



Portland Secondary College

YEAR 7 TRANSITION 2026 INFORMATION

MISSION

We strive to create an environment where high expectations, a wealth of opportunities, and dedicated professional growth enable students to embody our core values.

VISION

At Portland Secondary College our purpose is to provide a safe and supportive learning community that offers all students the opportunity to develop the skills, knowledge and dispositions needed to become successful, creative, resilient and respectful learners.

VALUES

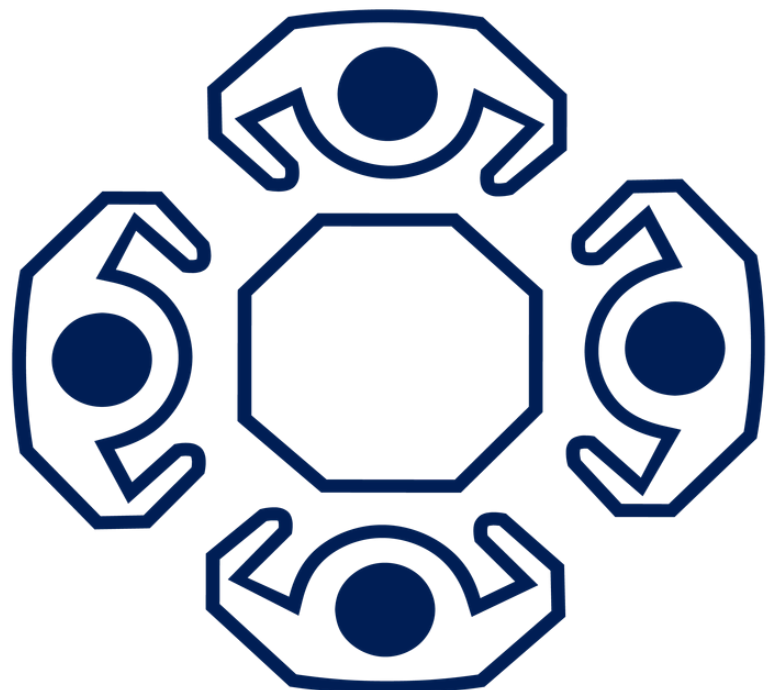
- **Be Respectful** and treat others as you would like to be treated yourself.
- **Be Successful** and strive to be the very best that you can be.
- **Be Resilient** and persevere through challenges.
- **Be Creative** and use your initiative to have a positive impact as a global citizen.

MOTTO

Creating the Opportunities.

LOGO

Represents four students around a table working collaboratively.



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Welcome

Dear Parents/Guardians,

Portland Secondary College Council would like to extend a very warm welcome (or welcome back!) to both you and your child. We look forward to working and collaborating with you in 2026, and in the years ahead.

Commencing secondary school is an exciting time for students and their families. It is a stage where students grow towards greater independence and responsibility for their own learning and behaviour.

In 2026, we are excited to continue building on the success of our **Year 7 Hub**. This dedicated learning space supports our Year 7 students to develop the skills and routines needed to thrive in our school community, with a strong focus on both academic growth and social/emotional wellbeing. Through flexible grouping, students are supported at their individual literacy and numeracy levels, while being challenged with high expectations in a positive learning environment.

At Portland Secondary College, our staff believe that all students can be both learners and leaders. We are committed to creating opportunities for every student to become an active, engaged global citizen who is prepared with the skills and strategies to succeed in an ever-changing world.

We look forward to meeting you and getting to know your child as the 2026 school year unfolds. Please don't hesitate to contact us if you would like further information or a tour of the school.

Warm regards,



Jo Kindred
Principal



Kirsten Mitchell
Assistant Principal
Curriculum & Learning



Colin Payne
Assistant Principal
Engagement & Wellbeing



Orientation Day for Grade 6 Students

STUDENT ORIENTATION DAY

Why?	This is the first official opportunity for our 2026 Year 7 cohort to connect with each other and staff. Explore our campus and be exposed to what Portland Secondary College has to offer.
Who?	All students starting at Portland Secondary College in 2026 must attend our College on this day.
When?	Tuesday 9th December 2025.
When should students arrive at PSC?	Before 8.45am for an 8.50am start.
Where do we meet?	Marriot Theatre (in front of the Canteen).
How do students get to PSC?	Students can walk, ride their bike, be dropped off at the College or they can take the bus if they are a regular bus traveller.
What do students need to bring?	<ul style="list-style-type: none">• A pencil case• Drink bottle• Lunch and snacks from home or they can bring money to purchase food from the Canteen
What should students wear?	Primary school sports uniform and comfortable shoes.
What should students do if they are running late?	Call and advise the General Office on 03 5523 1344. When you arrive at the General Office you will be directed to your class.
What time does the day finish?	3.30pm. Please organise a suitable collection point for you to meet your child after school.



Curriculum Contributions

Portland Secondary College provides students with instruction to fulfil the standard Victorian Curriculum. Our Voluntary Financial Contributions are expected to be \$260.00 per student for all core and elective subjects. We want to assure you that all contributions are voluntary. However, we invite parents to make the Curriculum Contributions to ensure that our school can offer the best possible education, programs and support for our students. We thank you for your support!

Extra-Curricular Items and Activities

Portland Secondary College offers a range of items and activities that enhance or broaden the schooling experience for students and these items and activities are above and beyond what the school provides to deliver the Curriculum. These are provided on a fee for use basis.

Extra-Curricular Items and Activities	Amount
Year 7 Camp Out – Early in Term 1	TBC
Optional Year 7 Interschool Sports program The cost of these are determined for each sport that your child qualifies for	As required
Other optional Year 7 camps and excursions to be scheduled	As required

Financial Support for Families

Portland Secondary College understands that some families may experience financial difficulty and offers a range of support options, including:

- Camps, Sports and Excursions Fund (CSEF)
- State Schools Relief Uniform Pack

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Joan Pethybridge or Alana Nesbit

Ph: 03 5523 1344 | Email: Portland.sc@education.vic.gov.au

Payment Methods

- Compass Pay – quick and convenient payment via the Compass app
- Direct to our office
- Centrepay agreements – Families receiving Centrelink payments can complete a Centrepay form to nominate a component of their payment each fortnight to pay off school fees. Centrepay forms are available from the General Office.
- Direct Deposit: Commonwealth Bank BSB: 063 093 Account number: 1000 2891

Please call the General Office on 03 5523 1344 to discuss payment options available to you.

Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.



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Curriculum Contributions

PARENT PAYMENT POLICY

ONE PAGE REVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.



Transitions

Moving from primary school to secondary school is a big change, an opportunity to learn and grow, a challenge for young people, and above all, a very exciting experience. Your child is at the centre of how we work with students in their transition to Portland Secondary College.

How we support Year 7's in their Transition to PSC:

Orientation Program

Being a primary school student is quite different to being a secondary school student. We tailor an extensive program for our incoming Year 7's to teach them how to be Portland Secondary College students. Lessons are underpinned by our school values of; Respect, Success, Resilience and Creativity and teach students important skills so they can have their best start to secondary education. Learning how to place lunch orders at the Canteen, reading the timetable, using combination locks and setting up lockers, working effectively as a team and navigating the school grounds are just some of the skills we focus on.

Dedicated Year 7 Space

To assist your child in their transition to Portland Secondary College, our Year 7's are based in the Year 7 Hub. This is a dedicated space for our Year 7 students. Year 7 students will complete the majority of their learning in the Year 7 Hub. Year 7 students have exclusive access to this space before school, at recess and lunch time. This helps to create a sense of belonging and security which is critical for a successful transition from primary to secondary school. They will have access to a fridge, microwave and sandwich press.

