

# Transition Handbook



Carrum Downs Secondary College  
*Respect Integrity Effort*

# In This Guide

---

Introduction	Page 2
Our school zone	Page 3
Application process	Page 4
Timetable Structure	Page 5
Year 7 curriculum structure	Page 6
Bring your own device (BYOD)	Page 7
Fiancial assistance	Page 8

## INTRODUCTION

---

In partnership with our local primary schools, Carrum Downs Secondary College endeavours to provide a smooth a smooth transition into the secondary years.

*Transition activities include:*

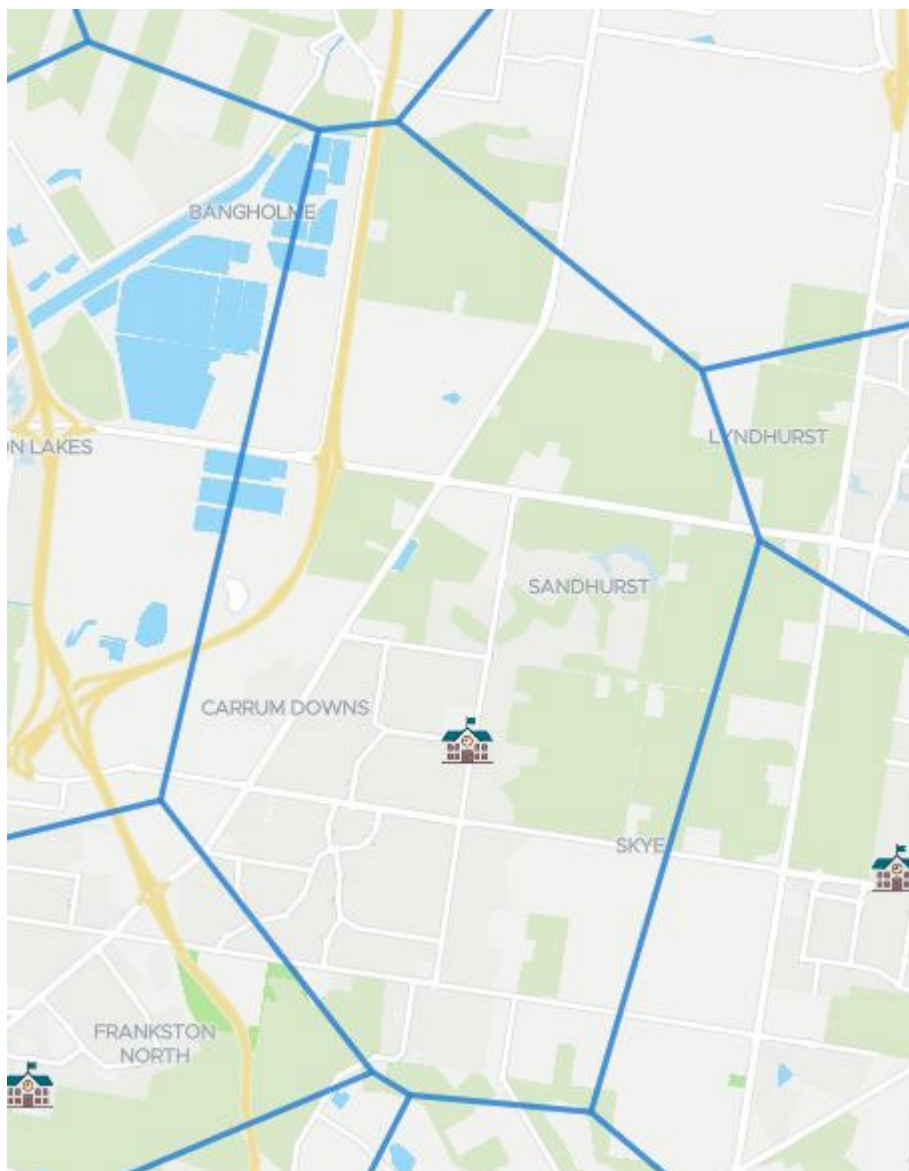
- Discovery days (Grade 5/6): Students visit Carrum Downs Secondary College to encounter a day in the life of what secondary life entails.
- Student information sharing: Our transition team organise a meeting with our local school's Grade 6 teachers to get background information on all students. This enables us to best cater for your child's individual needs ready for Year 7.
- Extra Transition: We consultation with primary schools, we offer some with a few extra transition sessions prior to Orientation Day. These small group sessions allow students to become familiar with the school and meet a few peers and staff.
- Orientation Day: All Victorian government students attend an orientation day session at their secondary college. Students will meet their new peers, teachers and get a feel for what the following year will be like

