



Ocean **View** College B-12

INFORMATION
HANDBOOK

Respect

Responsibility

Resilience



Contact Us

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Ocean View College School Values



RESPECT

- > Care for others.
- > Allow others to feel safe.
- > Be polite and thankful with all members of the community.
- > Cooperate with school expectations and rules.
- > Care for the school and others property.
- > Demonstrate thoughtfulness and empathy toward others.
- > Be tolerant of difference.
- > Allow others to learn without disruption.
- > Listen to the opinions of others.

RESPONSIBILITY

- > Lead your school and life learning.
- > Own your choices and learn from them.
- > Choose to be the best learner and person that you can be.
- > Be an ethical global citizen.
- > Plan your own pathways and go there.
- > Demonstrate leadership and role modelling skills.
- > Support others to make good decisions.

RESILIENCE

- > Keep trying even when things get hard.
- > Face up to hardship and talk with people around you.
- > Develop problem solving skills and be a role model to others.
- > Be a reliable and supportive friend.
- > Help others to be resilient and keep trying.
- > Dream and develop plans for the future.

Primary School at OVC

Reception - Year 6

The Primary Years at Ocean View College lay the initial foundations for future learning in all areas of the curriculum. Reception to Year 6 students are encouraged to make decisions about their learning and to take responsibility for their own learning and behaviour. Teachers support every child to reach their full potential by providing a well-balanced learning program with a strong focus on developing independence, problem solving and creativity.

Reception to Year 6 students are taught in the eight areas of learning (listed below) and assessed against the achievement standards of the Australian Curriculum. The Primary curriculum has an explicit focus on continual improvement in Literacy and Numeracy within the delivery of the Australian curriculum.

- > English
- > Mathematics
- > Science
- > Humanities and Social Sciences
- > Health and Physical Education
- > The Arts
- > Technologies
- > Languages

Included in the content of learning are the general capabilities; Literacy, Numeracy, Information and Communication Technology, Critical and Creative thinking, Personal and Social development and Ethical and Cultural understanding. These general capabilities are intended to help prepare our students to learn, live and eventually, work in the 21st Century. Our Primary School teachers use a range of learning styles and teaching strategies to cater for the individual learning needs of all students including, additional learning support and opportunities for intellectual stretch whilst fostering areas of personal interest and growth.

Reception to Year 6 students also access specialist subjects with specialist teachers such as, Health and PE, Visual and Performing Arts, Japanese, Music and Digital Technology. The care group teacher is responsible for teaching and learning, monitoring attendance, student wellbeing and student performance. The Primary School has strong connections with the Children's Centre with a transition program in place to ensure there is a smooth transition for children moving from Pre School to school.

High School at OVC

Middle Years 7 - 9

The Middle Years is an important period of learning, in which knowledge of the fundamental disciplines are developed. At OVC we provide a specialised Middle Years experience where every child is treated as an individual and their uniqueness is catered for by providing a rich and diverse curriculum. OVC wants every student to commit to being a creative, open-minded, life-long learner who can use mistakes as a tool for growth. Teachers will work with every student to enable them to show independence of thought, develop intellectual determination and to understand themselves as a learner.

From Years 7 to 9, students are challenged, inspired, and nurtured through a diverse curriculum and through evidence-based, innovative teaching. Opportunities are provided for students to come to know the world through different perspectives, represented by subjects within eight learning areas listed below. Assessment is designed to challenge students and evaluate their performance against the Australian Curriculum Achievement Standards. During their schooling, young people can develop their capabilities in every subject, in the areas of Literacy, Numeracy, Information and Communication Technology, Critical and Creative Thinking, Personal and Social development and Ethical and Cultural understanding.

- > English
- > Mathematics
- > Science
- > Humanities
- > The Arts
- > Technologies
- > Health and Physical Education
- > Languages

To provide each one of our Middle Years students the support they need to navigate this difficult life stage, each one of our young people are assigned a Mentor teacher. The Mentor teachers are specialists in Middle Schooling and carefully watch over their students, monitoring attendance, wellbeing, and performance in classes. The Mentor is the connection between school and family and provides the young person an identified adult, a person they can rely on, who will listen and get to know them and their family.