Mentor Support

All students at Portland Secondary College begin their school day by meeting in their Mentor Group. Each class has their own Mentor Teacher, who works closely with them to support their academic progress and wellbeing. Mentors will ensure that students and their families feel welcome and at ease in their new environment. Year 7s are taught by their Mentor for at least one of their subjects in Year 7. This means their Mentor knows how they learn and can work with their other teachers to support learning and wellbeing. The Mentor Teacher is the first contact point for families. In addition to this, when looking at class placements, we work very closely with the local primary schools to ensure your child is placed in a class with students they will feel comfortable with & who will support their learning.

Year 7 Camp

The Year 7 transition camp will be held in the second week of Term 1. The camp is an excellent opportunity for students and staff to get to know each other, build positive relationships and understand the importance of everyone working co-operatively. More information about camp is provided on Page 9 of this document.

Peer Support

The Peer Support program involves older student leaders working with groups of Year 7 students to assist them with their transition to Portland Secondary College. These student leaders facilitate activities that promote connection and foster the building of positive relationships between Year 7 students with positive role models.



Camps

Week 2, Term 1, 2026 – Orientation Campout

To ensure our Year 7 students have a positive start to high school, we run an alternate program for the first two weeks of the school year. These two weeks will conclude with our Orientation Campout. The Campout will be held locally in Portland and will include a range of activities, including scavenger hunts and team-building exercises, designed to help students get to know one another and form new friendships.



We strongly encourage all students to take part in this valuable experience.

Families will receive further information, including details about the cost and location, in November 2025.

Once enrolment documents have been completed, you will receive an email with your Compass Parent login details. This will allow you to log onto Compass to provide consent, complete medical forms, and make payment for camp. As the Year 7 Camp takes place very early in Term 1, all requirements will need to be finalised by the end of Term 4, 2025.



Compass

Portland Secondary College uses Compass School Manager as a central portal for communication between the College and families. Compass streamlines many school operations such as attendance, communication, event management and reporting. Compass can be used on mobile phones, tablets and PC's.

On Compass, you are able to:

- View your child's schedule/timetable/reports
- View notes from teachers about your child's effort and behaviour
- Contact your child's teacher via email
- Explain absences
- View newsletters
- Make online payments for curriculum contributions
- Consent and make payments for events

You will be provided with your individual Compass username and password. These will be provided to you during Term 4, after you have completed the enrolment form. If you ever misplace your login details, contact the General Office and they can reset it for you. You can also access some Compass video tutorials here: <https://www.compass.education/compass-in-one-minute> and <https://www.compass.education/guide>

Portland Secondary College

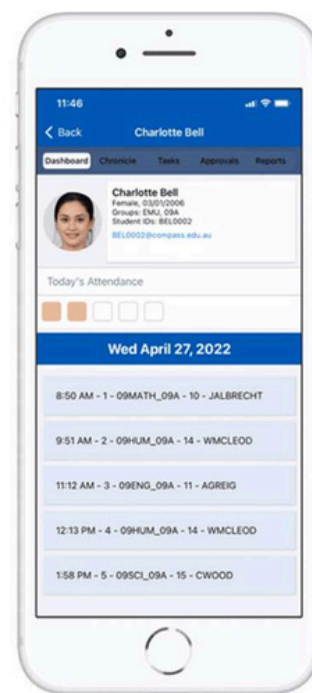
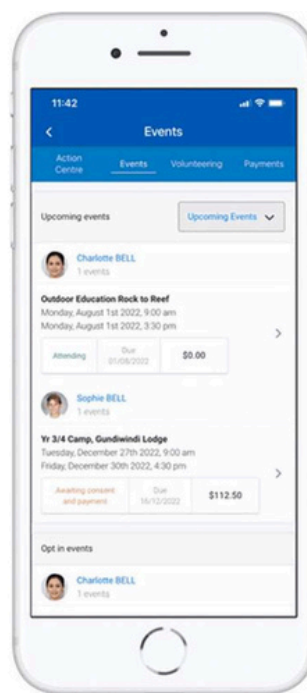
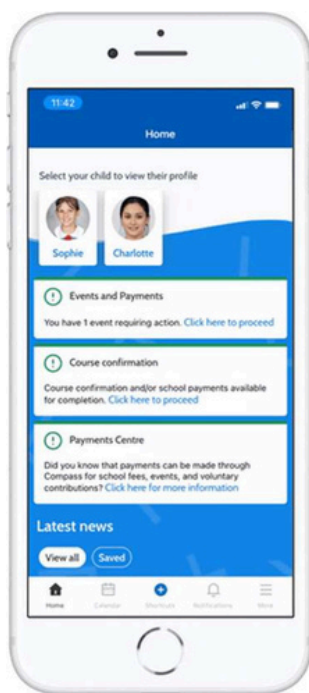
Username

Username

Password

Password

Sign in





Attendance

Student attendance is a critical factor in student achievement and success. For learning to take place, students must attend school and be participating in class. Students who regularly miss whole or part days of school also miss valuable opportunities of learning that cannot always be regained.

It's not ok to be away

When you are away...	That equals...	Which is...	And over 13 years of schooling, that's...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day per week	40 days per year	8 weeks per year	Over 2.5 years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

Attendance at Portland Secondary College is highly valued. We do understand that occasionally students are unwell, have medical appointments or have family circumstance that will involve time away from school. Parents/Guardians have a responsibility to let Portland Secondary College know every time their child is absent from school along with the reason for their absence. There are staff at PSC who are required to follow up and monitor absences.





Attendance

Approving absences:

Students cannot approve their own absence. All absences need to be approved by a Parent/Guardian either before the day of the absence or at the latest on the morning of the absence in any of the following ways:

- Via Compass using your Parent/Guardian log in
- Phoning the General Office on 03 5523 1344
- Sending a signed and dated letter to school with your child to hand in at the General Office.

If your child is away without explanation, an Attendance Officer will attempt to contact you in addition to a computer-generated SMS being sent to you on the same day requesting contact.

Late arrival/Early pick up:

If you are dropping your child off to school late or picking them up early, they must be signed in/out. Only people listed on their enrolment can sign students in/out of school. Please take care to include close friends and family who may do this for you as emergency contacts on your child's enrolment.

Signing students in/out can be done in any of the following ways:

- Via Compass using your parent log in
- Phoning the General Office on 03 5523 1344
- Via the Compass Kiosk in the General Office foyer
- Sending a signed and dated letter to school with your child to hand in at the General Office.

If you are picking your child up early, please send them with a note to give to their teacher so they can leave class to meet you. Teachers will not allow students to leave class without notification as their whereabouts must be known at all times. Paging students in class time is avoided as much as possible to minimise disruptions.

Students will not be permitted to leave school early with someone who is not listed on their enrolment without prior communication between the Parent/Guardian and school.

If you are taking a Family Holiday in school time DET requires a process to be completed before this can be approved. You will need to contact your Child's Mentor to arrange for an Educational Absence Approval form to be completed. This will include arranging for schoolwork to be done during the student's absence. Please allow a minimum of 2 weeks for this process to be completed.



Learning Program

The timetable at Portland Secondary College has 6 periods each day.