# Our school zone

---

Find My School hosts the most up-to-date information about Victorian school zones. Information on this site is updated in Term 1 each year, ready for the Year 6 to 7 transition period. Students residing in this zone are guaranteed a place at our school, which is determined based on your permanent residential address. The Department provides guidance through the School Placement Policy to ensure that students have access to their designated neighbourhood school. If you have any questions about school zones, please visit the website call the VSBA Hotline on 1800896950 or email [vsba@edumail.vic.gov.au](mailto:vsba@edumail.vic.gov.au).

Check the below link to see if you fall within our school zone:  
*[findmyschool.vic.gov.au](http://findmyschool.vic.gov.au)*



# Application process

---

Application for Year 7 Procedure for students living in the College neighbourhood zone. Each family will receive a Year 6 to Year 7 Placement Information Pack- Guidance for all government schools for placement in Year 7.

Complete the form: The address shown must be the student's current residential address. Identify Carrum Downs Secondary College as your first choice. Return the completed form to the primary school by the due date. Please refer to the department guidelines for further information <https://www2.education.vic.gov.au/pal/enrolment/guidance/year-6-to-7-placement>

Note: This form must be returned to the primary school.

## Order for priority enrolments

---

The Placement Policy has been updated to provide greater clarity for schools and parents/carers and support consistent decision-making.

Changes include simplifying the priority order of placement. Applications received from students who reside outside of the school zone will now be reviewed based on the following priority order of placement:

1. students with a sibling at the same permanent address who are attending the school at the same time.
2. all other students in order of closeness of their home to the school.

Schools must follow the priority order of placement to prioritise enrolments fairly and consistently when there are existing or future capacity concerns. The priority order of placement only applies to students who are seeking enrolment in a school other than their designated neighbourhood school.

There have been no changes made to compassionate grounds in the policy, which states that in exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. Compassionate grounds are an overarching consideration and do not form part of the priority order of placement.

# TIMETABLE STRUCTURE

---

Carrum Downs Secondary College Daily Structure					
	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8.50-9.50	8.50 - 9.45	8.50-9.50	8.50-9.50	8.50-9.50
Transition between periods	9.50-9.55	9.45 - 9.48	9.50-9.55	9.50-9.55	9.50-9.55
Period 2	9.55-10.55	9.48 - 10.43	9.55-10.55	9.55-10.55	9.55-10.55
Recess	10.55–11.20 (25 mins)	10.43 – 11.07 (25 mins)	10.55–11.20 (25 mins)	10.55– 11.20 (25 mins)	10.55– 11.20 (25 mins)
Period 3	11.20-12.20	11.07 - 12.02	11.20-12.20	11.20-12.20	11.20-12.20
Transition between periods	12.20-12.25	12.02 - 12.06	12.20-12.25	12.20-12.25	12.20-12.25
Period 4	12.25-1.25	12.06 - 1.00	12.25-1.25	12.25-1.25	12.25-1.25
Pastoral Care		1.05 - 1.50 (45 mins)			
Lunch	1.25-2.10 (45 mins)	<b>Students dismissed at 1.50pm</b>	1.25-2.10 (45 mins)	1.25- 2.10 (45 mins)	1.25- 2.10 (45 mins)
Period 5	2.10-3.10	<b>Professional Learning Communities for staff</b>	2.10-3.10	2.10-3.10	2.10-3.10

## What does the first day of Year 7 look like?

---

Farewell to family and Guardians.

