2017
Business Notice
Approved by Bacchus Marsh Grammar Council

November 2016

Please keep as a reference during the 2017 School Year

The 2017 Business Notice is also located on the Bacchus Marsh Grammar website [www.bmg.vic.edu.au](http://www.bmg.vic.edu.au) or the myBMG – Parent Portal
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1 Summary of Changes

The 2017 Business Notice sets out the terms and conditions under which students are currently enrolled at Bacchus Marsh Grammar. The 2017 Business Notice was approved by the School Council at its November 2016 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 appropriately respond to changing circumstances.

The 2017 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 2017 School Year.

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

1.1 Confirmation of Acceptance of the 2017 Business Notice

Parents/guardians are required to complete the Confirmation of Acceptance of the 2017 Business Notice form which we require you to sign and return to the School by the **12 December 2016**. This form provides confirmation from parents/guardians that they have read the 2017 Business Notice and will comply with the policies and procedures detailed in the document.

1.2 2017 Changes

The 2017 Business Notice incorporates the following major changes:

1) In 2016 the School Council made the decision to change the School’s banking to National Australia Bank. It is important that parents/guardians know that BPAY remains unchanged, however, the bank details for payment of fees in advance or per Term have changed.
2) Direct Bank Transfers will no longer be available as an instalment option.
3) In 2017 the School will be phasing out acceptance of cash and cheque payments. These can now be deposited at your local NAB branch using the School bank details and reference information on your invoices.
4) Increase in Tuition Fees and Building Levies by 5.9%.
5) The Consolidated Levies and other Levies for 2017 are shown in the appropriate tables.
6) The Consolidated Charges for Grade 6, Year 10 and Year 12 include the cost of a student ticket to the relevant year level function.
7) Increase in VET Levy to $560. 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.
8) Increase in Music Tuition fees by 5.9%. 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.
9) Year 12 students will be charged for 24 music lessons for the year in Term 1. Additional lessons required exceeding this quota will be charged accordingly.
10) Students who attend Sports Hub will be charged a fee of $30 per term.
11) Students who participate in CLUBS Hub will be charged a program cost to be determined.
12) Outdoor & Environmental Studies Program Levy increased to $665.
13) Edrolo Study Support for VCE students will be charged a fee of $33 per student per subject.
15) In 2017, parents/guardians will be able to access an electronic version of the Term invoice on the myBMG Parent Portal. Invoices will only be sent by mail upon request.
16) The Schoolkids Bonus was abolished from July 2016.
17) Parents are required to read and agree to comply with the **Conditions of Enrolment** and other **School Policies** relating to Students in Sections 7 to 11.
18) Parents must read the **Bacchus Marsh Grammar Privacy Policy** in Section 12.

Mr. Andrew A Neal
Principal
Bacchus Marsh Grammar Inc.
2 Child Safe Standards

Bacchus Marsh Grammar is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a comprehensive Child Safe Program designed to keep children safe and endorsed by the Schools' governing body. We are clear about our behavioural expectations of every person in our community.

At Bacchus Marsh Grammar, we have a zero tolerance for child abuse and are committed to acting in a child’s best interest and in keeping them safe from harm. The School regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture that;

- has zero tolerance for child abuse;
- actively works to listen to and empower children;
- has systems to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the School's policies and procedures;
- is committed to promoting physical, emotional and cultural safety for all children; and
- is committed to providing a safe environment for all children.