College Times	Start	Finish
Warning Bell	8.45 am	
Mentor Group	8.50 am	9.10 am
Period 1	9.15 am	10.05 am
Period 2	10.05 am	10.55 am
Recess	10.55 am	11.15 am
Period 3	11.25 am	12.15 pm
Period 4	12.15 pm	1.05 pm
Lunch	1.05 pm	1.40 pm
Reading Time - <i>Announcements at 2pm</i>	1.50 pm	2.00 pm
Period 5	2.00 pm	2.40 pm
Period 6	2.40 pm	3.30 pm

Year 7 Learning Program		
English	➡	8 Periods a week
Maths	➡	6 Periods a week
Health	➡	2 Periods a week
PE	➡	2 Periods a week
Indonesian	➡	2 Periods a week
Science	➡	2 Periods a week
Humanities	➡	2 Periods a week
Arts	➡	2 Periods a week
Technology	➡	2 Periods a week

In Year 7, we do focus heavily on English, Maths, social/emotional learning and building habits/routines to be successful in later years.

Music in Year 7 involves Year 7 students choosing a musical instrument to learn.



Sample Timetable

7A Timetable					
	Monday	Tuesday	Wednesday	Thursday	Friday
Mentor	RDM - HUB2	RDM - HUB2	RDM - HUB2	RDM - HUB2	Year 7 Assembly
Period 1	English - Class RDM - Teacher HUB2 - Room	English RDM HUB2	Indonesian MYJ HUB3	English RDM HUB2	English RDM HUB2
Period 2					
Recess					
Period 3	Maths RDM HUB2	Maths RDM HUB2	Technology DNB T4	Maths RDM HUB2	Maths RDM HUB2
Period 4				Wellbeing RDM HUB1	Wellbeing RDM HUB1
Lunch					
Period 5	Science ARC S1	Humanities RDM HUB4	Art TRS A5	PE GYE	Health RDM
Period 6				Gym	Hub1

Year 7 students run on a weekly timetable.

Students will be provided with printed timetables that will look like this, as well as a 'cheat sheet' to help them decode them.

	Jul 28, 2024	Mon 29	Tue 30	Wed 31	Aug 1	Fri 2
8am						
9am		8:50: MG - 7MGA - (Mentor Group Yr7) - H4 - ARC 9:15: 1 - 7ENGA - (English Yr7) - J11 - HNM	8:50: MG - 7MGA - (Mentor Group Yr7) - H4 - ARC 9:15: 1 - 7ENGA - (English Yr7) - J11 - HNM	8:50: MG - 7MGA - (Mentor Group Yr7) - H4 - ARC 11:25: 3 - 7SCIA - (Science Yr7) - S2 - ARC	8:50: MG - 7MGA - (Mentor Group Yr7) - H4 - ARC 9:15: 1 - 7ENGA - (English Yr7) - J11 - HNM	8:50: MG - 7MGA - (Mentor Group Yr7) - H4 - ARC 9:15: 1 - 7ENGA - (English Yr7) - J11 - HNM
10am		10:05: 2 - 7ENGA - (English Yr7) - J11 - HNM	10:05: 2 - 7ENGA - (English Yr7) - J11 - HNM	12:15: 4 - 7SCIA - (Science Yr7) - S2 - ARC	10:05: 2 - 7ENGA - (English Yr7) - J11 - HNM	10:05: 2 - 7ENGA - (English Yr7) - J11 - HNM
11am						
12pm		11:25: 3 - 7MATA - (Mathematics Yr7) - J11 - ARC 12:15: 4 - 7MATA - (Mathematics Yr7) - J11 - ARC	11:25: 3 - 7MATA - (Mathematics Yr7) - J11 - ARC	11:25: 3 - 7ARTA - (Visual Art Yr7) - A3 - BKA 12:15: 4 - 7ARTA - (Visual Art Yr7) - A3 - BKA	11:25: 3 - 7MATA - (Mathematics Yr7) - J11 - ARC 12:15: 4 - 7MATA - (Mathematics Yr7) - J11 - ARC	9:15: 1 - 7TECBA - (Technology Studies B Yr7) - T9 - TIG 10:05: 2 - 7TECBA - (Technology Studies B Yr7) - T9 - TIG
1pm						
2pm		12:15: 4 - 7HPEA - (Health Yr7) - J11 - CGD	1:50: 5 - 7HUMA - (Humanities Yr7) - J11 - HSA 2:40: 6 - 7HUMA - (Humanities Yr7) - J11 - HSA	1:50: 5 - 7INDA - (Indonesian Yr7) - J15 - WSS 2:40: 6 - 7INDA - (Indonesian Yr7) - J15 - WSS	12:15: 4 - 7HPEA - (Physical Education Yr7) - GYM - CGD	1:50: 5 - 7INDA - (Wellbeing Yr7) - J15 - ARC 2:40: 6 - 7INDA - (Wellbeing Yr7) - J15 - ARC
3pm		12:15: 4 - 7HPEA - (Health Yr7) - J11 - CGD			12:15: 4 - 7HPEA - (Physical Education Yr7) - GYM - CGD	

Students and parents can also view their timetable online via Compass.

* Please note that students in all other year levels have a two-week rotating timetable.



Student Support

The College's team offers a range of services to ensure students are provided with a high level of professional support for learning and wellbeing. Students benefit greatly from the care, expertise and flexibility of our friendly staff. Our Disability Inclusion Program operates under guidelines of the Department of Education and Training.

Service	Description
Disability, Inclusion & Supported Learning	PSC strives to ensure access to learning for students with disability in a range of learning areas and with a variety of supported learning options. These may include Nurture programs, practical hands-on project-based programs, classroom support and literacy/numeracy interventions. For students with higher level needs the school may seek additional support funding through the Disability Inclusion Profile process.
Catch Up	Programs to help students include: Getting Ready In Numeracy & QuickSmart – Numeracy support, MacqLit – English Support, FLO – Flexible Literacy Options, After school Homework Program.
Middle Year Literacy & Numeracy Support Programs	We have specialist English and Mathematics teachers working alongside our classroom teachers to ensure all students reach their full potential.
Learning Support Room (LSR)	The LSR opens up learning for students who are struggling and who might otherwise have low attendance, challenging behaviours, internalized behaviours (e.g. withdrawal). The room, and the staff within it, offer a safe, structured, and predictable environment. All work is based on trauma informed positive education principles e.g. the Berry Street Educational Model.
Hands On Learning	Hands on Learning is a practical school program that builds wellbeing, engagement, and attendance by creating opportunities for students to discover their talents and experience success through significant and authentic hands-on projects.
Doctors in Secondary School	Doctors in Secondary Schools provides a clinic at PSC for students to access medical advice. Onsite clinic one day a week.



Service	Description
Re-Engagement Program	Students with disability or additional needs, may also be supported at the Satellite Campus Re-engagement Centre.
Student Services	<p>Our Student Services Centre provide a range of supports for students, families and staff. Support includes:</p> <ul style="list-style-type: none">• Collaborating with all agencies to ensure the health and wellbeing of students, staff and families• Assisting with health promotion in school and community• Supporting the LGBTIQA+ community• Coordinating Live 4 Life• Providing students with lunches when required• Providing students with general hygiene products• Reporting matters of concern to Child Protection DHHS• Linking families with Child First, Orange Door and Family Support• Coordinating student immunisations, dental van visits and hearing test• Coordinating staff and student enrolment and participation in Youth Mental Health First Aid <p>We can also organise referrals to visiting specialists and agencies such as:</p> <ul style="list-style-type: none">• Doctors in Secondary Schools• Headspace• School based psychologists• Vic Police• CAMHS - Child and Adolescent Mental Health Services• CASA - Cases Against Sexual Assault• SOCIT - Sexual Offences and Child abuse Investigating Team• Private clinicians.



