



YEAR 7 TRANSITION BOOKLET

Welcome

Dear Parents, Caregivers and Guardians,

Welcome to the Mullauna Secondary College community!

Central to all we do at Mullauna Secondary College is the development of the whole child, both learning and wellbeing. We believe that children, at any age, are learning and growing at their own rate and in their own way. Our role is to provide the opportunities for each child to maximise their development as we guide them in their learning.

We encourage all parents, caregivers and guardians to play an active role in their child's development and encourage you to join with us in making our school a caring, enthusiastic, fun loving, learning community in which we all feel a sense of ownership and pride.

Dear Students,

Starting at a new secondary school is an important time for you and provides so many new opportunities. While you may be a little nervous about the change (and that's ok), it is also an exciting time. Staff and students at Mullauna College will be very welcoming and helpful as you learn your way around. It will not take you long to become familiar with your new school environment and make new friends.

We wish you well and hope the information in this booklet answers any questions you may have about Mullauna College. Should you have more questions, please ask.

General Information – Mullauna Secondary College

School Address: 456 Springfield Road,
MITCHAM VIC 3132

Phone Number (03) 9874 3422

Email Address mullauna.sc@education.vic.gov.au

Website Address <http://mullauna.vic.edu.au/>

Facebook Address <https://www.facebook.com/mullaunacollege/>

Virtual Tour Address
<http://mullauna.vic.edu.au/our-college/building-program-facilities/virtual-tour>

School Values **Curiosity, Courage, Community**



Some People to Know



Principal
Mr Harry Ruff



Assistant Principal
Mr Jeff McMillin



Assistant Principal
Mr Michael Bray



Head of Student Engagement and Well Being - Ms Daniella Taglieri

My job at Mullauna is to support students to reach their full potential, across all aspects of their education. It might be helping you to get organised via Homework Club or making sure you're happy to come to school with the Wellbeing Team. The Student Development team manages student leadership, discipline, pathways, subject selection, attendance, uniform, camps and many more aspects of school!



School Welfare Counsellor - Ms Erin Briedis

My name is Erin and I am lucky enough to be the Wellbeing Coordinator here at Mullauna. My job at Mullauna is to support all students to feel comfortable and safe at Mullauna so they can do their best and feel successful at school. I work with other members of the Wellbeing team to deliver programs and supports that help support students through the challenges of adolescence and school. We work across the whole school, in classrooms and one on one with individual students as needed. We look forward to welcoming you to our great community here at Mullauna!
Available days: Monday, Tuesday, Wednesday, Thursday



Mental Health Practitioner

The Mental Health Practitioner short term support for students across a range of issues. They also liaise with the relevant internal and external services where students need more intensive support. Appointments can be made by email or by dropping in.

Available days: Tuesday, Wednesday, Thursday, Friday



Head of Junior School
Ms Flora Moraitis

Year 7 Coordinator
TBC for 2027

School Rules

School Uniform Policy

Mullauna Secondary College insists that students follow the policy on the wearing of school uniform. Students are required to wear correct school uniform at all times to promote good school tone and to present a fine public image.

Excessive jewellery and make-up are NOT part of the uniform. Students may wear a maximum of a watch, one ring, one bracelet, small earrings or studs.

Unless a variation has been authorised by the Principal, students will not be permitted to participate in school activities away from the school if they do not wear full school uniform.

School Routines and General Procedures

Absent From School

If a student is likely to be absent for several days, parents are required to complete absence on Compass. If a student is going on holidays etc, parents should check on Compass for any homework/tasks that need to be completed whilst away.

Late to school

Students report to the teacher on duty at Reception for a late pass. The name and the time will be entered on Compass. Students will show the late slip to the teacher when they arrive at class.

Leave Early Pass

Students must have a note from their parent or carer requesting permission for them to leave school at a specific time and giving the reason. Students must sign out at the General Office before they leave for their appointment.

Lost property

Lost property can be found in green bin in front of the IT office or in the Sports Centre.

Out of uniform

Students bring a note from home explaining the situation. The note will be brought to the YLC or Teacher on morning duty at Reception who will issue an out-of-uniform pass. Students should be in correct uniform the next day or as soon as possible.

Bullying

Students do not have to put up with this treatment. Students should talk to their teacher or their Year Level Coordinator, School Counsellor or Head of Student Engagement and Well Being who will assist them in solving the problem.

Mobile Phones

Mullauna Secondary College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Mullauna Secondary College, students who choose to bring mobile phones to school must have them switched off and securely stored in their locker during school hours. When emergencies occur, parents or carer(s) should reach their child by calling the school's office on 9874 3422. Personal mobile phone use in accordance with the Department's Mobile Phones — Student Use Policy issued by the Minister for Education, personal mobile phones must not be used at Mullauna Secondary College during school hours, including lunchtime and recess.

