SECONDARY SCHOOL

VOL. 1

YEAR 7 TRANSITION HANDBOOK

INFORMATION FOR PARENTS



Manor Lakes P-12 College

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Principal's Welcome

Welcome to Manor Lakes P-12 College.

Our college is grounded in our values – Dream, Believe, Achieve. These values reflect the qualities that we believe are vital for young people to be able to reach their potential and participate actively in society.

Established in 2009, Manor Lakes P-12 College is a school committed to improving learning outcomes and pathways, for all our students. Through a comprehensive curriculum, together with the full range of post-compulsory pathways, we cater for the needs of all students through their various stages of learning. The school offers a range of programs to meet varied student needs and is particularly proud of the following:

- Year 7-9 Enrichment program for high performing students
- Year 9-10 advanced Maths and English
- Sports Academies: Elite Sports and Sport Science
- Visual Arts Academy (new in 2027)
- Student Leadership programs
- Year 11-12 Vocational Major (VM) focusing on student pathways and employment (including Year 10 early commencement for selected students)
- VCE (including early commencement for selected Year 10 students)
- Links to external agencies and community groups to support student learning

Staff, students, and the community at Manor Lakes P-12 College, align to the College values of showing respect, valuing our community, aiming high and being safe. We are very proud of our school and its achievements. It is a vibrant learning community with a strong culture of caring for the individual needs of students and catering for the full range of academic and vocational pathways. We are committed to the safety of all children and young people and developing responsible learners who believe in their ability to learn and succeed.

We look forward to working with students and families as they start their journey through their secondary years of schooling.



Warm regards,

Tori Mulligan

Tori Mulligan
Executive Principal

Year 7 Key Enrolment Information

Manor Lakes P-12 College is currently under an Enrolment Management Implementation Plan, which means students who live within the school's Designated Neighbourhood Area are eligible to enrol in the school.

Find My School
Please use the Find My School link below to check if you are within the Manor Lakes P-12 College zone.

Placement Policy
Our college follows the Department of Education's Placement Policy. Please visit the link below for further information.

Contact Us
Eligible enrolments are welcome to contact the school through the Contact Us page of our website, for a member of administration to respond to your enrolment enquiry.

Helpful Links
Please visit the following links:

- College website - Year 7 Transiition
- College website - Year 7 Student Handbook
- College website - Year 7 Important Dates
- College website - Contact Us
- Find My School
- Department of Education's Placement Policy

School Contact Information

Executive Principal
Tori Mulligan

Secondary Assistant Principal
Sam Watkins

Year 7 - 9 Assistant Principal
Carmel Cranage

School Address
2/50 Minindee Rd, Wyndham Vale VIC 3024

Telephone: (03) 9741 4202
Email: manor.lakes.p12@education.vic.gov.au
Website: manorlakesp12.vic.edu.au

Office Hours
Monday – Friday (during school terms)
8:00am – 4:00pm

Visitors
All visitors to the school are required to report to the Victoria Administration Office to sign in and out.



Year 7 Curriculum

The Year 7 curriculum provides students with a broad and engaging learning experience, allowing them to explore a wide range of subjects while building the knowledge and skills needed for success in secondary school.

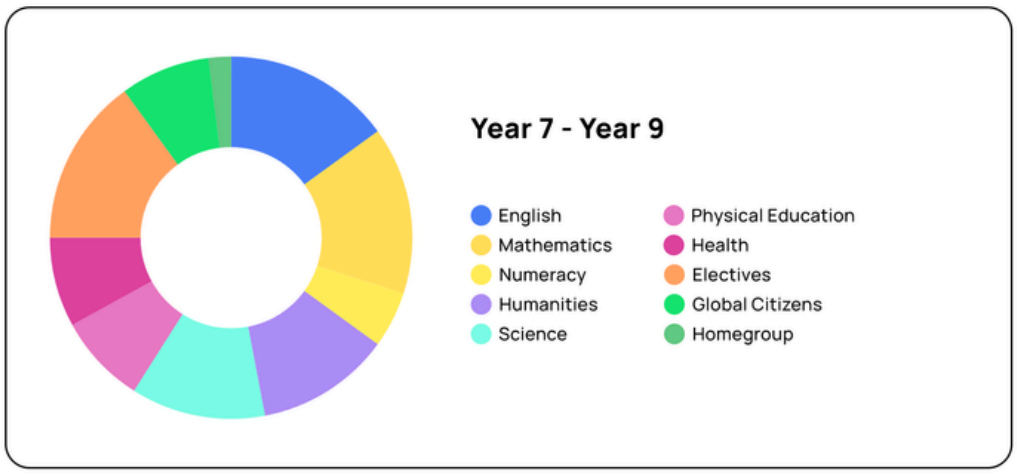
Throughout Year 7, all students complete one semester of each of the four Specialist Subjects: Food Studies, Drama, Textiles, and Systems Engineering. These subjects introduce students to new learning experiences, encourage creativity and problem-solving, and help them discover their interests and strengths.