Middle Years students attend care group every morning and an hour-long session on Tuesdays, where they are instructed through curriculum focused on personal and social development.

Senior Years 10 - 12

Senior Schooling at Ocean View College, encompasses Years 10 through 12 and is built upon the successful foundations in the Middle Years. Our Senior Schooling approach is committed to providing all Senior Years students with engaging and flexible learning opportunities that will allow each student to achieve their personal, academic and career goals. The Senior Years curriculum is aligned to the SACE for students in Years 11 and 12 and the Australian curriculum for students in Year 10.

As a member of the Senior Years, students will spend a great deal of time in our Senior Centre. The goal of the Senior Centre is to create an environment where learning is maximised and results for all future pathways are improved. The appointment of Study-line Teachers ensures our students are provided with a supportive, more personalised service where they can access assistance with their studies when required.

Ocean View College also has a team of dedicated mentor group teachers who support our Senior Years students with their academic, career and personal pursuits. Students meet with their mentor group teacher every school morning and for a dedicated lesson on Tuesdays.

The SACE journey

To complete the South Australian Certificate of Education (SACE) qualification, students will need to attain 200 credits from a selection of Stage 1 and Stage 2 subjects. A 10-credit subject is usually one semester of study, and a 20-credit subject is usually over two semesters. Visit www.sace.sa.edu.au

Vocational Education and Training (VET)

Undertaking VET course may benefit students' exploration of a variety of career pathways; it is not just reserved for a pathway within the trades (e.g. plumbing, automotive, and construction). Students can complete VET qualifications in a diverse range of industries, including 3D animation and Visual FX, aged care, or sport and recreation.

Ocean View College offers several VET courses on our site and students have access to programs in other western area schools. Visit www.wats.sa.edu.au

Harbor View Campus

Flexible Learning Years 10 - 13

3 McLaren Parade, Port Adelaide SA 5015

P 08 8447 4934

Harbor View Campus is a Flexible Learning Centre, located in the heart of Port Adelaide. This space allows students to complete qualifications in a flexible, adult learning environment outside of a formal school setting. Learning is achieved through:

- > South Australian Certificate of Education (SACE)
- > Vocational Education and Training (VET)
- > Australian School Based Apprenticeships (ASBA)
- > Traineeships and
- > other accredited flexible learning programs





General Information

Bell Times

School begins at 8.45am. In the mornings the school yard is supervised from 8.30am. The dismissal time is 3.15pm except Tuesdays when school finishes at 2.15pm allowing for whole staff meetings and professional development opportunities.

Out of Hours School Care is available from 7.00am to 8:30am and from 3.15pm to 6.15pm. To book visit www.happyhaven.sa.edu.au/oceanview

School Begins	8:45am
Recess	10:45am – 11:05am
Lunch Mon/Wed/Thur/Fri	12:50pm – 1:30pm
Lunch Tuesday	12:00pm – 12:30pm
Dismissal Mon/Wed/Thur/Fri	3:15pm
Dismissal Tuesday	2:15pm

Term Dates

2021

Term 1	27 January to 9 April
Term 2	27 April to 2 July
Term 3	19 July to 24 September
Term 4	11 October to 10 December

2022

Term 1	31 January to 14 April
Term 2	2 May to 8 July
Term 3	25 July to 30 September
Term 4	17 October to 16 December

Communication

Parent Portal

PRIMARY SCHOOL ONLY - Each class teacher uses a platform of their choice eg. Class Dojo or Daymap to communicate with parents/caregivers about class activities, excursions, tasks and general communication.

HIGH SCHOOL ONLY - Each family receives login details to access the Parent Portal. Here parents/caregivers can access information on student reports, timetables, attendance, lesson plans, assignment details and dues dates as well as teacher contact information.

E-mail and SMS

During enrolment parents/caregivers provide contact information which is used to send school updates through e-mail and/or sms. These updates can include event reminders, end of term dismissal details etc.