School Bell Times

Normal Day			Assembly Day		
Locker Bell	8:30		Locker Bell	8:30	
Period 1	8:50		Period 1	8:50	
Period 2	9:50		Period 2	9:45	
Recess	10:50	11:15	Recess	10:40	11:05
Locker Bell	11:10		Locker Bell	11:00	
Period 3	11:15		Period 3	11:05	
Period 4	12:15		Period 4	12:00	
Lunch	1:15	2:00	Assembly	12:55	1:15
½ way bell	1:35		Lunch	1:15	2:00
Locker Bell	1:55		½ way bell	1:35	
Period 5	2:00	3:00	Period 5	2:00	3:00



Timetable

On your first day at Mullauna Secondary College you will be issued with your own timetable. Below is an example of a timetable and some tips to help you read it:

Dashboard	Schedule	Personal	Learning Tasks	Attendance	Reports	Analytics	Insights
Today	Jump to: 21/03/2025	Go	Download Timetable PDF	Week	Month		
Mar 16, 2025	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21 3:38pm	Sat 22	
Excel Practice							
8am							
9am	8:50: 1 - TENGEC - (Year 7 English) - B04 - JB - ARA	8:50: 1 - 7MATC - (Year 7 Mathematics) - B04 - D05 - DTA CRT117	8:50: 1 - 7HUMC - (Year 7 Humanities) - B04 - ARA	8:50: 1 - 7ENGC - (Year 7 English) - B04 - ARA	8:50: 1 - 7HUMC - (Year 7 Humanities) - B04 - ARA		
10am	9:50: 2 - 7DIGC - (Year 7 Digital Technology) - B04 - B05 - GNG	9:50: 2 - TENGEC - (Year 7 English) - B04 - D05 - ARA	9:50: 2 - 7SCIC - (Year 7 Science) - E05 - JPE	9:50: 2 - 7DIGC - (Year 7 Digital Technology) - B04 - ARA	9:50: 2 - TENGEC - (Year 7 English) - B04 - ARA		
11am	11:15: 3 - 7HPEC - (Year 7 Health & Physical Education) - SPC4 B03 - RKI - BU	11:15: 3 - 7SCIC - (Year 7 Science) - B04 - B03 - JPE	11:15: 3 - 7GERC - (Year 7 German) - B04 - KHA	11:15: 3 - 7GERC - (Year 7 German) - B04 - KHA	11:15: 3 - 7ARTC - (Year 7 Art & Visual Communication) - D03 - PWA		
12pm	12:15: 4 - 7HPEC - (Year 7 Health & Physical Education) - SPC4 B03 - RKI - BU	12:15: 4 - 7MUSC - (Year 7 Music) - A03 - B03 - PBR - GNG	12:15: 4 - 7ENGC - (Year 7 English) - B04 - ARA	12:15: 4 - 7MATC - (Year 7 Mathematics) - B04 - DTA	12:15: 4 - 7ARTC - (Year 7 Art & Visual Communication) - D03 - PWA		
1pm							
2pm	2:00: 5 - 7MATC - (Year 7 Mathematics) - B04 - DTA - BU	2:00: 5 - 7SPTC - (Year 7 Sport Education) - SPC2 - JMI	2:00: 5 - 7MATC - (Year 7 Mathematics) - B04 - DTA	2:00: 5 - 7CHAC - (Year 7 Challenge) - B04 - ARA	2:00: 5 - 7MUSC - (Year 7 Music) - A03 - PBR		
3pm							
4pm							
5pm							

MAT	Maths	HPE	Health & Physical Education
GER	German	CHA	Challenge
ART	Art	MUS	Music
SCI	Science	HUM	Humanities
SPT	Sport	DIG	Digital Technology

FIND	ANSWER
Period 1 Monday subject	
Period 2 & 3 Tuesday room number & subject	
Room and class for ART	
What you would have, who would teach you (initials), room number and class on Friday period 4	
When and where you have PE lesson	

School Buses

It is important if you are going to catch a bus to or from school that you find out your bus number prior to starting school. Also, please be aware that the bus number you travel on to school in the morning may be different to the bus number you need in the afternoon.

If you need any information, you should contact Public Transport Victoria (1800 800 007)

Canteen

Mullauna Secondary College has a well-organized canteen, operated by H&H Canteens and run by the very friendly and efficient Ray and his helpful staff. It offers a wide range of food and drinks at reasonable prices and can be purchased during the recess & lunch breaks. The Canteen is located in the central courtyard. The Canteen accepts cash & a minimum of \$5 eftpos using card only. See transition website & Compass for updated price lists.

Canteen Hints:

- ❖ DO NOT give other students your money. Some kids may ask for your money or your change. If they do, report it to the teacher on duty.
- ❖ ASK QUESTIONS. If you are unsure about anything, ask the friendly staff in the canteen. They love to help.

School Sport

Year 7 Sport

Sport is held on afternoons from 2:00pm through to 3:00pm. Students are required to wear full sports uniform.

Year 7's participate in school based sports. Students are put into sport groups and will cycle around the different sports.

Sport Coordinator

Mr Perree is the school's sport coordinator. Mr Perree's office is in the main staffroom.

Sick and Injured

Students are to bring a note from home if they are unwell or have an injury that prevents them from participating in sport.