In Year 8, students continue to broaden their learning through another four Specialist Subjects: Music, Woodwork, Visual Arts, and Digital Technology.

From Year 9 onwards, students begin to personalise their learning by selecting Specialist Subjects that align with their interests, strengths, and future aspirations.

Across Years 7 to 9, students also study the Core Subjects of English, Mathematics, Science, Humanities, Global Citizens, Health and Physical Education. These subjects provide the foundation for future learning, with additional specialist and elective opportunities becoming available as students progress into Year 10 and beyond.

A typical week incorporates the following learning opportunities for our students:



Please note: Students in Years 7 and 8 are allocated their elective subjects. Students begin selecting their own electives from Year 9.

Timetable

Typical Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
Homegroup	Homegroup	Homegroup	Homegroup	Homegroup	Homegroup
Session 1	Health	PE	English	Mathematics	English
Session 2	Mathematics	Humanities	Humanities	English	Mathematics
Recess					
Session 3	Science	Specialist Subject 1	Mathematics	Science	Health
Session 4	Science	Specialist Subject 1	Specialist Subject 2	English	Numeracy
Lunch					
Session 5	PE	Global Citizenship	Specialist Subject 2	Global Citizenship	Humanities

School Times

School starts at 8:50am and ends at 3:00pm.

Music plays just prior to class time before school, at end of recess, and end of lunch. Students are to move on the music and be lined up outside their classroom on-time and ready for the teacher to greet them. **Please note:** Homegroup occurs everyday.

Monday - Friday	
Gates Open	8:30am
Homegroup	8:50 - 9:10am
Session 1	9:10 - 10:06am
Session 2	10:06 - 11:02am
Recess	11:02 - 11:32am
Session 3	11:32am - 12:28pm
Session 4	12:28 - 1:24pm
Lunch	1:24 - 2:04pm
Session 5	2:04 - 3:00pm

Core Subjects

English



Year 7 English is designed to help students develop confidence as readers, writers, speakers and critical thinkers. Throughout the year, students explore a range of engaging texts while building the skills needed to communicate effectively, think creatively and analyse the world around them.

Students begin the year by exploring identity through the Me, Myself & I Crafting Texts unit, where they develop their own writing voice by exploring the theme of Belonging. They then study Stories of Country, examining how Aboriginal and Torres Strait Islander stories communicate culture, connection, belonging, education and cohesion, while learning how to analyse literary texts.

In Semester Two, students investigate how language is used to persuade through two engaging units.
Advertising, with a focus on Innovation, explores the techniques advertisers use to influence audiences. The Reviewing the News unit encourages students to think critically about news media, bias and credibility in an increasingly digital world. Students conclude the year with a study of the novel A Monster Calls, exploring themes of grief, resilience, courage and hope through close text analysis. They finish Year 7 English by Crafting Poetry of Resilience, discovering how poets use language, imagery and structure to express powerful ideas and emotions.

Across all units, students strengthen their reading, writing, speaking and listening skills while developing creativity, critical thinking and confidence. By the end of Year 7 at Manor Lakes P-12 College, students will be equipped to communicate effectively, appreciate diverse perspectives and engage thoughtfully with the texts and media that shape their world.

English as an Additional Language



Students who meet the eligibility criteria for English as an Additional Language (EAL) are supported through a specialised program designed to strengthen their English language skills and support a successful transition into secondary school.