Uniform

Portland Secondary College has a Uniform Policy that all students must adhere to which is designed to create a sense of pride and promote active and safe participation for all students. It is expected that all students attending Portland Secondary College wear the full College uniform at all times during College activities. Approved Casual Dress Days are excluded.

All uniform items are available from SQUIDLYDIDS, Percy Street Portland.

The purpose of our School Uniform is to:

- Create a sense of belonging, as well as collective and individual pride in Portland Secondary College students and the identification with our school
- Assist in individual student safety and group security when travelling to and from school and on school excursions
- Reduce cognitive demand on students deciding what to wear each morning
- Promote active and safe participation in school life
- Minimise issues of equality, health and safety, and expense which are also factors that contribute to the establishment of the Uniform Policy

Please ensure all parts of your child's uniform are clearly labelled with their name and year level.

The College Council's Uniform Policy has been developed with consideration of viewpoints from parents/guardians and teachers of the College.

If you would like a copy of our Policy, please contact the General Office.





Uniform

Uniform items include: PSC Polo (pictured on previous page), White Button up shirt, Dress, Grey Trousers and shorts, Kilt, Navy Jumper with PSC Logo, Navy Jacket with PSC Logo, PSC Bucket Hat, PSC Beanie, Plain White or Black Socks, Black Leather Shoes (shoes must be black, polishable leather shoes to meet the Occupational Health and Safety regulations).

Note: In cooler weather, a white, black or navy long sleeve top may be worn as a base layer under either the PSC Polo, Shirt or dress.

Frequently asked questions

My child has really good black shoes that aren't leather. Is this okay? No. Shoes need to be polishable leather for safety reasons (eg. for science, technology and cooking).

We're struggling to get uniform at the moment - can you help? Absolutely! There are lots of different ways we can help with uniform (even shoes!) – see the information below about State Schools' Relief.

My child complains that they aren't warm enough. Why can't they wear hoodies or grey trackies? Hoodies and tracksuit pants are not part of school uniform. Extra layers can be added under the uniform (eg. white/black/navy long sleeve under the tops; leggings underneath trousers).

What should my child wear for P.E? Students need to wear our PE uniform. This consists of the PSC PE Polo with plain navy or black shorts or plain navy or black tracksuit pants. Students should also wear runners with support.

My child is not in full uniform today (eg. Their jumper is in the wash, we are moving so do not have a particular item). What do we do? Send your student to school with a note or email your child's teacher on Compass.



Uniform Support

Families who have a current Health Care Card or Concession Card are eligible to receive a Uniform Pack

The 2025 Year 7 package contained the following items:

- 1 x Polo Top or Shirt
- 1 x Trousers / Pants or Shorts or Summer Dress
- 1 x Pair of Shoes (Lace Ups or T-Bars or Sneakers)

The 2026 Year 7 package is still to be confirmed

Please contact to General Office for more information or to obtain an Order Form.



Sports & P.E. Uniform

Physical Education

It is compulsory for all students to wear the PSC PE Uniform for all PE lessons.

PSC PE Uniform	Footwear	Clean sports footwear.
	Socks	Plain white socks.
	Waist down	Plain navy or black shorts or plain navy or black tracksuit pants.
	Waist up	PSC PE Polo with logo. (Pictured below). PSC PE singlet with logo.
	Jacket	PSC Soft Shell Jacket. PSC School Jumper.

Students are to use the change rooms in the gym to change into and out of their school uniform. Students will be given time to do this during class.

If students have PE Period 1 & 2 – Students are allowed to come to school in their PE uniform. They must bring their full school uniform to school with them and get changed into their full school uniform after their PE class.

If students have PE Period 5 & 6 – Students are to come to school in their full school uniform. They will get changed into their PE uniform at the start of Period 5. At the end of the day, students are allowed to leave school in their PE uniform.

*Students should note that uniform non-compliance will result in non-participation.

Whole School Sporting Events

A PE change of clothes or similar can be used for whole school sports days. Year Levels usually dress in colour or a theme as decided by the student group. Year 7 students wear RED to our whole school Swimming & Athletics days.

Interschool Sport

All students representing Portland Secondary College at any interschool level are required to wear the PSC PE Uniform.





Year 7 Interschool Sport

Interschool Sport at Portland Secondary College is a wonderful opportunity for our students to become involved in activities outside the classroom that are of special interest to them.

Many of the sports that we offer have pathways leading to State Championships and State Team Selection, however, it is the sportsmanship, mentoring, support and ethos of 'having a go' that is most important at Portland Secondary College.

The following sporting opportunities are some examples of those that may be available to our Year 7 students:

<ul style="list-style-type: none">• Interschool, District, Zone and State Swimming• Interschool, District and Zone Athletics• Golf	<ul style="list-style-type: none">• District Basketball• District Soccer• Zone Cross Country• Equestrian• Motocross• Surfing	<ul style="list-style-type: none">• State Cross Country• District Hockey• Interschool Football• Interschool Netball• Clay Target Shooting	<ul style="list-style-type: none">• Zone and State Athletics District• Tennis• 3 Bays Marathon• Super 8 Cricket• Zone Triathlon• District Golf
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Becoming Part of a Team

How students become part of our sporting teams differs depending on the sport. For example, for swimming and athletics they must qualify through our whole school Swimming and Athletics Carnivals. This can be quite confusing for students because for the whole school carnivals they compete based on their year level but as the Interschool team is put together they are placed in events based on their age (as of 31st December of the year of competition). That may mean that a Year 7 student is 'competing' for a place in the PSC team against a Year 8 student whose birthday is in the same year.

Tryouts for Interschool Sport

For all the other sports students will be asked to express their interest and then attend tryouts. These will be advertised via the Compass Newsfeed. In some cases there are minimum or special requirements (for example for golf and clay target shooting) that need to be met, however, in most situations students need to attend tryouts for selection to a team. Sport Captains, senior students, staff and sometimes Parents/Guardians will make selections and coach teams. Year Level Managers and Assistant Principals always reserve the right to refuse participation by any student whose behaviour at school indicates they would not be good representatives of PSC in a sporting arena.



Year 7 Interschool Sport

Interschool Sports Uniform

Our registered colours for competition are navy and white, with white socks. PSC sport tops can be borrowed from the library or purchased from Prestige Clothing, however plain white or PSC short sleeved polo tops can be worn. Our navy PSC school jumpers or jackets can be worn and navy shorts and track pants are preferred but black are permissible. Generally, the school will provide playing uniforms, however students will not be permitted to represent PSC in sport if they are not in PSC uniform on the day of competition. More information on interschool sports uniform can be found on Page 19 of this document.

Parental Support

We have developed a wonderful culture of older students working with junior teams at PSC but very often we require support from Parents/Guardians. This may be for coaching, scoring, helping out at swimming or athletics carnivals, being a second adult at an event (along with the staff member) or just providing transport. While for most of our events transport is provided at a cost to the student, that is not always the case and it is therefore the responsibility for families to arrange transport. This occurs mostly for specialty events like clay target shooting and equestrian events or for individual sports like zone swimming and athletics.

It is always great to have Parent/Guardian support and you will always be most welcome at our sporting events and as part of our sporting program.

