Approved by Bacchus Marsh Grammar Council

November 2015

Please keep as a reference during the 2015 School Year

The 2015 Business Notice is also located on the Bacchus Marsh Grammar website [www.bmg.vic.edu.au](http://www.bmg.vic.edu.au) or the Parent Portal [myBMG](http://myBMG)
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1 Summary of Changes

The 2015 Business Notice sets out the terms and conditions under which students are currently enrolled at Bacchus Marsh Grammar. The 2015 Business Notice was approved by the School Council at its November 2014 Council Meeting and is current at the time of printing. The School Council retains the right to alter the Business Notice from time to time to meet changing conditions.

1.1 Parent Portal

The Parent Portal (myBMG) continues to develop with major additions announced for 2015. I encourage all parents/guardians to refer to the Parent Portal for information regarding their child(ren).

1.2 Parent Agreement

Included in 2015, is a Parent Agreement which we require you sign and return to the School by the End of Term 4 2014. The Agreement requires confirmation from parents/guardians that they have read the 2015 Business Notice and will comply with the policies and procedures detailed in the document. It will also ask for other information such as your 2015 Payment preference and other business related information.

1.3 2015 Changes

The 2015 Business Notice incorporates the following major changes:

- Tuition Fees and the Building Levy have been increased 5.0%
- The Consolidated Charges for Year 7-10 have increased due to an additional levy to cover Subject Manuals produced by the School. These increases have been offset by a reduction in booklist costs for each year level.
- The IT Levy for Year 7 to 12 has increased by $175 to cover the cost of the 2015 Student Technology program.
- Increase in VET Levy to $500. Reminder to parents/guardians the School will be billed for the full VET course cost if a student withdraws from the course after the VET census date.
- Increase in Music Tuition fees by 5%. A reminder to parents/guardians that they will be liable for the full semester Music Tuition Fee, if they formally accept a Music Tuition position for a student and subsequently withdraw after the commencement of the Semester.
- In 2015, parents/guardians will receive an invoice each term by mail but parents with email addresses will also receive an email with a link to an electronic copy of the invoice.
- Outdoor & Environmental Studies Levy increased to $600.
- Eligibility requirements for Conveyance Allowance or Travel Grant are detailed Section 5.3.
- Education Maintenance Allowance program has been permanently discontinued from 2015.
- The Schoolkids Bonus is available in both 2015 and 2016, however it will be means tested. The Federal Government has introduced legislation to Parliament to abolish the payment from 2017.
- Student Accident Claim forms are available on the School Website and the Parent Portal (myBMG) [Section 4.9].
- The Conditions of Enrolment in Section 6 have been revised to include an obligation for all parents/guardians to advise the School of any changes to personal and medical details of themselves and their children.
- Parents must read the revised Bacchus Marsh Grammar Privacy Policy in Section 7.
- Parents are required to read and agree to comply with the Bacchus Marsh Grammar Community Code of Conduct Policy in Section 8
- Important Term Dates are detailed in Section 9.
- Dates for 2015 Parent/Teacher Interviews are detailed in Section 10. Parents should note that from 2015 they will need to book Parent/Teacher Interviews for individual students online using the Parent Portal.
- Reinforces the requirement of parents to provide the school with information regarding change of residence and contact details as soon as they occur.

The 2015 Business Notice is an important School document and I would ask that all parents/guardians read the document and retain the document for reference throughout the 2015 School Year.

I encourage you to contact the Administration Office if you require further clarification of any information contained in the document.

Mr. Andrew A Neal
2 General Information

2.1 Staff Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Enquiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greg Gough</td>
<td>Business Manager</td>
<td>▪ Administration Issues</td>
</tr>
<tr>
<td>Hazel Bolt</td>
<td>Finance Manager</td>
<td>▪ General fee &amp; billing enquiries</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Instalment plan arrangements</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Arrangements for financial difficulty</td>
</tr>
<tr>
<td>Rachel Davidson</td>
<td>Finance Officer</td>
<td>▪ Debtor account enquiries</td>
</tr>
<tr>
<td>Kerryn Browne</td>
<td>Compliance Manager</td>
<td>▪ Conveyance allowance/Travel Grants</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ School bus service enquiries</td>
</tr>
</tbody>
</table>

2.2 Contact Details

School Phone Number  (03) 5366 4800  School Email  school@bmg.vic.edu.au
School Fax Number    (03) 5366 4850  School Website  www.bmg.vic.edu.au
Absentee Number      (03) 5366 4888

2.3 Office Hours

The office will open to receive payment of Fees during the following times:

<table>
<thead>
<tr>
<th>Term</th>
<th>Open Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>8:30 a.m. to 5:00 p.m.  Weekdays</td>
</tr>
<tr>
<td>School Holidays</td>
<td>9:30 a.m. to 3:30 p.m.  Weekdays</td>
</tr>
</tbody>
</table>

Office Closure

During the year, the Administration Office will be closed for the following periods.

<table>
<thead>
<tr>
<th>Event</th>
<th>Open Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas Break</td>
<td>Closed 3:30 p.m. Thursday, 18th Dec 2014         Open 9:30 a.m. on Monday, 12th January 2015</td>
</tr>
<tr>
<td>Mid-Year Break</td>
<td>Closed 5:00 p.m. Friday, 26th June 2015          Open 9:30 a.m. on Monday, 6th July 2015</td>
</tr>
</tbody>
</table>

2.4 Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Term Start Date</th>
<th>Term End Date</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Date for Confirmation of 2015 Music Tuition Enrolment</td>
<td></td>
<td></td>
<td>05 December 2014</td>
</tr>
<tr>
<td>Return of Fee Payment Arrangement Form</td>
<td></td>
<td></td>
<td>18 December 2014</td>
</tr>
<tr>
<td>Return of School Bus Application Form</td>
<td></td>
<td></td>
<td>18 December 2014</td>
</tr>
<tr>
<td>Instalment Plan Advice detailing proposed Instalments for 2015 sent to parents/guardians</td>
<td></td>
<td></td>
<td>17 January 2015</td>
</tr>
<tr>
<td>Final Date for Payment of Fees in Advance</td>
<td></td>
<td></td>
<td>6 February 2015</td>
</tr>
<tr>
<td>Instalment Plan Agreements to be signed by parents/guardians and returned to School</td>
<td></td>
<td></td>
<td>23 January 2015</td>
</tr>
<tr>
<td>2015 Conveyance Allowance Applications Due</td>
<td></td>
<td></td>
<td>6 February 2015</td>
</tr>
<tr>
<td>2015 Travel Grant Applications Due</td>
<td></td>
<td></td>
<td>6 February 2015</td>
</tr>
<tr>
<td>Term 1</td>
<td>2 Feb 2015</td>
<td>27 March 2015</td>
<td>Term fees due 06 Feb 2015</td>
</tr>
<tr>
<td>Term 2</td>
<td>13 Apr 2015</td>
<td>19 Jun 2015</td>
<td>Term fees due 17 Apr 2015</td>
</tr>
<tr>
<td>Term 3</td>
<td>14 Jul 2015</td>
<td>18 Sep 2015</td>
<td>Term fees due 17 Jul 2015</td>
</tr>
<tr>
<td>Term 4</td>
<td>06 Oct 2015</td>
<td>9 Dec 2015</td>
<td>Term fees due 9 Oct 2015</td>
</tr>
</tbody>
</table>
3 Fees and Charges Schedule

3.1 Application Fee
An Application Fee of $150 is payable by prospective parents/guardians to register their child with the School. This fee covers administrative costs and is non-refundable. The payment of this fee does not guarantee a place for a student; it offers the opportunity for the child to participate in the enrolment process. Places will be offered in accordance with the School’s Enrolment Policy.

3.2 Membership Fee
A Membership fee of $440 is payable by new parents/guardians to formally accept a place at the School and to become members of the School. Membership entitles the family to participate in the life of the School.

The payment is due prior to the first child of the family starting School and is not refundable. This fee is payable only once and covers the whole family. Membership remains effective until the last enrolled child leaves the School. [Refer to Conditions of Enrolment (Application for Membership) Page 2 Point 9].

3.3 Tuition Fees
The School’s Tuition Fees are approved by the Bacchus Marsh Grammar Council on an annual basis. However they may be subject to alteration at any time. Parents/guardians will be notified in writing of any such alteration. The Tuition Fees include library, most subject levies and year level camp fees.

Parents/guardians are expected to pay fees and charges as are from time to time fixed by the School Council. Such fees and charges being payable on the due date stated on the account rendered by the School or in accordance with other arrangements as agreed to by the Principal. [Refer to Conditions of Enrolment (Application for Membership) Page 2 Point 5] [Refer also to Association Rules and Purposes Section 4].

