



WEDDERBURN

COLLEGE

Parent Handbook

Welcome to Wedderburn College

The School Council, Principal, Staff and Students welcome you to Wedderburn College. We are proud of our school and its warm, friendly learning environment. We offer a comprehensive program designed to engage and motivate students so that they achieve their personal best; while also encouraging them to become confident learners who can work both independently and collaboratively and make positive contributions to their community.

Our vision is to develop positive learners for a world community. Our values, which form the basis of our actions are Respect, Responsibility and Resilience. Our motto is "No reward without effort".

At our school we expect students to demonstrate these attitudes and values to allow them to work and play together, with respect for the rights of the individual and the rights of the group. Opportunities are provided for students to accept responsibility, to assume leadership roles and to model appropriate behavior. Good sportsmanship and citizenship are actively promoted.

Our teaching and learning programs are guided by the Victorian Curriculum. Within this whole school curriculum, teachers work together to offer stimulating and practical learning. High standards of growth and achievement are expected with a strong emphasis on success in literacy and numeracy. The whole school curriculum plan ensures smooth transitions through the school and engaging learning opportunities at each level.

At Wedderburn College there are many ways you can become involved in your child's education, and we hope you take advantage of the many opportunities we offer. As partners, we will work together to ensure your child gets the best out of their time at Wedderburn College. You are invited to become a member of our School Council and to join our Wedderburn College Parents' Association; to assist in classrooms and volunteer as a helper on Excursions, Camps and Sporting Endeavors.

Please do not hesitate to contact the school office at any time to make an appointment with the appropriate staff member should you have any questions.

SWPBS Expected Behaviour Matrix

	We are Respectful	We are Responsible	We are Resilient
ALWAYS IN ALL AREAS	<p>I will...</p> <ul style="list-style-type: none"> Follow directions of all staff Listen to others Use manners and kind words Include others Keep my hands, feet and objects to myself 	<p>I will...</p> <ul style="list-style-type: none"> Participate Put rubbish in the bin Be honest and own my actions Share and take turns Look after property Create a safe environment Help others Maintain a tidy school 	<p>I will...</p> <ul style="list-style-type: none"> Accept when routines change Keep trying Focus on what I can control View situations positively Always keep a sense of humour Identify and manage my emotions Be a problem solver Build and look after friendships
CLASSROOM & LIBRARY	<p>I will...</p> <ul style="list-style-type: none"> Use my inside voice Raise my hand and wait Walk 	<p>I will...</p> <ul style="list-style-type: none"> Arrive on time with my materials Line up quickly and quietly Stay on task 	
YARD & KLC	<p>I will...</p> <ul style="list-style-type: none"> Play safely and by the rules 	<p>I will...</p> <ul style="list-style-type: none"> Stay in bounds 	
CORRIDORS	<p>I will...</p> <ul style="list-style-type: none"> Use my inside voice Wait my turn Be patient and calm Walk 	<p>I will...</p> <ul style="list-style-type: none"> Be prompt at my locker 	

WEDDERBURN COLLEGE SCHOOL WIDE BEHAVIOUR SUPPORTS

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Wedderburn College promotes high achievement and learning for life by working with students to:

- Develop enquiring minds and a spirit of curiosity
- Become highly motivated lifelong learners
- Be flexible and adaptable for the modern world
- Have high self-esteem - respecting themselves, others and the environment
- Be able to work independently and collaboratively
- Achieve high standards in all areas of the curriculum
- Gain advanced technological skills
- Seek to extend themselves holistically

We believe at Wedderburn College that each student will succeed through experiencing quality in:

- A broad and challenging curriculum
- An enriching program of cultural visits and opportunities
- A stimulating learning environment
- Innovative teaching and an investigative approach to learning
- An ethos of support, challenge and encouragement to succeed
- Learning partnerships between the College, Cluster, home and the community

We demonstrate our commitment to working as a learning community by:

- Striving for continuous improvement in all we do
- Working together around common goals for learning
- Knowing and learning from our best practice
- Creating a positive climate for learning
- Monitoring the quality of all that we do
- Measuring the impact of what we do in terms of the outcomes for students
- School Information

About Our School

Wedderburn College is located in the North Central district of Victoria in the township of Wedderburn, approximately seventy five kilometers north of Bendigo on the Calder Highway. The College services the towns of Wedderburn, Inglewood, Borung and Korong Vale and the surrounding rural districts.

Educating students for the 21st century is the focus of the College with the provision of state of the art information technology facilities and teaching and learning programs.

The College provides a rich range of educational experiences for students from Foundation to Year 12. The College operates within the North Central Network of schools which enables the provision of expansive technological, agricultural and current certificates for a wide range of 21st century skills and knowledge. The core purpose of the North Central Network is to improve learning outcomes and opportunities for students and to facilitate pathways towards further education or careers.

The College is a hub within our community working closely with community and business partners to maximize opportunities for students and the community. Strong relationships with various service providers, sports bodies, businesses and government departments enhance the opportunities available for our students.

All members of the College community have a right to be and feel safe. The College implements a whole school approach to violence and bullying.

Wedderburn College strives to develop and improve students' outcomes appropriate to their level of development and ability. Student learning is central to this vision for students, and an understanding that learning is about:

- What students learn (curriculum)
- How students learn and how we help them learn (pedagogy)
- How we know students are learning, where they are up to in their learning (assessment), and
- The feedback we give to students and their families on learning progress and what they need to learn next (reporting).

We hold the belief that improvement in student learning is enabled when this understanding is shared and fostered. To ensure students are given the best chance to thrive and succeed in our world, collaborative effort between school, family and community is required. Every student should be challenged and supported to meet their potential, no matter what their stage on the learning journey, based on a deep understanding of their individual learning profile and the next steps they require

Our facilities include general classrooms for each Learning Neighborhood as well as the library/resource Centre, science, technology, language, music and video conference rooms. The Korong Leisure Centre (KLC) affords the college an indoor sporting facility with toilets and change rooms.

The administration area is situated in the main building.

The teaching team works closely together to plan, develop and deliver curriculum programs in professional learning teams.

An emphasis on shared planning, resource provision and expertise sharing across and between classes and domains are strongly promoted. Wedderburn College has a strong emphasis on literacy and numeracy programs implementing technology to support the delivery of curriculum and to engage students.

