Galen Catholic College offers a comprehensive, holistic Catholic Christian education for your son or daughter. We endeavour to put our motto, Faith and Integrity, into our daily living at the College. We provide an environment where the Gospel values are enunciated and lived out. A major concern for parents and students entering Year 7 from primary school is the question of transition. At Galen, we believe that we do this very well.

Our school community is divided into 3 mini schools: the Junior School (Years 7 and 8), the Middle School (Years 9 and 10) and the Senior School (Years 11 and 12). Through this structure, we cater extensively for Year 7 students entering Galen. We have a Resource Centre that is specifically for Year 7 and 8 students. Although Galen has a total school population of 1092, our mini school structure ensures that we can still have a personal approach to learning, through a well developed Pastoral Care & Wellbeing program. We have a Homeroom system which encourages creativity and self-esteem. In short, we endeavour to provide opportunities for all students.

At Galen, we promote student development across many areas, both in and out of the classroom, in public speaking, in the Arts and through Sport, Music, Drama, Italian and Indonesian, with an emphasis on the environment and sustainability.

We encourage students to participate widely, “to have a go”. We believe that if the student is happy and content, then learning will naturally take place. While our facilities (technology, buildings and grounds) are modern and excellent, they serve only one purpose, which is to promote and cater for our core business, teaching and learning within the school environment. We invite you to come and see!
The Enrolment Process

The enrolment process starts with our Information Night on the 7th of May in the year preceding enrolment. In May, interested families are invited to book a tour of the school. Tours are available at either 9.15am or 1.50pm on the 8th, 9th, 12th and 13th of May and give you an opportunity to see Galen on a normal school day, ask questions and view first hand our wonderful facilities.

Formal enrolment application forms must be completed and forwarded to the main office by May 19th. These forms are available from the Catholic Primary School offices, Galen’s main office and at the Information Evening. Late Term 2 all families who have submitted an enrolment application will be interviewed. You will be required to bring a copy of your son or daughter’s most recent school report to the interview, as well as any other information you consider would benefit your child’s enrolment application. By early Term 3, all successful applicants will be notified by mail. Priority with regard to enrolments is given to students who are of the Catholic faith, who have a brother or sister already attending Galen Catholic College or who are currently enrolled at a Catholic Primary School. In recent years approximately 80% of Galen’s Year 7 intake has consisted of students in these categories. The remaining positions are allocated as a result of the interviews and primary school reports.

The Information Night outlines Galen’s key curriculum and pastoral care policies. Particular emphasis is placed on the resources, facilities and support services offered in the Junior School.

Transition

In early December all new Year 7’s will attend an Orientation Day. This is an excellent opportunity for students to meet their homeroom teacher for 2015 and to get to know their new classmates. Once the students have had a chance to settle into their new school, parents of Year 7 students are invited to attend an Open Afternoon, to meet Homeroom teachers and other Junior School Staff. At Galen College we have well established and very successful procedures in place to ensure that your child’s transition from primary to secondary school is as seamless as possible.

While Year 7 student Angus Heslin has only been at Galen for a short time, he has found the transition from Primary School to Secondary School to be a smooth one. Angus has settled in, met new people and has enjoyed being able to do a variety of subjects. Angus has always enjoyed sport, but has found Science to be particularly interesting as its something he didn’t have much of an opportunity to do at Primary School. Angus is also enjoying having a wider variety of teachers for each of the different subject areas.

Wellbeing

There may be times when you and your family have an issue that is impacting on your schooling which needs sensitive and confidential attention. It might be a health, family or personal problem. Either way, at Galen College we have a caring Wellbeing team who can provide you with professional support. This can be an alternative to the Homeroom teacher or Year Level Coordinator (who would generally be the people you first approach about school concerns). The Wellbeing Team currently consists of five approachable staff with a range of skills and backgrounds:

- Patrick Arcuri - (Deputy Principal - Staff & Students)
- Therese Rodway - (Counsellor and Social Worker)  
  (On leave until Term 3 2014).
- Luke Ahrens - (Registered Psychologist) for five days per fortnight.
- Kirsty Woods - (Galen Psychology teacher). Kirsty works part time in Wellbeing and has postgraduate training in Adolescent Health and Welfare.