Each day a student has an unexplained absence the school will send out an SMS absentee message to parents/caregivers to respond with absence details for the school to update on our database. Parents/caregivers are responsible for updating the school when contact information changes.

eNewsletter

Posted on our website and our Facebook page, our eNewsletter informs parents/caregivers of special school activities such as excursions, meetings and volunteer opportunities as well as providing important information around school policies and procedures, payments, student learning, upcoming events etc.

Facebook and Instagram

Provides us with the opportunity to instantly share important information to our community on a range of different topics including school closure days, unexpected announcements, positive student stories, policies and procedures, school events, student achievements etc.

 www.facebook.com/oceanviewcollege

 [@oceanviewcollege](https://www.instagram.com/oceanviewcollege)

Website

An information hub containing everything about OVC including policies, bell times, uniforms, Curriculum and much more. Find us at www.oceanview.sa.edu.au

Attendance

Regular attendance at school is important for students to get the most from their education. Our school has an expectation that every student will attend school every day, and while at school will attend every lesson. If a student is absent from school, parents/caregivers are asked to call the school by 8:45am on 08 8248 1422.

Each day a student has an unexplained absence the school will send out an SMS absentee message to parents/caregivers who have registered their mobile phones with the school. Registration for this service can be done upon completion of the child's enrolment forms.

We acknowledge that students may occasionally need to come to school late or leave early for a range of reasons. It is important that students follow the school expectations regarding appropriate sign-in and sign-out procedures when these circumstances arise.

> Arriving to school late

If students arrive to school after 8.45am they are expected to report to their Sub-School office and sign in.

> Leaving school early for planned reasons

Parents/caregivers are expected to contact the school ahead of time and give permission for the student to leave school grounds at the required time. Students are expected to attend their Sub-School office to collect a Leave Pass and sign out.

> Leaving school for illness

When a student reports to their Sub-School School office to receive health support, staff determine whether the child should go home. Staff will contact the student's parent/caregiver for permission to leave school grounds if appropriate.

Out of School Hours Care (OSHC)

Ocean View College has partnered with Happy Haven OSHC. They will provide a high quality on-site service for children from Preschool to Year 7. Happy Haven embraces the school values and builds on your child's educational experience and individual interests. Before School/After School, holiday and Student Free Day care is offered. Visit: www.happyhaven.sa.edu.au/oceanview



Student Support

We know that when young people feel good about themselves, are happy and have positive relationships with teachers, peers and parents, they are more likely to enjoy life and school and be successful and engaged in their learning. OVC offers a range of support services to students and their families including:

> School-based Student Wellbeing Leaders

Qualified teachers with additional skills in promoting and supporting student learning and wellbeing. Student Wellbeing Leaders support students, their friends and the wider school community, and help them manage things that are happening in their lives. Students may seek support from the Student Wellbeing Leader for a range of issues including learning difficulties, student-teacher relations, friendship issues, grief, bullying, problems at home, anger management, concerns about their physical safety, goal setting and coping skills.

Contact a Wellbeing Leader

Primary School

Year R - 6 8248 1422 Ext 1

High School

Middle Years 7 - 9 8248 1422 Ext 2

Senior Years 10 - 12 8248 1422 Ext 3

Harbor View Campus

Open Monday - Thursday 8447 4934

> In-school psychology services

Experienced adolescent psychologists with specific experience in education settings who can diagnose and treat a range of psychological issues including behaviour problems, anxiety and depression, anger management, developmental disorders, social skills, gaming addiction, grief and loss, education and learning difficulties, sleep difficulties and parenting difficulties. To access this service students need a current Mental Health Care Plan from a GP.

> Youth Worker case management

Qualified Youth Workers support young people's emotional and social development in an informal setting, but via educational processes. They tackle a whole range of issues from social to behaviour concerns and students are identified for case management by teachers and/or families. Youth Worker involvement may include supporting

students at school, home visits, connecting students and families with external support services and delivering wellbeing programs to targeted students.

> Aboriginal Education team

This team work closely to support Aboriginal students, meeting with them and their families regularly.

Governing Council

Ocean View College welcomes and encourages our parents/caregivers to participate in the decision making process of the school to include them as part of our school community. This ensures transparency and allows a voice for families. Governing Council consists of 12 elected members and meets twice a term on a Wednesday night. If you are interested in becoming a governing council member, please contact the school on 08 8248 1422.