The use of digital and communication technologies is a focus for the school, having the tools readily available and the learning programs designed to encourage authentic use of them is an area of continuous improvement. Interactive whiteboards have been installed in all classrooms.

At the primary level Wedderburn College operates specialist programs in Visual Arts, Indonesian and PE and Music. We offer a Reading Recovery program to students in Grade 1 who can benefit from additional support in these early stages of literacy learning, and a Bridges program for students in Years 5-8 for students who require additional support at these levels.

As the significant learning facility in our town the College recognizes its responsibility to learners outside of the 5 -18 years age group. The College operates a registered facilitated Playgroup as part of an early language program, for children aged 0-5 years. The College facilities are available for groups within the community to access for learning. Young families are invited to use our library facilities.

Programs such as Peaceful Kids, Mates (mentor program,) other wellbeing programs Hands on Learning, Energy Breakthrough Challenge and Duke of Edinburgh support students' leadership skills and a consciousness of social responsibility.

Students who are eligible for extra support through the program for Students with a Disability are well-supported.

The Business Manager and Clerical Assistant provide administrative support in the school's office.

Both School Council and staff are committed to building positive community relations and fostering the partnership between school and parents. School Council works constructively to improve facilities and classroom resources and develop policies that enhance student learning and growth opportunities. Wedderburn College Parents' Association contributes in a significant way to fundraising and as an important consultative forum. Parent participation is sought and opportunities for you to be involved are offered across the whole school program in areas such as gardening, classroom support, sporting activities, library, canteen, camps and excursions.

Student leadership is fostered through the involvement of the Student Representative Council, and Sports House Captaincy which both provide the opportunity for students to develop confidence and important life skills.

Wedderburn College's purpose is to provide a safe, supportive and stimulating environment that equips all students with the necessary values, skills and knowledge required to become positive contributing members of our community. Student wellbeing is a strong focus in the school with programs to build resilience, to strengthen social skills and to develop leadership skills integrated into the school's teaching and learning. As a school we are focused on giving every child the opportunity to be their best. The College implements a variety of proactive programs, which meet students' needs beginning with an engaging curriculum and including programs which include Restorative Practices and Advocacy Groups.

Contact Details

Phone:	03 5494 3011
Email:	wedderburn.co@education.vic.gov.au
Webpage:	www.wedderburn-college.vic.edu.au
Street Address:	15-29 Hospital Street Wedderburn 3518
Postal Address	PO Box 20 Wedderburn 3518

Parking

Parking is available in both Chapel and Hospital Street for dropping off and collecting your children. There is no parking in Hospital Street between the signs while the flags are displayed on the school crossing. When children are dropped off or collected opposite the school, please ensure that the school crossing is always used.

Parents are requested to ensure that students enter the College grounds via the school crossing if entering via Hospital Street. It is important for parents entering the grounds from Hospital Street that they too use the crossing.

The school car park is reserved for staff and deliveries.

Please note the permanent 40kph speed restriction outside the school.

Who's Who @ Wedderburn College

Principal:	Danny Forrest
Assistant Principal:	Dean Lockhart
Business Manager:	Marie Marsh
Wellbeing Coordinator:	Dean Lockhart
School Nurse:	Janice Deocampo

Term Dates for 2022

Term 1

27 th January:	Staff commence
2 nd February:	Years F-12 students begin classes
6 th April:	Last day of Term 1 (<i>please note early dismissal at 2.30pm</i>)

Term 2

26 th April:	First day Term 2
23 th June:	Last day of Term 2 (<i>please note early dismissal at 2.30pm</i>)

Term 3

10 th July:	First day Term 3
15 th September:	Last day of Term 3 (<i>please note early dismissal at 2.30pm</i>)

Term 4

2 nd October:	First day Term 4
13 th December:	Last day of Term 4 (<i>please note early dismissal at 1.30pm</i>)
20 th December:	Staff Finish

Please note: There will be other student free days across 2023. Families will be notified of these days well in advance and as soon as they are finalised. Check latest edition of the school calendar.

Enrolling at Wedderburn College

Parents/Careers of all new students to the College must complete the appropriate enrolment forms and provide the school with important information about your child.

Information required for enrolment:

- Evidence of your child's date of birth (birth certificate)
- Your contact details, including phone number and address, and those of any other parent, guardian and/or career
- Names and contact details of emergency contacts
- Doctor's names and phone numbers
- Immunisation Status Certificate
- Health and welfare information
- Information about the language/s your child speaks and hears at home.
- Any information regarding access issues (if any)

Parents/Careers of Prep and Year Seven students will receive an enrolment package during the Transition Program. Parents/Careers of other newly enrolled students will also receive this package and other details upon their arrival.

For further information, see: <http://www.education.vic.gov.au/school/parents/primary/Pages/enrol.aspx>

College Fees and Costs

Wedderburn College is looking forward to another great year of teaching and learning in 2023.

This letter provides important information about our Parent Payments to the school.

In Victoria, State schools provide students with free instruction to fulfil the standard curriculum. Wedderburn College is funded by the government to provide these programs.

Wedderburn College aims to offer the best possible education and support for our students. We organise and coordinate innovative programs outside of the traditional teaching and learning classroom structure.

Our ability to offer resources, activities, and experiences over and above those funded by the government is made possible by voluntary contributions made by our families.

Our ever-expanding lunchtime activities, special themed days, rewards lunches, the College Café, our library, our mathematics space and SWPBS rewards are just an example of the way in which the voluntary fees are used to make the experiences at Wedderburn College very rewarding and engaging for all students. These financial contributions also assist us with the purchasing of art, music, science and physical education equipment and resources. This supports these subjects to be exemplary programs, together with our exceptional classroom teaching of the established subjects of reading, writing and mathematics.

Please find attached Wedderburn College's voluntary contributions schedule for 2023. It includes an overview of what your contributions will help us provide. Please note, Wedderburn College has provided or offered basic individual stationery packs for all students.

Extra-curricular activities and items, including camps and the school magazine, will continue to be provided on a user-pays basis. The Camps, Sports and Excursion Fund provides assistance to eligible families.

Department of Education and Training guidelines now prevent schools from providing parents/guardians with a statement of fees or reminder notices. However, please feel free to contact Marie Marsh at the College for payment information.

Further information on the Department of Education and Training Parent Payment Policy is attached.