Exploring an issue with one of the wellbeing team might help you to find the right solution to your situation. We can confidentially chat in the privacy of our welcoming Wellbeing Room (near the main office area). We can support you in a variety of ways including visiting you and your family for further discussions. We can also arrange an appointment with other community services that specialise in your particular area of concern. Please remember, we welcome you and your family to our school. We care about you and there is always someone here at Galen to provide you with wellbeing support.
A Christian Tradition

Galen Catholic College, through its foundation schools, St Joseph’s and Champagnat Colleges, has been providing a fine education for the people of Wangaratta and district for the past one hundred years. This has been achieved in large part by the support and efforts of the Catholic communities of the district, together with the Religious and lay staff.

Galen College was established in 1975 as a result of a general reorganisation of Catholic secondary education in Wangaratta and district. It was founded to serve as a regional co-educational Year 11 & 12 College and was located on the Marist Brothers’ property adjoining Champagnat College. Galen College was named after Fr George Devitt Galen, native of Donegal, Ireland, and the first parish priest in Wangaratta. He was responsible for the building of St Patrick’s Church. He died in November, 1896, aged 32 years. In April 1982 the Marist Brothers announced that they would be withdrawing from Wangaratta at the end of that year. It was then decided to amalgamate the three Catholic secondary schools - Galen, Champagnat College (Marist Boys Years 7-10) and St Joseph’s College (Brigidine Girls Years 7-10) from February 1983 to form a co-educational Year 7-12 College, named Galen Catholic College. From 1983 until December 1989 the College operated on two sites, with Years 7 and 8 located at the Ryley Street Brigidine Convent site and Years 9 to 12 at the College Street site. In February 1990 all Year 7-12 classes were consolidated at College Street. The Galen community remains committed to maintaining an awareness of its historical roots, and, in particular, retaining the charisms of the Marist Brothers and Brigidine Sisters. We celebrate Founders’ Day every August to remind us of our educational heritage.

Religious Education

Religious Education at Galen aims to integrate faith, life and culture. Our Religious Education program in Year 7 is based on the diocesan “Source of Life” document. It is designed to lead the students towards an awareness and understanding of themselves, as well as their relationship with God as loving Father, with Jesus as His Son, with the Holy Spirit and with the Church.

Students study the liturgical year, with a focus on Lent and Easter. They study Prayer, Saints, Advent, Jesus, the Sacraments and key people of the Old Testament. It is hoped that our Year 7 students will develop an appreciation of the world of God’s creation, an awareness of the needs of other people, and an “openness” to life in general. Students also have the opportunity to participate in prayer, class liturgies and masses.

Co-Curricular Activities

All students have special gifts and talents and are encouraged to flourish in all parts of the curriculum. There is a wide range of activities on offer for students. Students who join Young Vinnies combine with thousands of young Australians to make a difference in the lives of disadvantaged people.

The Social Justice Group tackles important issues such as reconciliation, sustainability, world peace and poverty. The group participates in campaigns like ‘Make Poverty History’. The Caritas K’s Walkathon is held to raise money for Project Compassion. The event is designed to raise money, increase awareness of poverty in developing countries and develop a sense of solidarity with the poor in places like India and Africa, where life is not so easy.

Our Cycling Team participates in the Australian Schools Championships. Road, Individual and Team Time Trials, Hill Climbs, Cross Country and Downhill events are available. The Galen Ski team participates in the ASSSTC event. X-country skiing, individual and relay, classic and skating, snow-boarding and slalom events are on offer.

There are also Galen’s wonderful Stage Productions (both the Junior Production and the Whole School Production). Actors, musicians, dancers, video operators and backstage crew all participate.

Galen Pathways Centre

The Galen Pathways Centre (GPC) Team assists in supporting students with Learning Challenges and/or Disabilities in the mainstream classroom. Working closely with the classroom teachers, the GPC Team members assist in developing modified work programs and assessment tasks in order for students to find academic success. Additional support within the classroom can be assessed via our GPC Team members, who regularly integrate themselves in the classroom situation.

The GPC Team is a dedicated, caring and highly professional group of people that are creating a range of opportunities for students with diverse learning needs to achieve success within the mainstream classroom.
Mathematics

Students have the opportunity to complete different Maths Challenges, which are interesting problem-solving exercises. The students have class time at least twice each term to complete mathematic challenges to improve their problem solving skills.

Interactive Maths is another activity that Year 7 students participate in. These are online Maths games that help students learn. Students work from textbooks and utilise their laptops to enhance their learning.

In Term Three, all Year 7 and 8 students participate in The Australian Maths Competition, where their skills are compared against students from around Australia.

All students receive either a participation certificate or a higher order award, such as a Distinction or High Distinction.

Topics in the Year 7 Maths course are Angles, Number, Fractions, Decimals, Isometric Drawings, Algebra and Patterns, Algebra Equations, Maps and Co-ordinates, Data and Measurement. Maths is a year-long, compulsory (or core) subject until VCE.