<table>
<thead>
<tr>
<th>Year Level</th>
<th>2015 Annual Tuition Fee</th>
<th>2015 Tuition Fee Payable each Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception – Year 2</td>
<td>$4,192</td>
<td>$1,048</td>
</tr>
<tr>
<td>Year 3 – Year 4</td>
<td>$5,284</td>
<td>$1,321</td>
</tr>
<tr>
<td>Year 5 – Year 6</td>
<td>$6,080</td>
<td>$1,520</td>
</tr>
<tr>
<td>Year 7 – Year 8</td>
<td>$7,336</td>
<td>$1,834</td>
</tr>
<tr>
<td>Year 9 – Year 10</td>
<td>$8,012</td>
<td>$2,003</td>
</tr>
<tr>
<td>Year 11 – Year 12</td>
<td>$8,284</td>
<td>$2,071</td>
</tr>
</tbody>
</table>

3.4 Building Levy
Building Levy is an annual levy, which assists in the capital development of the School and is billed on the same basis as Tuition Fees. The Building Levy is a compulsory levy and is not tax-deductible.

<table>
<thead>
<tr>
<th>Students</th>
<th>2015 Annual Building Levy</th>
<th>2015 Building Levy Payable each Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Child</td>
<td>$1,492</td>
<td>$373</td>
</tr>
<tr>
<td>2 Children</td>
<td>$1,908</td>
<td>$477</td>
</tr>
<tr>
<td>3 Children</td>
<td>$2,392</td>
<td>$598</td>
</tr>
<tr>
<td>4+ Children</td>
<td>$2,840</td>
<td>$710</td>
</tr>
</tbody>
</table>
3.5 Consolidated Levy
The Consolidated Levy includes all minor levies that were invoiced individually in previous years. The Consolidated Levy also includes an excursion levy for each year level meaning parents will not be billed for individual excursions during the year.

<table>
<thead>
<tr>
<th>Year Level</th>
<th>2015 Annual Consolid. Levy</th>
<th>2015 Consolid. Levy Payable each Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception – Year 2</td>
<td>$48</td>
<td>$12</td>
</tr>
<tr>
<td>Year 3 – Year 4</td>
<td>$72</td>
<td>$18</td>
</tr>
<tr>
<td>Year 5 – Year 6</td>
<td>$232</td>
<td>$58</td>
</tr>
<tr>
<td>Year 7 – Year 8</td>
<td>$380</td>
<td>$95</td>
</tr>
<tr>
<td>Year 9 – Year 10</td>
<td>$308</td>
<td>$77</td>
</tr>
<tr>
<td>Year 11 – Year 12</td>
<td>$228</td>
<td>$57</td>
</tr>
</tbody>
</table>

3.6 Family Concessions
A family concession is offered to families who have more than one student at the School.

<table>
<thead>
<tr>
<th>Students</th>
<th>Concession</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Child</td>
<td>17% off Tuition Fees</td>
</tr>
<tr>
<td>3rd Child</td>
<td>20% off Tuition Fees</td>
</tr>
<tr>
<td>4th Child</td>
<td>30% off Tuition Fees</td>
</tr>
<tr>
<td>5th + Child</td>
<td>60% off Tuition Fees</td>
</tr>
</tbody>
</table>

3.7 Other Concessions

3.7.1 Scholarships
The school awards scholarships each year. Applications for scholarships are advertised in the newsletter, BMG website and local press. For 2015 all scholarships will be awarded for general excellence based on a student’s capacity to demonstrate academic ability as well as a willingness to significantly contribute to the broader life of the school. In accepting a Scholarship, parents/guardians are accepting that they understand that the school has a reasonable expectation that their child will complete their education at Bacchus Marsh Grammar. The school will require the full repayment of the total value of the Scholarship if students/parents do not fulfill this expectation.

3.7.2 Bursaries
A limited number of Bursaries are offered to families that are suffering financial hardship. The awarding of Bursaries is at the sole discretion of the Principal. Bursaries offered to parents/guardians are conditional on student behaviour and efforts to be exemplary and will be reviewed at the end of each school year. Bursaries will generally only be considered for students who have attended the school for a considerable period of time and are in senior school.

Parents/guardians must apply for a Bursary in writing and will be required to provide evidence of financial hardship. Priority will be given to families who have a Health Care Card. The School will require a confidential agreement to be signed by the parents/guardians and the School.

3.7.3 Discount for Payment of Tuition Fees, Consolidate Levy & Building Levy in Advance
A discount of 5% off Tuition Fees only will be applied to a family’s account when a family pays the full 2015 Tuition Fees, Consolidated Charge and Building Levy in advance. To qualify for the fees in advance discount, a family will need to make full payment by 6th February 2015. Any family who, at the time of the billing for Term 1 2015 Fees, has a credit balance sufficient to cover the full year’s Tuition Fees, Consolidated Charge and Building Levy will automatically have the 5% discount applied to their account.
3.8 Other Fees and Levies

3.8.1 Subject Levies
The following subject levies are payable for students who choose the specific subjects.

<table>
<thead>
<tr>
<th>Levy/Charge</th>
<th>2015 Annual Levy</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performing Arts Levy</td>
<td>$175</td>
<td>Students participating in Performing Arts Camp</td>
</tr>
<tr>
<td>Music Levy</td>
<td>$260</td>
<td>Students participating in Music Camp</td>
</tr>
<tr>
<td>French LOTE Camp</td>
<td>$200</td>
<td>Students participating in VCE French Camp</td>
</tr>
<tr>
<td>Geography Expedition</td>
<td>$350</td>
<td>Students studying VCE Geography.</td>
</tr>
<tr>
<td>Information Technology Levy</td>
<td>$225, $400, $10</td>
<td>All students in Year 5 to Year 6. Daily hire charge – Payment for use of a loan computer. [Refer to Student Technology Handbook]</td>
</tr>
</tbody>
</table>

3.8.2 VET Subjects
All VET course costs and material costs are paid for by the School and form part of the annual Tuition Fees. Students who have elected to complete VET subjects during 2015 are required to pay a compulsory VET Levy for administrative purposes.

VET Course Levy
Students who have elected to complete VET subjects during 2015 are required to pay VET Levy of $500. The Levy will be billed on the Term 1 School Fees.

Withdrawal from VET Course
If a student withdraws from a VET course after commencing the course, the parents/guardians will be charged the full cost of the VET Course paid by the School on behalf of the student. The Principal has the discretion to review the charges if a student is eligible for fee relief under Section 4.2 Long Term Absences from School or other exceptional circumstances. Please note that changing or leaving school will not automatically be regarded as exceptional circumstances.

Travel Costs
Students are expected to pay for their own travel costs to and from the schools conducting the VET course however they may be able to claim a Conveyance Allowance (Refer to Conveyance Allowance section).

3.8.3 Distance Education

Distance Education Course Fees
The School currently offers Distance Education courses for certain languages. Students who have elected to complete a subject by Distance Education will be billed directly by the relevant Institution.

3.8.4 Outdoor and Environmental Studies Levy
Students who have elected to complete Outdoor and Environmental Studies in VCE (Units 1-4) during 2015 are required to pay a Compulsory Levy of $600 which will be included, in full, on the Term 1 Fees Account.

3.8.5 Instrumental Music Tuition Fees

Instrumental Music Tuition Enrolment
Parents/guardians will receive a letter confirming a student has been offered a position in the Instrumental Music program by Friday 28 November 2014. In order to confirm acceptance of the position, Parents/guardians will need to sign and return the position acceptance form to the Music Department by Friday 5th December 2014.

Music Tuition
Parents/guardians with students who receive individual or shared music tuition lessons will be billed for 16 music lessons per semester. These levies will be charged each semester with Tuition Fees. In the event a lesson is cancelled or is missed through student illness, a make-up lesson will be arranged. Lessons missed for other reasons cannot be guaranteed to be made up. A maximum of 3 Lessons only will be re-scheduled per term for any one student.
A parent/guardian, who formally accepts a Music Tuition position and subsequently withdraws from the position after the commencement of the Semester, will be liable for the full semester Music Tuition Fee.

The School does not guarantee that a student will be able to be taught by the same teacher year.

**Music Instrument Hire**

Parents/guardians, whose children are completing music subjects during 2015, will be required to pay a levy for the hire of musical instruments. These levies will be charged each semester with Tuition Fees. Parents/guardians will be responsible for the cost of any repairs to musical instruments and the cost of significant replacement parts.

**Music Tuition Fees**

### Instrumental Music Program

<table>
<thead>
<tr>
<th>Music Charge</th>
<th>2015 Music Tuition</th>
<th>2015 Music Tuition Payable Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Lessons [30 mins]</td>
<td>$1,130</td>
<td>$565</td>
</tr>
<tr>
<td>Individual Lessons [45 mins]</td>
<td>$1,600</td>
<td>$800</td>
</tr>
<tr>
<td>Shared Lessons [30 mins]</td>
<td>$930</td>
<td>$465</td>
</tr>
<tr>
<td>Music Instrument Hire</td>
<td>$170-$210</td>
<td>$85-$105</td>
</tr>
</tbody>
</table>

### Junior School Music Curriculum

<table>
<thead>
<tr>
<th>Music Charge</th>
<th>2015 Music Tuition</th>
<th>2015 Music Tuition Payable Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2 Elective Music Instrument Hire [Violin students only]</td>
<td>$105</td>
<td>$105 One Semester Program</td>
</tr>
<tr>
<td>Year 4 Music Instrument Hire</td>
<td>$210</td>
<td>$105 Two Semester Program</td>
</tr>
</tbody>
</table>

#### 3.8.6 User Pays Activities

**School Trips and School Function & Events**

Parents/guardians with students who are attending an authorised School trip or School function will be required to make full payment in advance of the event. Non-payment will result in the student being excluded from the activity. [Refer to Conditions of Enrolment (Application for Membership) Page 2 Point 10].

