



ENROLMENT HANDBOOK



Growing together as adaptable, confident,
successful learners and citizens.

TRARALGON COLLEGE

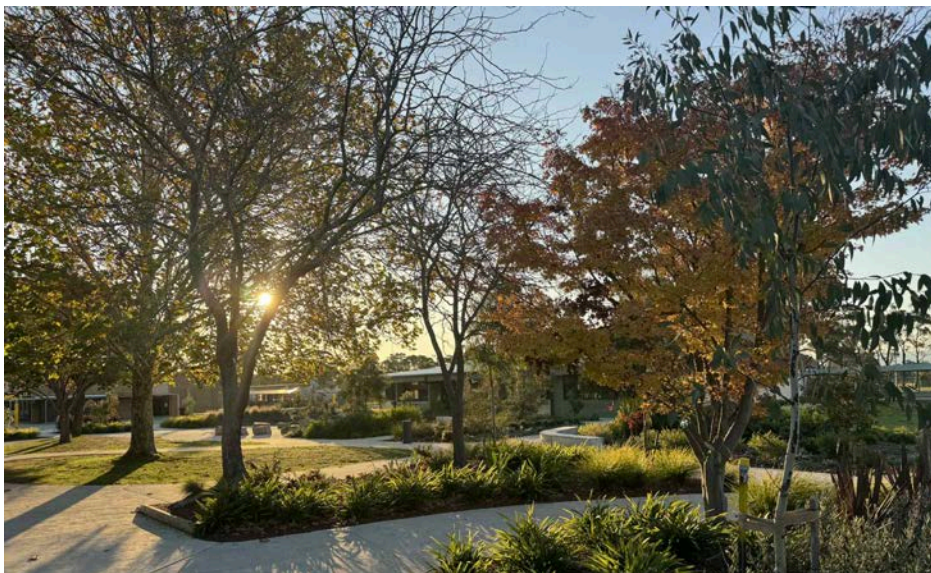


Traralgon College recognises the importance of partnering with parents to support academic achievement, learning growth, student engagement, and wellbeing. Traralgon College is committed to ensuring a culture of high expectation and providing a safe, orderly, and inclusive learning environment where every student has the opportunity to reach their full potential.

Our school is relentlessly committed to exceptional academic outcomes and to offering a wide range of extracurricular and support programs that meet the needs of all our students. We offer a 'Like Minds' program for high achieving students and provide a number of specialist support programs catering to the diverse needs of our student cohort.

Our school values of Respect, Responsibility and Resilience drive our college-wide focus on providing a positive learning culture. We have strong support for the College across the trade, business, and tertiary education sectors. Alongside our passionate and dedicated staff, new families and students are supported in their transition to secondary school by our experienced and highly skilled wellbeing team and supporting programs.

Traralgon College uniform is being updated in line with the Department of Education's new guidelines. Further uniform information will be provided in early Term 4.



MISSION

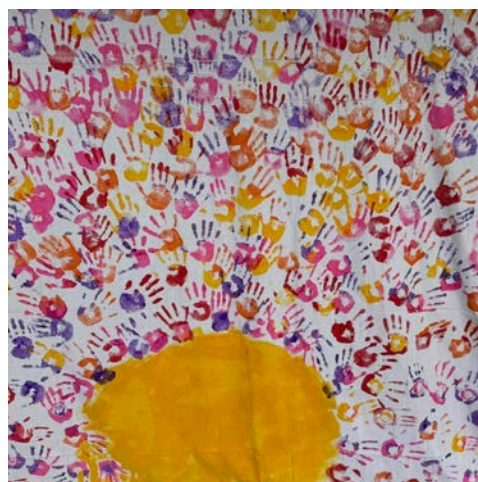
At Traralgon College our mission is to grow together as adaptable, confident, successful learners and citizens.