Homeroom

In Year 7 the Homeroom group stays together for every subject throughout the year, allowing strong relationships to develop between students and their Homeroom teacher. In order to foster these relationships, the Homeroom teacher usually teaches this group for one or more subjects.

An inter-homeroom competition is held each year to help students become involved, to build relationships within the class and to have fun. The competition covers a range of activities including netball, chess, volleyball, trivia, tennis, spelling bee, story writing and music. The competitions are something that everyone should look forward to.

Welfare is a strong component of the Homeroom group. The group organises a prayer assembly and participates in other activities including fundraising for Caritas’ Project Compassion.

Parent Involvement

Parent involvement is strongly encouraged and welcomed through opportunities such as:

• The Galen College Board, which is an elected body of parents & staff who assist and advise the Principal on achieving our aims, including educational and financial matters.
• The Parents’ Association, which has the special responsibility for management of the Canteen, the school uniform and the Uniform Shop, fundraising activities and social functions.
• Planning and organisational assistance with the VCE Graduation Dinner, Presentation Balls and social events.

All parents are welcome to share their talents, attend masses, excursions and concerts as well as events such as swimming carnivals, athletics days and other celebrations. Parental involvement at home is also crucial for a child’s wellbeing and educational performance. Simple things, like making sure your child has a lunch to take to school and is wearing correct uniform, are important and appreciated. Helping with homework, research, study timetables and so on is also appreciated.

Communication

Communication with parents is important and provided for through:

• Reflections, our regular newsletter, which is published fortnightly, to inform parents about College activities and student achievements;
• The College web page, at www.galen.vic.edu.au
• an annual school magazine;
• informal meetings with staff at “Getting to Know You” sessions, including the Year 7 Open Afternoon in Term 1;
• fundraising and social occasions;
• Parent/Teacher interviews;
• Parent Access Module (PAM) reports;
• telephone and email contact;
• private discussions upon request of parents, Homeroom, or specific subject teachers as needed;
• Information Nights explaining curriculum matters, elective subjects and course selection. One is held for each Year 7, Year 10 and VCE;
• Student Planner.

Student Leaders

One of the benefits of our mini-school system is that our junior students can take on leadership roles in the early years of secondary schooling.

Through their involvement as student leaders, students gain a better understanding of formal meeting procedures and develop their public speaking and organizational skills. Learning to work effectively in a team environment is also viewed as being an important part of the Student Leaders role. The Junior School Student Leaders represent the Year 7 & 8s at whole school meetings and sometimes meet at Junior School staff meetings.

Students elected as Student Leaders have the opportunity to develop their leadership skills at a Diocesan leadership conference in Term 4.

Students can take on leadership roles in the Junior School.
Parent-Teacher Meetings & Reports

School reports and student assessment are provided for both students and their parents. Classroom tests, assignments, work in class and at home, written and oral work, examinations (which begin in Year Ten) and participation in class are all included as assessments during the year. Assessment is not just viewed as the end of the learning process; rather, it is an integral part of the learning process.

Progressive reports are issued on the Parent Access Module (PAM) throughout the semester. A summary report of grades is available at the end of each semester. The subject teacher considers the student’s performance in a number of areas. Has the student met the specific course requirements? How well has the student achieved in assessment tasks? What has the student’s attitude and behaviour been like? Has the student been punctual and organised? Has she or he been a co-operative member of the class?

A homeroom report which includes discussion about a student’s overall personal and social development, involvement in and contribution to College life, conduct and an account of Homeroom absences is also completed by the Homeroom teacher.

Parent teacher interviews are one way that parents, teachers and students can work together as a team. Teamwork is needed so that students can achieve their best at school (and in life in general).

These interviews are held at the end of Term 1 and Term 3. Besides the set times for these interviews, parents are always welcome to make an appointment at any stage with staff regarding their child’s academic progress, social development, health, behaviour and so on. We encourage parental contact. Interim reports are accessible near the end of Terms 1 and 3 to assist in the interview process.

1:1 Laptop Program

In 2011 Galen Catholic College implemented a 1:1 Laptop Program throughout all year levels. The program entitles each student to receive a laptop computer on a long-term loan from the school. Students are able to access the laptop both at home and school. They take responsibility for their laptop, bringing it to and from school every day. In this digital age, the laptops are a powerful classroom tool, one which creates education options for both teachers and students. The 1:1 Program is part of Galen’s broader commitment to delivering relevant and engaging curriculum that is flexible in delivery and allows for maximum student engagement. The program aims to not only develop proficiency in information technology, but to grow the students’ skills in adapting to ever changing workplace and social environments as well as keeping up-to-date with emerging technologies. Students are required to attend an information evening with their parent or guardian before they are entitled to receive a laptop.

