Contents

1 Welcome to Year 9

2 Year 9 Structure

3 Introduction to The Peninsula School (TPS)
   - TPS Affiliated with the Anglican Church
   - Mission Statement and School motto
   - Our Core Values
   - Leadership Team

4 Information for parents and students
   - Student Code of Behaviour
   - Student Attendance
   - Year 9 Daily Program

5 Homework
   - Homework Advice to Students

6 Service Learning Program
   - Reports

7 Student Services
   - School Health
   - Counsellors
   - Department of Learning Support
   - Zenith
   - Weekly Bulletin email – Parent Information Process
   - Smartphone apps
   - Personal and Social Learning

8 Year 9 Program
   - Challenging Me
   - Bendigo/Ballarat excursion
   - Camp
   - Peninsula to the City (P2C)

9 Pathways@9
   - Leadership Positions
   - Uniform

10 Assemblies
   - Computer Use and Care
   - Harassment and Bullying
   - Non-Completion of Work
   - Student ID and Publishing Card

11 Lockers
   - Learning Dialogues
   - Record Book
   - Assessment/Grade Boundaries

12 Sport
   - Subject Selection
   - Student Transition

13 Plagiarism policy in Year 9

14 Year 9 ICT Acceptable Use Policy

15 Year 9 Keydates 2016
Our innovative “Challenging Me” program is based on extensive research on how best to cater for the needs of adolescent learners. Year 9 students are located in their own building, the Pennell Pre Senior Centre, situated between the Middle and Senior Years precincts. They are taught by a dedicated team of teachers, who work collaboratively to develop curriculum and teaching and learning resources.

A unique feature of program is the three two-week blocks students spend outside the regular classroom, in addition to many off-campus extended activities.

All students spend two weeks in Melbourne on our P2C (‘Peninsula to the City’) program which aims to provide students with the experience of working in the City of Melbourne, to develop group and independent working skills and give students some choice and input into the projects they complete. Assessment is based on a group task and an individual photo essay on a chosen theme. Students present their findings at School, in a form of their choice, to fellow students and parents.

Year 9s also attend a physically challenging ten-day Outdoor Education camp. This aspect of the program sees students achieve by personal and group goals way beyond their preconceived ideas provides. It fosters the development of valuable personal skills and provides each student with a greater awareness of environment and the challenges it offers.

In Pathways Week, students undertake community service initiatives and explore and observe a range of career pathways. The students also spend several days exploring the history and geography of the Victorian goldfields as part of an integrated Maths, Science, English and Humanities program.

Our Year 9 curriculum has a particular emphasis on health, nutrition and fitness. Students attend weekly training through the sports program, participate in bushwalks, set themselves various physical challenges and have the opportunity to take part in local fun runs. With an emphasis on leadership and community, students have the opportunity to work beyond the physical boundaries of the school and meet with a wide variety of community groups. There are extensive opportunities for students to exercise leadership within the year group, running assemblies, activities and year group functions. There is, of course, a continuing emphasis on academic achievement, with a particular goal of stimulating and challenging students through tasks that require complex thought.

We look forward to working with the students in this exciting and formative year.

Steve Wiltshire  
Head of Pre Senior Year 9

Linda Morgan  
Year 9 Program Coordinator
Year 9 Program Coordinator
Linda Morgan

Wellbeing & Academic Mentors

9A Christen Jacobs
9B Neil Heron
9C Josie Monro
9D Paul Prendergast
9E Dirk Walters
9F Russell Hobbs

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9788 7750
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Introduction to
The Peninsula School (TPS)

The Peninsula School Affiliation
The Peninsula School is an independent school in association with the Anglican Church of Australia.

Mission statement and motto
The Peninsula School strives to provide the highest quality teachers who nurture and inspire students to reach for personal excellence.

Key characteristics of the School are its community spirit and its steadfast commitment to positive education. We aim to foster self belief and creativity in each child.

We believe our mission is best achieved in a coeducational environment, shaped by Christian faith that produces active and informed global citizens.

Our Vision and Core Value Statements are located on our School’s website.

“Hold Fast To That Which Is Good”

Our core values

- Stewardship
- Integrity
- Coeducational Learning
- Personal Excellence
- Community Spirit
- Christian Faith

Leadership team

Mr Stuart Johnston, Principal
Mr Peter Ford, Deputy Principal (Student Wellbeing)
Ms Narelle Umbers, Deputy Principal (Learning and Development)
Mrs Louise Nicholls-Easley, Head of Junior Years
Mrs Muriel Bakker, Head of Middle Years
Mr Steve Wiltshire, Head of Pre Senior
Mr Ross Patterson, Head of Senior Years
Student Code of Behaviour

Students are expected to behave in a thoughtful and respectful manner at all times. Good character development relies on honesty, respect, affirmation of personal and community success, pride and acceptance of personal responsibility. All students have the right to feel safe at school and be able to discover their own individuality and strengths. The Code of Behaviour can be found in the School Record Book where a full list of the School rules is contained. It is an expectation that all Year 9 students will attend an outdoor education camp, participate in Saturday sporting commitments and attend special events.

