



**YEAR 7  
INFORMATION  
HANDBOOK**



- 03 **Contact Details and College Structure**
- 04 **Vision and Values**
- 05 **Communications**
- 06 **Laptop Program (BYOD)**
- 07 **Resources & Booklist**  
**SRC / Leadership**  
**Homework**
- 08 **Bell Times**
- 09 **Uniform**
- 10 **Curriculum + Data & Reporting**
- 11 **House System**
- 12 **Extra-Curricular Activities**
- 13 **2026 Dates for your diary**
- 14 **Online Canteen Orders**
- 15 **Financial and Resource Assistance**
- 16 **Compass**



# **TABLE OF CONTENTS**

# CONTACT DETAILS and COLLEGE STRUCTURE

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Cheltenham Secondary College  
73-75 Bernard Street  
Cheltenham VIC 3192

Phone: +613 9555 5955

Email: [cheltenham.sc@education.vic.gov.au](mailto:cheltenham.sc@education.vic.gov.au)

Facebook: [facebook.com/cheltsc](https://facebook.com/cheltsc)

Instagram: [instagram.com/cheltenhamsec/](https://instagram.com/cheltenhamsec/)

Office hours: 8.00am - 4.00pm

## **Principal Team**

Karl Russell - Principal

Peter Allen - Assistant Principal

Brooke Matthews - Assistant Principal

## **Director of Middle School**

Linda Palermo - [pal@cheltsec.vic.edu.au](mailto:pal@cheltsec.vic.edu.au)

# VISION



## Cheltenham Secondary College



*We are an inclusive, dynamic and high achieving college.*

*Students graduate from Cheltenham Secondary College equipped for the challenges of life and attributes to make positive contributions as members of the wider community.*

*We work together to provide a healthy, supportive and inclusive environment. Cheltenham Secondary College students strive to achieve their personal best while developing resilience and celebrating their achievements.*

RESPECT | RESPONSIBILITY | PERSONAL BEST | SENSE OF COMMUNITY

# VALUES

Respect

Responsibility

Personal Best

Sense of Community

# COMMUNICATIONS

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The official/endorsed communication channels provided by Cheltenham Secondary College to our community to ensure you are informed correctly are as follows:

## 1. **Compass** (device app and/or desktop web-based application).

The official communication medium for our community. Please ensure your notifications are turned on so you are kept up to date. Chelt.Sec uses Compass for:

- Student's class updates
- Student's timetabling
- Messages from the Principal, School Council and Staff
- Event information
- Parent contribution payments
- Parent, Student, Teacher Conference bookings
- Student reports
- School photo ordering
- Payments for sport, excursions and incursions

## 2. **The Cheltonian** (college newsletter)

This publication is released three times per term and is shared via direct subscription, via the college website, and links on Compass and our official social media platforms. Please ensure you read this publication to stay informed.

## 3. **College website**

The college website is full of information that you may require. If there is information you need that is not there, please contact [communications@cheltsec.vic.edu.au](mailto:communications@cheltsec.vic.edu.au).

## 4. **Social Media**

We understand that not everyone is on social media, so this platform is your last resort when it comes to receiving up-to-date and relevant information. The college has four endorsed social media sites and comments are open to our community; however, comments are to remain respectful and relevant. If they are found unsuitable, admins of these groups have permission to delete them and the college may contact you directly to discuss any issues you may have.

### 1. Facebook:

- [Cheltenham Secondary College](#): This is the official Facebook page of the college and is owned and run by the college. This page is your go-to for announcements, reminders, updates (that have also been sent via Compass) and photos and stories of what has been happening at the college (these are also shared in the newsletter).
- [Cheltenham Secondary College Parents and Family](#): Created in 2021, this Facebook page is moderated by a parent volunteer. This page was created as a platform for families to ask questions, swap information, and offer books and uniforms for sale.

### 2. Instagram:

- [Cheltenhamsec](#): This page mirrors the Cheltenham Secondary College Facebook page.

### 3. LinkedIn:

- [Cheltenham Secondary College](#): This is our newest platform and was set up to create an Alumni, some posts that are shared on the official Facebook and Instagram pages can also be seen on this platform.

We understand that there are other social media groups that use the College name and/or logo; however, only those that are listed above will contain correct and relevant information for our community.