Integrated Studies

Integrated Studies combines the study of English, Information Technology, Geography, History and Commerce in a theme-based approach to learning, following the Victorian Essential Learning Standards (VELS). Students have contact with one teacher for fifteen periods each fortnight in an effort to ease the transition from Primary to Secondary School and create a more personal environment for learning.

While there is a strong emphasis on the development of traditional English skills, students are also encouraged to use inquiry-based learning. Some of the topics investigated include: survival, ancient civilisations and our Asian neighbours.

Tasks such as analysing different survival scenarios, organising an Asian culture and food class, designing a city, participating in a camp to Melbourne and writing a newspaper are some of activities aimed at developing co-operation and thinking skills.

Students also study structured texts related to their topics, develop their oral skills through individual and group presentations and develop writing skills through a variety of writing styles.

In the first semester, students spend time learning how to research effectively through a structured library program. This is integrated with topics being studied in class. Students also spend one period each week in the library reading. This is part of the wide reading program aimed at encouraging students to try new and different books from the library’s wide selection.

Integrated Studies is a special Year 7 program. It combines the traditional emphasis on English with a number of integrated units and skill development programs.
Two Excellent Libraries

Galen students are privileged to have two high quality libraries, that are the hub of the information environment at the College. They provide a positive learning environment, enabling students to become effective learners with access to up-to-date resources and the latest technology. Dedicated staff foster a love of books and reading for pleasure.

The Junior Library is a bright and welcoming space, enjoyed by students before, during and after school. The Senior Library caters for Years 9-12 with access to more complex material. The Galen Virtual Centre library webpage is available through the Galen portal. The webpage is a treasure trove of online resources as well as a point of entry to the OLIVER catalogue, which underwent a long awaited upgrade in 2013.

A Stimulating Environment

The Junior Library offers a fine collection of teenage fiction books, picture story books and audio books, suitable for junior secondary students. Latest releases, children's classics and an extensive range of genres and authors provide every student with suitable reading material. Large plasma screens are ideal for showing recreational and educational videos, DVD’s and Clickview, and also for students delivering oral presentations. Displays featuring topics of interest and student work, add to the bright, cheery, productive atmosphere of the Junior Library. The spacious and comfortable reading environment is conducive to relaxed weekly reading periods. Funky couches, chairs and benches in all shapes, colours and fabrics complement and enhance this vibrant reading space. A large-size chess set is a delight for the chess playing students, adding to the existing dedicated chess furniture in the reading room. During the year students are provided with a variety of external reading opportunities, including the Victorian Premier’s Reading Challenge, visiting authors, MS Readathon and the Galen Reader’s Cup.

Comprehensive Resources

The Junior Library provides a broad range of non-fiction resources, both book and non-book, and an up-to-date reference collection. These research materials are specifically focussed on the Years 7 & 8 curriculum, following the VELS guidelines. A wide variety of class sets support the curriculum including fiction and non-fiction material. Students also have access to iPad’s and iPod’s which enhance curriculum delivery through the use of educational apps, ebooks and audio books.

Students receive introductions to the Junior Library and the OLIVER library catalogue, as well as, introductory lessons to all research based assignments. Support is also offered in locating resources, note taking, using online resources, writing bibliographies, laminating, binding, scanning, photocopying and printing.

Junior Library is open
Monday - Friday, 8.30am to 4.30pm.

Why LOTE Matters

The study of Indonesian and Italian provides immediate and long term benefits. Some immediate benefits include: Students of LOTE become more aware of their mother tongue (the language used at home, at play, at school). They learn to use English more correctly and more efficiently. Students of LOTE are better thinkers. Their minds can expand to take in the cultures and customs of other countries. Students of LOTE are better communicators. They know that there is more than one way to ask for a sandwich! They are more confident and at ease with people from a wide range of backgrounds. Some long term benefits are: Students of LOTE increase their career opportunities. Employment may be found in such fields as advertising, health services, architecture, banking, broadcasting, hotel service, international relations, journalism, librarianship, motion pictures, museum work, foreign affairs, translation services, travel and tourism, civil service, commerce and retail sales. LOTE is valuable in virtually all professions which deal with the public world.