Parents/guardians will be formally advised of the specific payment requirements for each event as a part of the formal activity notification. Payments will for these activities need to be made by cash or EFTPOS at Reception or by the School’s TryBooking site if relevant to the event or activity.

#### 3.9 School Bus Service

The School provides a bus service to the Werribee, Hoppers Crossing, Caroline Springs, Watergardens, Taylors Hill, Cairnlea, Gisborne and Sunbury areas. In 2015, the School will charge each student an annual fee for use of the bus service to cover the full cost of operating the bus service. The School provides a subsidy for all School provided buses.

##### 3.9.1 School Bus Service Fee Notification

The 2015 School Bus Levy will be advised to parents/guardians in December 2014.

##### 3.9.2 School Bus Application Forms

Parents/guardians must complete the **2015 School Bus Application Form** for students who wish to use the School Bus Service. Completed forms must be returned to the School by no later than Thursday 18th December 2014 to be guaranteed positions on the service for your children.

##### 3.9.3 School Bus Code of Conduct

The signed forms stipulate that both parents/guardians and students agree to be comply with School Bus Code of Conduct. Any breach of the School Bus Code of Conduct will result in disciplinary action and serious or persistent breaches may result in the Principal withdrawing the offer of a position on the bus. Any fee reimbursement will be at the discretion of the Principal.
3.9.4 School Bus Service Billing

In 2015, the School Bus Levy will be billed at the same time as your Tuition Fees. The School reserves the right to withdraw access to the School Bus in the event that parents/guardians refuse to pay the School Bus Levy in accordance with the fee payment arrangements [Refer to Section 4.5 School Fees Payment Arrangements] or the terms of your Instalment Plan.

3.9.5 Withdrawal of Student from School Bus Service

Parents who withdraw a student from the School bus service after the start of the School year will still be liable for and will be charged for the full years School Bus Levy. The School is required to confirm bus requirements at the start of the year and do not have any flexibility to change bus routes or size of buses at any time during the year. The Principal has the discretion to review the charges if a student is eligible for fee relief under Section 4.2 Long Term Absences from School or other exceptional circumstances. Please note that changing or leaving school will not automatically be regarded as exceptional circumstances.

3.9.6 Conveyance Allowance

Parents/guardians who have children using the school provided bus services are encouraged to apply for a conveyance allowance for each child if they believe they are eligible [Refer to 3.4.1 Conveyance Allowance]. Please note that the Department of Transport is the authority for the determination of eligibility for conveyance allowance and is responsible for final approval.

3.9.7 Late Bus

There will be a $11 charge for students to use the School Late Bus. The cost for each trip will be charged to your School account each Term. The late bus is only a limited service and will not stop at all prescribed school bus stops.

3.10 After School Programs

3.10.1 The Learning Hub

Bacchus Marsh Grammar operates a program to cater for students remaining at School each night, where all students attending the program are expected to complete their homework, with the exception of nights when the Sports Hub operates.

3.10.2 The Sports Hub

The Sports Hub operates four afternoons per week during each school term where students can participate in learning skill associated with a range of selected sport. The sports offered vary over the year. The program incorporates the Government funded Active After School Sports program. Students must be enrolled to participate in this program and participation is free. Students not collected immediately following the end of the session at 4:30pm will be sent to the Learning Hub program and there will be a cost incurred for this care.

3.10.3 CLUBS

The purpose of the Clubs Program in the Junior School is to further enhance the physical activity levels of students as well as providing opportunities for junior students to participate in organised and competitive sport as regularly as possible. The program is designed to enhance and promote the development of interpersonal, personal learning, civics and citizenship, social and emotional development of all age groups. Students must enrol to participate in the CLUBS program and the fees charged will vary with the program offered. Information regarding the CLUBS program can be obtained from the Administration Office.

3.10.4 After School Program Fee Schedule

<table>
<thead>
<tr>
<th>Service</th>
<th>Hours of Operation</th>
<th>Days</th>
<th>Fees Per Session [Per Student]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Hub</td>
<td>3:05 pm to 5:30 pm</td>
<td>Mon to Fri [School Term]</td>
<td>$15</td>
</tr>
<tr>
<td>Sports Hub</td>
<td>3:05 pm to 4:30 pm</td>
<td>Mon to Thur [School Term]</td>
<td>Free</td>
</tr>
<tr>
<td>CLUBS</td>
<td>Varies with Programs</td>
<td>Varies with Programs</td>
<td>Program Cost</td>
</tr>
</tbody>
</table>

Students who attend the Learning Hub after participating in the Sports Hub program will be charged the $15 fee

Late Fees of $15 per 15 minutes or part thereof will apply if students are picked up after 5:30 pm

A late bus will be provided to enable students who use the School bus service to access the program.
3.11 Book Lists
Parents/guardians will be solely responsible for the submission and payment for the booklist when advised by the School’s booklist supplier. The booklist will include levies for some items for both Junior School and Senior School that may not be supplied by the School’s booklist supplier at the start of the year. These will be supplied by the School at the relevant time of the year.

3.12 School Uniform
Parents/guardians must ensure that students are correctly attired, at all times, in accordance with the School’s Uniform Policy as outlined in the School diary.

The School’s Uniforms are available from the following locations:
- School Uniform Shop: School Campus [Restricted Hours] Telephone 03 5367 4072
- Rushfords School wear: Shop 3/5 Watton Arcade Werribee Telephone 03 9741 3211

The School reserves the right to purchase uniforms for students who are incorrectly dressed and charge the amount to parent/guardian accounts.

Second hand uniform sales are facilitated through the Parents/guardians & Friends Association of the School when available. Parents/guardians will be advised of details regarding the sale/purchase of second hand uniform items during the year through the School’s website.
4 General Business Rules

4.1 Withdrawal of Students

4.1.1 School initiated Withdrawal

If in the opinion of the Principal, it is desirable a student should not continue any longer as a pupil at the School, he may notify the parents/guardians (or either of them, or guardian) to that effect and remove the student’s name from the school roll and debar him/her from further attendance. The parents/guardians will be liable for all School fees and charges up to the date of notification. [Refer to Conditions of Enrolment (Application for Membership) Page 2 Point 3].

4.1.2 Parent or Guardian initiated Withdrawal

Parents/guardians must provide at least one term’s notice in writing to the Principal, before they withdraw students from the School. If a student is not returning for Term 1, parents/guardians must advise the Principal, in writing, prior to the commencement of Term 4. [Refer to Conditions of Enrolment (Application for Membership) Page 2 Point 7]

Failure to provide the appropriate notification will result in the parents/guardians being billed an Administration Fee which will be $750 for a Junior School student and $1,000 for a Senior School student. . [Refer to Conditions of Enrolment (Application for Membership) Page 2 Point 8]

Parents/guardians are not entitled to a refund of a term’s Tuition Fees or Building Levy if a student is withdrawn at any time during that Term. [Refer to Conditions of Enrolment (Application for Membership) Page 2 Points 7 and 8].

4.1.3 Withdrawal from an Accepted Position prior to commencement of School

New students

A parent/guardian, who accepts a position at the School and subsequently withdraws from the position after the final date for acceptance, will be billed an Administration Fee which will be $750 for a Primary student and $1,000 for a Secondary student. [Refer to Conditions of Enrolment (Application for Membership) Page 2 Point 13]

Current Year 6 students accepting a Year 7 position for next year

A parent/guardian, who has a student in Year 6 and accepts a position in Year 7 for next year, and subsequently withdraws from that position after the final date for acceptance, will be billed an Administration Fee of $1,000 in addition to any other fees incurred as a result of the withdrawal. [Refer to Conditions of Enrolment (Application for Membership) Page 2 Point 13]

4.1.4 Fees Paid in Advance

Regardless of the reason a student is withdrawn, where fees are paid in advance, the School will refund that part of the Tuition Fees, Consolidated Charge and Building Levy paid in advance that relate to Terms that have not yet commenced, provided appropriate notice has been given to the School [Refer to parent/guardian initiated withdrawal].

4.2 Long Term Absences from School

In general, the School will not refund any part of the annual Tuition Fee and Building Levy as a result of a student’s absence from School or School activity e.g. camp. However, in certain cases when a student is absent due to a long-term illness or due to relocation, the parents/guardians can apply to the Principal for fee relief.