In Year 7, EAL is offered as a dedicated subject that provides students with intensive English language learning while complementing the learning undertaken across other areas of the curriculum. The program supports recently arrived students to develop their English proficiency through a focus on listening, speaking, reading, comprehension, and writing. Students are also supported to build their confidence and understanding of the language needed to participate successfully in all aspects of school life, both inside and outside the classroom.

EAL classes generally have smaller class sizes, providing students with a supportive, focused, and inclusive learning environment where they can develop their English skills at their own pace and achieve their full potential.

A student is generally identified as an English as an Additional Language (EAL) learner if they:

- speak a language or dialect other than Standard Australian English (SAE) as their first language or at home;
- require additional support to develop proficiency in Standard Australian English to access the curriculum successfully; and
- have been assessed by the school as requiring English language support.

Students who may be eligible for the EAL program include:

- newly arrived migrant students, particularly those who have attended an English language school or intensive English program;
- students from refugee backgrounds;
- Australian-born students whose home language is not English and who demonstrate a need for additional English language support;
- international or temporary visa students whose previous schooling was not primarily delivered in English;
- students with interrupted or limited prior schooling; and
- students with little or no previous exposure to English before commencing school in Australia.

Mathematics



The Year 7 Mathematics program builds on the numeracy knowledge and skills students have developed throughout their primary years, supporting them to become confident, capable, and independent mathematical thinkers.

Students develop their understanding across the key areas of Number and Algebra, Measurement and Geometry, and Statistics and Probability. These skills are applied across a range of learning experiences and curriculum areas, helping students recognise the important role Mathematics plays in everyday life and the world around them.

Throughout Year 7, students continue to develop increasingly sophisticated mathematical understanding, fluency, problem-solving, and reasoning skills. They are encouraged to apply their knowledge to both familiar and unfamiliar situations, using Mathematics to make informed decisions, explore ideas, and solve problems effectively.

Our approach focuses on understanding the 'why' behind Mathematics as well as the 'how'. Students are encouraged to think critically and creatively, explain their mathematical thinking, and reflect on the strategies they use to solve problems. Through rich discussion, collaboration, and written explanations, students develop their ability to communicate mathematical ideas while strengthening the literacy skills that support learning in Mathematics and beyond.

The areas of study for Year 7 Maths are:

- Place Value and the Four Operations
- Rational Numbers: Fractions and Proportion
- Patterns and Algebra
- Measurement
- Probability
- Statistics
- Finance
- Linear Equations
- Linear Graphing

Science



The Year 7 Science program encourages students to explore the world around them, develop an understanding of important scientific concepts, and discover how science influences our lives and the world we live in.

Students are encouraged to embrace their natural curiosity and experience the excitement of scientific discovery. Through a combination of theoretical learning and practical investigation, students develop critical and creative thinking skills as they learn to ask questions, investigate ideas, apply new knowledge, explain scientific phenomena, and draw evidence-based conclusions.

In Year 7, students are introduced to formal laboratory-based experiments and begin developing the skills and confidence needed to work safely and responsibly in a science laboratory. This includes learning about laboratory hazards, safety procedures, and the correct use of equipment, including how to safely light and use a Bunsen burner.

Science also provides opportunities for students to strengthen their Numeracy and Literacy skills. Students develop skills in measuring, collecting and interpreting data, and creating graphs, while also building their scientific vocabulary and learning how to communicate their findings through structured scientific reports.

Through these experiences, students develop the knowledge, skills, and confidence to think scientifically and make informed decisions about the world around them.

In Year 7 Science we study:

- Safety Skills
- Introduction to Science
- Chemistry (Properties of Materials and Separation Techniques/Water as a Resource and the Water Cycle)
- Environmental Science (Renewable/Non Renewable Resources/Climate Change)
- Biology (Animal Classification and Interdependence/Food Webs and Food Chains)
- Physics/Inquiry (Forces and Simple Machines/Work and Energy Transfer)

Humanities



In Year 7 Humanities, students are introduced to the four key areas of the Humanities: Civics and Citizenship, History, Geography, and Economics and Business.

Through engaging learning experiences, students develop the knowledge and skills needed to understand the world around them and become informed, active, and responsible members of society. Students explore the events, ideas, people, and environments that have shaped our world and examine the complex relationships between individuals, communities, and the environment.

The Humanities program encourages students to ask questions, investigate evidence, consider different perspectives, and develop informed responses to a range of local, national, and global challenges. Through this learning, students build critical thinking and inquiry skills while developing a deeper understanding of the world and their place within it.