Student Attendance

In the event of sickness School Reception should be notified by telephone before 10am on the day of absence. It would be appreciated if guardians emailed the student’s mentor regarding the student’s absence. Guardians should provide a signed note in either the Record Book, by letter or by email to confirm any telephone messages of student absence upon conclusion of the absence.

Students arriving late must sign in at the School Marshal’s office and show their note.

Should a student need to depart early the student should bring a note from their guardian or the guardian contact the student’s Wellbeing and Academic Mentor or the Year 9 Program Coordinator by phone or email. The mentor will issue an “Early Departure Slip”. At the appointed time the student is to sign out at the Marshal’s office and show the appropriate slip.

Parents are encouraged to avoid making appointments during school time if possible. It is not desirable for the continuity of student learning for extended holidays to be taken during term time.

Parents must write to the Principal requesting permission for extended student absence.

The Year 9 Daily Program

Below are the bell times for daily classes and recess/lunch. Please note registration begins at 8.40am. If students arrive after this time they are required to sign in with the School Marshal.

<table>
<thead>
<tr>
<th>Daily Program</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>8.40-8.47</td>
</tr>
<tr>
<td>Period 1 8.50-9.40</td>
<td>50</td>
</tr>
<tr>
<td>Period 2 9.45-10.40</td>
<td>55</td>
</tr>
<tr>
<td>RECESS 10.40-11.05</td>
<td>25</td>
</tr>
<tr>
<td>Period 3 11.05-11.55</td>
<td>50</td>
</tr>
<tr>
<td>Period 4 12.00-12.55</td>
<td>55</td>
</tr>
<tr>
<td>LUNCH 12.55-1.50</td>
<td>55</td>
</tr>
<tr>
<td>Period 5 1.50-2.40</td>
<td>50</td>
</tr>
<tr>
<td>Period 6 2.45-3.35</td>
<td>50</td>
</tr>
</tbody>
</table>
Homework

In Year 9 at Peninsula students undertake a homework program to help them develop good study habits and organisation routines. It usually complements class work and can be presented in various forms such as: assignments, models, essays, opinions, debate preparations, investigations, surveys, reviews and reading. Often students will need to revise their unit of work in preparation for tests or quizzes or simply complete unfinished class work. Mentors can assist in the development of a study plan and parents are encouraged to be involved by questioning their son/daughter about the week’s requirements and occasionally reviewing what has been completed. Should you have any concerns regarding homework then parents are encouraged to make contact with their child’s mentor.

There is no definitive answer as to how much homework is ideal however a Year 9 student would be expected to complete approximately 90 minutes per week night. This obviously varies throughout the year. Parents should note that prior to activity blocks there is usually a substantial increase in homework expectation.

All students have the opportunity to attend the Homework Club which is held Monday-Thursday afternoons 3.45-5pm in the Senior Resource Centre. Most students find a desk with good lighting and a quiet environment is preferred; however the dining room or family room can be equally successful; those locations may enable parents to keep a check on homework progress and the use of technology. Inappropriate computer use can be a distraction and hindrance to progress in Year 9.

Homework can be entered into the School Record Book on a daily basis. Parents are encouraged to regularly check on tasks and take an interest in the work being completed. If there are circumstances preventing a student from completing homework a signed note in the Record Book explaining such circumstances will avoid a homework detention. All set tasks are entered onto Zenith together with due dates. Parents can access Zenith via the internet and use of their own allocated password.

Homework Advice to Students

• Write everything down in your Record Book when the task is issued, together with due dates.
• Check Zenith regularly.
• Review your Record Book before leaving school to ensure you have correct equipment/books to complete tasks.
• Establish a regular routine and time to do your homework.
• Complete any unfinished class work that night to ensure that it is not forgotten and that you do not become further behind.
• Ensure that distractions are kept to a minimum, including avoidance of television, music, mobile phones and especially MSN or other computer distractions.
• Attempt the more difficult tasks first.
• Organise appropriate time portions to each task and don’t leave things to the last minute.
• Plan your study and homework time in advance. If you have a test or a deadline approaching, write down what you are going to do each night and stick to it.
• Be sure to plan around things such as sport training or family commitments to make sure that your plans are realistic.
• Re-check your Record Book to make sure everything has been completed.
• Don’t spend too much time on the one task. If you are having difficulty with anything consult your subject teacher before it is due.
• If you can, read over your notes and write summaries before a test is imminent.
• Pack your school bag the night before so that you don’t leave work at home.
• Talk to your parents about what you have to achieve. Sometimes just explaining to parents helps you to remember and work out problems.
• Keep reading your English novels and interest material when you have spare time.
• Above all, talk to mentors if you need assistance with anything.
• Ensure that you catch up on any work missed through absences. It is your responsibility to talk to your teachers about what you missed and what you need to do to catch up.
Service Learning Program