VALUES

At Traralgon College we value learning and achievement through;

- ☒ **Respect** for self, others and our environment
- ☒ **Responsibility**- to strive for success
- ☒ **Resilience**- to take on new challenges



LESSON TIMES AND TERM DATES

	Start	Finish
Period 1	9:00am	10:00am
Period 2	10:05am	11:05am
Recess	11.05am	11.30am
Period 3	11.30am	12.30pm
Period 4	12.35pm	1.35pm
Lunch	1.35pm	2.13pm
Period 5	2.13pm	3.13pm

	Start	Finish
Term 1, 2026	28 January	2 April
Term 2	20 April	26 June
Term 3	13 July	18 September
Term 4	5 October	18 December

**IT'S NOT OK
TO BE AWAY**

All students at Traralgon College are expected to attend all scheduled classes and events as per the Department of Education and Training Attendance Policy.

Any absences must be explained by
Parents/Guardians



How much school is a child missing throughout
their education?

1 day a fortnight = Over 1.5 years of schooling
1 day a week = over 2.5 years of schooling
2 days a week = Over 5 years of schooling
3 days a week = Nearly 8 years of schooling

A student who is half an hour late each day misses
the equivalent of 16.6 days of learning each year
which is equivalent to over 4 weeks a year = 1.5
years of schooling

SCHOOLWIDE POSITIVE BEHAVIOUR SUPPORT

At Traralgon College we embed the principles of School Wide Positive Behaviour Support. We do this to explicitly teach, acknowledge, and reward defined expected behaviours. Working by our School Wide Positive Behaviour Matrix, we provide clear expectations that guide our students in their daily learning and interactions.

This assists students to grow together as adaptable, confident, successful learners and citizens.

SCHOOL WIDE POSITIVE BEHAVIOUR MATRIX

RESPECT	RESPONSIBILITY	RESILIENCE	NON-NEGOTIABLES
Respect for self	Ownership of Learning	Persevering when things get difficult	In Class
Respect for others	Positive representative of the College	Take on new challenges	In Uniform
Respect for environment	Upstander	Commitment to excellence	On Time
			On Task



MEET THE TEAM

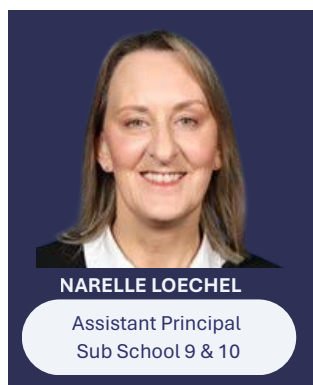
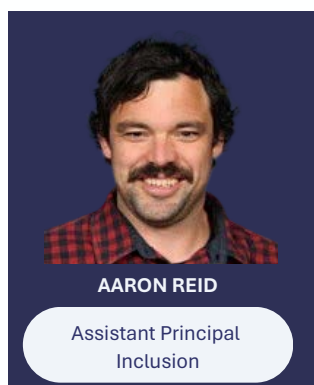
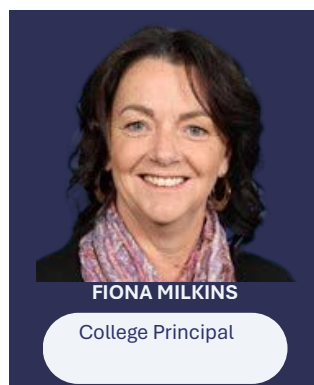
Executive Team

Email
traralgon.co@education.vic.gov.au

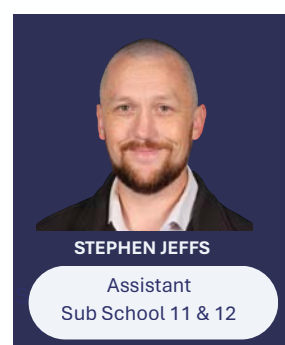
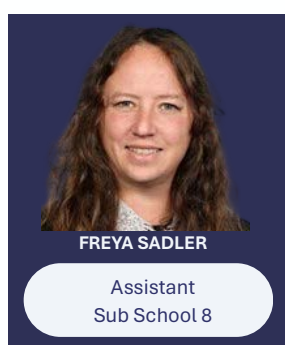
Webpage
www.traralson.vic.edu.au

Facebook
www.facebook.com/traralson

Phone
03 5176 2240



Year Level Leaders





STUDENT WELLBEING

The Student Wellbeing team at Traralgon College offer an individual support service for the school community and their families.