# **LAPTOP PROGRAM (BYOD)**

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All students who attend Cheltenham Secondary College from years 7 to 12 are encouraged to have their own laptop computer to support their learning at home and at school.

Cheltenham Secondary College is a Bring Your Own Device (BYOD) school. This means students are to provide their own laptop of their choosing, provided it meets the colleges minimum requirements.

To assist students and parents/guardians, we have carefully curated a choice of laptops that can be purchased through Edunet. Laptops purchased through Edunet will be provided with onsite support by the College's IT department.

To purchase through Edunet, log onto:

**[cheltsec.vic.edu.au/enrol/laptop-program-byod](https://cheltsec.vic.edu.au/enrol/laptop-program-byod)**

If you choose to purchase your own device outside of the Edunet portal, please be aware that this device will have limited access to IT department support and all warranty and insurance claims must be handled by the family, external to the college. In order for your device to be connected to our school network, it must meet the minimum specifications of:

Screen resolution: 11" (1366 x 768) screen minimum (13" [1920 x 1200] recommended)

4GB of RAM (8GB recommended)

If using Windows: Windows 10 22H2 or Windows 11 22H2. Windows 11 SE is not supported.

If using Mac: macOS 11 (Big Sur or greater).

A USB port

A connected keyboard

No less than 8 hours of battery life

# RESOURCES & BOOKLIST

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Cheltenham Secondary College uses Champion to facilitate the booklist for each year level. At [champion.com.au](http://champion.com.au), the booklist can be found and orders can be placed using "WGBV" as your code by Friday 12th December. After this date, you will need to visit your local Champion store (Wickham Road, Moorabbin is the closest to Chelt.Sec). Delivery orders placed by the due date will be sent to your nominated address before 23th January 2026.

## SRC / LEADERSHIP

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Students in this role will be asked to take a role in different committees run at Year 7. They will be expected to attend SRC meetings and come up with ways to assist fellow Cheltonians in making the school a better place. Within this role there is also an element of fundraising for numerous charities that the school supports. Applications will be available for this position early in the school year.

## HOMework

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The statement that "I have no homework" is often made by students. They may have completed all tasks in class or they may be stretching the truth. To check if homework is required/has been completed, you can check their student planner, Google classroom summary or Compass to see if there is outstanding work. If concerns develop, please make contact with their coordinator. If you are confident no homework has been set, there is always work that can be done, for example:

- Revise and further practice class work
- Complete class work
- Engage in further reading
- Conduct in-depth research on class topics
- Begin written assignments
- Initiate projects for enrichment or enhancement
- Revisit spelling lists
- Practise maths problems from chapters covered.

We suggest that for each Year 7 student, an average of at least 1 hour per weeknight should be spent on homework.

# **BELL TIMES**

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	<b>Start</b>	<b>Finish</b>
<b>Warning Bell</b>	<b>8.30am</b>	
<b>Warning Bell</b>	<b>8.40am</b>	
<b>Period 1</b>	<b>8.50am</b>	<b>9.40am</b>
<b>Period 2</b>	<b>9.40am</b>	<b>10.30am</b>
<b>Recess</b>	<b>10.30am</b>	<b>11.00am</b>
<b>Warning Bell</b>	<b>10.50am</b>	
<b>Period 3</b>	<b>11.00am</b>	<b>11.50am</b>
<b>Period 4</b>	<b>11.50am</b>	<b>12.40pm</b>
<b>Lunch</b>	<b>12.40pm</b>	<b>1.30pm</b>
<b>Period 5</b>	<b>1.30pm</b>	<b>2.20pm</b>
<b>Period 6</b>	<b>2.20pm</b>	<b>3.10pm</b>

# UNIFORM

Uniforms are to be purchased from Bob Stewart Mentone, 93 Balcombe Road.

The school uniform has two categories: Academic and Sports.

## Academic Uniform

- Cheltenham SC blue check dress.
- Cheltenham SC navy blue skirt.
- Cheltenham SC short or long sleeved blue check shirt or blouse.
- Navy blue tailored or pleated shorts.
- Navy blue tailored or pleated trousers.
- Navy blue socks (with no visible branding) OR navy blue tights.
- Black polishable hard leather lace-up school shoes with black laces (NO RUNNERS).
- Belts must be plain black (leather or vinyl) and not oversized.
- Cheltenham SC beanie (optional).
- When outdoors, all students are encouraged to wear the Cheltenham SC cap OR any other generic (no logoed or brand-named) navy blue sun hat.
- Navy blue (generic) scarf.