Students of LOTE are better able to learn other languages because they have the skills necessary to do this faster - their minds are already receptive to foreign languages. Most higher education courses don’t require a LOTE as a prerequisite but it is looked upon very favourably as a selection criteria for what it says about the student’s ability and approach to his or her work.

In Year 7, all students study Indonesian for a semester and Italian for a semester, so that they can make informed choices about the LOTE they pursue in Year 8. Our students in Year 8 study one language or the other for the whole year. LOTE is an elective subject at Year 9.
Science

In Science, Year 7’s do both practical and theory work. Students record the results of their experiments in their workbooks, they write a hypothesis, observations, results and a conclusion. The experiments build teamwork and problem solving skills. The Year 7 Science curriculum also includes classification, forces & simple machines, natural resources, mixtures and the solar system.

Health Education

There are quite a few topics that Health Ed covers, including Changes during Puberty, Bullying, Drugs and Sun-Smart Behaviour. Students are taught that there is support available, within the school and our local community if they need it.

PE

In Physical Education students learn a variety of sports including football, netball, softball, tennis, volleyball, dance and table tennis. Students learn the rules of sports, as well as techniques and skills to help them play them. Students work in a supportive environment, encouraging fit and healthy lifestyles and establishing new friendships through sport.

Sport

The major events on the Galen sporting calendar are the House Swimming and Athletics carnivals. Students are encouraged to participate in these; they’re fun and your house is awarded points for your efforts. Age champions are selected and the best swimmers and athletes get to compete in Galen “Superswims” and Galen “Gifts”. At Galen, we have an extra-curricular sport program that runs in association with School Sport Victoria. It covers a variety of sports including football, netball, soccer, cricket, basketball, athletics, and swimming just to name a few. Students go through the process of signing up, participating in trials and are selected for the competition. There are four divisions of competition from local level to State championships. Staff nominate themselves to coach teams, or to help out with specific jobs in association with the Sports Coordinator.

There are vital links between diet, the enjoyment of physical activity and health. We endeavor to teach the importance of all three.

Canteen

Our tuckshop is open every school day at recess and lunch time. A large variety of hot and cold food is available, ranging from fresh fruit, salad wraps and rolls to soups, pies and focaccias. There is increasing emphasis on healthy eating, and our Tuckshop tries hard to provide appealing food and snacks that are low in fat, sugar and salt. Windows dedicated to junior students make life easier for the smaller and younger students to purchase in comfort. Food is sold on a first come first served basis. Students can also order their lunches at recess, to guarantee that their preferred items are still available. Ordering is simple. A student just writes his or her order on a paper bag at recess, and the food will be ready for collection at the start of lunch time.

All profits from the Tuckshop are channelled back into the school through the Parents’ Association. The Tuckshop endeavours to sell all items at reasonable prices and parent volunteers help keep prices down. Mrs Dianne Griffin is our dedicated and hard working Tuckshop manager. Her assistants are Cathy and Joan.
Technology subjects teach valuable life and trade skills. They also open doors to a whole new world of learning for many Year 7 students.

Materials & Technology

In Materials and Technology students learn to use the design process to plan and make several functional items. Students learn about safety in the workshop and whilst using tools, as well as how to look after the equipment.

Food Technology

Food Technology is a subject that gives students hands-on experience in the wonderful world of cooking. In Food Tech students learn about safety and hygiene rules as well as how to cut and prepare foods correctly and what different pieces of equipment are called. Students evaluate everything they make, each week. They are required to describe the texture, flavour and appearance, as well as answer some extra questions. Food Tech becomes an optional subject once students reach Year 8, but they can elect to do it all the way through to Year 12.

Visual Communication Design

Visual Communication Design is a very enjoyable, creative subject. It’s all about using artistic skills to get a message across to a viewer, and using pictures and letterforms to create a visual representation of the topic. Visual Communication Design is a subject where students have the opportunity to express themselves, be creative, solve visual problems and analyse how professional designers engage us and persuade us to buy different products.

Art

Throughout Year 7 Art, students are given the opportunity to create artworks in every medium, experiencing the four major art studios. Students have ongoing discussions and experiments with the art elements, design principles and composition, applying their theoretical knowledge to their practical works. In the painting studio, students complete a research assignment on several art movements, then create an A2 painting emulating their styles. In sculpture, students research Pop Art and create a ceramic sculpture based on the style and subject matter of the famous artist Claes Oldenburg. A mono print with mixed media background is created in the printmaking studio, focusing on the use of complementary colours, pattern and the use of negative and positive space. Drawing is used throughout all the studios, with preliminary and refined designs completed in their sketchbooks. Completing an upside-down line drawing is also accomplished, as this technique attempts to show the students how to use different hemispheres of their brain and accurately see the image they are attempting to copy.