Student Representative Council

The Student Representative Council (better known as SRC) is made up of elected students representing each year group. The SRC meet every 3 weeks at lunchtime. The SRC's role is to:

- ❖ Represent the collective opinion of the student body of Mullauna Secondary College.
- ❖ Bridge the gap between teachers, students and outside organisations.
- ❖ Encourage students to put forward their ideas.
- ❖ Coordinate and run fundraising activities and social events throughout the year.
- ❖ Promote Mullauna Secondary College in the community.
- ❖ Be involved in school activities and decision making.
- ❖ Assist in providing facilities to improve the school environment.
- ❖ Provide an opportunity for students to develop responsibility, leadership and public speaking skills.

Library

The library is open between 8.30am to 4.30pm every day, closing only at recess. During this time, the library is an inviting place where students read and use their own devices to research and complete assignments. At lunchtime a variety of games are also available for students to play.

Resources can be borrowed for two weeks, and if still required, renewed on return. Overdue books result in suspension of borrowing rights until overdue items are returned.

A color photocopier is available for students in the library.

Costs:

- A4 Black & White - 10c
- A4 Color - \$1
- A3 Black & White - 20c
- A3 Color - \$2

During term 1-3, a new book morning tea is held in the library. Two students from every English class from years 7-10 are selected by their English teacher to attend. Selection is based upon a variety of criteria, be it quality of work submitted, effort or improvement shown by a student or passion for reading. Selected students get to enjoy a delicious morning tea while perusing the newly acquired library books.

Students are also encouraged to take an interest in the collection through the action of student book recommendations.

Uniform

The uniform shop is located at Unit 8A, 51 Lusher Road, Croydon 3136. The contact number & email are:

Phone: (03) 9768 0336

Email: croydon@psw.com.au

Trading Hours:

Tue to Fri: 9:00am – 5:00pm

Saturday: 10:00am – 1:00pm



Example of Year 7 Activities

Lunch time Activities Calendar is located on the board near the Wellbeing Coordinator's office.

Week	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 (15-19 July)				Choir A3 Table tennis open play SC	Sport centre activities
2 (22 – 26 July)	Maker space open benches E1	Maker space open benches E1	Maker space learn new tech E2	Choir A3 Table tennis SC Relaxation space snr A3	Maker space Sport centre activities
3 (29 Jul – 2 Aug)	Maker space open benches E1	Maker space open benches E1	Maker space learn new tech E2	Choir A3 Table tennis SC Enviro team F1	Maker space Sport centre activities
4	Maker space open	Maker space open	Maker space learn	Choir A3	Maker space

School Term Dates

2026

Term 1: 27 January* to 2 April

Term 2: 20 April to 26 June

Term 3: 13 July to 18 September

Term 4: 5 October to 18 December

*The first date of Term 1 is a student-free day in all government schools to allow for the appropriate planning to take place for the arrival of students.

Advice from current Year 7 students

“Welcome to Mullauna! Here are a few things you need to know before 2026 starts! Always buy Folders for your subjects, as some subjects have a HUGE number of things needed. Trust me, Skip the work and get a folder (they’re cheap at Officeworks!!!)”

“My advice for a year 6 who is transitioning into year 7 would be to not push yourself into a friend group that you don’t like hanging out with purely because you know the group from primary school, or you don’t want to be lonely. Making good friends takes time but eventually they will come, and you could even be friends with them for life.”

“Year 7 is not as scary as you think it might be. Don’t be afraid to ask the teachers questions, and if you need help, they are always there. Also, there is a wellbeing center that you can go to for help if you need and they will comfort and help you if there is something wrong.”

“An easy way to carry all your books to classes is by having folders, because then you are organised and it’s less likely that you will forget things. When you get your lock code keep it to yourself and don’t share your code with anyone else. Year 7 is really fun and on behalf of the school we hope you have a nice year.”

FAQ

I HAVE LOST PROPERTY

I will check the room/area where I left it, ask the teacher(s), and then I will check the Lost Property near the Sick Bay or at the Sports Centre.

FEELING SICK

If in class, I will get a permission note from my teacher to report to one of the Staff members at the Front Office. You may then be sent to the sick bay or a parent/carer be called to come and collect you. If outside the class, I will report to a member of staff. In cases of a more serious injury, someone should get teacher assistance.

I AM BEING BULLIED, HARASSED OR PICKED ON

I do not have to put up with this treatment. I will talk to my Teacher, my Year Level Coordinator, Wellbeing Coordinator or Assistant Principal who will assist me in solving the problem. I will write down my recollections of the incident and give it to a teacher. Students who have witnessed bullying or who are being bullied should speak to any member of staff.

I NEED MEDICATION DURING SCHOOL TIME

I will bring the required dosage in the original packaging to the front office and I will collect it and take it at the arranged time at the front office. I will not carry around any medication – all Asthma inhalers & Epi-Pen’s are stored in the Front Office. Please collect if going on an excursions and return it at your earliest convenience.

School Map