In Year 7 Humanities we study:

- Civics and Citizenship - Explore Australia's system of government, shared values, diverse society, and the influences that shape Australian identity.
- History - Investigate ancient and Renaissance societies, exploring their development, cultures, customs, significant groups, and lasting legacies.
- Geography - Explore place and liveability, including how people interact with and adapt to different places and spaces, as well as the importance of water as a resource and the challenges of water scarcity.
- Economics and Business - Develop an understanding of the roles of consumers, workers, and producers, while learning how to manage finances and make informed financial decisions.

Health



Year 7 Health introduces students to important concepts that support their health, safety, and wellbeing as they begin their journey through adolescence.

Students develop the knowledge, skills, and confidence to make positive choices for themselves and others. They explore relationships and examine the factors that influence people's beliefs, attitudes, decisions, behaviours, and actions.

Students also develop practical strategies for seeking help and support, while learning how to access, understand, and evaluate reliable health and wellbeing information and services.

Students will undertake the following areas as part of their learning schedule:

- Food and Nutrition
- Drugs and Alcohol
- Healthy Lifestyles
- Decision Making and Personal Safety
- Relationships and Sexuality
- Sexual Education and Reproductive Systems
- Mental Health Wellbeing
- Mindfulness

Physical Education

Year 7 Physical Education is an opportunity for students to get active, have fun, and develop their skills and confidence through movement and sport.



Building on the fundamental movement skills developed during the primary years, students develop sport-specific and transferable skills across a diverse range of activities. Students participate in both team and individual sports, developing teamwork, resilience, leadership, and a positive approach to physical activity.

Through the Physical Education program, students also strengthen important interpersonal skills, including communication, collaboration, problem-solving, and critical thinking. They are encouraged to take ownership of their learning by planning, monitoring, and evaluating their performance and progress.

Students will undertake the following areas as part of their learning schedule:

- Athletics and Fitness
- Striking Sports
- Invasion Sports
- Dance
- Inclusive Sports
- Racquet Sports
- Volleyball

Specialist Subjects

Textiles
Textiles introduces students to the exciting world of fabric design and textile production. Through hands-on projects, students develop foundational sewing skills, learn to safely use a range of tools and equipment, and apply the design process to create practical textile products. The subject encourages creativity, problem-solving, and innovation while building confidence, fine motor skills, and an understanding of how textile products are designed and made.

Food Studies
Food Studies explores characteristics and properties of food, food selection and preparation, and contemporary food issues. Students come to understand the importance of a variety of foods, sound nutrition principles, food preparation skills and food safety. Student's will learn a number of practical skills ranging from knife skills, measurement and cooking processes during the semester.

Systems Technology
Systems Engineering introduces students to how technology and engineering shape the world around us. Students investigate simple machines, robotics, Australian inventions, and the role of engineers while developing practical problem-solving skills. Through hands-on design challenges, students apply the design process to create innovative solutions, reflect on their learning, and explore how technology continues to evolve and influence the future.

Art
In Year 7 Art, students explore a range of materials, techniques, and specialist equipment through drawing, printmaking, painting, and ceramics. Using themes such as identity, people, and places, students develop their creativity and artistic skills while learning to research, document, and discuss their own artwork and the work of other artists.

Drama & Dance
Year 7 Drama and Dance provide students with opportunities to develop creativity, confidence, collaboration, and performance skills. In Drama, students explore performance through improvisation, role-play, movement, and storytelling. In Dance, students explore movement, rhythm and choreography to express ideas, develop coordination and create engaging performances.

Streams of Excellence

Enrichment Program

The Manor Lakes P-12 College Enrichment program varies from the mainstream program as high achieving students are grouped together and receive a tailored curriculum to cater to their enhanced capacity.
This curriculum is often accelerated where students are learning curriculum above their level or they are enriched through applying their understanding of concepts to new ideas.
Click here to learn more.

Sports Academies

Our Sports Leadership and Development (SLD) Academies are designed for secondary school students who are passionate about sport and eager to develop both their athletic abilities and essential life skills. The College has partnered with Academy Movement (AM) to deliver two specialised academies: Sport Science and Elite Sports. Through this partnership, students gain access to industry-leading opportunities and expertise from Academy Movement's network of partners, including Rugby Australia, Cricket Victoria, Basketball Victoria and the AFL. These connections provide valuable learning experiences, skill development opportunities and pathways to support students in achieving their sporting aspirations.
Click here to learn more.