The wellbeing team supports students who may be experiencing a variety of issues including:

- family and friends
- relationships
- sexual health
- drug and alcohol
- mental health
- grief and loss

The wellbeing team members provide individual student support and will refer out to local community services where appropriate.

Throughout the year the wellbeing team organise and promote a number of health programs aimed at raising awareness and improving general health.

How do you connect with us?

Referrals are received from concerned teachers, parents or students either in person or via phone and email.

The team meet weekly and allocate and prioritise each referral to the most appropriate staff member. An appointment is then made directly with the student.

Our office is friendly, relaxed, calm and very cool.

Confidentiality and talking to the Wellbeing Team. What if I don't want anyone to know?

What you tell a member of the wellbeing team or the Doctors in Schools team will remain confidential.

Only in rare situations where you, or someone else, is at risk of harm would we report to the appropriate services.

We do not report to teachers, parents or other students without your consent.

Doctors in Schools

Traralgon College is a participant in the Victorian Government's Doctors in Secondary Schools program.

As part of this program, an adolescent-trained GP (general practitioner) and Nurse from Latrobe Community Health Services is operating a doctors' clinic on school grounds each Wednesday morning to provide free access to primary health care for secondary students at our school.

We know that teenagers are the least likely of all age groups to seek health care, but we also know that many health problems that can have consequences into adulthood start at this time of life. This program seeks to address this issue.

Students can make appointments via the Wellbeing team or directly with the GP or Nurse when they are onsite.

Wellbeing Team



KELLIE GOY

College Wellbeing Leader



AMANDA ARNOLD

Wellbeing Grey Street



PHIL SHANKS

Wellbeing Shakespeare Street



ANGELICA SMITH

School Nurse



JACINTA YOUNG

Mental Health Practitioner



BUS TRAVEL

TRARALGON COUNTRY BUS NETWORK

(Student Travel Assistance Portal - STAP)

Families who live in the towns surrounding Traralgon may be eligible to travel on the Traralgon Country Bus Network. To be eligible for travel on a country network school bus at no cost, government students must attend their nearest school while non-government students must attend their nearest appropriate school, which is determined by the denomination of the school. Students not attending their closest school may be accommodated on a bus service as long as they pay a fare and seating capacity exists. Students must reside 4.8 km or more from the school. The distance is measured by the shortest practicable route from the student's front gate to the school's main entrance.

For people who would like to register for travel on the Country Bus Network, assess eligibility by completing a pre-application check, register a new account or add a new traveller, follow the links on the Student Travel Assistance Portal.

The STAP will assess your application and make you an offer which you will need to accept or decline. Once accepted, your child's name will appear on the driver's bus roll and will be allowed access.

Services included in the Traralgon Country Bus Network:

CAIRNBROOK – CALLIGNEE – COWWARR – COWWARR WEIR – FLYNN'S CREEK – GLENGARRY – GLENGARRY WEST — KOORNALLA – MERRIMAN'S CREEK – TOONGABBIE – TYERS FLATS – TYERS HILLS – WILLUNG SOUTH

For further information, please contact Department of Education & Training on 1800 338 663 or email schoolbus@education.vic.gov.au

SCHOOL TOWN SERVICE BUS TRAVEL

(Public Transport within Traralgon)

The school bus program is an extensive school bus network that provides travel at no cost to eligible government students living in rural and regional Victoria.

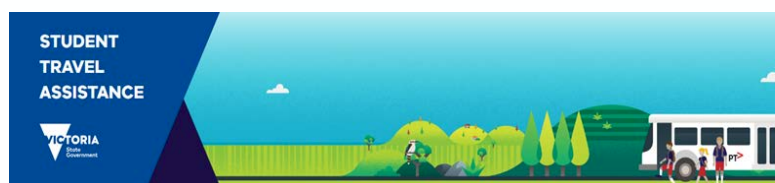
To be eligible for travel on a Traralgon school town service at no cost, students at Traralgon College must reside 4.8 km or more from their appropriate campus. The distance is measured by the shortest practicable route from the student's front gate to the school's main entrance.