Thank you for your support in making Wedderburn College the fantastic school that it is. Additionally there are costs for optional extras, which are offered on a user-pays basis and you can choose whether or not your child will use, such as school magazines or extracurricular programs such as basketball or camps.

Collection of Money

Money brought to school should be in an envelope which shows the student's name, year level, the amount enclosed and the purpose for which the money is sent. Please make all cheques payable to Wedderburn College. The school has an EFTPOS/credit card facility that allows for transactions using your credit/debit card.

Concerns and Queries

Concerns in regards to your child's progress or learning program in the first instance should be directed to the classroom teacher. Just before or after the bell are not appropriate times as teachers need to be able to supervise students. An appointment must be made to allow time and privacy to adequately discuss concerns. If concerns require further consideration please make an appointment to see the relevant staff member or the Principal.

UNIFORM

All students are expected to wear full uniform

It is a very good idea to provide your Foundation-Year 2 students with a spare change of underwear, named, as there is sometimes an “accident”. This can be brought along to school in a small, named plastic bag.

Garment/Item	Requirement
Beanie	Navy beanie with school logo (Terms 2 & 3 only)
Body art	Body art will not be visible
Chewing gum	Chewing gum is not permitted at school
Dress	School Dress Tracksuit pants or tights are not permitted to be worn underneath
Footwear	Runners or sneakers to be predominantly one colour Boots or appropriate safety shoes to be worn during certain classes (required by OHS regulations)
Hair	All hair below shoulder length to be tied back All hair (whether above or below shoulder length) to be off the face Gold, burgundy or navy plain ribbons or clips only
Hat	Navy broad-brimmed hat with school logo Navy bucket hat with school logo (Terms 1 & 4 only)
Jewelry	Earrings - gold or silver, sleepers or studs only, no larger than small finger nail No more than with two earrings per ear be worn (plastic stoppers are acceptable) Only medical bracelets are acceptable Rings are not to be worn Facial and/or body piercings will not be visible
Jumpers / Jackets	Champion jacket with gold piping and school logo Padded vest with school logo Polar fleece vest with school logo Polar fleece jacket with school logo Polar fleece half zip jumper with school logo VCE rugby jumper (Year 12 only)
Pants	Preferred - microfibre tracksuit pants with school logo Alternative - plain navy blue tracksuit pants with no visible commercial logo
Polo	Long or short sleeve navy polo shirt with gold piping and school logo
Short	Preferred - drill shorts with school logo microfiber shorts with school logo Alternative - plain navy shorts with no visible commercial logo box pleat skort with school logo
Socks	Navy blue or black only

Jewelry

Jewelry should be safe, hygienic and not constitute a danger to oneself or others. Due to the nature of some classes, students may be required by the teacher to remove jewellery.

Art

Your child needs to bring along an art smock to protect their school uniform. An old shirt is suitable. The smock saves children from getting their clothes covered in paint, glue etc. during Art and Technology sessions. It is a good idea to bring the smock along on the first day so it can be stored in your child's tub until required.

School Community

Governance

Parent Handbook

State education in Victoria is managed and funded through the Department of Education & Training (DET). There is a hierarchy of management which begins with the Minister of Education, then moves through the Secretary for Education, the Regional Directors (our region is North-Western Victoria Region), to the school's Principal. The Principal is the manager and educational leader of the school. S/he selects teaching and non-teaching staff, implements DET and School Council policies and programs and is responsible for providing a safe workplace and learning environment. School Councils are formally constituted bodies with elected parent and staff representatives. The Principal is the executive officer of Council. The roles and responsibilities of Council are as follows:

- Representing the school and its community in reaching agreement with the Department on the school's Strategic Plan
- Determining the education policy, goals and priorities of the school within the framework of the school plan and state-wide guidelines
- Approving the school budget, which includes school-generated funds, consistent with the priorities identified in the school's Strategic Plan
- Entering into contracts for purposes consistent with DET policy and for the improvement of the school's facilities
- Maintaining and improving buildings and grounds
- Reporting annually to the school community and to Department of Education & Training (DET)
- Making a recommendation to the DET on appointment of a school principal when required
- Authorising the employment of non-teaching staff
- Developing the school's student dress code
- Developing the school's student code of conduct within guidelines set by the DET

Elections for College Council are held each year in March. The Current College Council president is Mrs Carolyn Stephenson.

The Role of Parents/Carers in the College

Your interest and active participation in your child's learning makes a huge difference. You can help by taking an interest in the daily activities and achievements of your child, the work they may bring home and by visiting the school for student learning conversations and other meetings on both formal and informal occasions.

Parents/Carers are involved in many activities including class reading programs, writing, physical education, as well as assisting on excursions and camp programs. Parents/Carers also play an important role in volunteering in the College Canteen.

Keeping up-to-date with school happenings by reading the weekly newsletter, checking our website and Compass NewsFeed as well as our Facebook page means that you will know what is going on each week.

Parents Association

If you are new to our school, and/or to the Wedderburn community, joining the Parents Association can be a great way to meet other parents and to become involved in the life of the school. Look out for the dates of meetings. You will be most welcome! You can also support the Parents Association by making a contribution to the voluntary fee on your student booklist. The Parents Association supports many school activities and programs, in particular the annual Debutante Ball and subsidies to school camps.

Student Representative Council

The College has an active student elected Student Representative Council (SRC). This group reports regularly to the College Council and represents the views of the student body. Additionally, the group also organises a number of student activities throughout the year.

Playgroup

The College is pleased to offer sessions of stories, rhymes, craft and play for pre-school children and their parents. The playgroup operates out of the College BER building. All pre-school families are welcome and encouraged to come along and join in.

Communication at Wedderburn College

Compass

The Compass School Management System is used by the College to communicate effectively and in a timely manner with parents, students and staff. It is utilised by the College to streamline many school operations, from Attendance, Reporting, Communication and Events Management.

Information sessions and workshops are held periodically to support parents/carers to use the Compass system. Please contact the front office if you need support.

As a Parent you have access to...

- Ongoing reporting: providing feedback and feed forward about your child's learning
- Attendance: allowing you to notify the school of any absence your child may have and also to keep you updated about your child's attendance to classes
- Newsfeed - communicating information about events and news that your child may be involved in at school
- Student Schedule: allowing you to access your child's schedule of classes
- Permissions: provides you with the ability to give permission for your child to attend events additional to the normal curriculum which require your consent
- Calendar: information about events the College is involved in across the year
- Resources: access to college policies and procedures
- Learning Conversations: ability to book your child's Learning Conversation online
- Communication: ability to email your child's teacher via the Compass system

Students have similar access to many of the features of parents except for the ability to authorise absences, consent to attend events and to make payments. Students are able to access resources uploaded by teachers for use in classes and to receive assessments and feedback on work.