8.50am Welcome Assembly in the Gym

Period 1 & 2 - Induction with one of your teachers - locker, locks, diary, and timetable

Recess

Period 3 & 4 - Meet your teachers, Tour of the school.

Learn about compass, Reading your timetable, Class activities.

Lunch

3:00pm Dismissal

# Year 7 Curriculum Structure

## CORE SUBJECTS

---

All students must complete the following core subjects for the entire year:

- English
- Maths
- Humanities
- Science
- Physical Education & Health
- STEAM
- Pastoral Care

Students will then complete a single semester of the following specialist subjects (2 per semester)

## SPECIALIST SUBJECTS

---

- Art
- Digital technology
- Drama
- Material technology (wood)

## TARGETED TEACHING FOR MATHS & ENGLISH

---

An enrichment program for every student

- Targeted teaching was piloted with Year 7 in 2019 with strong and positives results.
- Fluid groupings are made according to pre-test and assessment results.
- Fluid grouping means students can change groups as learning needs change.
- A strong focus on building relationships
- Better Teacher: Student ratio
- Extension opportunities

## Music and performance

---

**There are many opportunities to get involved in the Music and Performance Program at CDSC.**

- School production
- Variety shows.
- Concert band
- Stage band
- Ensembles
- Year 7 training band (beginner instrumental level for students)
- Choral/Vocal groups

In Term 1 students can trial all instruments

# Bring Your Own Device

## (BYOD)

---

The vision for Carrum Downs Secondary College is one in which all students can access the necessary ICT tools to be successful learners within the 21<sup>st</sup> century. The use of technology to support student learning needs to be multi-faceted, flexible, and adaptive in approach, and the various devices utilised should enable students to have continual access to relevant information and knowledge whenever required and perform a variety of other functions necessary to support their learning.

It is necessary for all students to have access to a personal netbook device in all their classes through our Bring Your Own Device (BYOD) program. Students must have access to their own personal netbook device and are responsible for bringing it to the college each day. Students bringing their device will be able to login to our college network allowing them access to the internet, Office 365 software, any other subject specific software they may need.

There are many benefits to learning for students who bring their own device.

- Access at all times to our Compass portal through which students can access learning resources, become up to date with daily organisational changes, submit work and communicate with teachers.
- Access to learning software such as digital textbooks and Edrolo (Year 12 only)
- Capacity to bring the resources and information from the internet into their learning environment at any time.
- Easy transfer of schoolwork between school and home
- Opportunities to collaborate in their learning using ICT resources through an ever-developing list of platforms including (but not limited to) Google Docs, Padlet, Kahoot just to name a few.
- Greater independence in managing their own learning and better preparedness for either further study or work.
- Less interruption to learning due to the current delays associated with accessing technology in class via our netbook trolleys.

Whilst there are minimum requirements for devices, most netbooks with a minimum of windows 10 operating system or Mac iOS 11 with permanent keyboards will comply with our requirements. (Please note Chrome books and tablets do not work on our network system)

If you do not yet own a suitable device, please consider the following options:

- Purchase or lease a device outright from a retail provider – our Department of Education approved supplier is Edu net, however any provider or retail store would stock suitable devices.
- Obtain a school assisted device through application to our Business Manager

Further information is available from our front office or the IT office.

# Financial Support

## PARENTS & CARERS

---

Carrum Downs Secondary College understands that some families may experience financial difficulty.

The Camps, Sports, and Excursions Fund (CSEF) is an annual payment to the College to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student. Secondary school student rate: \$225 per year. Parents/Guardians must be a holder of Veterans Affairs Hold Card or be an eligible Centrelink Health Care Card or Pensioner Concession Card holder. Temporary foster parents are also eligible.

<https://www.cdsc.vic.edu.au/csef-financial-assistance/>

For a confidential discussion about support for textbooks, uniform, or laptop computers, please contact the college on 9788 9100 to make an appointment with our Business Manager.

Email: [\*\*carrum.downs.sc@education.vic.gov.au\*\*](mailto:carrum.downs.sc@education.vic.gov.au)