Applications for school town service buses can be collected from the Front Office of both campuses. If applications are approved via the School Conveyance Allowance System, a bus pass will be issued to your child. If your application is not approved, your child can still use the school town service bus by using a MYKI card.

MYKI cards are available from V/Line stations and selected locations in Traralgon including the Traralgon Post Office, Henry Street Cellars & Seymour Street Newsagency.

Students are expected to carry their bus pass or MYKI card at all times when travelling on school town service buses and present them on request to drivers and supervising teachers.

For information regarding school town service bus routes, bus stop locations & times please go to www.lvbl.com.au/timetables/ or contact Latrobe Valley Buslines on 51741077



<https://studenttravelassistance.educationapps.vic.gov.au/>

SCHOOL PROGRAMS

Like Minds

The 'Like Minds' program offers academically talented students the opportunity to engage in both subject enrichment and acceleration. The program provides a rigorous academic focus and supporting specialist programs that develop creativity and problem solving across various learning domains. The 'Like Minds' program is designed to provide academic stimulation and challenge and promote high-level thinking and learning skills.

Gippsland Tech School

Traralgon College has a long history with the Gippsland Tech School. The College engages with the programs and high-technology offerings at the Tech School at all year levels. Junior students engage in single-day sessions to explore advances in current, local technology and industry. Senior students engage in more targeted, multiple-day programs, where Gippsland Tech School staff and resources serve to support student exploration of Science, Technology, The Arts and Maths.

Sport

Students at Traralgon College have a range of opportunities to engage in sport and physical activity programs, including:

- Interschool sport competitions from Year 7-12
- Swimming and Athletics Carnivals
- Sport equipment students can borrow at lunchtimes
- Lunchtime activities at Shakespeare Street Campus

Instrumental Music Program

Traralgon College provides a wide variety of instrumental music tuition opportunities in our music program. Students opting to participate in the program receive a 30 minute lesson per week with an instrumental music teacher. The Music Department strives to provide students with opportunities to broaden their knowledge and understanding of music, gain performance experience, and maximise their personal and social learning through music. Students are guided by enthusiastic and highly skilled instrumental music specialists.

Visual and Performing Arts Programs

Traralgon College is dedicated to providing our students with exceptional opportunities to grow and excel in the performing arts. Our talented students regularly present inspiring productions that showcase their passion, creativity, and commitment to the arts. We celebrate the art of theatre and proudly support our students in their journey towards artistic excellence.

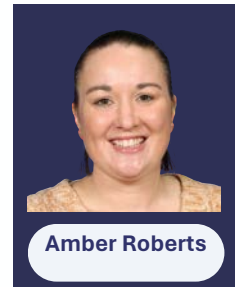
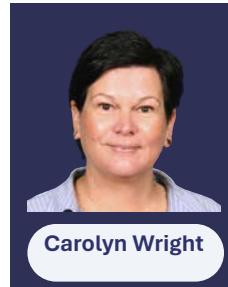


CAREERS AND PATHWAYS

Traralgon College careers team works closely with students, teachers and parents offering support and ensuring students are able to make informed decisions about their career goals, and vocational pathways.

The staff at Traralgon College are committed to supporting students with:

- Subject selections
- School Based Apprenticeships & Traineeships
- VTAC Applications
- Scholarships
- Job applications / Resumes
- Career Research
- Morrisby Career Profiling



Traralgon College has strong affiliations with several higher education institutes, including Federation University, Monash University, Deakin University, TAFE Gippsland, and the Baw Baw Latrobe LLEN. These partnerships provide students with opportunities to engage in activities and events that support both personal and educational growth.

From University Experience Days, which introduce students to universities life, to TAFE Taster Days, offering hands on experiences in trades and courses, Traralgon College ensures students are well informed and supported throughout their pathways journey. Students also receive guidance on the university application process through group VTAC sessions, as well as individual career counselling, available to all VCE and VCE Vocational Major(VCE-VM) students.

Traralgon College recognises these experiences as an essential step in preparing students for a successful and fulfilling life after school.

Head Start

Head Start is an Apprenticeship and Traineeship pathway for school students aimed at giving them just that.

Head Start allows students to undertake their VCE or VCE-VM over three years so they can spend more time in paid, on-the-job training to develop skills employers need in growing industries.