Newsletter

As a Resource Smart School our weekly newsletter is emailed to families and published electronically on our website, Compass and Facebook page each Wednesday. Please provide your email address to the office to facilitate this. It is vital that you make a habit of reading the newsletter thoroughly as it advises dates and other important information.

The College website is www.wedderburn-college.vic.edu.au. You will find links to our Facebook page and Compass here as well.

Assemblies

The College normally holds two formal whole school assemblies each term. Their purpose is to celebrate student success and achievements with our school and wider community. Our assemblies are hosted by our School Captains and contributed to by students who share their learnings around the range of activities the school has been involved in. Parents and community members are strongly encouraged to attend these assemblies which are held in the Korong Leisure Centre. Notice of the assemblies is provided well in advance via the college website/Facebook page/Compass/Newsletter. Additionally from time to time the F-6 neighborhood hold an assembly.

Early Collection of Students from College

Parents wishing to collect their children from school before the normal dismissal time must first report to the Office. Office staff will arrange for your child to meet you at the Office and for your child to be signed out of the College. You can enter planned early departures from school as an absence in Compass. You are still required to collect students at the office to be signed out.

Emergency Contact Details

Emergency contact information should be maintained with the school so that prompt medical attention can be obtained when needed. This enables the College to contact parents should it be needed. New forms are distributed to each family at the beginning of each school year. If any details are changed, please notify the school so that our information can be kept up-to-date.

Learning at Wedderburn College

Curriculum Across the School

The Victorian Curriculum

The Victorian Curriculum outlines what is essential for all Victorian students to learn from Foundation to Year Ten. The Victorian Curriculum uses an eleven level structure (F to 10) to provide standards for students at the appropriate year of school.

Primary School

The F-6 year levels access curriculum from the following areas:

- English
- Mathematics
- Inquiry (incorporating Science, Humanities & Technology)
- Visual Art
- Music
- Physical Education & Health
- Indonesian Language.

Secondary - Years 7 to 10

The Years 7-10 year levels access curriculum from the following areas:

- English
- Mathematics
- Science
- Humanities
- Technology (Food and Materials)
- Indonesian
- Physical Education & Health
- The Arts.

In years 7 & 8 these units are core and students study units in all these areas. In Years 9 & 10 students study the compulsory core units of English, Mathematics, Humanities and Science and choose from electives, which include the remaining subjects. A separate handbook is produced to inform students of their elective options and their core curriculum.

Curriculum at Years 9 & 10 is complemented by subjects offered at the North Central Trade Training Centre. It is compulsory for Year 10 students to undertake a Vocational Education and Training (VET) subject.

Secondary - Years 11 - 12

Students in Year 11 and 12 access the Victorian Certificate of Education (VCE) or the Victorian Certificate of Applied Learning (VCAL) through the College. Students are provided as much choice as possible to access the subjects they require for their future pathways. The breadth of subjects available is supplemented by access to video conferencing, distance education and other online learning modes.

Victorian Certificate of Education (VCE)

The VCE is a certificate that recognises the successful completion of secondary education in Victoria. A VCE program includes a number of different subjects usually studied over two years in Years Eleven and Twelve. Units 1 and 2 are taken in Year Eleven and Units 3 and 4 in Year Twelve.

Victorian Certificate of Applied Learning (VCAL)

The VCAL is a practical option for students in Years Eleven and Twelve. It is designed to provide students with work related experiences, literacy, numeracy and an opportunity to develop personal skills to prepare students for further education or training. VCAL students will also complete a VET Certificate of the student's choice.

Vocational Education and Training (VET)

VET programs provide students with the option of study in a variety of different areas. A VET certificate allows students to make a start on training for a career before they leave school as well as contributing towards their VCAL or ATAR Study Scores.

A comprehensive VET program is offered to students in Year 10 through to 12 at the North Central Trade Training Centre (NCTTC). Subjects offered include Agriculture, Animal Studies, Automotive, Engineering, Building and Construction, Sport and Recreation, Community Services, Allied Health, Beauty, Hairdressing, Hospitality and Music.

North Central Trade Training Centre (NCTTC)

The College is part of the North Central Network of schools which is serviced by the North Central Trade Training Centre (NCTTC) based in Charlton. The NCTTC provides classes in Ausvels and also Victorian Certificate of Applied Learning and Vocational Education and Training Certificates. Students are transported via school bus to the NCTTC. There is a separate information booklet for the Trade Training Centre and the courses offered.

Managed Individual Pathways (MIPs)

The MIPs program provides every young person from Years 10-12 with career advice to support them to make informed and effective course and career decisions so that every student has the opportunity for success. The North Central Local Learning Network facilitates this program with the MIPS advisor meeting with students on a regular basis.

Work Experience

Students in Years 10 undertake work experience. Students are encouraged to seek a broad range of experiences and to look further afield than Wedderburn for these opportunities. Students must undertake and pass online Work Experience modules to prepare them for their Work Experience.

Homework

Homework benefits students by complementing classroom learning, fostering good study habits and providing an opportunity for students to be responsible for their own learning.

In Years Foundation-4 Homework will consist mainly of:

- Reading activities to, with and by parents.
- Simple extension tasks associated with classroom activities.
- Gathering of additional information or materials

In Years 5-9 Homework will consist mainly of:

- Independent reading on a daily basis
- Tasks such as continuation of classroom work, projects and assignments, essays and research
- Course revision

It is acceptable for teachers to assign unfinished classroom activities as additional homework tasks.

In the Senior Years (10-12) homework and study will consist of:

- Reading, research, assignments, assessments tasks and independent projects.
- Unfinished classroom activities
- Common Assessments Tasks
- Course revision

Senior students should develop a homework and study schedule as early as possible in the school year. Homework will generally increase from 90 minutes to 3 hours per weeknight with up to 6 hours on weekends during peak VCE periods.

Continuous Reporting

Continuous Reporting provides students and their parents with timely feedback and feed forward on assessment, work habits and student progress. Continuous reporting involves the Learning Conversations (one each semester) and the use of our Learning Management System Compass to provide the formal reports to students and parents.