Extra Costs

Portland Secondary College cannot subsidise any competitions, however, will support all teams with fundraising efforts of team members in meeting costs, such as travel and staff replacements.





BYOD: Bring your own Device

What is BYOD?

Portland Secondary College has implemented the BYOD program since 2016. Digital technologies are dramatically changing how we educate our students and with increased access to electronic devices such as laptops, netbooks or convertible 2-in-1 devices students can leverage learning that is interactive, differentiated and collaborative. The explosion of online information enables our students to interact with and create high quality content, resources and tools.

Why does my child need a computer?

BYOD provides students and families with the latest technology, software and support to afford our students the greatest opportunity to succeed in their schooling by allowing greater engagement and involvement in their learning. Students will learn to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged and robust 21st century citizen who is capable of shaping our future.

1:1 programs (a personal device for each student) are part of an international move towards individualising learning, which can increase independence and self-initiated learning in students and extend their learning beyond the classroom. Students who have their own computers have been found to take greater pride and ownership over the knowledge they create, with a flow-on effect of extending formal learning communities to include parents or carers, siblings and other people important in students' lives.

What does this mean for my family?

BYOD allows students to use a device chosen by them as a principle 1:1 device at school. Portland Secondary College will provide access to the wireless network and the Internet for the principle 1:1 device but will not provide any hardware support.

Cost to Families

BYOD has a cost for the family. Families can purchase from any vendor although we do have local providers who all supply devices which meet the college's recommended specifications.

Recommended devices:

- Laptop
- Netbook
- Convertible 2-in-1 device

iPads and tablets are NOT permissible for use at PSC as a primary device. They can be used as a secondary device if the primary device is damaged/being repaired or replaced with prior arrangements from the Student Engagement Level Leader.

To ensure your child's computer is ready for learning, we ask that all student devices be dropped off at the General Office on Wednesday, 28 January 2026. Our IT department will complete setup, including access and internet connection, so that devices are ready for use when students return from camp.



BYOD: Bring your own Device

BYOD 'Bring Your Own Device' Program Device Specifications 2026

If you are purchasing a device that is not on the list of recommended devices in the BYOD Information Booklet, it must meet all of the following specifications (or above):

Hardware Specifications	
Type	Laptop, Netbook or Convertible 2-in-1 device
Processor	Minimum Core i3 CPU
Storage	Minimum 256GB (Solid State Drive SSD/HDD)
Memory	Minimum 8GB RAM

Software Specifications	
Operating System	Microsoft Windows 10 or 11 Apple Mac Monterey 12.6 or newer Note: Android, Windows RT, Windows 10 S and Chrome based devices are intentionally omitted from the Hardware Specification as they are not suitable devices for use at PSC.
Office Suite	Microsoft Office 365 (Windows/Mac is available free to PSC Students)
Security/Antivirus - Windows	Please ensure Windows is kept up to date as the built-in antivirus is updated with Windows updates.
Security/Antivirus - Mac OS X	Please ensure Mac OS X is kept up to date



BYOD: Frequently Asked Questions

Will my child be protected when using their device online?

At school, students accessing the internet will be protected by eSmart practices; cyber-safety, in a filtered environment and with teacher supervision. At home, Parents/Guardians are strongly encouraged to supervise any internet use and consider setting screen time limits to avoid overuse. Further cyber safety tips will be available from Portland Secondary College or at <https://www.esafety.gov.au/>

Are there rules about using student devices at school?

You and your child will sign an acceptable use agreement with the school. Portland Secondary College will discuss the expectations and responsibilities of owning a personal device with the students, and the college will also communicate these expectations to you. Expectations may include:

- how the device should be used, including what material is regarded as inappropriate for students to access;
- having the device at school daily;
- having the device fully charged and ready for use at school each day;
- guidelines about what, and how much, extra software can be loaded onto the device, including
- information about the need to observe copyright laws.

Can my child bring a laptop, netbook or convertible 2-in-1 device that we have already purchased?

This is acceptable, however, devices should meet the minimum specifications.

What will happen if my student's device is lost, stolen or broken?

Parents/Guardians are expected to cover costs associated with the repair of malicious or accidental damage. Please refer to the device warranty or contact the supplier. Privately owned devices are the total responsibility of families. Portland Secondary College will accept no responsibility for damage or loss of any personal device brought into the college.

How does privacy work under BYOD?

Schools have the right to check contents of media and items brought onto school property. We reserve the right to search lockers, bags and any digital content on electronic devices, if required. Such items may also be temporarily confiscated if used inappropriately or, if students are being investigated by staff.



1-to-1 Personal Devices

Ownership:

- The device is owned by the Parents/Guardians/Student but is made available for use as part of the school learning program
- Parents/Guardians/Students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs

Software and access:

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device
- The school will provide access to some software and applications through eduStar: (www.edustar.vic.edu.au/catalogue/Pages/SoftwareHome.aspx.) There is no cost for this access

School support:

Support will be provided for:

- Connecting the device to the school network, internet and other digital technologies
- Set up and management of school and student email accounts
- All school-based software and associated issues with school applications

Support will not be provided for:

- Connecting to home networks, the home internet, home printers, or other devices
- Personal email accounts and settings
- Software issues
- Hardware issues

Damage or loss of equipment:

- Families are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced

User responsibilities:

- Students are responsible for:
- Bringing their devices fully-charged to school every day
- Ensuring the device has appropriate virus protection
- Backing up data securely
- Carrying their device in an appropriate protective case at all times
- Adhering to the Acceptable Use Agreement when using their device, both at home and at school, including during lunchtime or when not in the classroom



Mobile Phones



The Victorian Government implemented a new mobile phone policy in 2019 that requires students to switch their phones off and securely store them away during the school day. This policy is designed to support teaching and learning in an environment that is free from unnecessary distractions, disruptions and student inattention caused by the urge to check their phones. At recess and lunch times, students will be better-placed to communicate with each other face to face and/or be involved in activities rather than being focused on a device or on social media.

Whilst PSC acknowledges that we live in a technology-rich world where mobile phones are an important communication tool, research has found that mobile phones can be disruptive in classrooms and open to misuse at school. The unregulated presence of mobile phones in classrooms can undermine students' capacity to think, learn, remember, pay attention and regulate emotion.

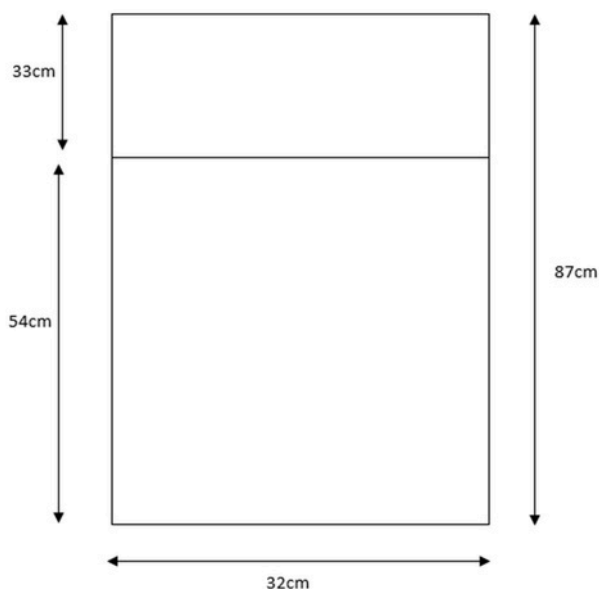
Students are requested not to bring their mobile phone to school. However, PSC understands that some students need to bring their mobile phone to school for various reasons.