Throughout the year students will take part in a service learning program that provides them with an opportunity to engage with the local community. This allows students to gain an understanding of the benefits of volunteering and enlightens the students to some of the issues that confront our community. Activities may include:

- Working at a local primary school
- Assisting at the Mt Eliza Village Community Centre
- Helping at the Mornington Railway Preservation Society
- Interacting with residents at local aged care centres

Reports

Full formal reports highlighting student progress are written at the end of each semester and will be available online. Interim reports are a guide to progress during the semester. In both cases we encourage parents to discuss the comments and grades with their children and to help them set goals for the semester ahead. If the need arises parents will be contacted and an interview arranged. Parents are encouraged to make contact with their child’s mentor or subject teachers if they have any queries or concerns arising from the report. Reports are very comprehensive documents and it is important for students to use these reports as the basis of goal setting for academic improvement.

Year 9s undertake examinations at the end of Semester One and Semester Two as a precursor to the examinations they will be expected to complete in Year 10. Semester One examinations include Mathematics and Science and Semester Two covers Mathematics, Science, English and Humanities.
Student Services

School Health

The physical, social and emotional welfare of our students are as important as academic progress; hence our School Health Centre plays a vital role in the everyday life of students. The Health Centre incorporates full time qualified nurses and assistants and welfare coordinators. If parents have concerns or information that the school needs to be aware of, we ask that you contact the relevant department as early as possible.

Nurses are on campus at the Health Centre in the Student Services Centre from 8.30am to 4.35pm Monday to Friday. If a student becomes ill or injured during the day, he/she should report to the Health Centre for assessment and treatment. If the nurse considers that the student is ill enough to go home she will contact a parent/guardian to arrange for the student to be picked up from school. Students themselves should not contact their parents to arrange to leave school.

The Health Centre also arranges periodic immunisations that are made available by the local Shire Council and State Health authorities.

The Health Centre direct telephone extension is 9788 7712, mobile: 0419 581 302, email: schoolhealth@tps.vic.edu.au.

Counsellors

The School Counsellors are located in the Student Services Centre. Students may request to see a counsellor themselves or be referred by a parent or staff member. The counsellors are: Mrs Lyn Bylart (9788 7823), Ms Kim McWilliam (9788 7850) and Ms Sarah Roney (9788 7887).

The counsellors make time available to help students with personal problems, social difficulties, organisation concerns, or to assist in developing specific study techniques.

Department of Learning Support

The Department of Learning Support operates throughout the school and has the primary role of supporting students of all abilities with differences - physical or academic. The Department is involved in learning testing regimes, identifying students’ needs and documenting support strategies. The primary function of DLS is to support and encourage the best individual student outcomes.

Zenith

Zenith is the learning management system for staff, students and parents. It is an individualised student portal that is able to show timetables, work tasks set and information on most aspects of the school and learning programs.

Parents will have their own username and password and are encouraged to regularly check Zenith. When students or parents access Zenith using their password, an individualised page will list homework and assessment tasks that are current.

Weekly Bulletin Email

The Weekly Bulletin is emailed to parents during term on Thursdays at around 3.30pm. It is designed to increase the ease of parents receiving information and accessing necessary information relating to school events and excursions. It is essential that all parents read the Weekly Bulletin as it contains important dates and forms.

It is highly recommended that at the beginning of the year and prior to each excursion parents update their child’s Care Monkey profile to ensure that the latest information is available online.

Smartphone apps

The Peninsula School has two smartphone apps available from the iTunes store for iPhones, and the Google Play store for Android, which parents are encouraged to download. The Peninsula School app alerts parents to an extensive events calendar, news items as well as contain relevant information about Saturday Sport and other calendar events. The Zenith app will allow parents and students to access the School’s intranet.

Personal and Social Learning

The Year 9 Personal and Social Learning program is a comprehensive program that aims to help develop the individual student to that student’s full potential. The program looks at wellbeing, academic, personal and social issues. The mentor takes on a pastoral role at all times with his or her students.

Any problems or concerns should be addressed to the mentor as the first point of contact and then the Program Coordinator or the Director of Learning and Wellbeing for more serious concerns.
Year 9 Program

Challenging Me
The Year 9 program is unique in terms of the Victorian Goldfields exploration week and the three two week blocks Year 9 spend outside the regular classroom. Year 9 students spend ten days on a Camp/Expedition, two weeks travelling to the city each day on the Peninsula to the City (P2C) program and two weeks completing a program known as Pathways@9 that has a careers focus but which includes a number of other activities that develop personal skills.