When required for warmth, one of the following jackets is to be worn:

- Cheltenham SC softshell jacket.
- Cheltenham SC polar fleece jacket.
- Cheltenham SC puffer jacket.

## Sport Uniform

- Cheltenham SC black leggings (no other leggings accepted).
- Cheltenham SC black shorts (no other shorts accepted).
- Cheltenham SC black tracksuit pants (optional and no other tracksuit pants accepted).
- Cheltenham SC PE polo.
- White sports socks.
- Lace-up runners or cross-trainers (no skate shoes or volley/dress shoes).
- When outdoors, all students are encouraged to wear the Cheltenham SC cap OR any other generic (no logoed or brand-named) navy blue sun hat.
- Cheltenham SC jackets (as listed above) are the only outerwear options to be worn with the PE uniform.
- The College strongly recommends the use of mouth guards fitted by a dentist for high-risk PE and sport/physical activities.

# **CURRICULUM + DATA & REPORTING**

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## **Year long subjects**

All students in Year 7 participate in classes with their form group. The timetable is organised into a 10 day fortnightly schedule. Students will undertake English, Humanities, Mathematics, Science, Physical Education, Italian and Pastoral Care for the full year.

## **Semester based subjects**

Students complete semester based subjects in Art, Drama, Music, Digital Technology, Food Technology, Physical and Sport Education (PASE) and Health. Each student in Year 7 will have one semester of each subject.

## **PAT/On Demand Testing**

Students will complete PAT Testing for English and Maths in the first few weeks of Term 1. This gives teachers a baseline level of students strengths and areas for improvement when delivering curriculum. Students will also complete On Demand Testing in the last few weeks of Term 4. This gives students an opportunity to show what they have learnt throughout the year.

## **NAPLAN**

Students in Year 7 will complete NAPLAN. Students will sit four tests which cover reading, writing, language conventions and numeracy. Results are normally released to parents at the end of Term 3.

## **REPORTS**

Cheltenham Secondary College uses continuous reporting to demonstrate learning to parents/guardians. Learning Tasks appear on the students individual timetable and grades and/or comments are released via Compass approximately two weeks after the assessment date. These Learning Tasks are then collated and shown on the Semester 1 and Semester 2 report for each student.

Parents/Guardians will also receive a Term 1 and Term 3 progress report which details the subject skill development, effort in class, if the student brings the required materials, the level at which the student completes set work and if they respect the rights and responsibilities of others.

## **PARENT STUDENT TEACHER CONFERENCES**

Parent Student Teacher Conferences are held in early Term 2 and late Term 3. We encourage all parents/guardians and students to attend these interviews. Bookings are made through Compass.

# HOUSE SYSTEM

Students will be allocated a 'house'. We use our house system for our Swimming and Athletics Carnivals, Chelt's Got Talent and Year 7 & 8 PASE classes, plus more!

**KILLARA**

**THALERA**

**ARAKOOLA**

**PAMPARI**

# EXTRA-CURRICULAR ACTIVITIES

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The College has a range of extra curricular activities to participate in, these include:

- Interschool Sports
- Student Leadership (SRC)
- Sporting Academies
- Instrumental Music Program
- School Production
- Clubs
- Avenues Exchange

For more information on a particular program/s, please email the college.

# **2026 DATES FOR YOUR DIARY**

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**First Day of Secondary School:  
Wednesday 28th January**

## **Year 7 Welcome BBQ:**

A BBQ will be held on

**Tuesday 11th February, 5.30-7.00pm.**

Parents and other family members are invited to the school to meet the Principal, Assistant Principals, Coordinators, Teachers, see the form rooms and classrooms, look around the school and enjoy a social evening.

