) through MSP Photography. There are a range of portrait packs available for purchase designed to suit each family's needs and budget.

Each student will receive a student compass ID card which can be used to log in to Compass kiosks across the school. These can also be used as identification for student concession on public transport.

Further information on school photos and how to order will be communicated at the beginning of 2025.

**MSP Photography Melbourne: 03 9115 1642 | Website: [www.msp.com.au](http://www.msp.com.au)**



## Canteen

Lunch orders can be made online by registering and ordering online via the website or by scanning the QR code: [boccaonline.com.au](http://boccaonline.com.au)

**Follow these simple steps to register:**

- Visit the website above
- Select 'Register Now' on the homepage
- Add your name, email and create a password
- Complete your details including your child's school
- To order school lunches select 'Canteen Orders' then 'I am a Parent'
- Click 'Add Student' and complete details for each additional student
- Press 'Save' to continue



**To order and check:**

- Select 'ATE' for the order. Start creating a healthy and interesting lunch from the menu
- Click on 'Go to Checkout'
- Enter payment details & click 'Pay'

## Doctors Clinic

Doctors in Secondary Schools program provides a free and confidential youth-friendly primary healthcare, here at the college every Tuesday.

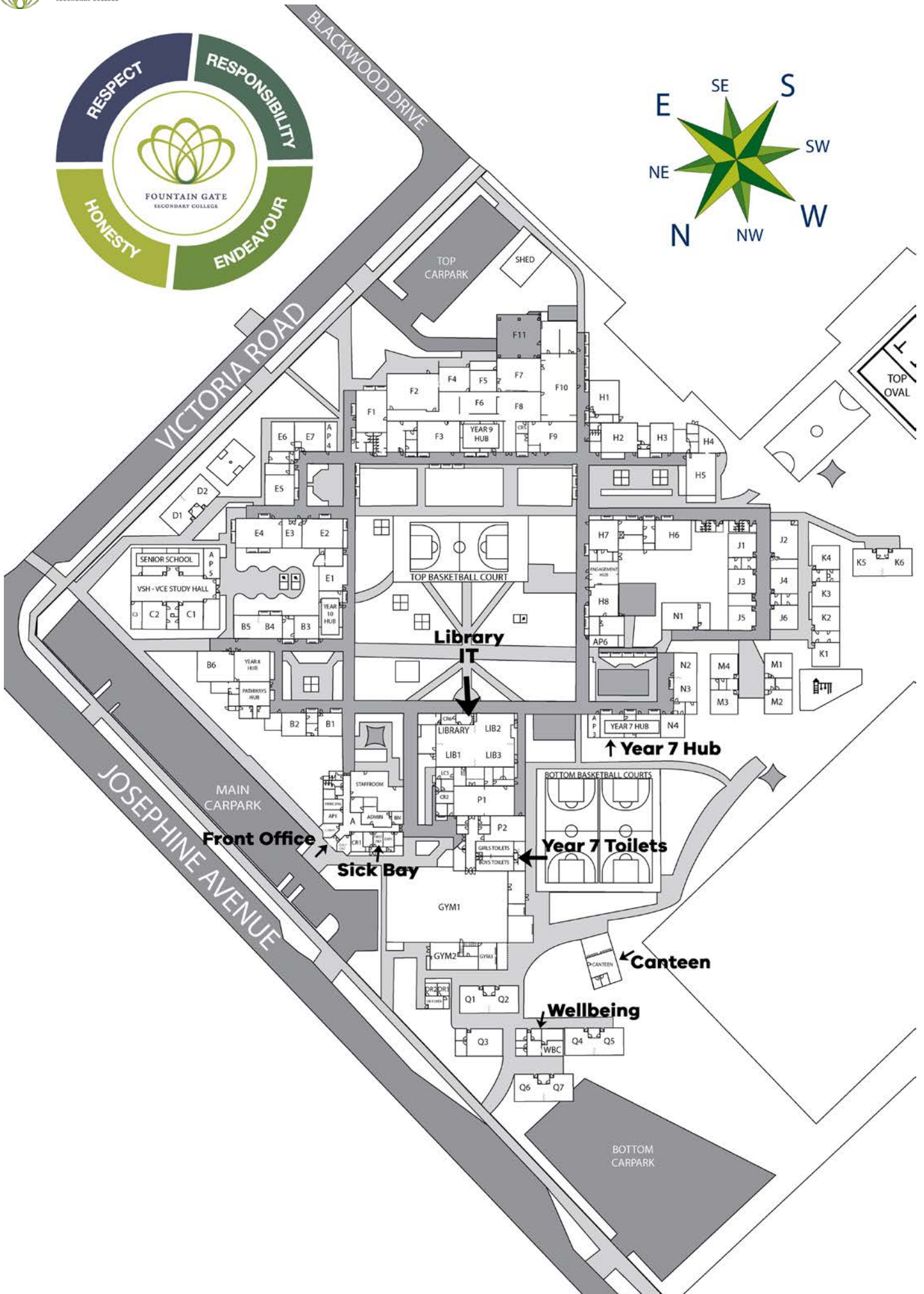
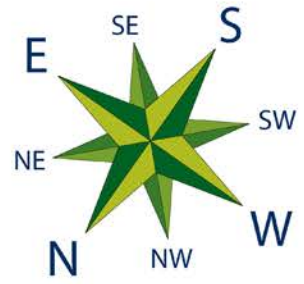
- Medical services available:
- Physical health and wellbeing
- Body image
- Healthy eating and exercise
- Sexual health including contraception,
- STIs, pregnancy testing
- Gender and sexuality/LGBTIQ+
- Drug or alcohol use
- Relationships issues
- Feeling scared, worried, upset, or down