Bendigo/Ballarat excursion
Year 9 students spend two days exploring the Victorian goldfields as part of an integrated Science, English and Humanities project. This excursion includes an overnight stay in Ballarat. Buses depart at 6:30am on Monday 21 March and return at approximately 5:30pm on Tuesday 22 March. Assessment for this program is undertaken over a two day period back at school and takes a number of different forms, including presentations. It is imperative that students are present at this assessment time.

Camp
Through their involvement in the Outdoor Education Program students gain an appreciation of the outdoors. They become more aware of how to care for natural environments, how to look after themselves in an unfamiliar environment, understand how the natural environment can influence their experience, and how to take measures to deal with those factors.

The Year 9 Outdoor Education Camp is designed to provide students with challenges depending on their individual capacity and resilience. Students spend 5 days at their “base camp” participating in a number of varied activities; they then complete a 5 day expedition. Please be aware that all Year 9 students are expected to be available for Saturday sport after camp. It should be noted that all students are expected to attend camp.

Peninsula to the City (P2C)
Year 9 students spend two weeks on P2C, a Melbourne-based experience. Students participate in a range of class and group activities that allow the development of individual skills and knowledge. Tasks include worksheets, personal reflections and visits to a number of institutions such as Parliament, Eureka Tower, the MCG, the Old Magistrate’s Courts, Queen Victoria Market, St Paul’s and St Patrick’s Cathedrals, the Shrine, the Arts Centre, Lygon Street and the National Gallery of Victoria, the immigration museum, the State Library, the Melbourne Museum and the historical Treasury Building. The central focus for student groups is to develop a guide related to the Melbourne area. Each group is asked to research a number of aspects associated with city life. Students are required to produce a visual display to accompany their group presentation. The P2C experience relies on students accepting responsibility for their diverse learning experiences. Personal qualities of organisation, initiative and reliability are also emphasised.
Pathways@9

This program is designed to help students explore the large number of career opportunities that exist currently. After engaging in some preliminary career aptitude testing students investigate a career and learn the skills needed, the type of work involved, the educational qualifications required, the expected salary, and the benefits and disadvantages associated with that career. Students also gain an understanding of the number of educational pathways that students can take to achieve career aspirations. The program also provides students with the opportunity to acquire personal skills in the areas of food preparation, cooking and financial literacy.

During this program time is set aside to allow students to undertake a scientific investigation associated with the CSIRO creativity in science and technology (CREST) program and they also complete two science excursions. Students are also challenged through involvement in a community service based activity.

Further details of each program will be provided to parents and students nearer the time.

Block 1 (Term 2 Weeks 7 and 8)
9A/B – CAMP - Mon 23 May – Wed 1 June
9C/D – P2C Mon 23 May – Friday 3 June
9E/F – PATHWAYS, Mon 23 May – Friday 3 June

Block 2 (Term 3 Weeks 3 and 4)
9A/B – PATHWAYS Mon 25 July – Fri 5 August
9C/D – CAMP Mon 25 July – Wed 3 August
9E/F – P2C Mon 25 July – Fri 5 August

Block 3 (Term 4 Weeks 1 and 2)
9A/B – P2C Mon 3 October – Fri 14 October
9C/D – PATHWAYS Mon 3 October – Fri 14 October
9E/F – CAMP Wed 5 October – Fri 14 October

All information regarding these exciting and innovative programs will be disseminated as the need arises; this includes any assessment that forms part of the program. Parents will be kept informed via the Weekly Bulletin, Zenith (Year 9 Information).

Leadership Positions

Within Year 9 there are many opportunities for students to experience leadership challenges. Throughout the year, there are 4 leaders appointed from each class. These student leaders will work across a number of specific briefs and assist in a range of activities. Leadership positions are also available within the House system. All students are encouraged to develop their leadership skills.

Uniform

All students are expected to wear the school uniform correctly and with pride. A full listing of uniform requirements is in the Record Book and particular school expectations have been summarised in the start of year letter to parents.

Within Year 9 there is an incremental uniform detention system which will be used each term. The incorrect wearing of uniform can result in a lunchtime Detention, Wednesday Detention or an Extended Friday Detention and an interview with parents.

The School adopts a Sunsmart policy and in support of this all Year 9 students must wear a hat during Terms 1 and 4. A policy of ‘no hat no play’ is enforced. Students without hats will be required to remain under cover of a solid structure (e.g. walkway) and will not be served at the School Tuckshop.

Year 9 students will have the option of purchasing a Year 9 Jacket which can be worn during the school day and the off campus excursions held during Challenges@9. Year 9 students will still be required to wear a blazer for special events such as Grand Music Showcase and Celebration Evening.
Assemblies

Principal’s Assemblies are held on Day 2 Period 2 in the Ansett Hall. At times, Year 9 attend this assembly. Year 9 will attend Senior School Assemblies in Period 5 on each Day 7.