Continuous Reporting will complement the college's approach to assessment for students at Prep to Year 10. It will provide students and parents with timely and specific feedback on Common Assessment Tasks and other selected tasks as well as feed forward on areas for further development.

It will also provide students and parents with feedback on work habits including Organisation, behaviour and effort.

For VCE/VCAL students, continuous reporting will provide timely feedback to students and parents on School Assessed Coursework, Tasks and Outcomes as well as other important pieces of assessment at the teacher's discretion. It will also provide the opportunity for all students to be receiving feedback on outcomes and feed forward on areas for further development.

Continuous reporting will allow for the opportunity for students and parents to actively participate in the learning improvement process via reflective comments.

Preparing Your Child for School

All parents are asked to send children to school in correct uniform every day. The uniform is designed to be comfortable and practical. Please name all items of clothing clearly, even underwear, as your child will be participating in the swimming program during the year.

Other learning that you can focus on before the start of the school year:

- Awareness of road safety rules
- Awareness of the danger of speaking to strangers
- Being able to dress him/herself
- Able to put on and do up shoes (NO THONGS PERMITTED). Velcro is great!
- Use a handkerchief
- Wash own hands and face
- Attend to own toilet needs
- Can recognise his/her own named bag, lunchbox, clothing
- Use scissors safely
- Make him/herself understood outside the family
- Persist with tasks even when not successful the first time

Beginning School as a Foundation student

The Foundation year is an exciting one for you and your child - especially by about mid-year when the black marks on the page do mean something and some of the stories that are written can be read, even by Nanna, without a translator!

Once Foundation students have commenced school they are expected to come to school every day. Some schools have an understanding that the Foundation students do not attend on Wednesday for term one. We have found that often the child wants to come to school on the Wednesday and there is no reason for them not to come. In fact often this is a day where the family goes to Bendigo and the child does not get the rest planned for. It is important that once the children begin school they come on a daily basis. Of course if your child is tired and needing a rest it is sensible to keep them at home. It is best to play this by ear; you know your child well, if he or she needs a rest, be sensible, keep them at home and let them have a rest whatever day of the week it is. Please let us know if you keep your Foundation child home, because you believe he/she needs a rest.

Attendance and Punctuality

Attendance

Students are expected to attend school on a daily basis unless illness means they are unable to be present. Schooling is compulsory for children and young people aged from 6 - 17 years unless an exemption from attendance or enrolment has been granted.

Daily school attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives. It is important that children develop habits of regular attendance at an early age.

VCE students are required to obtain a medical certificate when absent due to illness or a medical appointment to ensure their attendance rate is not adversely affected. Additional information is available in the VCE/VCAL Handbook (as a download on COMPASS).

Research shows that students with regular attendance and punctual attendance at school do better than those students who are often late to school or absent. An explanation to your child's teacher or the main office must be provided after each absence. This is a rule of the Department of Education & Training and we are expected to comply with these regulations. Department auditors check enrolments and absences on an annual basis. Explanations from parents are often reviewed as part of the enrolment audit. The College will contact parents of any student who is absent without parent notification by 10.00am on the morning of the absence. Most absences will be excused and require no further follow up will be necessary.

Where absences are of concern due to their nature or frequency, the school will involve the parents and the student as appropriate in developing strategies to improve attendance.

Parents should be informed that if a student has repeated absences without a reasonable excuse or explanation, the parent may be issued with a School Attendance Notice from a School Attendance Officer.

Punctuality

Students are expected to arrive punctually for all school sessions but parents are asked to see that their child does not arrive at school too early. Teachers cannot be expected to take responsibility for students prior to 8.45 a.m. Children should arrive at school between 8.45 - 8.55am.

Students arriving after the first bell are required to check in at the main office and be signed into the late book. This book is checked regularly to ensure that we offer support to students who are repeatedly late. Lack of punctuality can really affect your child's progress and their development as a learner (and as a potential worker).

Student's Books and Supplies

Student stationery—pens, pencils, exercise books etc.—are items that parents are expected to provide and pay for. They are included in the student booklist. Each year, a booklist will be issued for all children before the end of the previous school year. Students' supplies will be individually packaged and available for collection from school on receipt of payment on the College Book collection day before school resumes. This information is included in the Book List. Wattle Office Supplies, Maryborough are the Booklist suppliers. The payment of the Booklist is between the parent and Wattle Office Supplies. The school does not meet the cost of student booklists.

Extra Curricula Activities

Camps and Excursions

Camps are an exciting and valuable component of our college's curriculum and offer students an experience that most will cherish well into their adult lives. The camping program gradually increases in the level of independence from late stays at school to week long camps. Parents are advised well in advance of the costs and dates of these camps. There are additional excursions which occasionally occur based around developing students' further understanding of a topic or interest being investigated in class. Parents are advised well in advance of these excursions.

Please note: Parents are responsible for the costs of these camps and excursions however camps are subsidised by the school in order to make them more accessible for families.

Year Level	Where	When	Approx. Cost
Prep	Late Stay at School	Term 4	\$5
1	Overnight Stay at School	Term 4	\$12
2	Overnight camp at Roses Gap	Term 3	\$100
3/4	Queenscliff	Term 4	\$150
5/6	Billabong Ranch	Term 4	\$200
7	Year 7 Hopeton/Melbourne	TBA	TBA
8	Year 8 Hopeton/Melbourne	TBA	TBA
9	Year 9 NCTTC	Term 1	
9	Bogong Winter Connection	Term 3	
9	School For Student Leadership	Term 4	
10	Driver Education	Term 3	
10	Work Experience		TBA
11	PARTY program Kyneton-Leadership Camp		TBA
12	Camp	Term 1	TBA
VCE/VCAL	Ocean Grove		\$180
School Groups	School House Swimming Carnival Calder Winter Sports School House Cross Country School House Athletic Carnival School Musical	Term 1 Term 2 Term 3 Term 3 Term 3	TBA

Cultural Performances

Each year we broaden our educational program by arranging for visiting performances to come to the College. The program maybe for all students in the College or for particular year levels only. Parents meet these costs as part of the student's fees for the year.