4.2.1 Fee Relief

The Principal has the discretion to waive all or part of a particular term’s fees in the event of a student being continuously absent from School for at least one semester due to exceptional circumstances e.g. a student who suffers from a long-term illness. Parents/guardians will need to apply to the Principal, in writing, explaining the circumstances of the absence and providing appropriate evidence such as medical certificates. Absence from school due to suspension or travel etc. does not constitute exceptional circumstances.

4.2.2 Extended Leave of Absence

Parents/guardians can apply for an extended leave of absence, where the student is to be absent for one year or longer (e.g. parent/guardian is relocated for work or for health reasons). The parents/guardians should make an application in writing to the Principal for a 30% holding fee to be charged in lieu of full Tuition Fees relevant to the absence period. This fee is non-refundable in the event of withdrawal or cancellation of enrolment. All requests for an extended leave of absence from the school must be submitted in writing to the Principal for approval at least one Term in advance.
4.3 **Government Travel Allowances**

Depending on individual circumstances parents/guardians may be entitled to claim a Conveyance Allowance or Travel Grant. Parents should understand that the allowances are discretionary based on State Government guidelines and do not cover the full cost of student travel. Both conveyance allowance and travel grants will be paid directly to parents/guardians at the end of each semester.

4.3.1 **Conveyance Allowance**

The conveyance allowance is a government subsidy for student travel to and from school if you live more than 4.8 km from school and live in an area not serviced by a free school bus.

Parents/guardians remain eligible to claim a conveyance allowance in 2015 if:

- They received a conveyance allowance in 2012;
- They remain at the same address since 2013; and
- The child has not or will not move from junior school to senior school since 2012.

Parents/guardians wishing to apply for conveyance allowance must complete and submit an application form for each individual student by the due date. The School will issue application forms to all parents/guardians who meet the eligibility criteria by 12 December 2014.

Completed application forms must be submitted to the School by no later than **Friday, 6 February 2015** otherwise parents/guardians risk their claim not being accepted.

4.3.2 **Travel Grants**

Parents/guardians may be eligible to claim a travel grant if they are ineligible to apply for a conveyance allowance. The amount of the travel grant available will vary each year. To be eligible for a travel grant:

- Students must live more than 4.8 kilometres from the School;
- Students must live in an area not serviced by a free school bus;
- Students must be either:
  b. Current students who have or will move from junior school to senior school during 2013 and 2014.

Parents/guardians wishing to apply for travel grant must complete and submit an application form for each individual student by the due date. The School will issue application forms to all parents/guardians who meet the eligibility criteria by 12 December 2014. Completed application forms must be submitted to the School by no later than **Friday, 6 February 2015** otherwise parents/guardians risk their claim not being accepted.

4.4 **Other Government Allowances**

Depending on individual circumstances parents/guardians may be entitled to claim a Schoolkids bonus from the Federal Government. The School will notify all parents/guardians through the weekly newsletter of when the Application Forms are available for collection. Applications must be returned to the Administration Office by the due date to guarantee payment.

4.4.1 **Schoolkids Bonus**

The Schoolkids Bonus is a Federal Government payment made to eligible parents/guardians of primary or secondary students to help with education costs. To be eligible for the Schoolkids Bonus, you must either be a parent or carer who gets Family Tax Benefit Part A for a dependent child. The Schoolkids Bonus is means tested.

The annual value of the new payment will be $421 per year for each child in primary school and $820 a year for each child in secondary school, paid in two equal installments in January and July each year.

4.5 **Wilful Damage**

Parents/guardians will be responsible for the payment of any costs, incurred by the School, for any damage to School equipment and/or property that is deemed to be caused by the inappropriate or negligent behaviour of their child. [Refer to Conditions of Enrolment (Application for Membership) Page 2 Point 4].

4.6 **Health Restrictions**

4.6.1 **Students with an Anaphylaxis Condition**

Students, who have been flagged as suffering an anaphylaxis condition, will not be allowed to commence a new School year until such time as an updated Anaphylaxis Plan or a Medical Clearance Certificate is submitted to the
Health Centre. Submission of such material should occur in normal circumstances no later than 14 days before the commencement of school.

4.6.2 General Health Restrictions
From time to time the School may impose limits on access to classes and the school, for individuals considered to pose a health risk to the immediate School community, as a means of assisting in the control of the spread of infectious diseases. The School will not be financially liable for loss of access to class time. It will however, make every endeavour to ensure that students have access to educational material and assistance that does not require attendance at School. Parents/guardians may be entitled to fee relief under the Fee Relief provisions.

4.7 School Communications

4.7.1 myBMG Parent Portal
Accessed from the School website, the Parent Portal (myBMG) provides an efficient, secure and environmentally friendly way for the School to communicate and share information with Bacchus Marsh Grammar parents. The portal provides easy access to information about current students in each family, including school reports, booking parent/teacher interviews, student timetable, forms and documents, financial information and fee statements.

4.7.2 School Website
An important form of communication within the School Community, the School’s website is updated regularly with important news and information relating to the School and associated communities. It is important that parents/guardians and students access the website regularly to ensure that they are conversant with the most current information. The website is located at http://www.bmg.vic.edu.au.

4.7.3 School Newsletter
An important form of communication within the School Community, the School’s newsletter is produced weekly and made available to all current families and families enrolled for the next year. A brief newsletter providing a summary of news items is sent home to families and a more detailed version of the newsletter is posted on the Bacchus Marsh Grammar website.

The newsletter provides administrative information for the coming week provides information on the daily operations of the School. Importantly, the newsletter will often contain reminders related to information contained within the Business Notice. It is vital, therefore, that parents/guardians read the newsletter and are fully aware of its contents.

4.8 Camps and Excursions
Year level school camps and excursions are compulsory for all students, except when permission for an exemption has been granted by the Deputy Principal.

Parents/guardians are required to complete and sign a permission form, which includes relevant medical information, before a student is allowed to attend a camp or excursion and must provide permission for teaching staff to seek appropriate medical treatment when required and agree to meet all future medical expenses that may result.

Students who have not returned a completed and signed permission form will be excluded from the excursion. Parents/guardians are not entitled to any refund or fee relief if a student does not attend a school camp or excursion.
4.9  Student Accident Insurance

4.9.1  Accident Insurance Coverage
The School has put in place an Insurance cover for students who may have injured themselves during School activities. The Insurance cover provides limited coverage for non-Medicare related expenses that have been incurred by parents/guardians for medical treatment for injuries incurred by students. Please note the policy does not provide coverage for expenses for which you receive a Medicare refund; it does not cover the gap between the actual fees charged and the Medicare rebate.

This coverage does not remove the responsibility of the Parent/Guardian to meet any current or future medical expenses that may arise from an incident involving their child. The coverage is in place to provide some financial assistance for parents/guardians in meeting these obligations. Parents/guardians should contact the Administration Office for claim forms or download the form from the Bacchus Marsh Grammar website.

4.9.2  Ambulance Transport
The School’s Student Accident insurance now provides limited reimbursement for costs for a student to travel by emergency services transportation as a result of an injury or illness unless the circumstances surrounding the illness or injury are exempt by the policy. If the emergency services are insured elsewhere by the family, i.e. Ambulance Victoria Membership or Private Health Insurance, then they must claim through that first and foremost prior to submitting a Student Accident Claim. Eligibility for reimbursement for each claim will be determined by the Insurers on an individual case basis.

4.10  Replacement Cheques
The School will charge a fee of $25 for any replacement cheque requested.
5 Billing and Payment of Fees

5.1 Billing Details
The School requires that all parent/guardian accounts should be in the name of authorised members of the School. If a parent/guardian has an arrangement for an account to be settled by a third party, then the Account will be issued to the authorised members (parents/guardians) and they must arrange for the third party to make payment.

Parents/guardians are required to immediately inform the School of any change in billing details in writing eg. name or address, application for split billing or change of parent/guardian responsibility.

5.2 Fee Payment Policy
Parents/guardians are expected to pay all fees on or before the end of the first week of each term or in accordance with an approved Installment Plan, unless satisfactory payment arrangements have been previously agreed to and formally acknowledged between the School and the parent/guardian(s). Failure to pay fees in accordance with the Fee Payment Policy will result in the School invoking the Debt Collection Policy and withdrawing access to certain School offerings.

5.3 Billing Arrangements

5.3.1 Fee Invoice
Tuition Fees, Consolidated Charges and the Building Levy are annual fees however the School provides the convenience of billing the fees/levies in equal instalments each term. In 2015, you will receive an invoice four (4) times per year prior to the commencement of each Term for Prep Reception to Year 12.

5.3.2 Monthly Statements
In 2015 the School will produce electronic monthly statements which will be accessible and be able to be printed from the Parent Portal (myBMG) only. Copies can be obtained from Accounts upon request.

5.4 School Fee Payment Arrangements
Parents/guardians can choose one of the following arrangements to pay their annual Tuition Fees, Consolidated Charges, Building Levy and Other Charges during 2015:

1. Full Year Payment in Advance - payment of the full year’s Tuition Fees, Building Levy and Consolidated Charges by 6 February 2015 to receive a discount equivalent to 5% of the full year’s Tuition Fees.
2. Term Payment - payment of the Term’s fees by the due date indicated on the invoice. [Due dates for the payment of Fees are detailed on Page 2].
3. Instalment Plan - payment of the full year’s fees on an Instalment basis.