## **Year 7 Connection Camp:**

Held at the Forest Edge Camp in Neerim East on the following dates:

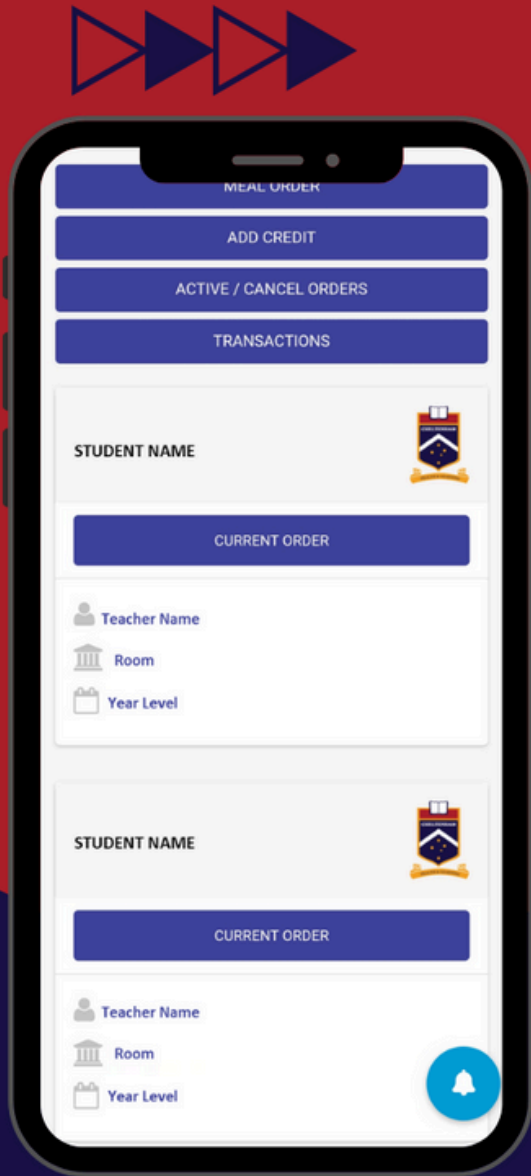
**Monday 20th - Wednesday 22nd April**

The camp aims to build positive relationships amongst the Year 7 cohort and also strengthen the student/teacher relationship.

There is a focus on team building and co-operation.

Information on these activities will be provided in due course.

# ONLINE CANTEEN ORDERS



**DID YOU KNOW  
YOU CAN ORDER  
CANTEEN LUNCHES  
ONLINE?  
...SET UP AN  
ACCOUNT TODAY.**

**[QUICKCLIQ.COM.AU](https://www.quickcliq.com.au)**

Order in the morning and students collect at lunchtime. This will assist in alleviating long queues during lunch break.

# FINANCIAL AND RESOURCE ASSISTANCE

If you require financial or resource assistance, please go to our website for relevant forms and contacts.

The screenshot shows the Cheltenham Secondary College website. The navigation menu includes ENROL, LEARNING, EXTRA (highlighted), INTERNATIONAL PROGRAM, ABOUT, NEWS, and CONTACT US. A dropdown menu for 'EXTRA' is open, listing various programs and services. 'Financial and Resource Assistance' is highlighted in the dropdown. Below the navigation, there are three main sections: 'New Families', 'Current Community', and 'International Students'. The 'New Families' section includes a red stick figure icon and text about enrolment and uniforms. The 'Current Community' section includes a red person icon and text about important dates. The 'International Students' section includes a red globe icon and text about the college's history.

QUICKLINKS ▾ f @ in

Cheltenham Secondary College

ENROL LEARNING **EXTRA** INTERNATIONAL PROGRAM ABOUT NEWS CONTACT US

Welcome to Cheltenham Secondary

The Exchange (Avenues)  
Sport Academies (Basketball and Netball)  
Camps  
House Competition  
Instrumental Music Program  
Instrumental Music Program Expression of Interest Form  
Student Leadership  
Wellbeing  
Need to speak to someone?  
**Financial and Resource Assistance**  
Interschool Sports  
Clubs  
College Production  
Careers

New Families  
Information on how to enrol, uniform,...

Current Community  
Important Dates

International Students  
Cheltenham Secondary College was...

**CHELTSEC.VIC.EDU.AU**



We use **Compass** as our school management platform.

We will be providing parent login details shortly via our weekly communications.

Students will receive their logins when they commence in 2026.

Please ensure you have the Compass app on your phone with notifications turned **on**.