School Excursions

Students have regular opportunities to participate in off-site learning and activities. For local, walking and sports (within our North Central Network area) excursions a single permission note at the start of each year is signed. For other excursions, and for overnight stays, a permission note will be sent home for parent signature. Please always return these promptly. A cost may be involved in these and payment is required in advance for your child to participate.

Notification of camps and excursions is given well in advance so that families can make appropriate budgeting arrangements to meet expenses. If there are any difficulties with payment for these events please contact the Business Manager or the Principal so we can make arrangements for these events to be paid over a period of time.

Sport

The College encourages and provides a range of sporting opportunities for our students at the local school level, the wider school network level and at Region and state level. The wide range of sporting opportunities include the following: athletics, swimming, cross country, clay target shooting, bowls, and winter and summer sports including football, netball, tennis and cricket. Parents complete a permission form at the commencement of the year that covers student travel and participation of these events within our local schools' network.

Special Events

Throughout the year the school participates in a range of events to enhance our students' awareness of their world and our community. The College celebrates Book Week and Education Week and become involved in many other activities that involve our community. Families are welcomed on these occasions.

Music

Wedderburn College has an extensive music program, students can learn to play an instrument, sing and join into groups. Instruments which can be learnt at the College include: piano/keyboard, guitar, drums, saxophone, flute, clarinet and trumpet. Learning an instrument is offered from Grade 5 to Year 12 at a cost of \$20.00 per term for lessons and additional \$20.00 per term if an instrument is hired. Students in Years 5 and 6 have sessions each week for one semester. This program is called Keyboard Revolution. There is no charge for these lessons but students are required to pay \$10.00 for the keyboard book.

Music students frequently perform at assemblies and community events.

General Information

Bicycles

If riding a bicycle or a scooter, please ensure children wear helmets. It is strongly recommended that children under the age of 8 do not ride their bike to school unsupervised. Research has shown that young children do not have adequate peripheral vision to cope with traffic conditions.

In the interest of safety students, must walk their bicycles/scooters on to and off the school grounds. Please also be aware that the school is not able to provide constant supervision and security for bicycles parked in the bike racks. We recommend bike locks. A spare key can be left at the office if required.

Bus Travel

Free school bus travel is provided by the Department of Education & Training (DET) for eligible students who live 4.8km or more from their nearest government school. Parents must first seek permission for their child to use the bus appropriate to them by contacting the Bus coordinator at the College. A student enrolling for the first time in our school is required to complete a "permission to travel on the bus" form. This form is included in our enrolment package.

Please insist on your child using and travelling on the bus in a safe and acceptable manner. Misconduct on a bus can lead to a refusal to carry the child. Where possible, a buddy system is organised so new bus travelers have someone to help them through the initial phase of bus travel.

Students who are not regular bus users but wish to use the buses to travel on an occasional basis to a friend or relative's home must - through their parents - obtain permission from the Principal. This can be arranged through the Bus Coordinator. It is important that this is pre-arranged as refusal to allow a student to travel can cause upset and inconvenience.

Book Club

Each month a selection of books is made available for parent purchase through Book Club, which is run by the College Library Assistant. There is no compulsion to buy books and students are issued with a selection brochure, which they may choose to return to the college if they wish to purchase any books.

Canteen

The College Canteen provides healthy snacks for students in Years 7-12 at recess, and healthy lunch options for all students in Foundation to Year 12. The Foundation - 6 students may order lunches through the College canteen each day the canteen is open. There is a canteen manager who manages the canteen and voluntary helpers assist her with lunch preparations. The Canteen is closed on a Thursday.

Various sandwiches, pies, salad rolls and drinks are available. A canteen list and price form is available at the commencement of the year. Any changes updated throughout the year to the menu will be published for parents in the newsletter and on the College website.

The following arrangements are made for students in Foundation - 6.

- Children who bring lunch from home eat under the supervision of a yard duty teacher for the first ten minutes of the lunch break.
- Children may order their lunch at the College by writing the details on an envelope or bag and enclosing the correct money, and this lunch will be supplied fresh from the canteen to the classroom.

Insurance - Student Accidents

The Department of Education and Early Childhood does not provide personal accident insurance for students. Parents and guardians are responsible for paying the cost of medical treatment for injured students, including any transport costs. Student accident insurance policies are available from some commercial health insurers.

Families are encouraged to have ambulance cover as a single ambulance trip can be very expensive.

Leaving the School Grounds

Under no circumstances are children to leave the grounds without permission. Requests for permission must be made in writing by parents. If you pick your child up from school before the end of the school day, you may do so by first contacting the College Office and following the early leaver's procedures in place.

Students who live within the town are able to go home for lunch if they have a parent signed Lunch Pass. Students must always sign out at the College Office when they leave the College grounds and sign in at the College Office upon their return. Requests for lunch passes can be made through the College Office at the commencement of each school year.

The Lunch Pass is only for the student to go home, NOT to the street. Lunch passes may be revoked if students are using the pass inappropriately.

Students in Year 12 have the privilege of leaving the College at lunchtime if they have a signed Year 12 Pass. Students must always sign out at the College Office when they leave the College grounds and sign in at the College Office upon their return.

Library/Resource Centre

All children are encouraged to borrow books from the library. To facilitate this, the library is open before and after school, as well as the second half of lunch times. Primary students are also able to borrow during their normal weekly library lesson.

Parents are encouraged to visit the library with their children and share in the pleasure that our stock of high quality literature provides.

Lost Property

Please name all articles sent to school, particularly clothing. Lost property will be returned to the owner (if named). Un-named lost property is placed in a special hamper in the library. Unclaimed/un-named lost property will be deposited with the Opportunity Shop managed by the local Kindergarten Committee. Second hand items should have the old name removed and your child's name clearly written.

Photos

College photos are taken each year. The photos include the whole College photograph, class photograph and individual student photograph. These photos are an excellent memento of your child/ren's school days. You will be advised once the dates for the College photos are scheduled.

Secondary students are also provided with a school photo identification card.

Private Property

Personal property brought to school by children is not insured nor is the school or DET responsible for any loss or damage that may occur. Items that should not be brought to school include PSPs, iPods, Game Boys and other expensive equipment. Mobile phones, toys and other items brought to school are the responsibility of the student. The school takes no responsibility for any damage or loss to this property.

Wellbeing

Breakfast Program

Free breakfast is available for all F-12 students twice a week. It is prepared in the Food Technology room and all children in the school are encouraged to enjoy the breakfast, even if they have already had breakfast for the day. This is a school-managed program; volunteers to support this program are welcomed.