Visual Arts Academy

The Visual Arts Academy provides an immersive program combining art practice, art history, cultural knowledge, and creative thinking. Students undertake four hours of dedicated arts practice and theory each week throughout the year.
This program is designed for students passionate about art and see themselves having a future in the arts industry. The program will continue into years 8 to 9, and supports early commencement into VCE Arts practice.
Click here to learn more.

BYOD Device

Bring Your Own Device

Students are invited to **Bring Your Own Device** (BYOD) to school. All Chromebooks and Windows laptops are welcome. Please note that tablets are not permitted and cannot access our IT systems.



Families may choose to purchase a Chromebook through our partners Edunet. Edunet provide families with Chromebooks that are robust and designed specifically for school use at a reasonable price point. The program also includes excellent repair and support services, providing families with peace of mind should issues arise.

For further information please refer to the Enrolment page of the College website.

Attendance

It is important for students to be at school every day engaging in learning, building social relationships and enjoying their educational experience.

Attendance at school is compulsory and each absence should be accounted for, by updating Compass to reflect the reason and a brief note.

If a child is absent for medical reasons, we ask parents to provide a medical certificate. This can be handed into the office or uploaded on Compass via 'Submit an attendance note'. We encourage families to schedule holidays during term holidays and medical appointments outside school hours if possible.

Frequent absences can adversely impact a student's learning and can easily add up.

Late Arrival and Punctuality

It is very important that your child arrives at school on time. If your child arrives late to school, they must sign in via the Victoria Administration Office. Students can sign in using their Compass ID card.

Compass notifications will be sent out at 10:30am via a text each day to parents/carers of students that are absent without reason or notification. If you receive a text, please amend Compass immediately with the reason your child is absent.

Leaving Early

Parent/carers wishing to collect their child early from school are required to attend the Victoria Administraiton Office to sign their child/children out. Students will only be signed out to parents or carers listed on the enrolment forms. We ask that parents/carers contact the office to notify the school what time your child will be departing early.

Student attendance is monitored by the school and classroom teachers to ensure our students are fully engaged in their learning.

Compass

At Manor Lakes P-12 College we use an online system called Compass as the main communication tool for staff, parents and students.



As a parent/guardian you can do the following via Compass:

- Access the daily News Feed
- Provide online consent and payment for excursions and incursions
- Report absences
- View the school calendar
- Access school documents
- Update email address and mobile number
- View Semester Reports
- View 'Learning Task' feedback
- Book Parent/Teacher interviews
- Monitor attendance
- Complete various agreements

Once your child's enrolment has been finalised and student information has been transferred from previous schools, you will receive your individual Compass username and password, giving you access to the school's online portal.