Any student who does bring their mobile phone to school, must have the phone switched off and securely stored in their locked locker during school hours and they must not be used on school grounds or during school hours, including lunchtime and recess. This extends to before and after school. Mobile phones must not be used on school grounds, at all.

Teachers will confiscate any mobile phones seen at school. Parents/Guardians may pick up confiscated mobiles from the General Office after 3.30pm on the same day. Students who do not comply and refuse to hand over their mobile phone, will be suspended.



Year 7 Lockers



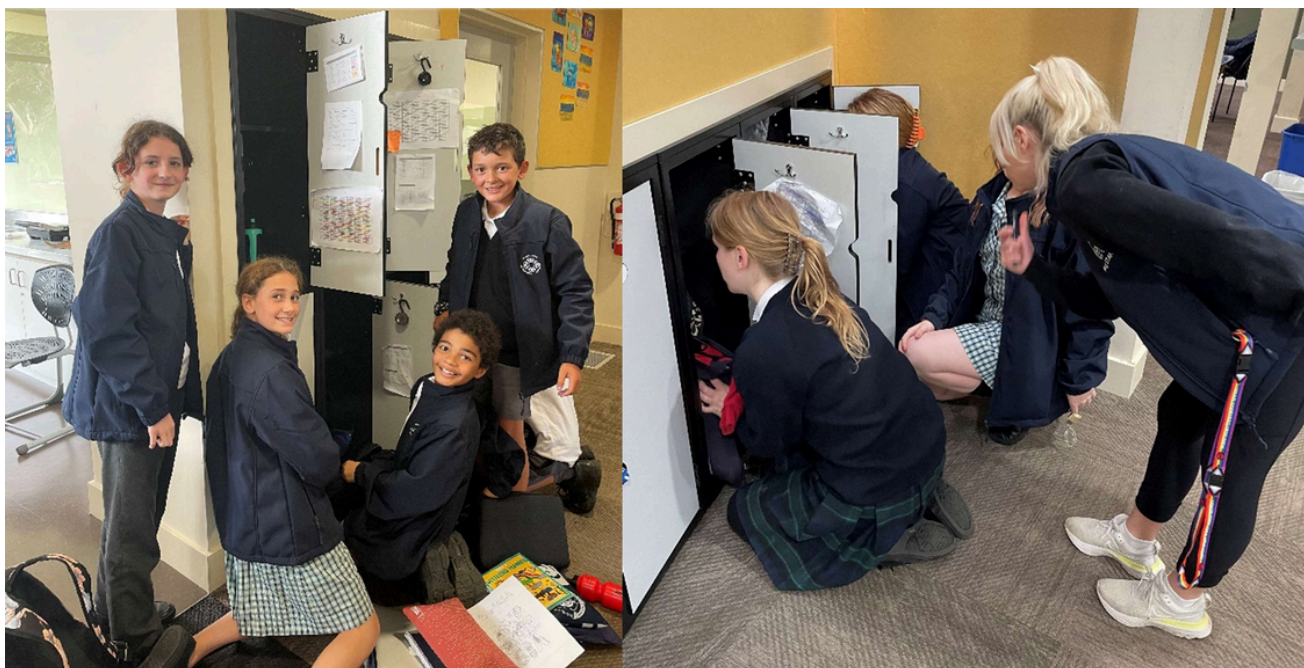
Lockers are provided for all secondary students in designated year level areas. Year 7 students' lockers are located in the 7 Hub.

For OHS reasons school bags must be kept in the lockers at all times. Students are also expected to keep their valuables, including books, sports gear etc. in their locker.

Please make sure that you consider the size of the lockers (seen on the left) before purchasing a new bag for your child.

It is important for students to have secure locks to ensure any personal belongings, including school work and laptops, are protected.

Students have weekly locker inspection to support their organisation.





Illness and First Aid

Portland Secondary College is committed to providing the best possible care for students, staff and visitors to the College. We believe that the college community has the right to feel safe and well and know that they will be attended to with due care when in need of first aid.

The College has First Aid trained staff to manage illnesses and injuries. However, we ask that if your child is ill, that you please make arrangements for them to stay at home, or in a relative or friend's care. The College does understand that Parents/Guardians do go to work, but it is unfair on the child to be put in a learning environment if they can't cope due to feeling unwell.



It is vital that the General Office is made aware of any changes to telephone numbers/addresses for home or business and those names and phone numbers of emergency contacts are kept up to date, so should the need arise, you or a relevant family liaison person can be contacted. Details can be updated via Compass.

If students are feeling unwell, they will be sent to the General Office. Parents/Guardians will be contacted in most cases and will be required to pick up their child.

As part of completing your child's enrolment, you should have provided important medical details. If your child has a medical condition that requires particular knowledge or considerations, reach out to our General Office to have a further conversation, if required.



Active Travel to School

Students are encouraged to travel actively to school. They can do this by riding their bicycles, scooters and/or skateboards to school, or walking.

Students are reminded to:

- travel along designated paths
- always wear a helmet whilst riding
- use supervised crossings where provided
- bring a lock to secure their bicycle or scooter

Within school grounds, students **must** walk their scooter or bike and carry their skateboard.

A bicycle enclosure is located in each of the sub-schools. The Junior School bike enclosure is located in the shed near the bus loop. This shed is not accessible after 9am or before 3.30pm. Students who arrive late, or require their bike, scooter or skateboard before 3.30pm should go to the General Office.

Students are encouraged to purchase and use a lock to help secure their belongings.





Bus Travel

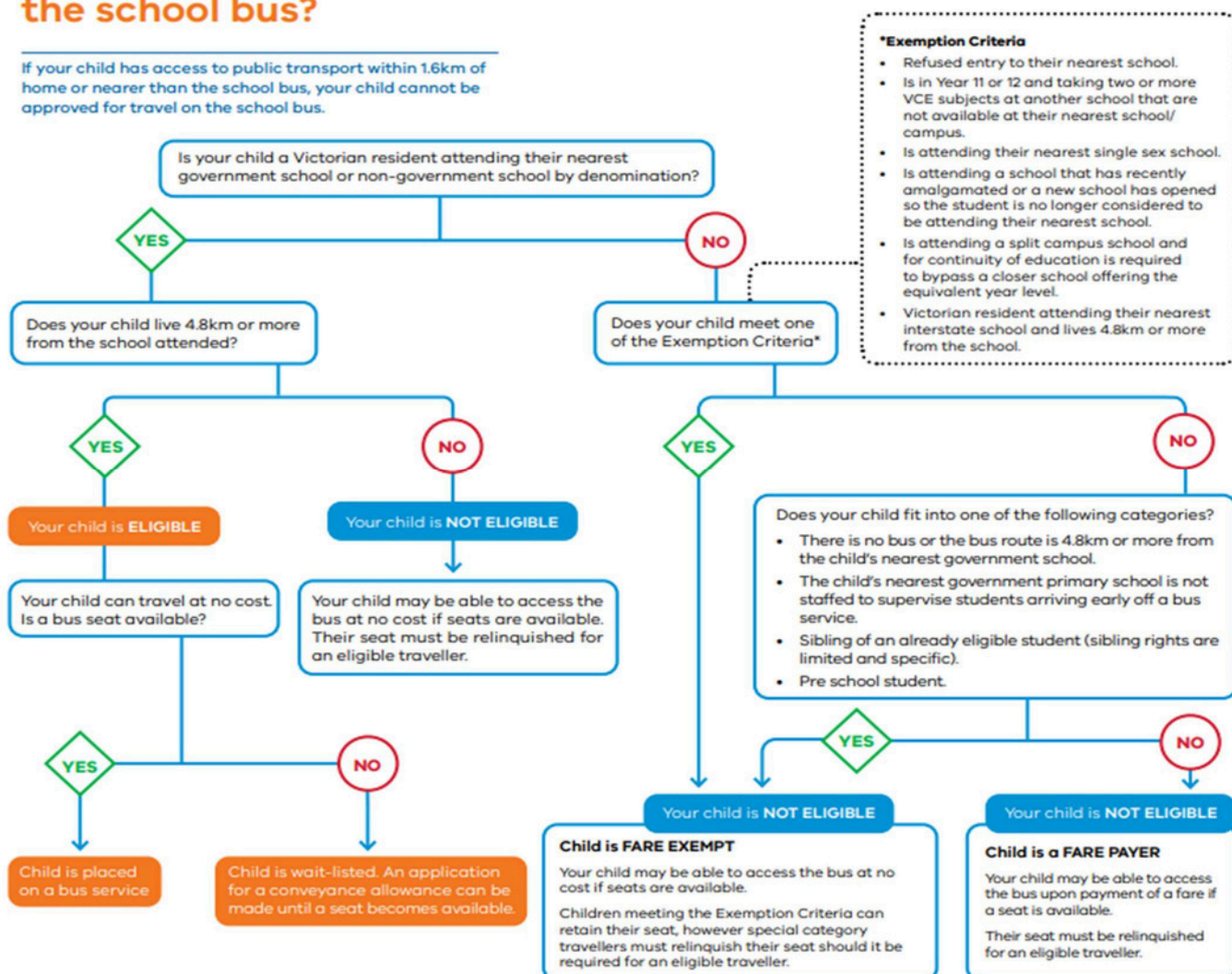
Buses are available for students from town outskirts areas to travel to PSC.