Head Start students leave secondary school with their VCE or VCE-VM and the recognition for completion or near completion of their Apprenticeship or Traineeship.



LUNCHTIME ACTIVITIES





SHAKESPEARE STREET CANTEEN

RECESS:

BREAKFAST WRAP - \$4.50

Bacon, Egg, Cheese, Hash Brown,
BBQ Sauce

VEGGIE BREAKFAST WRAP (V) - \$4.50

Tomato, Hash Brown, Egg, Spinach,
Tomato Sauce

PLACE ORDERS FOR LUNCH BY END OF RECESS

Lasagna & Mac & Cheese
\$4.50

ROLLS/ WRAPS:

HAM & SALAD - \$5.50

Ham, Cheese, Lettuce, Tomato,
Cucumber, Onion, Carrot, Mayo

CHICKEN & SALAD - \$6.00

Chicken, Cheese, Lettuce, Tomato,
Cucumber, Onion, Carrot, Mayo

CHEESE & SALAD (V) - \$4.50

Cheese, Lettuce, Tomato, Cucumber,
Onion, Carrot, Mayo

CHICKEN AVOCADO TURKISH ROLL

\$7.50 (ORDERS ONLY)

Chicken, Cheese, Aioli, Tomato,
Avocado, Spinach

B.L.T. TURKISH ROLL - \$7.50

Bacon, Tomato, Cheese, Spinach,
Tomato Relish (ORDERS ONLY)

TOASTIES:

CHICKEN & CHEESE TOASTIE - \$4

HAM & CHEESE TOASTIE - \$3.50

TOMATO & CHEESE TOASTIE - \$3.50

CHEESE TOASTIE - \$3.00

SALAD/FRESH:

GARDEN SALAD (V,GF) - \$4.00

Mixed Salad Leaves, Cheese, Tomato, Cucumber, Capsicum,
Carrot, Onion

EXTRAS \$1.00 per item.

Egg, Ham, Chicken

Fresh Fruit \$1.00

DAIRY

YOGHURT - \$3.00

FROZEN YOGHURT - \$2.50

ALL DAY RECESS & LUNCH:

HAMBURGER (L) - \$6.00

beef patty, lettuce, tomato, special sauce, cheese

CHICKEN BURGER (L) - \$5.50

chicken breast patty, lettuce, mayonnaise, cheese

SAUSAGE ROLL - \$4.00

MEAT PIE - \$5.00

POTATO CAKES (3)(V) - \$3.50 (R)

DIM SIMS (3) - \$3.50

NACHOS (V) - \$5.00 (Orders Only)

SWEET CHILLI CHICKEN WRAP - \$5.50 (R)

EXTRAS ADD 50c

TOMATO SAUCE, SOUR CREAM

DRINKS:

WATER 600ML - \$2.50

OAK MILK 300ML - \$2.50

OAK MILK 600ML - \$4.00

SUGAR FREE SOFT DRINK CAN - \$3.00

JUICE BOX - \$2.00

JUICE 450ML - \$4.00

Muffin: \$2.00 Scroll \$3.00



MOBILE PHONE USE

PURPOSE

To explain to our school community the Department's and Traralgon College's policy requirements and expectations relating to students using mobile phones during school hours based on section 5.2.1(2)(b) of the Education and Training Reform Act 2006.

POLICY

Traralgon College understands that students may bring a personal mobile phone to school.

At Traralgon College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their locker during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the school's office.

Personal mobile phone use

In accordance with the Department's Mobile Phones Policy issued by the Minister for Education, personal mobile phones must not be used at Traralgon College during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile phones owned by students at Traralgon College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Traralgon College does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone to school Traralgon College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Traralgon College students are required to store their phones in their lockers.

Enforcement

Students who use their personal mobile phones inappropriately at Traralgon College may be issued with consequences consistent with our school's existing Student Engagement and Wellbeing policy and our Safe and Orderly Learning Environment (SOLE) processes.