3  General Information

3.1  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>Arrangements for financial difficulty</td>
</tr>
<tr>
<td>Rachel Davidson</td>
<td>Finance Officer</td>
<td>Debtor account enquiries, General fee &amp; billing enquiries, Instalment plan arrangements</td>
</tr>
<tr>
<td>Kerryn Browne</td>
<td>Compliance Manager</td>
<td>Government Allowances, School bus service enquiries</td>
</tr>
</tbody>
</table>

3.2  Contact Details

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

3.3  Office Hours

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Time</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Holidays</td>
<td>9:30 a.m. to 3:30 p.m.</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Term</td>
<td>8:30 a.m. to 5:00 p.m.</td>
<td>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>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas Break</td>
<td>Closed 12.00 noon Friday, 16 December 2016; Open 9:30 a.m. on Monday, 9 January 2017</td>
</tr>
<tr>
<td>Mid-Year Break</td>
<td>Closed 4:30 p.m. Friday, 30 June 2017; Open 9:30 a.m. on Monday, 10 July 2017</td>
</tr>
</tbody>
</table>

3.4  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 2017 Music Tuition Enrolment</td>
<td>15 November 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return of Fee Payment Arrangement Form</td>
<td>12 December 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return of Re-Enrolment Form</td>
<td>12 December 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return of School Bus Application Form</td>
<td>12 December 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instalment Plan Advice detailing proposed Instalments for 2017 sent to parents/guardians</td>
<td>13 January 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Date for Payment of Fees in Advance</td>
<td>10 February 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instalment Plan Agreements to be signed by parents/guardians and returned to School</td>
<td>20 January 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017 Conveyance Allowance Applications Due</td>
<td>10 February 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017 Travel Grant Applications Due</td>
<td>10 February 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017 Camps, Sports Excursion Fund Applications Due</td>
<td>Term 1, 2017 – see newsletter for details.</td>
<td>Term fees due 10 February 2017</td>
<td>Term fees due 10 February 2017</td>
</tr>
<tr>
<td>Term 1</td>
<td>1 February 2017</td>
<td>31 March 2017</td>
<td>Term fees due 10 February 2017</td>
</tr>
<tr>
<td>Term 2</td>
<td>19 April 2017</td>
<td>23 June 2017</td>
<td>Term fees due 28 April 2017</td>
</tr>
<tr>
<td>Term 3</td>
<td>18 July 2017</td>
<td>22 September 2017</td>
<td>Term fees due 21 July 2017</td>
</tr>
<tr>
<td>Term 4</td>
<td>10 October 2017</td>
<td>13 December 2017</td>
<td>Term fees due 13 October 2017</td>
</tr>
</tbody>
</table>
4 Fees and Charges Schedule

4.1 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.

4.2 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 in Section 7].

4.3 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 in Section 7 and to the Bacchus Marsh Grammar Incorporated Rules Section 4].

<table>
<thead>
<tr>
<th>Year Level</th>
<th>2017 Annual Tuition Fee</th>
<th>2017 Tuition Fee Payable each Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception – Grade 2</td>
<td>$4,664</td>
<td>$1,166</td>
</tr>
<tr>
<td>Grade 3 – Grade 4</td>
<td>$5,880</td>
<td>$1,470</td>
</tr>
<tr>
<td>Grade 5 – Grade 6</td>
<td>$6,764</td>
<td>$1,691</td>
</tr>
<tr>
<td>Year 7 – Year 8</td>
<td>$8,156</td>
<td>$2,039</td>
</tr>
<tr>
<td>Year 9 – Year 10</td>
<td>$8,916</td>
<td>$2,229</td>
</tr>
<tr>
<td>Year 11 – Year 12</td>
<td>$9,208</td>
<td>$2,302</td>
</tr>
</tbody>
</table>

4.4 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>2017 Annual Building Levy</th>
<th>2017 Building Levy Payable each Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Child</td>
<td>$1,664</td>
<td>$416</td>
</tr>
<tr>
<td>2 Children</td>
<td>$2,124</td>
<td>$531</td>
</tr>
<tr>
<td>3 Children</td>
<td>$2,664</td>
<td>$666</td>
</tr>
<tr>
<td>4+ Children</td>
<td>$3,164</td>
<td>$791</td>
</tr>
</tbody>
</table>

4.5 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.
### 4.6 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>

### 4.7 Other Concessions

#### 4.7.1 Scholarships

The school awards scholarships each year. Applications for scholarships are advertised in the newsletter, BMG website and local press. For 2017 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.