Canteen

The Ocean View College canteen is outsourced and contracted to **Rory's School Lunches**. It is open daily from 9.00am. Students in Years R – 12 may use the canteen during recess and lunchtime until 1.30pm. Parents can make online orders before 9.30am using the QKR! App.

Reporting Achievement

PRIMARY SCHOOL ONLY - Written reports are provided to parents/caregivers at the end of terms 2 and 4 with grades and detailed comments outlining reading, writing and numeracy progress.

HIGH SCHOOL ONLY - Written reports are provided to parents/caregivers at the end of terms 2 and 4. In addition to this, students will receive mid-term academic progress indicators.

Parent Meetings

Learning Conversations are held in terms 1 and 3, where parents/caregivers can meet teachers to discuss their child's progress. Parents/caregivers are encouraged to contact the school at any time if they have concerns.



School Fees

The materials and services charge covers the cost of essential items and services used by students over a school year. These may include subject area equipment, classroom materials, sport, grounds and resource books. School fees are set annually by the principal and governing council in consultation with the school community.

Fees are invoiced to families in January of each year or following the enrolment of a student. Statements are sent regularly during the year to update families on the balance of funds owed. Please visit our website for further details on annual charges and school fees at www.oceanview.sa.edu.au

Payment Options

Payments can be made in person at the front office, over the phone or by returning the payment slip attached to the invoice. There are many options available to make payment including, Payment Plans, Credit Card, Cash, Bank Transfer or QKR! App. For inquiries call the **Finance Office** on 8248 1422 Ext 4.

School Card Scheme

Families may be eligible for support for payment of materials and services charges and subject fees depending on income earned. School card assistance must be applied for each year. You are required to lodge your application for school card assistance with the school early each year.

To apply online visit www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme to complete an online application. You can also attend the school front office for assistance with your School Card application. You are required to bring your Centrelink and Medicare card.

ICT Devices

Primary School

Electronic touch screen whiteboards and projectors are used and class sets of ipads and laptops are borrowed for Teachers to use technology in the classroom to support teaching the curriculum.

High School

Ocean View College B-12 is committed to supporting teaching and learning for all Year 7 - 12 students by providing access to computers and technology.

Laptop Program

We are offering a subsidised Laptop Program to those students commencing High School. Students participating in the Laptop Program will have exclusive possession of an individual wireless laptop which will connect to the school's networked resources. Students may use these laptops at school and at home. This will provide email and internet access to school resources, Daymap, up-to-date software, secure data and file storage and printing services supported by the IT Dept. Students who choose not to participate in the Student Laptop Program will be able to access a Netbook or laptop computer from the school for daily use only.

**** These Netbooks/laptops will not be available for take home borrowing, and students will not be able to personalise these in anyway.*

Bring Your Own Device

Students may bring their own device from home, however we are only able to provide limited IT support. We are not able to supply DfE software, Accidental Damage Insurance or onsite repairs for devices is not supplied by the school.





Student Life

Student Services

Student Services is the place for students to go if they are feeling unwell, have questions, need to phone home or need to sign in or out. All student enquiries go to student services. Ocean View College has 3 Student Services office for each sub-school.

Primary School

Year R - 6 8248 1422 Ext 1

High School

Middle Years 7 - 9 8248 1422 Ext 2

Senior Years 10 - 12 8248 1422 Ext 3

Harbor View Campus

8447 4934

Student Portal

HIGH SCHOOL ONLY - All students access their timetables, assessment tasks, homework and electronic diary through Daymap. If they are absent from lessons they are able to see the work set in order to catch up. Assessment results will be published in Daymap. Parents are encouraged to monitor their child's progress via the Daymap parent portal.

Student ID Card

HIGH SCHOOL ONLY - Students are provided a Student ID card at the beginning of the academic year. It is recommended that students carry their ID with them for library borrowing and when on public transports. To replace a lost student ID card students must pay \$11 inc. GST at the Front Office.

Personal Property and Valuables

The school is a public place and although we promote responsible behaviour, we cannot guarantee the safety of everyone's belongings. Please note that the school is not liable. We understand that valuables sometimes need to be at school. Students should take special care with valuable items as these are brought to school at the student's own risk. Clothing and personal property should be labelled.