At Traralgon College, inappropriate use of mobile phones is any use during school hours, unless an exception has been granted, and particularly use of a mobile phone:

- in any way that disrupts the learning of self and others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments



LAPTOP PROGRAM

At Traralgon College, we believe access to a personal computer empowers students to engage with information, deepen their learning, and express their understanding in creative and innovative ways.

To support families in providing a suitable device, the College offers a Managed Bring Your Own Device (MBYOD) program. Through this program, families can select a college approved laptop via the Traralgon College MBYOD Portal, ensuring the device is compatible with school requirements and receives a high level of technical support.

The MBYOD Portal now includes finance options to purchase a device, such as Latitude Finance and ZipPay, making it easier for families to spread out the cost.

Families may also choose to source a laptop independently. However, please note that **iPads, tablets, and Chromebooks are not supported** at Traralgon College. We encourage families to carefully review the minimum specifications before purchasing a device elsewhere, as the College cannot provide support for, or take responsibility for, devices that do not meet the listed requirements.

MBYOD – Traralgon College’s Preferred Laptop Option

The Managed Bring Your Own Device (MBYOD) program allows families to purchase a college approved laptop through Learning with Technologies (LWT) via the Traralgon College MBYOD Portal.

Key features of the MBYOD program:

College Network Access: Students gain full access to the College’s IT network, along with support from our dedicated ICT Department for technical issues, warranty claims, and insurance (if applicable).

Competitive Pricing: Laptops are purchased online at prices negotiated with LWT to ensure value for families.

Comprehensive Warranty & Insurance: All MBYOD laptops come with a 3-year onsite warranty and insurance coverage, including protection against damage and liquid spills.

Ready-to-Use Devices: MBYOD laptops are connected to the school network and come pre-installed with the College’s software suite.

Convenient Delivery: Devices are shipped directly from LWT to Traralgon College for distribution to students.

Learning with Technologies (LWT) will remain our preferred laptop supplier for 2026. Families can purchase devices through the Traralgon College Order Portal (link below).

Please order by Friday 9th January 2026 to ensure configuration, delivery, and handout at school in week 1 of term 1 2026.

<http://traralgoncollege.orderportal.com.au>

LAPTOP PROGRAM

The following laptop models will be available through the 2026 MBYOD program
(subject to change and availability):

Lenovo 100w Gen 5



\$695

- Product Code: 83LES01600
- 11.6" HD (1366x768) Non Touch Display
- Intel N150 Processor (4 Cores, Up to 3.6Ghz)
- 8GB DDR5-4800 Onboard Memory
- 128GB SSD
- Intel Wi-Fi 6 AX211, Bluetooth 5.3
- 720P HD Camera
- Microsoft Windows 11
- 3 Year Onsite Standard Education Warranty – (1 Year on Battery) – covers impact damage, liquid spills.

Lenovo 500w Yoga Gen 5



\$829

- Product Code: 83LJS05600
- 12.2" WUXGA (1920x1200) Multi Touch Display
- Intel N150 Processor (4 Cores, up to 3.6Ghz)
- 8GB DDR5-4800 Onboard Memory
- 128GB SSD
- Intel Wi-Fi 6E AX211, Bluetooth 5.3
- 720P HD Camera
- Lenovo Integrated Pen/Stylus, on-board garaged
- Microsoft Windows 11
- 3 Year Onsite Standard Education Warranty – (1 Year on Battery) – covers impact damage, liquid spills.

Lenovo 500w Yoga Gen 5



\$1,009

- Product Code: 83LJS02000
- 12.2" WUXGA (1920x1200) Multi Touch Display
- Intel N250 Processor (4 Cores, up to 3.6Ghz)
- 8GB DDR5-4800 Onboard Memory
- 256GB SSD
- Intel Wi-Fi 6E AX211, Bluetooth 5.3
- 720P HD Camera
- Lenovo Integrated Pen/Stylus, on-board garaged
- Microsoft Windows 11
- 3 Year Onsite Standard Education Warranty – (1 Year on Battery) – covers impact damage, liquid spills.