#### 4.7.2 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.

#### 4.7.3 Discount for Payment of Tuition Fees, Consolidated Levy & Building Levy in Advance

A discount of 5% of Tuition Fees, Consolidated Charge and Building Levy will be applied to a family’s account when a family pays the full 2017 Tuition Fees and Other Charges in advance. To qualify for the fees in advance discount, a family will need to make full payment by **10 February 2017**. Any family who, at the time of the billing for Term 1 2017 Fees, has a credit balance sufficient to cover the full year’s Tuition Fees and Other Charges will automatically have the 5% discount applied to their account.
4.8 Other Fees and Levies

4.8.1 Subject Levies

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

<table>
<thead>
<tr>
<th>Levy/Charge</th>
<th>2017 Annual Levy</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior School Production Levy</td>
<td>$215</td>
<td>Students participating in the Senior School Production. This levy will be payable through the Parent Portal &gt; Events.</td>
</tr>
<tr>
<td>VCE Edrolo Study Support</td>
<td>$33 per subject</td>
<td>VCE students participating in the Edrolo program. This levy will be payable through the Parent Portal &gt; Events by Monday 30(^{th}) January 2017.</td>
</tr>
<tr>
<td>Music Levy</td>
<td>$285</td>
<td>Students participating in Music Camp. This levy will be billed separately.</td>
</tr>
<tr>
<td>VET Levy</td>
<td>$560</td>
<td>Students participating in the VET program.</td>
</tr>
<tr>
<td>Geography Expedition</td>
<td>$465</td>
<td>Students studying VCE Geography.</td>
</tr>
<tr>
<td>Outdoor &amp; Env. Studies Program</td>
<td>$665</td>
<td>Students studying Outdoor &amp; Environmental Studies in VCE.</td>
</tr>
<tr>
<td>Information Technology Levy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$220</td>
<td>All students in Prep to Year 2.</td>
</tr>
<tr>
<td></td>
<td>$440</td>
<td>All students in Year 3 to Year 12.</td>
</tr>
<tr>
<td></td>
<td>$10</td>
<td>Daily hire charge – Payment for use of a loan computer [Refer to 2017 Student Technology Handbook].</td>
</tr>
</tbody>
</table>

4.8.2 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 2017 are required to pay a compulsory VET Levy for administrative purposes.

**VET Course Levy**

Students who have elected to complete VET subjects during 2017 are required to pay VET Levy of $560. 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 5.3.1).

4.8.3 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.

4.8.4 Outdoor and Environmental Studies Levy

Students who have elected to complete Outdoor and Environmental Studies in VCE (Units 1-4) during 2017 are required to pay a Compulsory Levy of $665 which will be included, in full, on the Term 1 Fees Account.

4.8.5 BMG Music Program

**BMG Music Program Enrolment**

Parents/guardians will receive a letter confirming a student has been offered a position in the Instrumental Music program by **Friday 18 November 2016**. 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 Monday 28 November 2016 to confirm enrolment in the program.

Please refer to the 2017 Music Handbook for further information on the 2017 Music Program.

**BMG Music Tuition Fees**

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 by the School or is missed through student illness; a make-up lesson will be arranged. Lessons missed for other reasons will not be rescheduled or made up. A maximum of 3 Lessons only will be re-scheduled per Semester 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 each year.

Please note: Year 12 students will be charged for 24 lessons for the year in Term 1. Additional lessons required exceeding this quota will be charged accordingly.