To make an appointment students can visit Ms Kerry Gore our Wellbeing Coordinator in the Wellbeing Centre or send her a message via MS Teams. They can also drop into the Doctors Office (located behind the gym, next to Q1) at recess or lunch between 1:10pm – 1:30pm, without an appointment

Left to right:

Nurse Sally Davis, Dr Mark Timlin, Ms Kerry Gore (Wellbeing Coordinator)





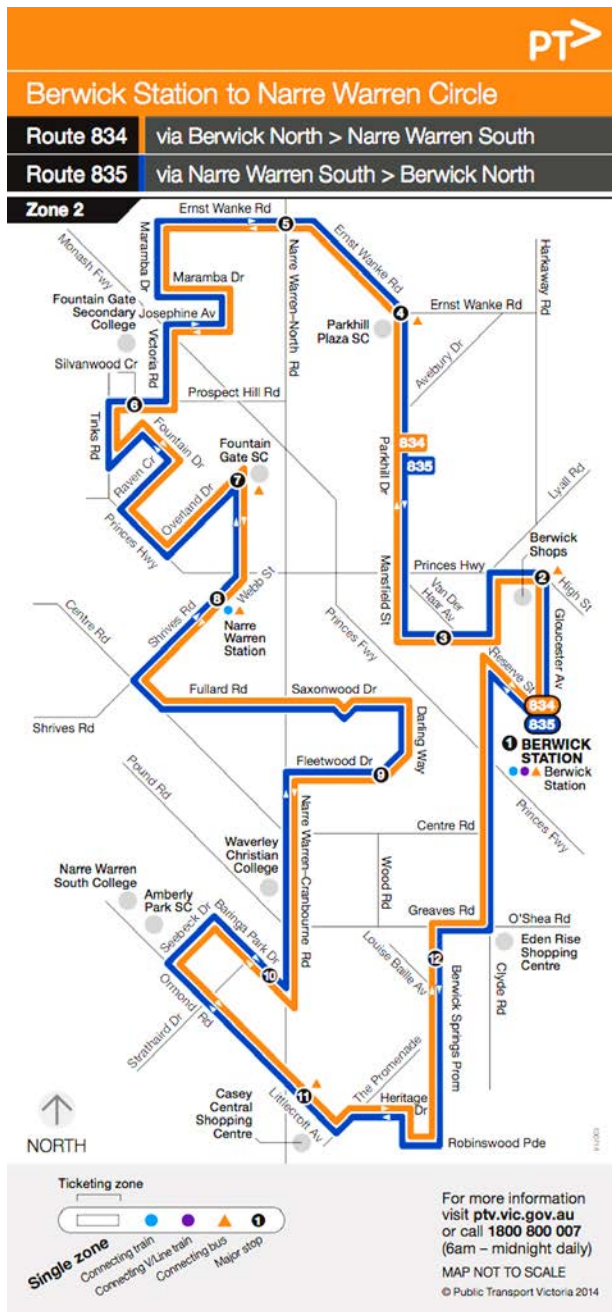


# TRANSPORTATION

## Bikes or Scooters

Many students ride a bike or scooter to school. The College provides a secure bike enclosure, which is locked during the day. Bicycles and scooters must be individually chained to provide additional security. Students riding a bicycle or scooter to school must obey all road laws including the wearing of a well-adjusted helmet. Students must cross and walk their bicycles at the supervised pedestrian crossings.

### Cardinia Bus Route 834/835



### Morning Bus - 834

Leaves from Berwick Railway Station (approximately 8:00AM)

- Mansfield Street
- Parkhill Drive
- Ernst Wanke road
- Maramba drive
- Josephine Avenue

Arrive Fountain Gate Secondary College (approximately 8:30 AM)

### Morning Bus - 835

Leaves from Casey Central Shopping Centre (approximately 8:05 AM)

- Ormond Road
- Seebeck Drive
- Baringa Park Drive
- Narre Warren Cranbourne Road
- Fullard Road
- Shrives Road
- Narre Warren Railway Station
- Arrive Fountain Gate Shopping Centre (approximately 8.25 am)
- Princes Highway
- Raven Crescent
- Fountain Drive
- Tinks Road

Arrive Fountain Gate Secondary College (approximately 8.35 AM)

### Morning Bus - Cardinia School Special

**Leaves Fleetwood Primary School (approximately 7:15 AM)**

- Fleetwood Drive
- Narre Warren – Cranbourne Road
- Lancaster Avenue
- Stewart Avenue
- Service Lane of Princes Highway
- Richardson Street
- Sweeney Drive
- Stewart Avenue
- Lancaster Avenue
- Narre Warren – Cranbourne Road
- Narre Warren North Road
- Ryelands Drive
- Kurrajong Road
- Narre Warren North Road
- Memorial Drive
- Heatherton Road
- Narre Warren North Road
- Maramba Drive
- Josephine Avenue
- Victoria Road
- Prospect Hill Road
- Tinks Road