Computer Use and Care

The notebook computer is an integral part of student learning at The Peninsula School. Across all faculties software has been included to enhance the curriculum and development of computer literacy. ICT skills are explicitly taught to develop the students’ understanding of the functions and features of individual software programs.

Guidelines for students

- On arrival to class, keep the computer in its bag and listen to the greeting or instructions that will begin your class. Try and make eye contact with the teacher and demonstrate that you are listening and ready to work hard.
- If an activity is based on using your computer, make sure it is powered up each day and ready to go. All your software should be ready to use and make sure you understand the task before you begin.
- The playing of games in class is inappropriate and, if detected, student access rights to use the computer in class, or network access, may be withdrawn for a period of time.
- Even when using the notebook students should still take part in discussions and activities that happen in the class. Contribute to the learning by adding your ideas and opinions or give an answer in the appropriate way. Some teachers will ask for “computer screens down” when they talk to you, others will expect it automatically.
- Should you have a problem with your computer, take it straight to the Service Centre at recess or lunchtime. They can fix most things in an hour or two but remember you are responsible for the smooth running of the computer so make sure you keep all systems running well. Computers are not to be taken to the Service Centre during class.

The staff will assist you with any questions you have in class and will always offer you tips to save time and use the computer efficiently. You can help by paying attention to the guidelines, working well in class and asking for help if you have a concern.

All students are expected to treat their computers with the utmost respect at all times. Computers must be carried between classes in an appropriate approved computer bag. Computers are to be locked inside lockers when not in use.

Students should regularly back up their work so as to avoid the frustration and possible impact on assessment grades if their computer breaks down.

An emergent social issue is the safety and appropriate use of all levels of technology, including the internet, instant messaging, blogs, Facebook and Smart phones. The School has an ICT Appropriate Use Policy and Cybersafety Program that supports our responsible use policy. Parents should contact the school if they have any queries or concerns on how best to maximise ICT learning opportunities within a safe cyber environment.

Harassment and Bullying

Harassment and bullying are not tolerated under any circumstances at school. If students feel they are being harassed or bullied they should speak to a teacher or a parent as soon as possible. The action that follows will be decided on in consultation with Wellbeing and Academic Mentors, the Director of Learning and Wellbeing and the Year 9 Program Coordinator. Students should approach their mentor if a problem arises, otherwise they should approach a teacher with whom they feel comfortable. All students will be taken through the Harassment Policy early in the year. A full copy of this policy can be found in the Record Book, on Zenith, and the School’s website.

Non-Completion of Work

The school has developed a ‘non-completion of work’ policy which intends to give students a clear understanding of the consequences of not submitting work without due reason. Parents will be informed via email regarding overdue work. Failure to complete work requirements could result in an overall unsatisfactory subject grade achievement.

Student ID and Publishing Card

At the commencement of the year each student will be issued with a photo ID card which must be brought to school each day. This card will be used for printing, photocopying and for all uniform shop transactions. Each student is allocated a nominal allowance per month for photocopying and downloading of appropriate academic material. This is sufficient for expected costs and if the student should exceed this allowance, further credit can be purchased from a machine in the Resource Centre. Replacement ID cards are issued at a cost of $5.00 per card and can be obtained from the Audio Visual Department at recess on Monday, Wednesday or Friday.
Lockers

Every student in Year 9 is allocated a locker. The maintenance of a neat locker is the responsibility of each student. At no stage is graffiti to be written on the locker and students will incur a maintenance fee if the locker is wilfully damaged. There is sufficient room inside if the student is organised and neat. Lockers will be randomly inspected throughout the year by staff with the student present. Year 9 students are issued with a combination lock which they use for Years 9 & 10. Should a lock become lost or damaged students will be charged for a replacement.

Students are responsible for storing mobile phones and any other valuables in their locked locker at all times.

Learning Dialogues

Parent Teacher Interviews bookings are made electronically by parents.

**Semester 1**
Monday 18 April 4pm to 7.30pm
Tuesday 26 April 4pm to 7.30pm

**Semester 2**
Thursday 8 September 4pm to 7.30pm

Record Book

The School Record Book is designed to help the students keep track of their homework requirements and contains the school rules and other relevant information. It is also a form of communication between home and school. Parents are urged to check the Record Book on a weekly basis and write any notes etc. in the Record Book. Student assessment should also be recorded in the Record Book on a regular basis. A number of these functions will be duplicated on Zenith.