All parents/guardians must complete the 2015 Fee Payment Arrangements form and return the form to the Administration Office by Thursday 18 December 2014.

5.5 Legal Liability for Payment of Fees
Bacchus Marsh Grammar requires parents/guardians to sign a Membership Form to accept a position at the School. In signing the Membership Form, parents/guardians have agreed that they are jointly and severally liable for payment of all school fees whilst their children are enrolled at Bacchus Marsh Grammar.

While it is acknowledged that changes in marital and family relationships can occur during the period of a child’s enrolment, which may lead to a mutually agreed change to school fee responsibility or an agreement to split the fee account, the School regards the acceptance of financial liability as legally binding and reserves the right to pursue either or both parties with regard to outstanding school fees.

5.6 Split Billing
The School allows fee accounts to be split between two separated parents/guardians where both are responsible for the payment of school fees.

Application for split billing must be made in writing on a Fee Payment Variation Form and must be signed by the parents/guardians who are responsible for the payment of the fees. Signed and completed application forms should be sent to the Finance Manager. The School will formally advise both parents/guardians of acceptance of the split fee payment arrangement and the new payment arrangement will apply to the balance of the account as at the acceptance date and for all accounts issued after the acceptance date.
When approved by Bacchus Marsh Grammar, the split fee arrangement only determines the extent to which parents/guardians will contribute to the payment of fees. It does not override the Membership Form for the purposes of acceptance of financial liability for the payment of fees by the signatories to the Membership Form.

Both accounts from a split billing situation must be paid and finalised as per payment arrangements approved by the School in order to comply with the Fee Payment Policy of Bacchus Marsh Grammar. When a fee payment problem applies to only one party in a split billing situation, copies of all written correspondence, sent by the school, relating to the payment issue, will be forwarded to the other party. Any changes to a split fee payment arrangement must be made on a Fee Payment Variation Form and must be signed by both parties before any arrangements are changed.

### 5.7 Payment Methods

The School offers the following payment methods:

<table>
<thead>
<tr>
<th>Preferred Payment Arrangement</th>
<th>Available Payment Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment of full year’s fees in advance</td>
<td>(a) Cash (b) Cheque (c) Credit Card (d) EFTPOS (e) BPay</td>
</tr>
<tr>
<td>Payment of term’s fees by due date</td>
<td>(a) Cash (b) Cheque (c) Credit Card (d) EFTPOS (e) BPay</td>
</tr>
<tr>
<td>Instalment Plan</td>
<td>(a) Credit Card - Monthly</td>
</tr>
<tr>
<td></td>
<td>(b) EFTPOS [Cheque/Savings] - Monthly/Fortnightly</td>
</tr>
<tr>
<td></td>
<td>(c) Direct Transfer to School Bank Account - Monthly/Fortnightly/Weekly</td>
</tr>
</tbody>
</table>

Note: The School does not accept American Express or Diners Club.

### 5.8 Instalment Payments

The Instalment Plan is offered by the School, as an alternative method of payment of Fees, providing parents/guardians with the financial benefit of spreading the payment of their Annual Fees over the School year. The offer of an Instalment Agreement is approved by the Principal and may be withdrawn at the Principal’s discretion at any time. The period over which instalments are paid is at the discretion of the School.

Parents/guardians who wish to pay their 2015 Fees and Charges by instalments must complete the Fee Payment Arrangements for 2015 form and return the form to the Administration Office by Thursday 18 December 2014. They will be required to sign an Instalment Agreement which details the Instalment obligations for the year and which must be returned by the relevant due date detailed on the agreement. If the signed Instalment Agreement is not received by the due date, the relevant Term’s Fees must be paid in full.

The School will endeavour to structure Instalment Plans offered to parents/guardians to ensure that there is no outstanding debt at the end of Term 4 2015, however there may be instances where certain charges are incurred during the year which result in an outstanding balance at the end of the year. Parents/guardians are required to pay all outstanding balances by Friday 4 December 2015.

Parents/guardians who have formally agreed to pay the fees and charges by instalment are expected to make payment in accordance with the terms of the signed instalment agreement.

Parents/guardians who fail to pay fees by the due date or to pay periodic payments in accordance with the agreed terms of the Instalment agreement will be considered to be in breach of their enrolment agreement and will be dealt with in accordance with the Debt Collection Policy.

### 5.9 Debt Collection Policy

The Bacchus Marsh Grammar Council authorises the Business Manager and the Principal to take any necessary steps to recover outstanding fees.

The School will take the following course of action in the event that the terms fees are not paid by the due date or instalment payments are not made by the required date. The Principal has the discretion to waive the debt collection procedures for parents/guardians who have contacted the School and have a legitimate reason for not making payments when they are due e.g. financial difficulty.
## 5.9.1 Financial Arrangements

In special circumstances the School will consider requests from parents/guardians who are unable to pay the fees in accordance with the Fees Collection Policy due to medical, financial or domestic circumstances that may require compassionate consideration. Under these circumstances, the School may agree to enter into a formal financial agreement where (a) repayment of fees can be deferred or (b) an alternative payment schedule can be arranged.

1. Parents/guardians must apply for financial arrangements in writing to the Principal.
2. Financial arrangements are entirely at the discretion of the Principal.
3. Further debt collection action will cease, if formal financial arrangements are agreed to by both the School and the parents/guardians.
4. The agreed financial arrangements will be confirmed in writing by the School and parents/guardians will be required to agree to the terms of the agreement before it is formally accepted by the School.
5. Any approved financial arrangements not strictly adhered to will be withdrawn immediately upon default and recovery action on the outstanding debt will commence.
6. Any financial arrangement will involve a minimum repayment, the equivalent of 5% of the outstanding balance, as a sign of good faith by the parents/guardians.
7. The length of the agreement period will be for a maximum period of 2 years (from the time of the agreement) by which time all Fees must be paid.
8. All Financial arrangements will be reviewed at the commencement of each School year.

### 5.9.2 Administration Fee

The School reserves the right to charge an Administrative Fee to parents/guardians for overdue accounts or for breaches of an approved instalment agreement.

1. Each time the School issues a Second Reminder or Final Reminder, an Administration Fee of $50 will be applied to the relevant account unless satisfactory financial arrangements have been formally agreed to by the School.
2. An administration fee of $100.00 will be charged when an account has been referred for Debt Collection.
3. An Administration Fee of $25.00 will apply for each occasion a parent/guardian defaults on an instalment unless the reason for the default is an administrative error on behalf of the School.

These amounts will be billed to the parent/guardian account. Non-payment of the Administrative Fees will be considered non-payment of fees for the purposes of the operation of the Debt Collection Policy.

### 5.9.3 Debt Collection Fees

Parents/guardians will be responsible for the payment of all legal fees incurred by the School for the recovery of outstanding debts. These charges will be billed to the account when advised to the School.

### 5.9.4 Persistent/Deliberate Default of School Fees

If in the Principal’s opinion parents/guardians are considered persistent or deliberate default payers, then the Principal can choose to suspend a student’s place at the School until such time that the outstanding fees and charges have been paid or remove the student from the School roll permanently.

### 5.9.5 Implications of Legal Action

If the School is required to seek legal action for the recovery of outstanding sums, then the student(s) will be debarred from school, until such time that the amounts are paid in full or an arrangement satisfactory to the School has been agreed to, or remove the student from the School roll permanently. [Refer to Conditions of Enrolment (Application for Membership) Page 2 Point 6].

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<table>
<thead>
<tr>
<th>Action</th>
<th>Timing of the Action</th>
<th>Admin Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>School will send a Reminder</td>
<td>After fees are not paid by the due date.</td>
<td>Nil</td>
</tr>
<tr>
<td>School will send a Second Reminder</td>
<td>After fees are not paid by 7 days after due date.</td>
<td>$50</td>
</tr>
<tr>
<td>School will send a Final Reminder</td>
<td>After fees are not paid by 14 days after due date.</td>
<td>$50</td>
</tr>
<tr>
<td>Debt Collection Procedures will commence</td>
<td>If the Final Reminder is ignored.</td>
<td>$100</td>
</tr>
<tr>
<td>Legal Action</td>
<td>If the Debt Collection procedures prove unsuccessful.</td>
<td>Legal Fees Charged</td>
</tr>
</tbody>
</table>
6  Bacchus Marsh Grammar Conditions of Enrolment

It is understood that, unless you have contacted the Principal regarding the contents of the Conditions of Enrolment, you have read and understood the Conditions of Enrolment and agree to accept them, and any future amendments that will be advised to you as they occur. It is understood that in signing and agreeing to the Acceptance of Offer document that you accept and agree to be bound by the Bacchus Marsh Grammar Conditions of Enrolment.

1. To abide by the rules and purposes of Bacchus Marsh Grammar Incorporated, hereafter referred to as the School, and to support the objectives and policies of the school, including all items outlined in the school’s Business Notice.