**Arrive Fountain Gate Secondary College (approximately 7:45 AM)**

### Afternoon Bus - Cardinia School Special (to Fleetwood PS)

**Leaves from Fountain Gate Secondary School - Josephine Avenue (approximately 3:40 PM)**

- Tinks Road
- Prospect Hill Road
- Victoria Road
- Josephine Avenue
- Maramba Drive
- Narre Warren North Road
- Heatherton Road
- Memorial Drive
- Narre Warren North Road
- Kurrajong Road
- Ryelands Drive
- Narre Warren North Road
- Narre Warren – Cranbourne Road
- Lancaster Avenue
- Stewart Avenue
- Sweeney Drive
- Richardson Street
- Service Lane of Princes Highway
- Stewart Avenue
- Lancaster Avenue
- Narre Warren – Cranbourne Road
- Fleetwood Drive

**Arrive at Fleetwood Primary School (approximately 4:00 PM)**

### Afternoon Bus - 834

**Leaves from Fountain Gate Secondary College – Josephine Avenue (approximately 3:12 pm)**

- Tinks Road
- Fountain Drive
- Raven Crescent
- Princes Highway
- Arrive Fountain Gate Shopping Centre 3.20 pm
- Narre Warren Railway Station
- Shrives Road
- Fullard Road
- Saxonwood Road
- Darling Way
- Fleetwood Drive
- Narre Warren Cranbourne Road
- Baringa Park Drive
- Seebeck Drive
- Ormond Road

**Arrive Casey Central Shopping Centre (approximately 3:40 pm)**

### Afternoon Bus - 835

**Leaves from Fountain Gate Secondary College – Victoria Road (approximately 3:30 pm)**

- Josephine Avenue
- Maramba Drive
- Ernest Wanke Road
- Parkhill Drive
- Mansfield Street

**Arrive Berwick Railway Station (approximately 4:25 pm)**

### Afternoon Bus - Cardinia School Special (to Hallam Senior SC)

**Leaves from Josephine Avenue (approximately 3:30 PM)**

- Tinks Road
- Saffron Drive
- Fitzgerald Road
- Princes Highway
- Harmer Road
- Alexander Street
- Princes Domain Drive
- Cornwall Street
- Windsor Street
- Frawley Road

**Arrive at Fleetwood Primary School (approximately PM)**

# STARTING SECONDARY SCHOOL OPENS UP A WHOLE NEW WORLD!



## HERE ARE SOME HANDY TIPS FOR FAMILIES:

### Plan how your child will get to and from their new school

It is important to think about the best options for your family and be familiar with the rules - so that ALL children are safe around schools.