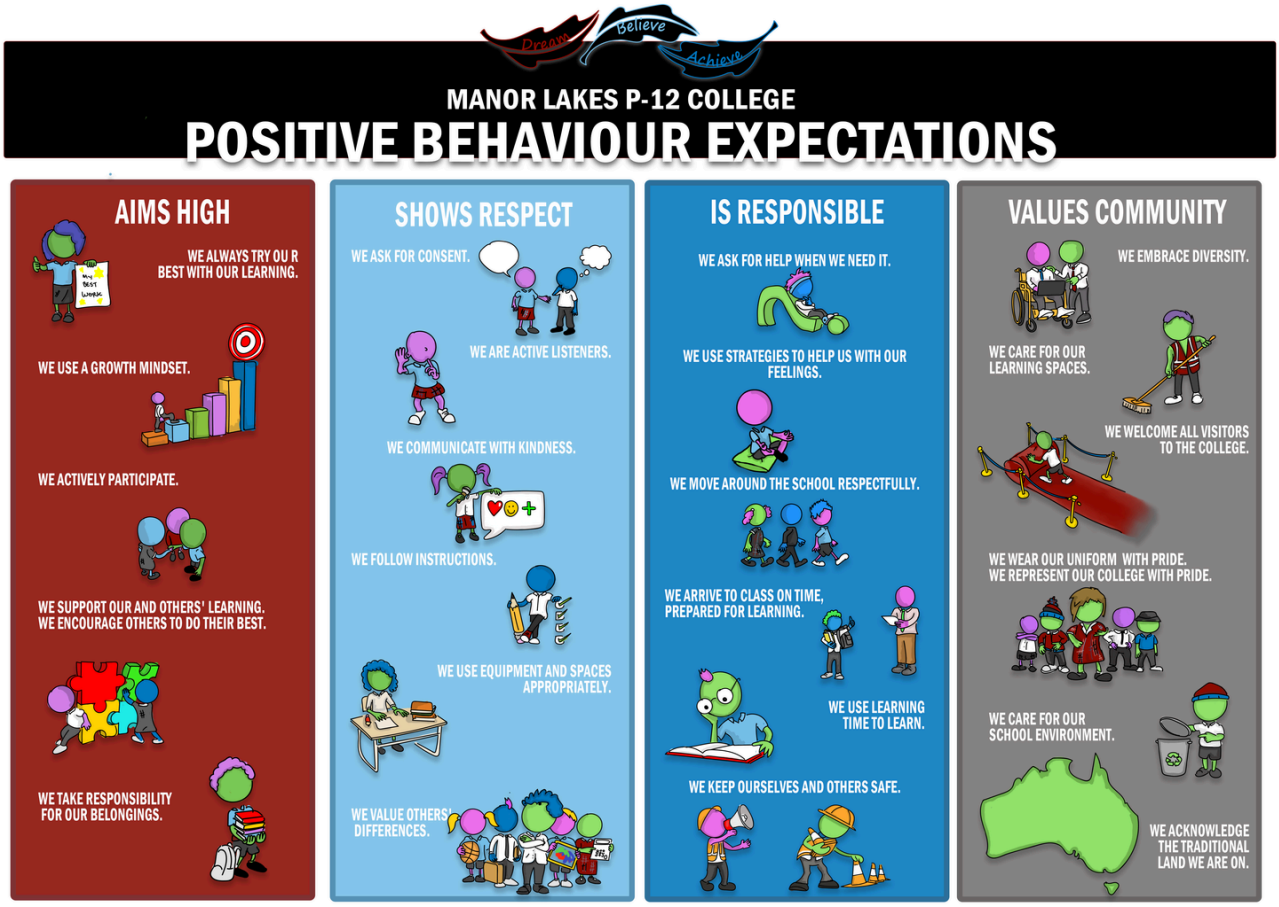
Please visit the **Compass Guide for Parents** for helpful tips on how to use Compass.

School Wide Positive Behaviour

School-wide positive behaviour support (SWPBS) is a framework that brings together school communities to develop positive, safe, and supportive learning cultures.

There has been a review of the P-12 College SWPBS Matrix. The current Matrix was implemented across the College in 2025.

The Matrix articulates a clearly defined set of expected behaviours which will be explicitly taught to all students as part of our Homegroup program.



Expected Behaviours

Student Engagement & Wellbeing Policy
Manor Lakes P-12 College is committed to providing a safe, secure and stimulating learning environment for all students.

We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture, where student participation is encouraged and valued, helps to engage students and support them in their learning. Our school acknowledges that student wellbeing and student learning outcomes are closely linked.

The 'Student Engagement & Wellbeing' policy ensures that all students and members of our school community understand:

- our commitment to providing a safe and supportive learning environment for students
- our expectations for positive student behaviour
- supports available to students and families
- our school's policies and procedures for responding to inappropriate student behaviour.

Bullying
Manor Lakes P-12 College is committed to providing a safe and respectful learning environment where bullying will not be tolerated.

Bullying is when someone, or a group of people, repeatedly and intentionally upsets or hurts another person and damages their physical, emotional or social wellbeing. Bullying can occur on multiple platforms such as home, school and/or online.

There are also many behaviours that may not be considered bullying, even though they are unpleasant or require teacher intervention. These may include mutual conflict (where both parties are responsible), social rejection or dislike and single acts of being unkind. In these instances, we will work with our students to find a resolution and explicitly teach behaviours aligned to our college values.

The Manor Lakes P-12 College Bullying policy provides guidelines for its prevention and management and can be accessed on the College website.