**Music Instrument Hire**

Parents/guardians, whose children are completing music subjects during 2017, 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 [for all Year Levels unless indicated]</th>
<th>2017 Music Tuition</th>
<th>2017 Music Tuition Payable Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Lessons [30 mins]</td>
<td>$1,260</td>
<td>$630</td>
</tr>
<tr>
<td>Individual Lessons [45 mins]</td>
<td>$1,780</td>
<td>$890</td>
</tr>
<tr>
<td>Shared Lessons [30 mins]</td>
<td>$1,038</td>
<td>$519</td>
</tr>
<tr>
<td>Yr 12 Individual Lessons [30 mins]</td>
<td>$936</td>
<td>Billed in Term 1</td>
</tr>
<tr>
<td>Yr 12 Individual Lessons [45 mins]</td>
<td>$1,320</td>
<td>Billed in Term 1</td>
</tr>
<tr>
<td>Music Instrument Hire</td>
<td>$190-$232</td>
<td>$95-$116</td>
</tr>
</tbody>
</table>

**AMEB Music Examinations**

Instrumental music students have the opportunity to participate in the AMEB Music Examinations. Parents/guardians will receive a separate invoice formally advising of the specific payment requirements for each Examination.

4.8.6 **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 in Section 7].

Parent/guardians will be formally advised of the specific requirements for each activity or event. Confirmation of attendance (if required) and/or payment of deposits will be made through the myBMG Parent Portal or the school’s TryBooking website. Once confirmed, parents/guardians will receive an invoice formally advising them of the specific payment requirements for each activity or event as a part of the formal notification. Payments for these activities will need to be made in accordance with instructions specified on the invoice or through the School’s TryBooking website if relevant.

4.9 **School Bus Service**

The School provides a bus service to the Point Cook, Werribee, Hoppers Crossing, Caroline Springs, Watergardens, Taylors Hill, Cairnlea, Gisborne and Sunbury areas. In 2017, 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 minimal subsidy for all School provided buses.

4.9.1 **School Bus Service Fee Notification**
The 2017 School Bus Levy will be advised to parents/guardians in January 2017.

4.9.2 **School Bus Application Forms**
Parents/guardians must complete the **2017 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 **Monday 12 December 2016** to be guaranteed positions on the service for your children.

4.9.3 **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.

4.9.4 **School Bus Service Billing**
In 2017, 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 6.4 School Fee Payment Arrangements] or the terms of your Instalment Plan.

4.9.5 **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 5.2 Long Term Absences from School or other exceptional circumstances. Please note that changing or leaving school will not automatically be regarded as exceptional circumstances.

4.9.6 **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 5.3.1 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.

4.9.7 **Late Bus**
There will be a $15 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.

4.10 **After School Programs**

4.10.1 **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.

4.10.2 **The Sports Hub**
The Sports Hub operates four afternoons per week during each school term where students can participate in learning skills associated with a range of selected sports. The sports offered vary during the year. Students must be enrolled to participate in this program and a student participation fee will be charged per session. 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 further costs incurred for this care. The cost of the Sports Hub sessions will be $30 per term.

4.10.3 **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. Student 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.
4.10.4 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>$21 Full Session</td>
</tr>
<tr>
<td>Sports Hub</td>
<td>3:05 pm to 4:30 pm</td>
<td>Mon to Thur [School Term]</td>
<td>$30 per term</td>
</tr>
<tr>
<td>CLUBS</td>
<td>Varies with Programs</td>
<td>Varies with Programs</td>
<td>To be advised</td>
</tr>
</tbody>
</table>

Students who attend the Learning Hub after participating in the Sports Hub program will be charged a $10 fee.

Late Fees of $21 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.

4.11 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.

4.12 School Uniform

Parents/guardians must ensure that students are correctly attired, at all times, in accordance with the School’s Uniform and Dress Code Regulations as outlined in the Junior School and Senior School 2017 School Diary and in Section 11.

Please note that from 2017 the new School crest will be required on all uniform (Year 12’s excepted). School bags with the old logo may still be used if they are in a serviceable condition.