Lockers

HIGH SCHOOL ONLY - Students are allocated a locker as students are not permitted to carry their bags around with them during the day. Access to lockers is before school, at recess and lunch times to collect and return books. Students are allocated a key and will need to pay \$11 inc. GST if the key needs to be replaced. Mobile phones are also expected to be locked securely in lockers during the day.

YEAR 12 STUDENTS - Students may choose any locker to place personal belongings in the Senior Centre. Students are expected to bring a padlock from home to secure their locker.

Stationery

PRIMARY SCHOOL ONLY - At the beginning of the school year, students will receive a book pack containing essential stationery and materials. Parents/caregivers are advised that all materials (stationery etc). issued to students remains the property of the school. Students are expected to source their own stationery once the original supply has been used.

HIGH SCHOOL ONLY - Students are responsible for providing their own stationery items. Each subject will have different recommendations of what materials will be required for that subject. A stationery list is available on the school website as a guide for when purchasing stationery.

Student Voice

Ocean View College B-12 acknowledges that students have unique perspectives on learning, teaching and schooling, and should have the opportunity to actively shape their own education. Student Voice allows students to actively participate in their school community and the education system by contributing to decision making processes and collectively influencing outcomes, putting forward their views, concerns and ideas. Student Voice at OVC is comprised of students from all year levels and nominations occur annually.

Instrumental Music Services

At OVC, instrumental music and singing lessons are provided by the Department for Education Instrumental Music (IM) program for all students who undertake music as a subject during the year. Enrolment forms and costs for instrumental music and singing lessons, as well as instrumental hire can be collected at the front office.


Extra-Curricular Programs

Ocean View College places a major focus on extra-curricular programs to further enhance learning and engagement of students, staff, parents, and the wider community.

OVC provides extra-curricular academic and sport opportunities in the following pathways:

- > Student Voice
- > Maths Club
- > Middle School Afterschool Sports Academy
- > SAPSASA sports (Year 4-6)
- > Western Zone Sport carnivals (Year 7-12)
- > Weekly Western Zone Sport (Year 7-12)
- > State Knockout Sport (Year 7-12)
- > Sports Coaching and Leadership
- > Sporting Schools government initiative
- > AFL umpiring
- > Dance Academy
- > R-5 Afterschool Sport
(Auskick, MiniRoos Soccer, Basketball)

The extra-curricular sport programs support the diverse range of intra-school sport events the school also offers. These include R-12 Sports Day, School Fun Run, Middle School Sports Shield, R-5 Morning Fitness, lunchtime sports and staff v student sports.



Guidelines and Procedures

ICT Agreement

All students at Ocean View College B-12 must abide by certain rules around the use of digital devices. Students must honour this agreement to use our ICT network. Privileges may be suspended or completely withdrawn depending on the seriousness of the breach of this agreement. Under this agreement students must:

- › Not interfere with any software, data files, or equipment
- › Not plagiarise from any source
- › Use the internet at the school to access only curriculum – related material
- › Not access offensive, sexually explicit, illegal, or violent material

Mobile Phone Policy

Ocean View College B-12 acknowledges that mobile phones and other communication devices feature significantly in the lives of our students, families and the wider community. The purpose of this policy is to set out clear expectations regarding the acceptable use of mobile phones and other communication devices at school, excursions, camps and extra-curricular activities.

- › Mobile phones (and earbuds) should not be visible, heard or used in class unless with the permission or direction from the teacher.
- › Students may access their phones at recess and lunchtime and naturally, before and after school.
- › Students who bring mobile phones (or other devices) to school must accept sole responsibility for their care. As with any other personal items, the school cannot take any responsibility for phones that are lost, damaged or stolen.
- › If a parent needs to contact their child urgently, they should contact the schools and the Sub School Secretary will pass on the message.

Students must not:

- › Take photos of other students without their permission. This includes changing rooms, toilets, gyms and swimming pools.
- › Video student or staff activities and conversations without their knowledge and permission.
- › Distribute these images or videos to social media sites or applications.
- › Send harassing or threatening messages or images to others.