The Music Program

There are many opportunities for Year 7 students to be involved in music at Galen. In the Classroom Music Program students develop skills on guitars, drum kit & percussion, keyboard and vocals. Year 7 students can also choose to participate in the Concert Band Program and are able to learn one of the following concert band instruments: flute, clarinet, alto saxophone, tenor saxophone, trumpet, trombone, concert bass guitar and percussion. All Year 7 students in the Concert Band Program join the Year 7 Concert Band. Band rehearsals and lessons are held during class time. Times are rotated so students don’t miss the same class each week. Members from the Year 7 Band are invited to continue in the Year 8 Band before joining the Senior Band in Year 9. Each year the Senior Band will participate in a tour, performing at a variety of venues outside of Wangaratta. In mid 2014 the Senior Band toured and performed in Tasmania. Students also have the opportunity to take lessons on violin, guitar and bass guitar, drums, piano, and voice with private teachers or can join the Galen choir, which performs regularly. The Year Seven music curriculum starts with learning to read and understand music, and how it’s written. Students will then move on to aural tests, where they pick apart pieces of music to find out how it was made and how the melody was formed.
Drama

Drama is an exciting subject. It gives students the opportunity to take on different roles as various characters and develop their public speaking, self confidence and organisational skills. Each year there is a whole school production and a Junior Production for students in Years 7, 8 & 9. Anyone can audition to take part in the production, and there is also opportunities to help out backstage with lighting, sets, props and music.

Self expression and creativity are nurtured by the arts. So too, is the search for inner meanings.

Homework

At Galen, we believe that homework is an important part of school life and student workload. We believe that a student will struggle to succeed in secondary school without regular, systematic home study. As well as set assignments and exercises, careful and constant revision of classwork, plus wide reading around topics being studied, should be a part of each student’s weekly homework program.

Homework is a very important part of learning. It gives students the chance to build on strengths and also take the time to overcome weaknesses. Work at home can give a student the chance to research, to practice work on his or her own, to consolidate learning or reflect deeply. It teaches students to be organised and to make choices and sacrifices.

In Years 7 and 8, we expect a student to complete half an hour, to one hour of work at home five nights a week.

Absences

Education is a sequential process. Absences often mean students miss important stages in the development of topics. ‘Catching up’ can be difficult. Absenteeism contributes significantly to student under-achievement at school. Students are required to attend school unless reasonable and valid grounds exist for them to be absent.

Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if other circumstances make it absolutely necessary. Parents have a further responsibility to provide a written note to the school explaining why an absence has occurred.

Parents are urged to telephone the school Absence Hotline on 5721 6322, to report the absence. Parents should confirm the absence in writing when the student returns to school. If a prolonged absence is expected, the school will make every attempt to supply relevant and useful work that can be done at home.

Unexplained or inadequately explained absences will be followed up by Homeroom teachers.

Lateness is also discouraged. Students who arrive late to school are expected to report directly to the College office, where their arrival times are entered into the attendance system. Habitual lateness is also followed up. Students may only leave the school grounds during school hours if they have written permission from a parent or guardian, or if the parent comes to the office to collect the child.

At Galen, regular attendance and homework are considered an integral part of the learning process.

Timetable

Our school year is divided into two semesters. Semester One covers Term 1 and Term 2. Semester Two takes in Terms 3 and 4.

We have a timetable that stretches over two weeks, so there are ten school days in our timetable cycle. One Monday will be different to the next, for example. Each day has a morning Homeroom and six periods, or lessons, which run for 52 minutes each. Recess lasts 20 minutes and starts at 10.44am. Lunch time starts at 12.54pm and lasts until 1.40pm. There are two lessons before recess, two between recess and lunch, and another two after lunch.

Wednesdays are slightly different, with an assembly or extended homeroom before recess as well. Different subjects have a different number of periods each cycle. Mathematics, for example, has nine periods each cycle (usually once a day), Science has seven and P.E. four.

Some subjects are best taught in double periods. Food Technology, Visual Communication and P.E. all have double periods, for example. This allows for practical work. Other subjects have single lessons. Maths and R.E. are two examples. Students in the Junior School do not have study periods.
Composite Levies & Fees

Galen Catholic College charges a Composite Fee which is comprised of a tuition fee, Core and Elective subject levies, Camps and Excursion levies and the IT levy. They are billed in full to families on an annual basis, usually at the commencement of the school year.