- Students must be residing 4.8 kilometers or more from the College to be 'eligible'
- Buses are for transportation 'to' and 'from' school only
- Visitors and Parents/Guardians are not allowed to travel on country school buses

Before students can travel on country buses, you must complete an 'Apply for Permission to Travel' form. Please contact the General Office for more information, or to collect a hard copy of this form.

Is your child eligible for the school bus?

If your child has access to public transport within 1.6km of home or nearer than the school bus, your child cannot be approved for travel on the school bus.



Please note: The town bus routes provide a pay-as-you-go service. Information on these routes can be provided by contacting Portland Bus Lines on 03 5523 5811. The General Office may be able to assist with simple enquires.



Student Leadership

Multiple Leadership Positions are available to our Year 7 Students

Year 7 Level Leaders

These Positions involve:

- providing positive leadership for the student community
- providing exemplary role models for other students
- providing a voice for students within the College
- representing the College at official functions
- conducting or playing a significant part in College assemblies and conducting events

Student Voice and Agency Committee

The Student Voice and Agency Committee (SVAC) provides a forum through which students can make suggestions and initiate projects which they feel will benefit the College community. Committee membership is made up of interested students who are elected from each year level. The SVAC gives students the opportunity to become actively involved in fundraising activities, student issues and the College environment within a positive, encouraging atmosphere.

Other Leadership Opportunities

- Music Captain
- Sport Captain
- Public Speaking Leader
- Cultural Leader
- Inclusion and Diversity Leader





Parent / Guardian Involvement

The College Council and staff encourage Parent/Guardian involvement in the school.

We need your ASSISTANCE:

- In checking communication from the College
- in monitoring homework
- in enforcing College rules
- in ensuring punctual, regular attendance

Please try to ATTEND:

- College events
- Sports days
- Students' performances
- Ceremonies

We want you to PARTICIPATE as a member of our College community and as a partner in the educational growth and development of your child and College. This can range from a variety of activities, such as, helping in the Canteen or Library, volunteering your skills and time at Working Bees or helping out at PSC sports days or interschool events.

The advantages of Parents/Guardians being involved in our school activities are:

- Knowledge of the school operations which will assist when you are discussing the school with your child.
- Opportunity to meet teachers who are teaching your child and as a result you are better able to discuss your child's progress with staff.
- As a Parent/Guardian, gain confidence in the school and feel much happier about entering the school to talk to staff.
- Become more familiar with the student's work. As a result you will be better able to help your child with work at home.
- Your child sees that you have a real interest in them and a better relationship may result.
- The Child, Parent/Guardian and Teacher are better able to work as a team to educate your child.
- Your Child builds up confidence in the school.
- You hear of possible changes and future directions in the College and are able to express your opinion and or assist in decisions

Please keep an eye out for opportunities to get involved. These will be published on Compass, Facebook and in our school Newsletter. If you would like to get involved, contact the General Office, or your child's Mentor Teacher.

All volunteers at Portland Secondary College need a Working With Children Check.

Please visit the Working With Children Check website to:

- apply for a Working With Children Check OR
- update your details to include Portland Secondary College as one of your volunteer organisations.



Indigenous Program

NGATANWARR

Ngatanwarr wardii a pa neranyoonga Gunditjmara mirring
Welcome brothers and sisters to Gunditjmara Country.



Portland Secondary College embraces Aboriginal history and culture, celebrating important calendar events such as Reconciliation Week and NAIDOC week. Our Indigenous families are invited and encouraged to contribute to and participate in, these events and also strongly encouraged to seek representation on College Council. Our college aims to deliver Koorie education within the school, consistent with the Marrung-Aboriginal Education Plan 2016-2026.

The college is proud to recognise and fly the Aboriginal and the Torres Strait Islander flags, alongside the Australian flag at the entrance to our college. Acknowledgment to Country occurs regularly at school events.

Students and families attending the college are supported by an Indigenous Student/ Family Liaison worker, as well as other specialised staff, where appropriate. The college utilises Extended Individual Learning Plans for all Indigenous students.

In addition, Portland Secondary College maintains a number of successful partnerships which further support our Indigenous students, including Gunditj Mirring, DWECH, Koorie Engagement Support Officers, and the Koorie Academy of Excellence, all of whom provide valuable support and assistance with the transition from school to work or further education for our Koorie students.

Please feel free to call the Indigenous Student/Family Liaison Worker, Suzanne Patterson, on 03 5523 1344 to discuss or make an appointment, regarding any of the services or assistance mentioned above.





Library



The wonderful world of reading

PSC Library

Open Daily
8.30am - 4.30pm

Board & Card
Games available
at Recess & Lunch

Tech Free
Tuesday &
Thursday



Homework

PSC has a set homework schedule for students in Year 7 to 10. At a Year 7 level, this involves two tasks per weeks, rotating between english, maths and wellbeing tasks.

At PSC, we have a dedicated Homework Program to assist all students to complete their homework.

The Homework Program is suitable for students who:

- needs help to complete their set homework
- need to finish off classwork, projects and assignments
- need extra help in all subject areas
- want to be extended in certain subject areas

There is no need for students to sign up for the Homework Program, students just need to turn up. Support Staff will be available in the Library to help students of all year levels. The Homework Program is voluntary; however, Teachers may recommend it for some students.

For more information, please contact your child's Mentor Teacher.

PSC Homework Program	
Where	PSC Library
When	Every Wednesday and Thursday (in 2025)
Time	3.40-4.30pm
Who	All students welcome





Further Information

Please visit the [Portland Secondary College website: portlandsc.vic.edu.au](http://portlandsc.vic.edu.au) or more information about our school, Newsletters, Curriculum and Initiatives.