Lenovo E14 Gen 7



\$1,305

- Product Code: 21SYS1K900
- 14" WUXGA (1920 x 1200), Non-Touch
- Intel Core 5 225U Processor
- 16GB DDR5 Memory
- 512GB SSD
- Intel Wi-Fi 6E, Bluetooth
- 1080P FHD Camera
- Backlit Keyboard
- Microsoft Windows 11
- 3 Year Onsite Standard Education Warranty – (1 Year on Battery) – covers impact damage, liquid spills.



LAPTOP PROGRAM

BYOD – Bring Your Own Device

The BYOD option allows families to purchase a laptop independently, provided it meets the minimum specifications set by Traralgon College.

Minimum Device Specifications:

- Intel CPU (or equivalent)
- 8 GB RAM
- 128 GB SSD storage
- 11-inch screen (minimum)
- Current operating system (Windows 11 or macOS)
- Antivirus software installed
- Battery life capable of lasting a full school day
- Integrated wireless card with 802.11ac (Wi-Fi 5) or better

Note: A Windows-based device is strongly recommended for compatibility with school systems.

Unsupported Devices:

The following devices are not supported at Traralgon College and cannot be connected to the school network:

- iPads or tablet-based devices
- Chromebooks or other Android-based systems
- Devices running Linux, Unix, or similar operating systems

Important Information for BYOD Families:

- BYOD devices that do not meet the listed specifications will not be connected to the College network.
- Students using BYOD devices will not receive the College software image. While the ICT Department will assist with connection to the school network, internet, and Department systems, support will be limited to those services in accordance with DET policy.
- Parents are fully responsible for all issues related to warranty, software (non-school), damage, loss, or theft of BYOD devices. ICT staff are unable to provide assistance with these matters.
- Purchasing insurance (e.g., accidental damage, loss, or theft) is strongly recommended, but remains at the discretion of families. All repair or replacement costs for uninsured BYOD devices are the responsibility of the parent/guardian.
- Traralgon College does not accept responsibility for lost, stolen, or damaged BYOD devices.

PARENT PAYMENTS

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Other Contributions
Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Extra-Curricular Items and Activities
Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.