2. To uphold Bacchus Marsh Grammar’s Regulations particularly noting those Regulations relating to dress, jewellery, hair, smoking of tobacco, drinking or possession of alcohol and the possession or misuse of substances (legal or illegal), theft and possession of items that may be considered or used as a weapon; and the right of the Principal to remove the positions at the School

3. To ensure that the student obeys School Rules and the direction of the Principal and staff in matters of conduct and discipline, and to recognise the right of the Principal to suspend or cancel the student’s enrolment should such rules and directions not be obeyed.

4. We further acknowledge and agree that the failure of a student or a parent/guardian to accept a decision of the Principal or staff in a matter of conduct or discipline may result in enrolment cancellation. As part of this you accept the right of the Principal (or Delegate) to interview students and/or discuss matters with students in relation to inappropriate personal behaviour and the maintenance of good conduct at School, including school grounds and classrooms; on external school related activities; and involving services provided by the School. These activities and services include but are not limited to camps, excursion, bus travel to and from school and assembly at school designated bus stops. The School will not have this principle limited in any lawful way.

5. To ensure that personal details of members and students, including contact details and medical details, are notified immediately circumstances change. Failure to do so may result in the School withdrawing the position at the School until correct information is provided.

6. To accept liability for, and indemnify the School against, any loss or damage to the School or any person caused or contributed to by any act or default of the pupil.

7. To pay fees and charges as are from time to time fixed by the School Council, such fees and charges being payable on the due date stated on the account rendered by the school.

8. To undertake that should you fail to pay any sums due to Bacchus Marsh Grammar School Inc., following a written demand having been made, then you will be liable for all the legal and administrative costs occasioned by this default. If the School is required to seek legal action for the recovery of outstanding sums, then student/s will be either debarred from School, until such time that the amounts are paid in full or an arrangement satisfactory to the School has been agreed to or removed from the School Roll permanently.

9. To give the school one full term’s notice in writing, addressed to the Principal, of the intention to withdraw the student from the school. To pay the scheduled Administration Fee if notice of withdrawal of a student is not given in accordance with paragraph 7.

10. To pay a Membership fee, understanding that this fee is not refundable. Such membership fee is for capital purposes, payable once only, covers the whole family and remains effective until the last enrolled child of the family leaves the school. By signing the Membership form, it is acknowledged that the member’s signature represents acceptance of liability for all school fees whilst your children are enrolled at Bacchus Marsh Grammar, subject only to specific court orders to the contrary.

11. To allow your children to attend all the school’s camps and excursions and to meet the costs as presented by the school.

12. Agree that we may transfer all of this information to a third party, whether within Australia or overseas for the purpose of the School excursions, camps, retreats or overseas or interstate visits.

13. To accept that the School from time to time will impose limits on access to classes because of potential epidemics or health risks. Students who return from severe illness must provide a certificate from their treating doctor that they can resume back to classes.

14. To accept and understand that in signing and agreeing to accept a position of signing the Acceptance Offer that you will be liable for an administrative fee of $1,000 for a secondary position, and $750 for a primary position if you subsequently do not take up that position for your child.
15. To agree to accept all conditions relating to bus travel, including the fact that bus routes and stops may be changed at any time due to operational and other reasons.

16. In accepting a position at the school parents/guardians fully understand that they accept all rules and conditions of enrolment. Parents/guardians and students cannot partially accept the Conditions of Enrolment. Failure to accept all Conditions of Enrolment will result in the immediate removal of a position at the school and as a consequence the withdrawal of any scholarships/bursaries that have been offered.
7 Bacchus Marsh Grammar Privacy Policy

This Privacy Policy details how we protect your privacy and how we comply with the requirements of the Privacy Act and the 13 Australian Privacy Principles, as well as the requirements of the Health Records Act (Vic). This policy also describes:

- who we collect information from;
- the types of personal information collected and held by us;
- how this information is collected and held;
- the purposes for which your personal information is collected, held, used and disclosed;
- how you can gain access to your personal information and seek its correction;
- how you may complain or inquire about our collection, handling, use or disclosure of your personal information and how that complaint or inquiry will be handled; and
- whether we are likely to disclose your personal information to any overseas recipients.

Who do we Collect Personal Information From?
At Bacchus Marsh Grammar we collect personal information from students, parents, prospective parents, job applicants, staff, volunteers and others including alumni, contractors, visitors and others that come into contact with the school.

It is noted that employee records are not covered by the Australian Privacy Principles or the Health Privacy Principles where they relate to current or former employment relations between the school and the employee.

What Kinds of Personal Information Do We Collect?
The kinds of personal information we collect is largely dependent upon whose information we are collecting and why we are collecting it, however in general terms the school may collect:

- Personal Information including names, addresses and other contact details; dates of birth; next of kin details; financial information, photographic images and attendance records.
- Sensitive Information (particularly in relation to student and parent records) including religious beliefs, government identifiers, nationality, country of birth, languages spoken at home, professional or union memberships, family court orders and criminal records.
- Health Information (particularly in relation to student and parent records) including medical records, disabilities, immunisation details, individual health care plans, counselling reports, nutrition and dietary requirements.

How do we collect your personal information?
How we collect personal information will largely be dependent upon whose information we are collecting. If it is reasonable and practical to do so, we collect personal information directly from you.

Where possible the school has attempted to standardise the collection of personal information by using specifically designed forms (e.g. an Enrolment Form or a Health Information Disclosure Form). However, given the nature of our operations, we often also receive personal information by email, letters, notes, over the telephone, in face to face meetings, through financial transactions and through surveillance activities such as the use of CCTV security cameras or email monitoring.

We may also collect personal information from other people (e.g. a personal reference) or independent sources (e.g. a telephone directory), however we will only do so where it is not reasonable and practical to collect the information from you directly.

Sometimes we may be provided with your personal information without having sought it through our normal means of collection. We refer to this as “unsolicited information”. Where we collect unsolicited information we will only hold, use and/or disclose that information if we could otherwise do so had we collected it by normal means. If that unsolicited information could not have been collected by normal means then we will destroy, permanently delete or de-identify the information as appropriate.

How we use personal information
We only use personal information that is reasonably necessary for one or more of our functions or activities (the primary purpose) or for a related secondary purpose that would be reasonably expected by you, or to which you have consented.
Our primary uses of personal information include but are not limited to:

- providing education, pastoral care, extra-curricular and health services;
- satisfying our legal obligations including our duty of care and child protection obligations;
- keeping parents informed as to school community matters through correspondence, newsletters and magazines;
- marketing, promotional and fundraising activities;
- supporting the activities of school associations such as an Alumni Association;
- supporting the activities of the;
- supporting community based causes and activities, charities and other causes in connection with the School’s functions or activities;
- helping us to improve our day to day operations including training our staff; systems development; developing new programs and services; undertaking planning, research and statistical analysis;
- school administration including for insurance purposes;
- the employment of staff;
- the engagement of volunteers.

We only collect sensitive information reasonably necessary for one or more of these functions or activities, if we have the consent of the individuals to whom the sensitive information relates, or if the collection is necessary to lessen or prevent a serious threat to life, health or safety, or another permitted general situation (such as locating a missing person) or permitted health situation (such as the collection of health information to provide a health service) exists.

If we do not have the relevant consent and a permitted health situation or permitted general situation does not exist, then we may still collect sensitive information provided it relates solely to individuals who have regular contact with the school in connection with our activities. These individuals may include students, parents, volunteers, former students and other individuals with whom the school has regular contact in relation to our activities.

We will only use or disclose sensitive information for a secondary purpose if you would reasonably expect us to use or disclose the information and the secondary purpose is directly related to the primary purpose.

Storage and Security of Personal Information

We store personal information in a variety of formats including on databases, in hard copy files and on personal devices including laptop computers, mobile phones, cameras and other recording devices.

The security of your personal information is of importance to us and we take all reasonable steps to protect the personal information we hold about you from misuse, loss, unauthorised access, modification or disclosure.

These steps include:

- Restricting access to information on the school databases on a need to know basis with different levels of security being allocated to staff based on their roles and responsibilities and security profile.
- Ensuring all staff are aware that they are not to reveal or share personal passwords.
- Ensuring where sensitive and health information is stored in hard copy files that these files are stored in lockable filing cabinets in lockable rooms. Access to these records is restricted to staff on a need to know basis.
- Implementing physical security measures around the school buildings and grounds to prevent break-ins.
- Implementing ICT security systems, policies and procedures, designed to protect personal information storage on our computer networks.
- Implementing human resources policies and procedures, such as email and internet usage, confidentiality and document security policies, designed to ensure that staff follow correct protocols when handling personal information.
- Undertaking due diligence with respect to third party service providers who may have access to personal information, including cloud service providers, to ensure as far as practicable that they are compliant with the Australian Privacy Principles or a similar privacy regime.

Personal information we hold that is no longer needed is destroyed in a secure manner, deleted or de-identified as appropriate.