**If you are in Year 7, your family still has 2,400 more school trips to make!**

*ie. 10 school trips per week x 40 weeks per year x 6 years of secondary school*

### Reduce your car trips around peak school times

There will never be enough carparks right outside the school gate for every family. Consider walking, riding or scooting to and from school. Look for nearby parking locations such as parks, sporting reserves or shopping areas and walk the rest of the way. Watch our *Active Travel* animation for more information (link below).

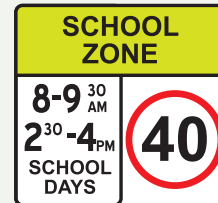
### Support and encourage greater independence

Secondary school provides a great opportunity for independent travel for your child. Is public transport an option? Can you walk them part of the way? Can they start the walk home themselves and meet you at an agreed meeting place? Can they ride/scoot to school? Do they have friends/family they can walk with? Active travel has so many lifelong benefits for young people:

- A great regular source of physical activity (improved fitness, cardio & metabolism).
- Better academic performance (burn off excess energy and gain more focus).
- Opportunities to interact with friends and others in their community.
- A great time to think, relax, reflect on their day.
- Opportunities to make decisions independently, learn from mistakes and gain the confidence that comes with success.



### Follow the signs around your school



The signage around your school is there to keep all children safe. Please read and follow the signs:

**SCHOOL ZONE 40 KM** – slow down, lots of children



**NO STOPPING** – you cannot stop your car here at all

**NO PARKING SCHOOL DAYS** – this is a 2-minute only Drop off Pick up Zone

Parking Compliance regularly patrol school precincts and fines are issued for illegal behaviour. Watch our *Driving Safely Around Schools* and *Drop off and Pick up Zones* animations for more information (link below).

### Use the safest crossings

Where available, School Crossings are the safest place for all pedestrians to cross the road, no matter what age. Encourage your child to choose the safest crossing option. Watch our *School Crossings* animation for more information (link below).

### Be considerate of the local community and each other

Double-parking, parking on nature strips and blocking driveways are illegal and dangerous. Be patient and think about the impact of your behaviour. Watch our *Driving Safely Around Schools* animation (link below).

### Make a commitment to being Safe Around Schools

**Take the time to learn more:** Watch our short *Road Safety Animations* available on YouTube - City of Casey Safer Communities. Read all information from your School and seek further information if you are not sure.

Visit [casey.vic.gov.au/safe-around-schools](http://casey.vic.gov.au/safe-around-schools)

We can all work together to get everyone to school and home again safely.





# How can you **support** your child's **learning** and **transition** to secondary school.

## You can support you child by

### Establishing Routines

- Establishing routines
- Set up consistent wake-up, study, and bedtime routines to help the child adapt to the new schedule.
- Encourage preparation the night before (e.g., packing bags, organising uniforms).
- Arrive to school on time
- Be ready to learn

### Setting up a quiet, organised study area with minimal distractions

- Co-develop a weekly schedule to complete homework and study

### Encourage Organisation

- Help them use planners or equivalent to track assignments, deadlines, and extracurricular activities.
- Teach skills like prioritising tasks and managing time effectively.

### Communicating Regularly

- Talk about their day, challenges, and achievements
- Encourage open dialogue about friendships, teachers, and experiences.

### Promoting a Growth Mindset

- Encourage resilience by framing challenges as opportunities to learn.
- Emphasise effort and persistence over perfection.

### Keeping them healthy

- Appropriate amounts of sleep, exercise and healthy food





FOUNTAIN GATE  
SECONDARY COLLEGE

RESPECT ● RESPONSIBILITY ● ENDEAVOUR ● HONESTY