Composite Fees are an essential component of the total funding of our school. While Commonwealth and State Government funding provide the underlying financial support, we can only achieve our mission and vision priorities if this funding is supplemented by income generated from Composite Fees. At present State and Commonwealth funding amounts to approximately 75%, and the remaining balance of 25% predominantly comes from our Composite Fees. Subject Levies, both core and elective, are crucial for the day to day operation of the school and the effective delivery of the curriculum. These levies are used to pay for resources and materials. Specific areas where these levies are applied include library access, provision of learning materials, sports and leisure activities, equipment use, magazine, locker use, School Care Accident Cover Insurance, and other consumable learning resources and materials, required both in and out of the classroom. Specifically included and supplied to each student in Year 7, the compulsory levies include a Scientific Calculator, USB flash drive (Memory stick) and a combination padlock. The Camps and Excursions levy includes the full cost of all excursions and camps which students are required to participate in. The IT levy is used to cover the cost for each student using Galen’s Information Technology facilities. It includes intranet and internet access, email and e-learning facilities, printing (black and white and colour) and other resources required to maintain existing hardware and associated software in good working order.

The 2014 Composite Fee is to be used as an indicative guide for the 2015 Composite Fee. The 2015 fee structure will be finalised in October 2014.

For 2014, the Year 7 Composite Fee is $3,150.00. This amount includes: Tuition Fee, Compulsory Levies, Camps & Excursions Levy and an IT Levy. Composite Fees, or any of its components, are generally not refundable due to non-attendance at a specific activity or camp, however where a student leaves (exits) the school, or commences part way through a school year, a pro-rata calculation will be made, with a corresponding adjustment to the Composite Fee. Where families believe they may struggle with the payment of Composite Fees, through financial hardship, or other special circumstances, they are encouraged to contact the school and make an appointment with the Business Manager in the first instance to discuss other possible payment arrangements, together with looking at what allowances/concessions might be available. Note, such discussions and/or arrangements will be treated with utmost discretion and in strict confidence.

In addition to the Composite Fee is a Laptop Fee of $325.00. This fee assists in supporting the school to facilitate the contemporary learning needs of our students.

Fees and levies are used to purchase essential resources, provide library access, pay for sport and leisure activities, buy equipment and more.

Education Maintenance Allowance

The Education Maintenance Allowance provides assistance to low income families by helping with the costs associated with the education of their children, and is payable to parents of students up to the age of 16 in Secondary Schools. To be eligible, parents must hold either a Health Care Card or a Pensioner Concession Card.

For eligible secondary students, the allowance currently is $300 per year for Year 7. This amount changes yearly. Half of the allowance will be paid directly to schools. The other half will be paid to eligible parents to assist them with meeting education costs. The allowance is paid in two instalments. Seventy per cent of the EMA will be paid in March and the remaining 30% in September. This arrangement recognises that families incur the highest educational costs at the start of the school year.

Application forms are available from the Galen College Office and must be completed and lodged by the first week of Term 1 or the first week of Term 3.

Please note that the Department of Education does not accept late applications.

If a family has eligible students attending different schools, a separate application is required from each school. Centrelink will verify all claims for the EMA, which means the eligible parents will no longer be required to apply for the allowance twice per year. Parents holding only a Health Care/Benefits Card will need to apply if eligible.

A note regarding the application date is placed in the College Newsletter. This allowance is also available to legal guardians and foster parents of students and to TPI Pensioners with eligible students.

For more information please speak to Sandra Leerson on 5723 8312 or visit: www.education.vic.gov.au.

* Please note that at the time of printing, the above details were correct.

Electives

After Year 7, where all subjects are compulsory, students are introduced to what we call “core subjects” and “elective subjects”.

Core subjects are those that remain compulsory because they are at the heart of a balanced education for every student.

In Year 8, the core subjects are English, Maths, Religious Education, Physical Education, Humanities, Information Technology and Health.

Elective subjects are subjects chosen by the students, according to their interests and abilities. Some elective subjects follow on directly from Year 7 subjects, building on the skills and knowledge developed there. These are Music, Food & Technology, Drama, Materials & Technology and Art.

Others subjects are completely new, such as Media Studies, Multi-Arts, Science Investigations, Systems Technology, Textiles, VCD Interior Design and VCD Illustration and Cartooning.

In Year 8, students select four of these electives. Following the policy of giving students increasing control over their subject choices as they move through the school, students choose one LOTE or the other for Year 8 and study it for the entire year. After Year 8, LOTE, too, becomes an elective subject.
Frequently Asked Questions

You probably have lots of your questions answered already. Year Six students often ask important questions about the typical day at Galen. Some frequently asked questions are answered here by current Galen students:

How long is a lesson?
Usually just over 50 minutes. Sometimes you will have double periods for certain subjects.