Excess breakfast food is available to families when in stock. Fruit is available in BER Building.

Child and Family Health Program

The Primary School Nurse Program offers all Victorian children a health assessment in their first year at school. It gives parents/ guardians, teachers and nurses an opportunity to work together for the well-being and educational progress of children.

Prior to the nurse's visit, parents of prep students will receive a School Entrant Health Questionnaire, which will assist you to provide important information on your child. Parents are encouraged to consult the school nurse at the time of her visit to discuss any concerns they may have. All information is confidential. The Health Assessment is not intended to replace your normal source of health care.

Primary School nurses are also available to see children from other primary grades on referral from parents or teachers. For further information please contact the Prep-Year 6 Coordinator, the Principal or your child's teacher.

Wedderburn College has the services of a Secondary School Nurse on two days of the week. The nurse is available to students by appointment. Please arrange contact through the College Office. The Secondary School Nurse supports the delivery of such programs as sexual health, maintaining healthy lifestyles and promotes positive mental and physical health.

Head Lice

Head lice management is a complex issue but an unfortunate fact of life in all schools. Head lice infections can be difficult to manage. The responsibility for detecting and treating head lice rests primarily with the parents.

Vigilant, regular inspection and treatment of children's hair by parents is the main way in which head lice can be kept to an absolute minimum. Head lice know no boundaries and are as happy to be on one child's hair as another.

We have a number of trained parents who, with parents' approval, are able to inspect children's hair for live lice and/or nits (eggs) attached to the hair shaft. If live lice are found, you will be asked to collect your child from school to enable treatment to commence, once treatment has occurred your

child can return to school. It is vital that all eggs are removed after treatment as it is extremely difficult to determine if the eggs are alive or dead and/or re-infestation has occurred.

Children's hair should be checked regularly.

There are many treatments available from chemists and supermarkets for the treatment of head lice. Treatment advice may be sought from the school, chemists and the internet. Your co-operation and vigilance will assist keeping head lice to a minimum. A regular comb through of white conditioner (dry hair) with a nit comb can help you spot lice before a major infestation occurs. The conditioner not only stuns the lice, but also helps with removal of the eggs.

For further information: <http://www.health.vic.gov.au/headlice/>

Immunisation

Students are required to provide an immunisation certificate prior to enrolment. The school will keep a copy of this on record. Children can be immunised through their local GP, immunisation clinics, local councils, community child health nurses and some hospitals.

A Child's Safety and Health

Early notification of deafness or hearing impairment, poor eyesight, nervous disorders, bladder or bowel weaknesses, etc. is of great help to teachers and may save your child being embarrassed.

Some diseases require your children to be excluded from school for a designated period. Please refer to the Infectious Diseases School Exclusion Table which can be located at the following website:

<http://ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp>

School is a place for healthy children. If your child is not well, please keep him/her home until well enough to take part in the school program. (In the event of minor injuries children are treated in the first aid room, provided with a treatment advice slip to give to parents and details recorded.) If your child becomes ill at school, the school will notify you and ask you to collect them.

Parents are directly contacted in the event of serious injuries with children monitored by first aid trained staff until arrival of the ambulance/parents. We always ring you if the injury is to the head area.

It is critical that parents provide the school with accurate emergency contact information and advise the office immediately of any alterations.

For any serious injury the College will call an ambulance or doctor immediately. Families are encouraged to have ambulance cover as a single ambulance trip can be very expensive.

Student Wellbeing

Student Wellbeing has to do with the welfare of students. It can involve issues of physical and personal safety and social and emotional issues. It is well recognised that a child's welfare also has direct bearing on children's learning.

The Student Wellbeing Coordinator manages the student wellbeing programs within the school. This may involve consultation with parents, staff, students and outside agencies. All welfare issues are addressed in confidence. The Student Wellbeing Coordinator's role is not to counsel but to make referrals where appropriate and when necessary.

Sunsmart

Wedderburn College is a Sunsmart school. All students are required to wear a broad brimmed hat when outside during Terms One and Four. Students who do not comply with this request will be required to remain in designated areas of the College.

Technology and ICT

Digital and Communication Technologies

Wedderburn College has a focus on the use of digital and communication technologies.

- Students in Prep to Year 4 have daily access to banks of both tablets and netbook computers in their classrooms
- Students in Years 5 and Year 6 have access to netbooks via a one to one computer hire program
- Students in Years 7 - Year 12 access technology through a Bring Your Own Device (BYOD) program.

Students and parents/carers are required to sign and follow a comprehensive User Agreement which clearly articulates the safe and efficient use of technology to support learning.

The college provides all students with a Google Education Account that includes a school email address, 15 GB storage on Google Drive and online access to Google Docs, Sheets and Slides (Microsoft Office equivalents). Students use their account details to log into Compass Learning Manager.

Bring Your Own Device (BYOD) Program

Students in Years 7 to 12 are required to bring a device (tablet, netbook or laptop) of their choice as a tool for learning. Parents should consider what type of device is best suited for their child moving into VCE as tablets such as iPads may be limiting for students who spend large amount of time typing.

Students can access the college network using Windows, Apple or Chromebook devices. It is highly recommended that you upgrade your device to the latest operating system to ensure maximum compatibility and safety upgrades.

The Department of Education and Training provide students with free access to over 80 software programs (Both Windows and Mac) including Microsoft Office and Anti-Virus software.

All devices must have Wi/Fi to be able to connect to the college network.

All devices must have Bags/Cases to minimise the risk of damage.

Parents and students are required to sign an agreement with the college. The agreement sets out a number of points around the responsibility for the device remaining solely with the student who owns the device. It is highly recommended that parents purchase insurance for the device. It is also important to look closely at the warranty on the device, what is covered in warranties and, if needed, the time it takes to repair the device.

Laptops/Notebooks/Ultrabooks/Netbooks

Generally computers (Laptops/Notebooks/Ultrabooks/Netbooks) manufactured in the past two years will have suitable specifications for students to use at school. Devices older than this will need to be tested to see if they are suitable.

Students completing Art, Information Technology or similar subjects, especially at a VCE level, should look to more powerful devices that can better support their school work. Students in VCE may also wish to look into larger screens.

Students are NOT required to have a CD or DVD drive.