Our website may contain links to other websites. We do not share your personal information with those websites and we are not responsible for their privacy practices. Please check their privacy policies.
When we disclose personal information
We only use personal information for the purposes for which it was given to us, or for purposes which are related (or directly related in the case of sensitive information) to one or more of our functions or activities.

We may disclose your personal information to government agencies, other parents, other schools, recipients of school publications, visiting teachers, counsellors and coaches, our service providers, agents, contractors, business partners and other recipients from time to time, only if one or more of the following apply:
- you have consented;
- you would reasonably expect us to use or disclose your personal information in this way;
- we are authorised or required to do so by law;
- disclosure will lessen or prevent a serious threat to the life, health or safety of an individual or to public safety;
- where another permitted general situation or permitted health situation exception applies;
- disclosure is reasonably necessary for a law enforcement related activity.

Personal Information of Students
The Privacy Act does not differentiate between adults and children and does not specify an age after which individuals can make their own decisions with respect to their personal information.

At Bacchus Marsh Grammar we take a common sense approach to dealing with a student’s personal information and generally will refer any requests for personal information to a student’s parents/carers. We will treat notices provided to parents/carers as notices provided to students and we will treat consents provided by parents/carers as consents provided by a student.

We are however cognisant of the fact that children do have rights under the Privacy Act, and that in certain circumstances (especially when dealing with older students and especially when dealing with sensitive information), it will be appropriate to seek and obtain consents directly from students. We also acknowledge that there may be occasions where a student may give or withhold consent with respect to the use of their personal information independently from their parents/carers.

There may also be occasions where parents/carers are denied access to information with respect to their children, because to provide such information would have an unreasonable impact on the privacy of others, or result in a breach of the school’s duty of care to the student.

Disclosure of personal information to overseas recipients
We may disclose personal information about an individual to overseas recipients in certain circumstances, such as when we are organising an overseas excursion, facilitating a student exchange, or storing information with a “cloud service provider” which stores data outside of Australia.

We will however take all reasonable steps not to disclose an individual’s personal information to overseas recipients unless:
- We have the individual’s consent (which may be implied); or
- We have satisfied ourselves that the overseas recipient is compliant with the Australian Privacy Principles, or a similar privacy regime; or
- We form the opinion that the disclosure will lessen or prevent a serious threat to the life, health or safety of an individual or to public safety; or
- We are taking appropriate action in relation to suspected unlawful activity or serious misconduct

How we ensure the quality of your personal information
We take all reasonable steps to ensure the personal information we hold, use and disclose is accurate, complete and up to date. These steps include ensuring that the personal information is accurate, complete and up to date at the time of collection and when using or disclosing the personal information. On an ongoing basis we maintain and update personal information when we are advised by individuals or when we become aware through other means that their personal information has changed.

Please contact us if any of the details you have provided change. You should also contact us if you believe that the information we have about you is not accurate, complete or up to date.
How to gain access to your personal information we hold
You may request access to the personal information we hold about you, or request that we change the personal information, by contacting us.

If we do not agree to provide you with access, or to amend your personal information as requested, you will be notified accordingly. Where appropriate we will provide you with the reason/s for our decision. If the rejection relates to a request to change your personal information you may make a statement about the requested change and we will attach this to your record.

Privacy Complaints
If you wish to make a complaint about a breach by us of the Australian Privacy Principles or the Health Privacy Principles you may do so by providing your written complaint by email, letter, facsimile or by personal delivery to any one of our contact details as noted below. You may also make a complaint verbally.

We will respond to your complaint within a reasonable time (usually no longer than 30 days) and we may seek further information from you in order to provide a full and complete response.

Your complaint may also be taken to the Office of the Australian Information Commissioner.

How to Contact Us
You can contact us about this Policy or about your personal information by:

- Emailing privacy@bmg.vic.edu.au
- Calling 03 5366 4800
- Writing to our Privacy Officer at P.O Box 214 Bacchus Marsh Vic 3340

If practical, you can contact us anonymously (i.e. without identifying yourself) or by using a pseudonym. However, if you choose not to identify yourself, we may not be able to give you the information or provide the assistance you might otherwise receive if it is not practical to do so.

Changes to our privacy and information handling practices

This Privacy Policy is subject to change at any time. Please check our Privacy Policy on our website www.bmg.vic.edu.au regularly for any changes.
8 Community Code of Conduct Policy

Statement of Context and Purpose
Bacchus Marsh Grammar promotes values that are in keeping with the School’s Mission Statement and in accordance with the values that underpin the Victorian Ecumenical System of Schools, of which it is a member.

All students, parents, teachers and staff have the right to be safe and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety or wellbeing of others.

This Code of Conduct provides members of the School Community with guidelines for the effective development of positive relationships within the School Community and assists in promoting the values that are in keeping with the School’s Mission.

This School Community Code of Conduct sets clear standards of behaviour which are expected of members of the School Community in the School environment or when attending any School related function or activity at any other location.

The Code specifies the consequences for any member of the School Community who does not comply with these standards of behaviour.

Application
For the purpose of this Policy ‘School Community’ comprises the Principal, staff, coaches, employees, students, parents, guardians, step-parents, relatives, friends, supporters, carers and invitees of the School, when in the School environment or when attending any School related function or activity at any other location. It should be noted that more detailed requirements of staff, volunteers dealing with children and students are outlined in other policies.

Parents/guardians and students agree to be bound by the School Community Code of Conduct when parents/guardians sign the Enrolment Agreement with the School. Although step-parents, relatives, friends, supporters and carers of students at the School are not a party to that Enrolment Agreement, this School Community Code of Conduct is a guide for them about expected standards of behaviour.

Reference Points/Background Papers
• Working with Children Act 2005 (Cth);
• Equal Opportunity Act 2010 (Vic);
• Race Discrimination Act 1975 (Cth);
• Sex Discrimination Act 1984 (Cth);
• Disability Discrimination Act 1992 (Cth);
• Age Discrimination Act 2004 (Cth);
• Australian Human Right Commission Act 1986 (Cth);
• Fair Work Act 2009 (Cth);
• Privacy Act 1988 (Cth);
• Accident Compensation Act 1985 (Vic); and
• Discrimination and Harassment Policy;
• Grievance Policy.

Principles of Conduct
The following principles provide the framework for this Code of Conduct:
• Responsible citizenship involves appropriate participation in the civic life of the School. Active and engaged members of the Community are aware of their rights but, more importantly, accept responsibility for protecting their rights and the rights of others.
• Insults, disrespect and other hurtful acts are disruptive and are a direct contradiction of the School’s Mission and Values.
• Members of the School Community have a responsibility to develop and maintain an environment where conflict and difference can be addressed in a manner characterised by respect, civility and dignity.
Parental Role

Parents/guardians play an important role in the education of their children and have a responsibility to support the efforts of the School in maintaining a safe and respectful learning environment for all students. Parents fulfil this responsibility when they:

- Show an active but non-invasive interest in their child’s school work and progress;
- Communicate regularly with the School in a way that is constructive and supportive of their child/ren and the work of the school. All communication written and verbal is to be courteous in its form and content, even when conveying concerns or issues that the writer feels needs addressing.
- Help their child/ren be neat, appropriately dressed and prepared for School;
- Ensure that their child/ren attends School regularly and punctually;
- Promptly report to the School their child’s absence or late arrival;
- Become familiar with the School Community Code of Conduct and School Rules;
- Encourage and assist their child/ren in following the standards of behaviour; and
- Work with the School in dealing with disciplinary issues involving their child/ren.
- Do not intrude into the working space of the school in a way that distracts students or interrupts the learning of either their child or others.
- Encourage their child/ren to understand the importance of education and reinforce the school’s incultation of the values of hard work and self-discipline.
- Reinforce the importance and value of both academic and practical pursuits.
- At no times behave in a threatening, intimidating or violent fashion towards other members of the school community.

Standards of Behaviour

School Community members must:

- Accept that the use of swearing, derogatory terms, sexual jokes, innuendo and other inappropriate language in the School environment or around students will not be tolerated;
- Ensure that their relationships with students are strictly in accordance with appropriate roles and that favouritism and special treatment are avoided;
- Ensure that physical contact with students is appropriate given the age of, and relationship with, the student such that questions of impropriety do not arise;
- Respect and comply with all applicable Commonwealth and State laws;
- Demonstrate honesty and integrity;
- Respect diversity in people, their ideas and opinions and treat others fairly regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Respect the legal and moral rights of others and treat them with dignity, civility and respect at all times, and especially when there is a disagreement;
- Show proper care and regard for School property and the property of others;
- Take appropriate measures to help those in need;
- Support the School’s Policies;
- Acknowledge that the Principal is responsible for implementing School Policies and has responsibility for the behaviour and management of all activities on the school site.
- Work with the School in a reasonable fashion to deal promptly with areas of concern;
- Acknowledge and affirm success in individual and School achievement; and
- Seek staff assistance, if necessary, to resolve conflict peacefully.
- Be supportive of the school and its program. This does not preclude having and raising reasonable concerns/issues about particular matters, however, if a member of the community has wide ranging difficulties with the direction, ethos or management of the school, they need to reflect on their continued involvement with the school.