Wellbeing

At Manor Lakes P–12 College, student wellbeing is at the heart of everything we do. We understand that a successful transition to secondary school is about more than academic achievement - it is about ensuring every student feels safe, supported, connected, and ready to learn.

Our dedicated Wellbeing Team works closely with students, families, and staff to provide personalised support throughout each student's secondary school journey. By working collaboratively with families, we aim to identify and address any challenges that may impact a student's wellbeing, engagement, or learning.

The Wellbeing Team offers a range of supports, including individual mentoring, wellbeing planning, referrals to internal and external support services, and guidance to help students develop positive relationships, resilience, and confidence.

Students also benefit from a strong culture of peer support. Our Student Leadership Team, including trained Peer Mentors, plays an active role in welcoming younger students, assisting with the transition to secondary school, helping to resolve minor friendship concerns, and fostering a positive and inclusive school community.

How does my child get wellbeing support?

- Home Group/Class Teacher- First point of help
- Year Level Coordinator- Second point of help
- Lead Teachers
- Head of School
- Assistant Principal
- Wellbeing Team

What wellbeing support is available?

- Mentors
- School Counsellors
- Psychologists
- Speech Therapist
- Nurses in Schools
- Social Workers
- Community Services



Wellbeing Hub

The Wellbeing Hub, located in the Hume Building, is your central point of support throughout the school day. Whether you need assistance, guidance, or simply someone to talk to, our friendly Wellbeing team is here to help.

The Wellbeing Hub provides access to a range of services and support, including:

- Breakfast Club
- Uniform Support
- Emergency Lunches
- Feminine hygiene products
- Learning equipment such as exercise books, pens and pencils

Childsafe Standards

Manor Lakes P-12 College is committed to providing a child safe environment where students are safe and feel safe, and their voices are heard.

Our child safe policies, procedures, strategies and practices are the foundations of a supportive schoool culture. All members of our community have a responsbility to undersatnd the important and specific role they play to ensure the wellbeing and safety of our students.

For further information on our Child Safe Policies, please visit the College website.

Medical

Important Medical Information for Parents/Carers
If your child has a medical condition such as Allergy, Anaphylaxis, Asthma, Diabetes, or Epilepsy, you will need to provide a copy of the medical plan completed by your doctor. The Department of Education requires that this medical plan be reviewed annually unless otherwise specified by the treating doctor. Parents must inform the school of any changes to their child's medical condition. Below is a list of requirements for each condition.

Allergy
- Requires an Allergy Action Plan.
- Parents/carers must provide prescribed medication as outlined in the Allergy Plan.

Anaphylaxis
- Requires an Anaphylaxis Plan.
- Parents/carers must provide an adrenaline autoinjector (EpiPen or AnaPen) as prescribed by the doctor.
- The school will conduct a Risk Management Plan in consultation with parents, first aid staff, and teachers.

Asthma
- Requires an Asthma Plan.
- Parents/carers must provide the student's own reliever medication (e.g., Ventolin) and a spacer.

Other Medical Conditions (Diabetes, Epilepsy)
- Students with Diabetes or Epilepsy require a specific medical plan.
    - Diabetes: Parents must provide treatment for low blood sugar as specified in the plan.
    - Epilepsy: If your child has Epilepsy, parents must provide the Epilepsy Medication Management Plan (EMMP) and any prescribed medication required.

Illness and Injury
The College encourages daily attendance, but if your child is unwell, it is important to keep them home to rest. If your child becomes ill or is injured during the day, the school will contact you and request that your child be collected. In the event of an emergency, the school will call an ambulance. Please note that the cost of an ambulance is the responsibility of the parent/carer. Ensure you have ambulance cover if you do not have a healthcare card.

Student & Financial Information

Student and Family Records
It is important that our college records are up to date at all times. If your personal details or emergency contacts change, please contact the Office so we can assist you.

Multiple Permission Form
The Multiple Permission Form will cover your child for the time that they are enrolled at Manor Lakes P-12 College. This includes:

- Local Walking Excursions
- Local Bus Excursions
- Homework Guidelines
- Internet and Email – Acceptable Use Policy
- Dispensing Of Medication
- Bringing personal items to school
- College Photographs
- Food allergy/restrictions
- Videos/DVDs
- Information Communication Technology – Social Media

Students will recieve a hardcopy of the Multiple Permission Form on the Statewide Transition for parents/carers to complete and return to the College.