Uniform Policy

The wearing of school or sports uniform is compulsory for students from Reception to Year 12. The wearing of school uniform promotes:

- > Student safety as strangers stand out from the crowd
- > A common symbol of unity and equity
- > Pride and a sense of belonging to Ocean View College

Footwear – Our uniform policy requires all OVC students to wear black shoes. These shoes must support and enclose the foot. The shoes and laces must be totally black. All black track shoes and runners are acceptable.

Students who come to school out of school uniform will be expected to change into uniforms supplied by the Sub-School. These clothes will need to be washed, dried and returned to school the following day. Any students losing or damaging the loaned uniforms will be issued with an invoice to replace the clothing.

Our Uniform Supplier is Hambours situated at 2 Wilson Street, Royal Park SA. Phone 08 8447 2077.

To view the pricelist, order online or book a fitting visit www.oceanview.sa.edu.au



Dress R-12



Skirt 7-12



Pinafore R-6



Spray Jacket 7-12



Cap



Polo R-6



LS Polo R-6



Polo 7-12



Hat R-6



Fleecy Jacket



PE Top 7-12



PE Short 7-12



Ocean**View** College B-12

BEHAVIOUR PILLARS

I AM SAFE

- > From physical harm
- > From emotional harm
- > From cyber-bullying
- > To have my opinion
- > To be myself
- > To regulate what I feel and do

I AM A LEARNER

- > I allow others to work without disruption
- > I come prepared for all lessons with necessary equipment
- > I am on time for lessons
- > I follow instructions willingly and promptly
- > I strive to be the best learner I can be
- > I keep trying when things get hard
- > I expect the best in the future and work to achieve it

I GET ALONG WITH OTHERS

- > I treat others with tolerance and respect
- > I cooperate with staff and fellow students
- > I accept others without ridicule, discrimination or harassment
- > I respect our College values

Excellence in Learning through;

RESPECT

RESPONSIBILITY

RESILIENCE

BEHAVIOUR GUIDE

YOUR CHOICE | YOUR BEHAVIOUR | YOUR RESPONSIBILITY | YOUR ACTIONS

INAPPROPRIATE CLASSROOM BEHAVIOUR



STEP 1

You will be reminded of the school rules



STEP 2

You will receive a 1st warning that your behaviour/language is inappropriate.



STEP 3

You will receive a 2nd warning that your behaviour/language is inappropriate.



STEP 4

You will be told to EXIT the class

Report to the sub-shool office to receive instructions for going to EXIT class.

This will also result in a lunch detention and parents informed. Refusal to EXIT class will result in an immediate Take Home.



HIGH LEVEL INAPPROPRIATE CLASSROOM BEHAVIOUR



Violence
Harassment
Cyber-Bullying
Offensive Language
Verbal Abuse Of Staff Or Students
Non-Compliance
Threatening Behaviour
Leaving College Grounds
Truancy



NO STEPS

Your actions will result in being sent home immediately.

Parents will be contacted and further consequences will follow.

3 x EXITS in a week WILL result in an external suspension at the time of the 3rd EXIT.

A re-entry meeting will be conducted before the student returns to class the next day.



Any student who receives an EXIT in the week following the suspensions, will be suspended.

A re-entry meeting with parents will be organised prior to return.



Ocean View College B-12

Gedville Road,
Taperoo SA 5017

P 8248 1422

F 8341 8235

E dl.0908_info@schools.sa.edu.au

www.oceanview.sa.edu.au

Support Lines

**Alcohol & Drug
Information Service**
1300 131 340

Shine SA
1300 794 584

Centrelink Port Adelaide
13 24 68

**Emergency Accommodation
– Homelessness SA**
1800 003 308

**Dale Street Women's
Health Centre**
8444 0700

**Second Story Youth
Health Services**
8243 5637

Kids Helpline
1800 55 1800

Crisis Care
13 16 11

Life Line
13 11 14

**Wonggangga Turtpandi
Aboriginal Primary
Health Care Services**
8240 9611

**SA Dental Services Port
Adelaide**
8241 0855

Youth Health Line
1300 131 719