Assessment/Grade boundaries

Semester report grades in Years 7 to 10 are awarded according to the following standards. Students are assessed on their performance against the objectives and assessment criteria set out for their subject and year level.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90 – 100%</td>
<td>Outstanding</td>
</tr>
<tr>
<td>A</td>
<td>80 – 89%</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>75 – 79%</td>
<td>Highly Competent</td>
</tr>
<tr>
<td>B</td>
<td>70 – 74%</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>65 – 69%</td>
<td>Competent</td>
</tr>
<tr>
<td>C</td>
<td>60 – 64%</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>55 – 59%</td>
<td>Approaching Competence</td>
</tr>
<tr>
<td>D</td>
<td>50 – 54%</td>
<td></td>
</tr>
<tr>
<td>E+</td>
<td>40 – 49%</td>
<td>Not Yet Competent</td>
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<tr>
<td>E</td>
<td>0 – 39%</td>
<td></td>
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</tbody>
</table>

NA (Not Assessed) is recorded where a student has been unable to complete a task due to absence, illness or other approved reason.
Sport

All students are expected to represent the school in a Winter and Summer sport. These sports are chosen at the beginning of each season and students are to commit to training and playing their chosen sport for the entire season. Any possible absence, excluding illness, must be approved by the coach and the Director of Sport, Mr Stephen Brennan, in advance of the event.

Subject Selection

In Year 9 students study a core group of subjects (English, Mathematics, Humanities, Science, Physical Education and Health and Religion).

Year 9 students also choose 4 semesters of electives. Students who choose to do a language are required to do two semesters of the chosen language.

When selecting a Year 10 program at the end of Year 9, students can choose electives (in addition to the six core studies). These may include VCE Unit 1 & 2 studies, if their Year 9 grades are of an appropriate standard. This would need to be of B+ standard in the lead in subject and a B average in the core subjects of Mathematics, English, Science and Humanities.

Students will also be nominated to separate Year 10 Mathematics, English and Science groups at the end of Year 9.

Student Transition

The Year 9 students are involved in “Headstart” at the end of the year which introduces them to the subjects and expectations of the Senior School.

At the end of each year there is a comprehensive student handover meeting between the current and next year’s Director of Learning and Wellbeing, Program Coordinator and Mentors. This ensures that all concerned will have better knowledge of the learning, behavioural and other individual strengths and concerns of students.
Plagiarism Policy in Year 9

Plagiarism is defined as the ‘part or whole use of others’ work without acknowledgement or attribution’. A student will be deemed to have plagiarised if their work can be proven to resemble or replicate someone else’s work through use of the same sentences or paragraphs, structure or layout, beyond what could reasonably be considered normal given the respective nature of each task.

All Year 9 students receive explicit instruction about what constitutes plagiarism both within the classroom and at the preliminary year level assembly.

All cases of plagiarism are to be managed as follows:

1. If a student is found to have plagiarised either a peer or a source, the matter is to be referred to the Year 9 Director of Learning and Wellbeing who will, together with the student’s teacher and the relevant Head of Department, discuss the serious nature of the action with the student at a formal meeting.

2. Following the meeting, the teacher involved will contact the student’s parents via either telephone or email and inform them of the situation, outlining what has occurred and what is now expected.

3. The student is expected to resubmit the task in question in its entirety free of plagiarised material.

4. The student will be required to attend an academic tutorial during lunchtime.

5. The highest mark that the student can achieve from the resubmission is 55%.

6. Should the student have plagiarised from a peer who knowingly lent their work to that student, the student whose work has been plagiarised will receive an official verbal warning of academic misconduct from the Year 9 Director of Learning and Wellbeing and the relevant Head of Department. The overall mark for their assessment task will be compromised by 10% for such behaviour.

7. Any student involved in a second or subsequent case of plagiarism, including students who are found to have lent their work to others to copy on a second or subsequent occasion, will in addition receive a detention as deemed appropriate by the Year 9 Director of Learning and Wellbeing.
At The Peninsula School students are provided with access to email, internet and intranet facilities via the school’s network. Below are guidelines governing the acceptable use of all of these facilities. By using The Peninsula School Network students agree to accept the terms and conditions outlined here.

**Network**

Students must keep their password confidential at all times. If a student suspects that someone else is aware of their network password they should contact the Service Centre to have their password altered.

Any student with a non-school issued notebook who wishes to access the network must first have the service centre configure their notebook with the appropriate software which includes the School’s antivirus client.

Upon logging on to the School network, the individual understands that his or her actions may be monitored at any time.

Monitoring of user accounts may include tracking of web pages visited, viewing of sent and received emails, monitoring all material downloaded from the internet, and scanning of files saved on the individual’s network drive.

The school network is integral in the development and delivery of the curriculum. Students found attempting to violate or compromise the integrity of the network by any means are guilty of a criminal offence and will be dealt with accordingly.

The individual understands that their school H: drive network space is a place for them to store school related materials, and a place to back up their school work from their notebook computer. This H: drive area is limited and users are responsible for the maintenance of their space.