Parent Payments
Manor Lakes P-12 College aims to provide high quality learning opportunities for all students, by supplementing government funds with approved financial contributions and payments from parents/carers.
This includes:

- Curriculum Contributions - curriculum items and activities that help deliver fundamental curriculum or subject learning.
- Other Contributions - non-curriculum items and activities that support the school's operation and function more effectively.
- Extra-Curricular Items and Activities - items and activities that are over and above what is needed to deliver fundamental curriculum learning. These user-pays contributions enhance the school experience for students e.g. optional camps, excursions and events.

Uniform

At Manor Lakes P–12 College, our school uniform reflects pride, belonging, and a sense of community. We expect all students to wear the correct uniform each day as a symbol of respect for themselves, their peers, and our College.

Our uniform helps:

- Build a strong sense of identity and school pride
- Promote equality among students
- Support safety and easy identification on excursions and while travelling to and from school
- Encourage active and comfortable participation in school life

Students are required to wear full school uniform or PE uniform on designated PE days – not a mix of both. Correct footwear must also be worn. If a student is unable to wear the full uniform for any reason, parents or carers are asked to provide a written explanation.

Further information, including our Uniform Policy and supplier details, can be found on the Uniform section of the College website.

Lockers



Lockers will be allocated at the commencement of Term 1. Please ensure your child brings a lock on the first day of school to use their allocated locker. We recommend a combination lock that can be purchased from Bunnings or Officeworks. Students are expected to keep their bags, valuables, including books, sports gear etc. in their locker. Lockers are not accessible under any circumstances during class time.

Once lockers have been allocated, school bags will no longer be taken into the classroom as they pose an Occupational Health and Safety Risk. Book bags that can be folded and kept on the desk such as the one provided to you on transition day is the preferred way to carry equipment from one class to the next.

Important points to remember:

- Students are NOT to bring all of their text books to school until a locker is allocated.
- Bags will be permitted in class until a locker is allocated.
- Laptop cases are permitted inside the classroom.

Personal Belongings

We ask that valuable items are not brought to school. The college takes no responsibility for loss or damage of such items.

Bicycles and Scooters
Students riding bicycles and scooters to school must wear a helmet. Students are required to wheel bicycles and scooters through the school yard. Bicycles and scooters must be stored in the assigned storage areas. We recommend students use a bike lock.

Lost Property
Students occasionally misplace their belongings. The college requests that all items of clothing, bags, lunchboxes, laptops, etc are clearly labelled with the child's name. If lost, please check lost property at the Victoria Administration Office.

Mobile Phones

In accordance with the Department's Mobile Phone Policy, **personal mobiles phones and smart watches must not be used during school hours**, including recess and luncthime.
If emergencies occur, parents or carers can reach their child by contacting the office.

Yondr Program
The college has implemented the Yondr Program which utilises a simple, secure pouch that stores a phone. Every student will secure their phone in a Yondr pouch when they arrive at school each day. Students will keep their pouch, containing their phone, with them all day. At the end of the day students will open their pouch as they exit the school site.

If a student is observed using their phone throughout the school day, the phone will be confiscated and taken to the Victoria Administration Office. The phone can be collected at the end of the day.

The Manor Lakes P-12 College Mobile Phone policy can be found on the Policy page of the College website.

Booklist

Secondary level booklists can be ordered online through our supplier Campion Education Australia.

Please visit the Booklist section on the College website for more information.

Canteen

The Secondary Canteen, located in the Victoria Building, is operated by Jude Fina Foods. Students can pre-order their lunch using the QKR app or purchase food directly from the canteen during recess and lunchtime.

Secondary students can pay with cash or card only – **no mobile phones.**

Please note:

- Dropping off lunches to students during school hours is not recommended or encouraged.
- Students are not to use food delivery services as it contravenes our child safety policy.

Menus and further information can be found on the Canteen section of the College website.

Manor Lakes
P-12 College

Manor Lakes P-12 College
Monday to Friday 8:00am to 4:00pm
2 – 50 Minindee Road Wyndham Vale
VIC, 3024 Victoria, Australia
(03) 9741 4202
manor.lakes.p12@education.vic.gov.au
manorlakesp12.vic.edu.au