Suggested minimums:

- Intel i3 CPU or equivalent
- 4GB RAM
- 11" screen or larger
- minimum battery life of 5 hours
- Up-to-date antivirus protection. (This can be free products like Microsoft Security Essentials, AVG or DET supplied Symantec Antivirus)
- Recommend warranty for at least 2 years
- Insurance

Tablets

iPads, Microsoft Surface or other tablets that have Wi-Fi capabilities are suitable for use within the college. Devices should have a minimum storage of 32 GB.

To aid typing it is highly recommended that students also have a keyboard - either part of the tablet cover or as a separate keyboard that connects via bluetooth.

POLICY: STUDENT MOBILE PHONE & INTEGRATED TECHNOLOGIES

PURPOSE

To ensure that all students and members of our school community understand:

- (a) our commitment to creating a learning environment that enhances the wellbeing and safety of all of our students
- (b) our aim to provide a learning-focused environment free from unhelpful technological distractions
- (c) the need to help students manage screen time in line with National Guidelines for Physical Activity & Sedentary Behaviour Guidelines and promote physical activity
- (d) the need to create spaces and opportunities for real time, face to face communication within the school day with peers and staff.
- (e) our school's procedures for responding to inappropriate student behaviour on mobile phone/integrated technologies.

SCOPE

This policy applies to all students at Wedderburn College. Staff use of technology is governed by the Department's Acceptable Use Policy and school-based professional expectations.

DEFINITIONS

For the purpose of this policy, 'mobile phones' are defined as being any device, systems, or hardware including smart watches or devices which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video. Integrated technologies refers to any other technological device, including but not limited to, laptops, iPads etc.

POLICY

Vision for the learning environment at Wedderburn College.

Wedderburn College is committed to the learning, wellbeing and safety of all of our students. In line with the college values of Respect, Responsibility, & Resilience, the college has a responsibility to manage pre-conditions for learning which include calm, learning-focused classrooms and recreational spaces that are free from distractions or obstacles which prevent full participation. Additionally, the college has a duty of care to both work in partnership with families and the wider community to protect our children from the potentially harmful effects of mobile phones, and to manage this risk accordingly.

Wedderburn Colleges recognises that mobile technologies occupy a significant part of everyday life for some young people. The college acknowledges that students are only at school for six and a half hours, five days a week and that they may have access to mobile phones for significant time outside of school. Therefore, as with drugs and alcohol, respectful relationships and cyber safety, the college will continue to educate all students through the curriculum about how to use and interact with mobile forms (and all technology) responsibly and appropriately, about personal and others', wellbeing. When the college that an educational purpose exists for the use of portable devices, the school will organise these provisions.

It is the intention of this policy to:

- reduce screen time in line with relevant national guidelines
- promote physical activity
- reduce distractions in the learning environment
- reduce the incidence of FOMO (fear of missing out) anxiety and apprehension in young people
- reduce negative impacts on mental health
- promote more opportunities for socialisation and recreation
- support the development of impulse control and healthy emotional regulation

- promote healthy brain development and self-esteem

Wedderburn College believes that the absence of mobile phones in the student cohort allows the development of valuable social skills and increases students' social connectedness within the school community to help them thrive in our inter-connected world. The school's vision is to empower students to build and use real communication skills to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

The intention of the Student Mobile Phone Technologies Policy is to create a safe and healthy learning space.

Wedderburn College acknowledges that there is sufficient and broad community concern about this issue and its effect on the wellbeing of our young people to motivate this policy, even while research in this area is ongoing and not fully conclusive. The reasoning behind this policy direction is:

- it supports Australia's Physical Activity & Sedentary Behaviour Guidelines for Children¹ and Young People that states that **no more than two hours a day should be spent on any type of screen**. This policy will greatly assist young people in reducing current number of screen hours they are accumulating. Alarming statistics from recent research from the Royal Children's hospital (Australian Child Health Poll 7 June 2017) found that one in five (21%) teenagers are spending 12 hours or more on screens on a typical weekday; the most used screen type cited is smartphone technology².
- it focuses on the curriculum learning intentions and removes the distraction of students feeling compelled to check-in on mobile phone messages or similar. Research is growing around the number of times young people feel the growing need to access their mobile for social media updates and the incidence of 'FOMO' - fear of missing out (an anxiety or apprehension around the idea that others might be experiencing something that a student is not) and the negative health consequences for young people's mental health. Young people surveyed in the Stress and Wellbeing in Australia Survey (2015) revealed results which showed a strong association between the level of social media use and an increased negative impact on young people's mental health. Sixty percent of teens feel brain 'burnout' with the constant connection to social media. Wedderburn College wants to create a safe space where this pressure to constantly connect is removed and to encourage real social communication with their peers and teachers without the constant pressure to stay up to date across the school day is completely removed³.
- ¹ <http://www.health.gov.au/internet/main/publishing.nsf/content/health-pubhlth-strateg-phys-act-guidelines> (9 Aug 2018)
- ² https://www.rchpoll.org.au/wp-content/uploads/2017/06/ACHP-Poll7_Detailed-Report-June21.pdf (20 Aug 2018)
- ³ <https://www.mindmatters.edu.au/about-mindmatters/news/article/2015/12/09/what-s-fomo-and-why-do-50-per-cent-of-aussie-teens-worry-about-it> (9 Aug 2018)
- it encourages more face-to-face social interaction and communication during student break- times. A Victorian school recently created a mobile free school and reported that lunch times became a place of "laughter, where people were actually interacting and socialising"⁴

- it provides a safer place of socialisation and recreation because students' access to social media communication is removed. Adolescence is a time where one's impulse control (self- control) about decisions e.g. sending messages and images is greatly reduced and most likely to falter due to the slow development of the brain's decision making capability. Creating a mobile free zone allows students time to reconsider message they need to send at a later time after further thinking time without the phone in the hands.⁵

Furthermore:

- Mobile phone technologies are too easily used at the expense of face-to-face communication which places significant limitations on the time students have available at school to practice important social skills. Our policy will create a space for this.
- A student mobile free college removes the urge for students to constantly update their social status on mobile apps and will hopefully reduce the FOMO addiction growing in our young people.

The intention to create a learning space totally free from distraction is informed by research that acknowledges the mere presence of a young person's phone consumes their attention even when it's not being checked. It has been shown that phones can reduce working memory capacity even when they are upside