Under no circumstances will an individual store any games, music, or other related non-school materials on their personal School network space.

**Internet**

The individual using the TPS internet connection is responsible for all material accessed under their account.

The internet connection is to be used for school research, assignments and other school related activities only. The internet is a valuable research tool and all students are encouraged to use it, provided it is used appropriately.

The TPS internet connection is not to be used to download material that is unrelated to school. This includes games, music, movies and other such material.

Whilst the school endeavours to block as many unacceptable sites as possible via content filtering software, it is realised that no blocking software is 100% effective. If a student comes across an unacceptable site it is their responsibility to report this to the Service Centre who will add it to the blocked list. Students must not knowingly attempt to access unacceptable content.

Students are prohibited from accessing or downloading chat and/or recreational programs. These include MSN Messenger and other internet chat sites as well as personal space sites such as Facebook, Instagram, Snapchat and KIK.

Under no circumstances are students to attempt to bypass the content filtering software.

No student should post their email address or subscribe to content on a web page external to The Peninsula School.

**External Wireless Modems**

The School provides a wired and wireless network for students. Hence, there is no need for students to have external wireless cards or USB modems. These devices must not be brought to school.

**Year 9 ICT Acceptable Use Policy**
Email

The Peninsula School provides an email account for all users. Email is to be used for electronic communication between two parties. It is not to be used for “spamming” or sending unsolicited “junk mail”.

Students are encouraged to exercise great care when creating email messages. At all times students should use appropriate language and images when sending email.

No student is to harass another person. Email is considered harassment if it offends the receiving party in any way.

Students shall not send unauthorised broadcast messages.

Students are not to send messages containing private information about themselves or any other person, nor should anyone forward to another person a message sent to them privately, without the permission of the sender.

Any user who feels uncomfortable about a message they receive or which they consider to be inappropriate must report it immediately to a staff member.

School Software

Students “lease” the Microsoft operating system and Microsoft Office on an annual basis. When students leave the school other than on Year 12 Graduation they are responsible for removing the “leased” software and replacing it with the original operating system. The service centre may be of assistance with this. If the software is not removed it will stop working after a period of time. Students graduating at the end of Year 12 are entitled to receive a licensing code that will allow the Microsoft software to continue working. This can be collected towards the end of the year.

Back-Up Responsibilities

It is the individual’s responsibility to back up their notebook data on a periodic basis. Backups should be at least once a week, preferably to an external device. If a student’s notebook computer fails, and he/she has not performed a backup, only the individual can be held responsible for the loss of any data. The IT department is not responsible for backing up student notebook data and cannot be held accountable for any loss.

Mobile Phones

It is accepted that carrying a mobile phone may add a degree of safety for students on their way to and from school. Students may therefore bring a phone with them to school on the proviso that it is switched off on entering the campus and remains in their locker during the entire school day. Mobile phones are not to be taken on camps.

Any breaches of these protocols will result in disabling of the student’s account and the appropriate disciplinary action being taken.
### 2016 Year 9 keydates