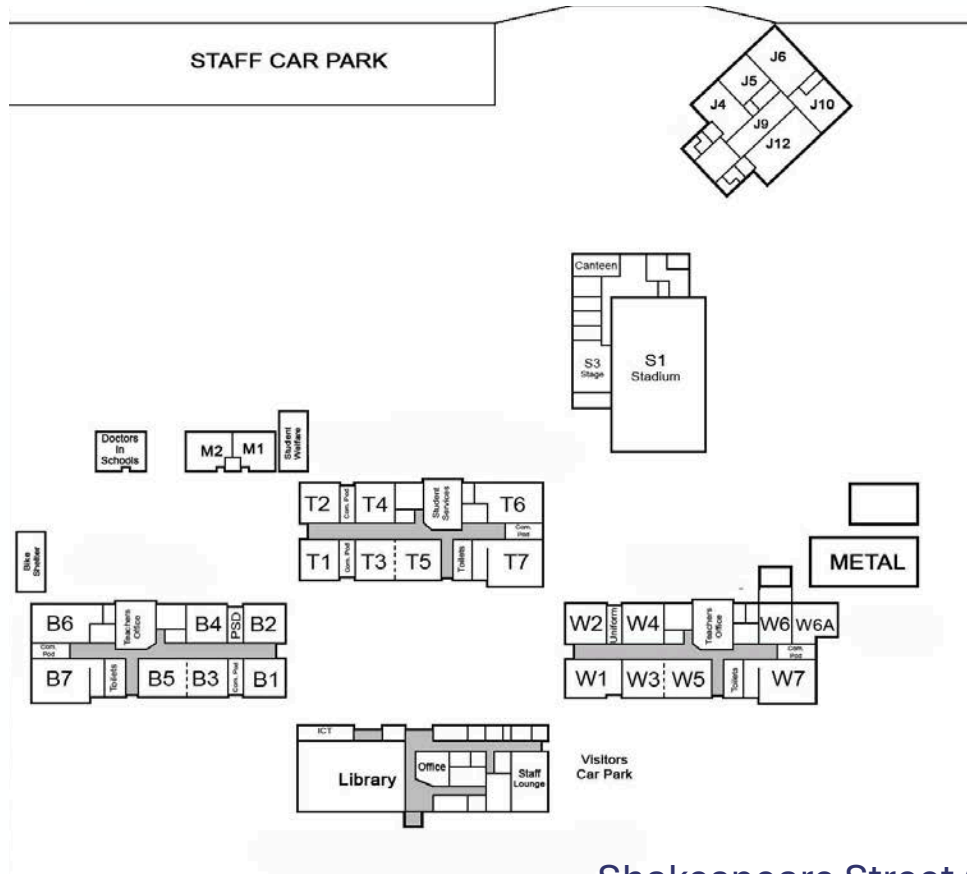
In Class

In Uniform

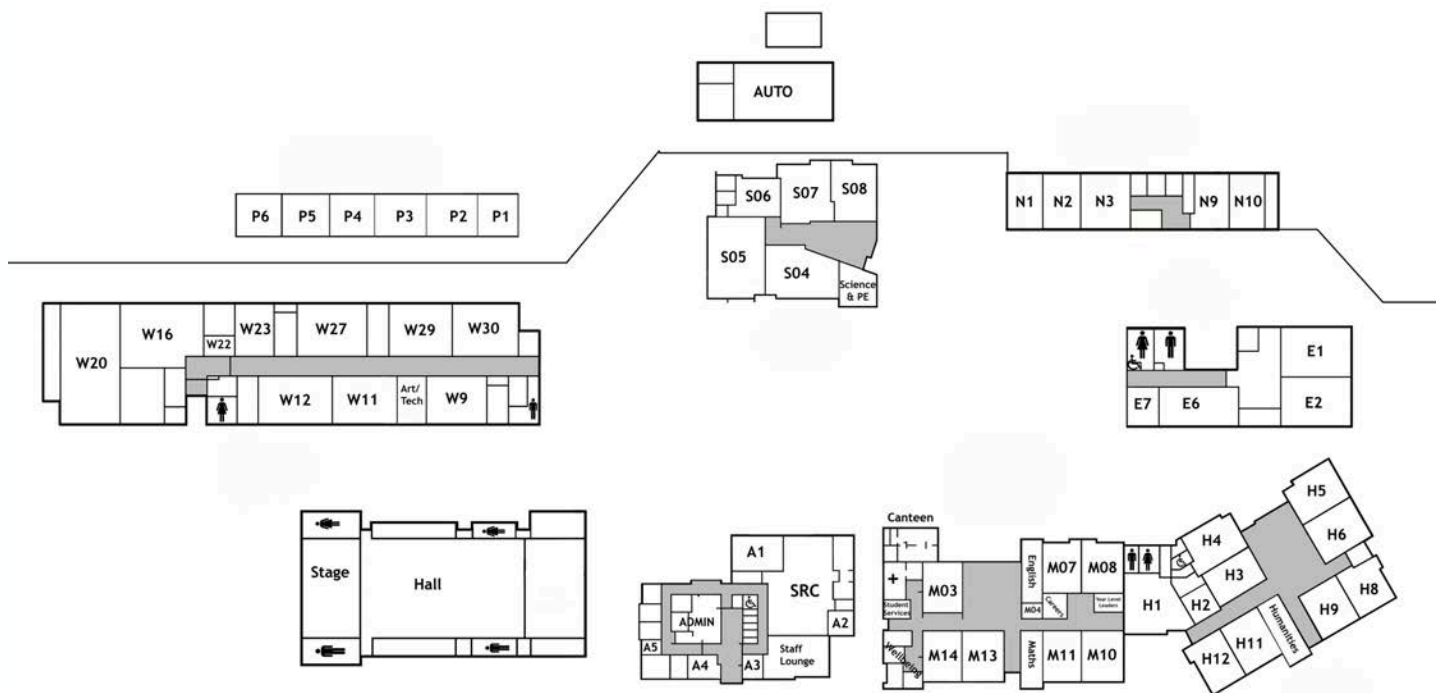
On Time

On Task

CAMPUS MAPS



Shakespeare Street Campus



Grey Street Campus



At Traralgon College we value learning and achievement
through;

Respect

for self, others and our environment

Responsibility

to strive for success

Resilience

to take on new challenges