The Portland Secondary College Facebook and Instagram pages are a popular way for Parents/Guardians and Students to keep up to date with upcoming PSC events, news items and daily activities.



portlandseccollege



portland_secondary_college

We also have a Facebook page called PSC 2nd Hand School Items For Sale, where parents and students can buy and sell second hand uniform items and books. You must request to join the page as a member pending approval. [PSC 2nd Hand School Items For Sale | Facebook](#)



The Food Hub

2025 Menu

BREAKFAST 8.30-8.55AM

Tea or Coffee	\$2.00
Hot Milo	\$2.00
Toasted Cheese Sandwich	\$3.00
Toasted Cheese & Tomato Sandwich	\$3.50
Toasted Ham & Cheese Sandwich	\$4.00
Toasted Ham, Cheese & Tomato Sandwich	\$4.50
Toasted Ham, Cheese & Pineapple Sandwich	\$5.00

SANDWICHES & ROLLS

Available in White & Multigrain

	<i>Sandwiches</i>	<i>Rolls</i>
Vegemite	\$2.00	\$2.50
Vegemite & Cheese	\$3.00	\$3.00
Cheese	\$3.00	\$3.50
Cheese & Tomato	\$3.50	\$4.00
Cheese, Beetroot & Salad	\$4.50	\$5.00
Ham & Cheese	\$4.00	\$4.50
Ham, Cheese & Tomato	\$4.50	\$5.00
Ham & Salad	\$6.00	\$6.50
Ham, Cheese & Salad	\$6.50	\$7.00
Egg & Lettuce	\$4.00	\$4.50
Chicken, Lettuce & Mayo	\$5.00	\$5.50
Chicken & Salad	\$5.50	\$6.00
Chicken, Cheese & Salad	\$6.00	\$6.50
Salad & Beetroot	\$4.00	\$4.50

No charge for Mayo, Sweet Chilli Sauce other Sandwich combinations available upon request.

WRAPS

	<i>Half Wrap</i>	<i>Full Wrap</i>
Ham, Cheese & Salad	\$4.00	\$8.00
Chicken, Cheese & Salad	\$4.00	\$8.00
Falafel, Cheese & Salad	\$4.00	\$8.00
Egg, Cheese & Salad	\$4.00	\$8.00
Veggie Burger, Cheese & Salad	\$4.00	\$8.00

No charge for Mayo, Sweet Chilli Sauce .

SALADS

	<i>Small</i>	<i>Large</i>
Fresh Fruit Salad	\$3.50	N/A
Garden Salad Bowl w/ Cheese	\$5.00	\$8.00
Garden Salad Bowl w/ Egg	\$5.00	\$8.00
Garden Salad Bowl w/ Chicken	\$5.00	\$8.00

No charge for Sauce .

HOT FOOD

Burger Buns & Rolls available in White & Multigrain

Flame Grilled Chicken Burger No Cheese	\$5.00
Flame Grilled Chicken Burger with Cheese	\$5.50
Flame Grilled Chicken Burger with Cheese & Salad	\$7.50
Flame Grilled Beef Burger with Sauce, No Cheese	\$5.00
Flame Grilled Beef Burger with Cheese & Sauce	\$5.50
Flame Grilled Beef Burger w/Cheese, Sauce & Salad	\$7.50
Veggie Burger with Cheese	\$5.00
Veggie Burger with Cheese & Salad	\$7.00
Hot Cheese Roll	\$3.50
Hot Cheese & Pineapple Roll	\$4.00
Hot Ham & Cheese Roll	\$4.50
Hot Ham, Cheese & Tomato Roll	\$5.00
Hot Ham, Cheese & Pineapple Roll	\$5.00
Hot Chicken & Mayonnaise Roll	\$5.50
Hopkins River Chunky Beef Pie	\$5.50
Premium Beef Pie	\$5.00
Plain Sausage Roll	\$4.50
Cheese & Bacon Sausage Roll	\$4.50
Hot Ham & Cheese Croissant	\$4.50
Noodles	\$2.70

Cool Ridge 600ml	\$2.00
Cool Ridge 750ml	\$3.50
Focus Flavoured Water 600ml	\$3.00
Gatorade Active Water (No Sugar) 600ml	\$4.50
Juice Bombs	\$2.50
100% Juice Fresha 300ml	\$3.00
Fresha Fruit Juices 500ml	\$4.00
Emma & Toms Juices	\$4.50
Up 'n' Go Flavoured Milks 250ml	\$2.50
Oak Iced Milk 200ml	\$2.20
Oak Flavoured Milks 600ml	\$4.50
Ice Break Iced Coffee 500ml	\$4.50
Cans 375mls (No Sugar)	\$3.00
Bottles 600mls (No Sugar)	\$4.50
Iced Honeycomb Nippy's	\$3.70
Chill Iced Teas Assorted	\$3.50

drinks

SNACKS

Assorted Fruit – Banana, Apple, Mandarin	From \$0.70 to \$1.00
Peaches	\$1.50
Yoghurt Frogs	\$0.20
Jatz Crackers	\$0.50
Hummus	\$1.50
Cheese	\$0.50
Custard Scrolls	\$3.00
Muesli Bar	\$1.00
Sultanas	\$0.80
Jam or Lemon Biscuits	\$0.50
Assorted Muffins – Blueberry or Chocolate Chip	\$3.40
Banana Bread	\$3.50
Cheesymite Scroll or Cheese & Bacon Scroll	\$3.00
Bread Roll	\$1.50
Eclipse Mints	\$3.70
Monster Cookies	\$3.00
Slices from Clarks & Chitticks – Assorted	Small \$2.20 Large \$4.40
Our Hub Slices – Assorted	Small \$1.50 Large \$3.00
Large Packet Chips	\$3.00
Small Packet Chips	\$2.00
Chocolate Brownie	\$3.40
Snapstix	\$1.20
Frozen Yoghurt (Bulla)	\$3.00



We have a "Daily Specials Board" displaying additional Hot Food Options not listed on this menu, they are specific to that day and change Seasonally.

Prices may be subject to change.



Campus Map





Transition Contacts

Name	Position	Transition Role	Contact
Mollie Reed	Year 7 Level Manager	Co-Ordinator	Mollie.Reed @education.vic.gov.au
Jodie Hollis	Transition Admin Support	Tour Bookings	Jodie.Hollis @education.vic.gov.au
Joan Pethybridge	General Office Team Leader	Enrolments	Joan.Pethybridge @education.vic.gov.au
Marie Hein	Disability & Inclusion Support Team Admin	Additional Transition Co-ordinator	Marie.Hein @education.vic.gov.au
Jo Kindred	Principal		Joanne.Kindred @education.vic.gov.au
Colin Payne	Assistant Principal of Engagement & Wellbeing		Colin.Payne @education.vic.gov.au
Kirsten Mitchell	Assistant Principal of Teaching & Learning		Kirsten.Mitchell @education.vic.gov.au
Elizabeth Paulet	Disability & Inclusion Support Team Leader		Elizabeth.Paulet @education.vic.gov.au



Contact Details



03 5523 1344



portland.sc@edcucation.vic.gov.au



170 Must Street, Portland VIC 3305



www.portlandsc.vic.edu.au

*General Office opening hours
Monday to Friday 8.15 am to 4.15 pm
Closed during school holidays*



Portland Secondary College

Creating the opportunities