#### Semester 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester 1 - Term 1</strong></td>
<td></td>
</tr>
<tr>
<td>Friday 29 January</td>
<td>Orientation Day (new students)</td>
</tr>
<tr>
<td>Monday 1 February</td>
<td>Term 1 commences</td>
</tr>
<tr>
<td>Wednesday 3 February</td>
<td>ID Photographs</td>
</tr>
<tr>
<td>Wednesday 3 February</td>
<td>Year 9 Bushwalk to Arthurs Seat</td>
</tr>
<tr>
<td>Thursday 4 February</td>
<td>Year 9 Parent Information Evening- T Block Lecture Theatre</td>
</tr>
<tr>
<td>Monday 8 February</td>
<td>Year 9 Mentor Evening- J Pennell Year 9 Centre</td>
</tr>
<tr>
<td>Tuesday 16 February</td>
<td>Foundation Day Assembly</td>
</tr>
<tr>
<td>Thursday 25 February</td>
<td>House Swimming</td>
</tr>
<tr>
<td>Thursday 10 March</td>
<td>Summer Sport Photographs</td>
</tr>
<tr>
<td>Monday 14 March</td>
<td>Labour Day Holiday</td>
</tr>
<tr>
<td>Thursday 17 March</td>
<td>House Athletics</td>
</tr>
<tr>
<td>Monday 21 March</td>
<td>Year 9 Bendigo/Ballarat trip departs</td>
</tr>
<tr>
<td>Tuesday 22 March</td>
<td>Year 9 Bendigo/Ballarat trip returns</td>
</tr>
<tr>
<td>Wednesday 23 &amp; 24 March</td>
<td>Bendigo/Ballarat interdisciplinary assessment</td>
</tr>
<tr>
<td>Thursday 24 March</td>
<td>Term 1 concludes</td>
</tr>
<tr>
<td><strong>Semester 1 - Term 2</strong></td>
<td></td>
</tr>
<tr>
<td>Monday 11 April</td>
<td>Term 2 commences (*students commence this day)</td>
</tr>
<tr>
<td>Monday 18 April</td>
<td>Year 9 Learning Dialogues</td>
</tr>
<tr>
<td>Monday 25 April</td>
<td>Anzac Day Holiday</td>
</tr>
<tr>
<td>Tuesday 26 April</td>
<td>Year 9 Learning Dialogues</td>
</tr>
<tr>
<td>Wednesday 27 April</td>
<td>Yr 9 Drama Performance</td>
</tr>
<tr>
<td>Friday 6 May</td>
<td>Yr 7 – 12 PSPA Mothers’ Day Breakfast</td>
</tr>
<tr>
<td>Tuesday 10, 11 &amp; 12 May</td>
<td>NAPLAN Testing</td>
</tr>
<tr>
<td>Sunday 15 May to Saturday 21 May</td>
<td>Production Week</td>
</tr>
<tr>
<td>Tuesday 17 May</td>
<td>Year 9 House Cross Country</td>
</tr>
<tr>
<td>Monday 23 May</td>
<td>Year 9 A/B Camp: Year 9 C/D P2C: Year 9E/F Pathways: commences</td>
</tr>
<tr>
<td>Wednesday 1 June</td>
<td>Year 9 A/B Camp concludes</td>
</tr>
<tr>
<td>Friday 3 June</td>
<td>Year 9 C/D P2C: Year 9 E/F Pathways: concludes</td>
</tr>
<tr>
<td>Monday 13 June</td>
<td>Queen’s Birthday Holiday</td>
</tr>
<tr>
<td>Monday 14 June</td>
<td>Year 9 Examinations – Science &amp; Mathematics</td>
</tr>
<tr>
<td>Saturday 18 June - SPORT</td>
<td>Term 2 concludes for students Years 7 - 12</td>
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</tbody>
</table>
### Semester 2 - Term 3

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tuesday 12 July</td>
<td>Term 3 commences</td>
</tr>
<tr>
<td>Monday 25 July</td>
<td>Year 9 A/B Pathways: Year 9 C/D Camp: Year 9 E/F P2C: commences</td>
</tr>
<tr>
<td>Wednesday 3 August</td>
<td>Year 9 C/D Camp concludes</td>
</tr>
<tr>
<td>Friday 5 August</td>
<td>Year 9 A/B Pathways: Year 9 E/F P2C concludes</td>
</tr>
<tr>
<td>Friday 12 August</td>
<td>House, Music and Winter Sport Photographs</td>
</tr>
<tr>
<td>Friday 26 August</td>
<td>Year 9 Class Photographs</td>
</tr>
<tr>
<td>Wednesday 31 August</td>
<td>Grand Music Showcase</td>
</tr>
<tr>
<td>Thursday 1 September</td>
<td>PSPA Fathers’ Day Breakfast</td>
</tr>
<tr>
<td>Wednesday 7 September</td>
<td>AGSV Combined Athletics Championships</td>
</tr>
<tr>
<td>Thursday 8 September</td>
<td>Years 9 Learning Dialogues</td>
</tr>
<tr>
<td>Friday 16 September</td>
<td>Term 3 concludes</td>
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</tbody>
</table>

### Semester 2 - Term 4

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday 3 October</td>
<td>Term 4 commences</td>
</tr>
<tr>
<td>Monday 3 October</td>
<td>Year 9 A/B P2C: Year 9 C/D Pathways: commences</td>
</tr>
<tr>
<td>Wednesday 5 October</td>
<td>Year 9 E/F Camp commences</td>
</tr>
<tr>
<td>Friday 14 October</td>
<td>Year 9 A/B P2C: Year 9 C/D Pathways: Year 9 E/F Camp concludes</td>
</tr>
<tr>
<td>Monday 31 October</td>
<td>Mid-term break</td>
</tr>
<tr>
<td>Tuesday 1 November</td>
<td>Melbourne Cup Day</td>
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<tr>
<td>Tuesday 15 November</td>
<td>Celebration Evening – Monash University Clayton</td>
</tr>
<tr>
<td>Wednesday 23 &amp; 24 November</td>
<td>Year 9 Examinations – Science, Mathematics, English &amp; Humanities</td>
</tr>
<tr>
<td>Friday 25 November</td>
<td>Year 9 Pastoral Day</td>
</tr>
<tr>
<td>Monday 28, 29 &amp; 30 November</td>
<td>Headstart (Senior School Transition Program)</td>
</tr>
<tr>
<td>Wednesday 30 November</td>
<td>Academic Program for Year 9 concludes</td>
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