What happens if you get into trouble?
You might get spoken to by a Coordinator or get detention. The teachers are reasonable though, you would have to do something pretty bad to get a serious consequence.

Do I get a locker?
Yes, big enough to fit books, your laptop and your bag in it if you need to. Our tip is to keep your locker organised and locked!

Do you have much to do with the older students?
Not really, they have a different area of the school to us. We share the Junior Area with the Year 8’s. The older kids don’t give you trouble or anything.

What happens if I get bullied?
You tell someone. Maybe your parents, or a teacher or Coordinator. Just tell whoever you feel comfortable with and they will help.

Will I make new friends?
Definitely! Easily! You make them as soon as you get here, and keep making them as you go along. It’s easy because everyone in Year 7 is new here at the same time.

Are you happy at Galen?
Yes, very. The subjects are pretty interesting and fun.

How will I find my way around school?
Almost all of our classes are in the Junior Area, so you don’t have to know the whole school. We got given a map to find our classes and our teachers helped.

Are the toilets nearby?
Yes, right next to the classes.

What happens if I forget my things?
You can call your parents on the phone in the front office if you think they can drop something off. You also might be able to borrow from the library. If you forget your lunch your teacher can write a note for the Tuckshop. Then you just pay back the money the next day.

How long are recess and lunch?
Lunch is about 45 minutes. Recess is 20 minutes.

What happens with the Laptops?
You borrow a laptop from the school for 3 years, and you take it home every night. We use them in class when the teachers think they will help us learn. It makes classes more interesting because we use all different sorts of programs that they will teach you here. You look after the laptop as if it is your own, its your responsibility.

Any advice for new students?
Don’t be worried before you start, because you will make new friends really quickly. Ask questions of your teachers whenever you need to and get to know them in your lessons.

Bus Travel

Travel on public transport or contract bus is available for Galen students in the Wangaratta area and surrounding districts. The cost of transport and eligibility for conveyance allowance are governed by the student’s place of residence.

A Conveyance Allowance may be available to Galen College students who live more than 4.8 km, by the shortest practical route, from the school. The Conveyance Allowance is used to assist with travel costs for eligible students who are unable to access free school buses. They are available for:

• Public Transport Travel - where fares are fully refunded,
• Private Car Travel - where a distance-based rate is paid for each vehicle. (Please note that a conveyance allowance for private car travel is not available if the journey could have been made using either a free school bus or a public transport service.)
• Private Bus Travel - a distance based rate is paid for each eligible student.

Application forms for Conveyance Allowance are available from the College’s office. Enquiries from students who reside within Wangaratta’s city limits, such as Town Bus users, should be directed to Fallons Bus Lines, on 5722 9255, for information on timetables, etc. For other enquiries in regards to Conveyance services, please contact Sandra Leerson on 5723 8312.

Contract bus services are available to most, if not all, of the surrounding districts and towns of Wangaratta if Galen is the nearest Catholic secondary school. For details of contract bus routes, the townships they service, timetables, and any other information, please contact the Bus Coordinator at Wangaratta High School on 5723 0519.

Conveyance Allowances are available for all eligible students.

Enrolment Timeline

There are several key dates in Galen’s enrolment timeline:

• 7th May - Information Night for parents.
• 8th, 9th, 12th & 13th May - School tours (by appointment) 9.15am or 1.50pm Monday to Friday. Phone 5721 6322 and speak to Kate Williams to book.
• 19th May - Enrolment forms due at the College Office.
• 26th May - Interviews commence for all children (and their parents) who have submitted enrolment applications. Families notified by mail of dates and times of interviews.
• Early Term 3 - First round offers for a position in Year 7, 2015, mailed out.
• 9th December - Orientation Day
Galen Catholic College is strongly committed to the ideals of a Catholic education. Galen especially prides itself on the level of care and concern given to each student, including those with special needs. We endeavour to support young people who are well-equipped to cope with the demands of today’s rapidly changing society and who have a sound value system on which to base their future lives.

Galen aims to:
• Create a strong sense of Christian community, fostering faith and personal development
• Cater for all students’ needs
• Take account of the requirements of parents, tertiary bodies and employers in a changing society
• Guide students to the development of personal responsibility and self discipline
• Develop individual talents and education for leisure
• Offer an educational program to extend each individual student
• Encourage a life-long approach to education.