School Community members must not:

- Use any object (whether as a weapon or otherwise) to threaten or intimidate any other person;
- Cause injury or possible injury to any person by the use of any such object;
- Verbally abuse, threaten or inflict bodily harm on another person by any physical aggression or encourage others to do so; or
- Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. The exception is when, in the normal course of events, the School provides hospitality to members or guests of the School Community in keeping with appropriate legal and hospitality regulations.
- Be particularly responsible in displaying courtesy and obeying road and traffic regulations whilst on school property or access routes.
**Extra-Curricular Activities**

School Community members are expected to comply with the following principles when attending extra-curricular activities:

- Young people are involved in extra-curricular activities principally for their enjoyment;
- Young people should always be encouraged to abide by the rules;
- Young people should be taught that honest effort is as important as victory, so results are accepted without undue disappointment;
- Turn defeat into victory by helping young people work towards performance improvement and good sportsmanship. Never ridicule or yell at a person for making a mistake or for losing;
- Young people learn best by example. Applaud good performance by all participants in an activity;
- Do not publicly question the referee’s or official’s judgement and never his/her honesty;
- Support all efforts to remove verbal and physical abuse from extra-curricular activities;
- Recognise the value and importance of volunteer coaches, managers and officials. They give of their time and resources to provide recreational activities for all students; and
- Do not approach a referee or official at any stage during or immediately after an event, except in appreciation.

**Responsibilities for Guests**

Any School Community member who invites a relative, friend, supporter, carer or other person to be present at any School related function or activity at any location must be responsible for that person and must ensure that they act at all times in a manner consistent with this Code of Conduct.

**Communication of Policy Including key responsibilities**

Bacchus Marsh Grammar will ensure that all relevant stakeholders are aware of their responsibilities as stated in this policy.

**Consequences of a Breach of this Policy**

The consequences to a member of the School Community for breaching this Code of Conduct will be determined by the Principal in accordance with the Bacchus Marsh Grammar Complaints Policy and may include one or more of the following:

- The School may ban any member of the School Community from attending any Extra - curricular activity;
- The School may ban any member of the School Community from being on the School grounds in general;
- The School may direct that any parent may only communicate with members of staff through a nominated School representative;
- In the case of extreme or prolonged breach of this Code of Conduct by a parent, the School may terminate the enrolment of the child of that parent; and
- The School may take other steps that it may in its reasonable discretion determine appropriate according to the nature of the breach.

**Right of Appeal**

The Bacchus Marsh Grammar Grievance Policy will apply to any decision made by the Principal under this Code of Conduct. The Grievance Policy is accessible on, and can be downloaded from, the School’s website.

**Implications for practice**

**At Board/Principal Level**

To properly implement this policy, Bacchus Marsh Grammar, the Board and/or the Principal must ensure:

- that this policy is endorsed on an annual basis;
- that copies of this policy are made available to all relevant stakeholders, for example on the Bacchus Marsh Grammar intranet, in physical form in the staff room and on employee bulletin notice boards;
- that this policy is incorporated into the Board’s / Principal’s record of current policies;
- that this policy is incorporated into Bacchus Marsh Grammar’s induction program, to ensure that all employees are aware of the policy, have read and understood the policy, and acknowledge their commitment to comply with the policy;
- that periodic training and refresher sessions are administered to all employees in relation to this policy.

**At Other Levels**

- To properly implement this policy, all Bacchus Marsh Grammar’s stakeholders must ensure that they will abide by this policy and assist Bacchus Marsh Grammar in the implementation of this policy.

**Adoption**

- This Policy has been adopted by a resolution of the School Council.
- This Policy will be reviewed at least once every two years.
## 9 2015 Term Dates

### Term 1 2015

- **Office Re-opens after Christmas break**
  - Monday 12<sup>th</sup> January
- **All Staff Commence**
  - Friday 23<sup>rd</sup> January
- **Australia Day Public Holiday**
  - Monday 26<sup>th</sup> January
- **Year 12 Day Camp**
  - Wednesday 28<sup>th</sup> January
- **Year 12 Classes commence**
  - Thursday 29<sup>th</sup> January
- **Prep Reception & Prep – Year 11 Commence**
  - Monday 2<sup>nd</sup> February
- **Labour Day Public Holiday**
  - Monday 9<sup>th</sup> March
- **End of Term 1**
  - Friday 27<sup>th</sup> March
- **Good Friday**
  - Friday 3<sup>rd</sup> April
- **Easter Monday**
  - Monday 6<sup>th</sup> April

### Term 2 2015

- **Staff and Students Commence**
  - Monday 13<sup>th</sup> April
- **ANZAC Day Public Holiday**
  - Monday 27<sup>th</sup> April
- **Queen’s Birthday Public Holiday**
  - Monday 8<sup>th</sup> June
- **End of Term 2**
  - Friday 19<sup>th</sup> June
- **Staff Week**
  - Monday 22<sup>nd</sup> June to Friday 26<sup>th</sup> June
- **Year 10 Work Experience Week**
  - Monday 22<sup>nd</sup> June to Friday 26<sup>th</sup> June
- **Office Closed for Mid Term Break**
  - Monday 25<sup>th</sup> June to Friday 3<sup>rd</sup> July

### Term 3 2015

- **Staff Commence (1<sup>st</sup> Aid Training Day)**
  - Monday 13<sup>th</sup> July
- **Students Commence**
  - Tuesday 14<sup>th</sup> July
- **Mid Term Break**
  - Friday 14<sup>th</sup> August (**no students – whole school**)
- **End of Term 3**
  - Friday 18<sup>th</sup> September

### Term 4 2015

- **Staff Commence**
  - Monday 5<sup>th</sup> October
- **Year 12 Examinations**
  - Monday 5<sup>th</sup> October (**externally supervised at school**)
- **Students Commence**
  - Tuesday 6<sup>th</sup> October
- **Mid Term Break**
  - Monday 2<sup>nd</sup> November
- **Melbourne Cup Public Holiday**
  - Tuesday 3<sup>rd</sup> November
- **Orientation Day**
  - Tuesday 17<sup>th</sup> November (**Junior & Year 7 2016**)
- **Senior Students Study Day**
  - Tuesday 17<sup>th</sup> November (**Senior School ONLY**)
- **Awards Day & End of Term (Years 9-11)**
  - Monday 7<sup>th</sup> December (**Years 9-11 only**)
- **Awards Day & End of Term (Years 5-8)**
  - Tuesday 8<sup>th</sup> December (**Years 5-8 only**)
- **Junior School Concert/Last Day (Prep-4)**
  - Wednesday 9<sup>th</sup> December (**Prep – Year 4 only**)
- **Last day for Teaching Staff**
  - Friday 11<sup>th</sup> December
- **Office Closes for Christmas Break**
  - Thursday, 17<sup>th</sup> December

### Other Important Dates

- **Student Book Collection**
  - Thursday 15<sup>th</sup> January 2015 [09:30 a.m. to 3:00 p.m.]
  - Friday 16<sup>th</sup> January 2015 [09:30 a.m. to 3:00 p.m.]
10  2015 Parent Teacher Interview Dates

Booking Parent Teacher Interviews on myBMG

With the implementation of the Parent Portal (myBMG) from 2015, parents/guardians will be able to book Parent/Teacher Interviews directly online for each student. Parents will be able to make bookings for each set of interviews from 2 weeks prior to the interview dates.

Parent Teacher Interview Dates

Term 1 2015

<table>
<thead>
<tr>
<th>Group</th>
<th>Date</th>
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<tbody>
<tr>
<td>Junior School</td>
<td>Tuesday 24th February 2015</td>
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<tr>
<td>Junior School</td>
<td>Wednesday 25th February 2015</td>
</tr>
<tr>
<td>Year 7 Students</td>
<td>Tuesday 3rd March 2015</td>
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<tr>
<td>Years 11-12 Students</td>
<td>Tuesday 10th March 2015</td>
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</tbody>
</table>

Term 2 2015

<table>
<thead>
<tr>
<th>Group</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Year 8 Students</td>
<td>Tuesday 28th April 2015</td>
</tr>
<tr>
<td>Year 9 Students</td>
<td>Wednesday 29th April 2015</td>
</tr>
<tr>
<td>Year 10 Students</td>
<td>Tuesday 5th May 2015</td>
</tr>
</tbody>
</table>

Term 3 2015

<table>
<thead>
<tr>
<th>Group</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Junior School (A to J)</td>
<td>Tuesday 28th July 2015</td>
</tr>
<tr>
<td>Junior School (K to Z)</td>
<td>Wednesday 29th July 2015</td>
</tr>
<tr>
<td>Years 7-12 Students (A to J)</td>
<td>Tuesday 11th August 2015</td>
</tr>
<tr>
<td>Years 7-12 Students (K to Z)</td>
<td>Thursday 13th August 2015</td>
</tr>
</tbody>
</table>