The School’s Uniforms are available from the following locations:

- School Uniform Shop: School Campus [Restricted Hours] Telephone 03 5367 4072
- Rushfords Schoolwear: Shop 1/13 Barnes Place (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 can be sourced via a service called Sustainable School Shop. Bacchus Marsh Grammar has kindly provided parents with an annual subscription to this website allowing them to list for sale or purchase second-hand uniform and text books - www.sustainableschoolshop.com.au.
5 General Business Rules

5.1 Withdrawal of Students

5.1.1 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 in Section 7].

5.1.2 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 in Section 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 in Section 7].

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 in Section 7].

5.1.3 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 in Section 7].

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 in Section 7].

5.1.4 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 5.1.2 Parent or Guardian initiated Withdrawal].

5.2 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.

5.2.1 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.

5.2.2 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.

5.3 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.

5.3.1 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.

All Conveyance Allowance applications will be assessed by the Department against the Departmental policies and regulations that apply at that time of application and will only be paid if the BMG student meets the relevant eligibility criteria.

Eligibility

New Students

The eligibility criteria varies depending on the type of school attended and where it is located, however to be eligible students new to the School in 2017 must:

- attend their nearest government or non-government school/campus appropriate to their year level at which admission is permissible;
- reside outside Melbourne’s metropolitan conveyance boundary;
- reside 4.8km or more by the shortest practicable route from that school/campus attended; and
- be of school age (5 to 18 years old at time of application) and reside in Victoria.

Current Students

Parents/guardians remain eligible to claim a conveyance allowance in 2017 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.

Application

Parents/guardians wishing to apply for conveyance allowance must complete and submit an application form for each individual student by the due date. Completed application forms must be submitted to the School by no later than **Friday, 10 February 2017** otherwise parents/guardians risk their claim not being accepted.

Please contact the school office for an application form.

5.3.2 Travel Grants

Travel Grants are still available **only** for those parents/guardians who received them in 2016. The School will issue application forms to all parents/guardians who meet the eligibility criteria by **Friday, 16 December 2016**.

Parents/guardians wishing to apply for travel grant must complete and submit an application form for each individual student to the School by no later than **Friday, 10 February 2017** otherwise parents/guardians risk their claim not being accepted.

Please contact the school office for an application form.

5.4 Other Government Allowances

5.4.1 Camps, Sports and Excursions Fund

The Camps, Sports and Excursions Fund (CSEF) will provide payments for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply.

Current payments are $125 per year for an eligible primary school students and $225 per year for eligible secondary school students, however payments for 2017 are still to be determined. Payments are received by the School and will be credited to the parent/guardian debtor account.

Eligibility

To be eligible for the fund, a parent or legal guardian of a student attending a registered Government or Non-Government Victorian Primary or Secondary School must:

- on the first day of Term One, or;
- on the first day of Term Two;
  a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be the holder of a Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder; or
b) Be a temporary foster parent; or
c) Submit an application to the school by the due date (date to be confirmed); or
d) Students must be of school age and attend a Victorian school.

Please refer to the School website for further information and contact the school office for an application form.

5.5 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 in Section 7].

5.6 Health Restrictions
5.6.1 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 unless an updated Anaphylaxis Plan or a Medical Clearance Certificate is submitted to the Health Centre.

5.6.2 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.

5.7 School Communications
5.7.1 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 options to make payments towards your school fees, learning hub fees, various user pays activities and any ad hoc charges. The portal also 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.

5.7.2 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.

5.7.3 School Newsletter
An important form of communication within the School Community, the School’s newsletter the “Grammar Weekly” is published on the School’s website every Wednesday afternoon.

To keep up to date with key dates and activities it is suggested that parents subscribe to the newsletter. To subscribe to this service visit www.bmg.vic.edu.au > News & Events > eNews and enter your contact details. You may subscribe or unsubscribe at any time.

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.

5.8 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.
5.9 Canteen/Cafeteria
In 2016 the School made a decision to outsource the Canteen operation to Metro Canteens. All information on the Junior and Senior School lunch ordering procedures are available on the website: www.bmg.vic.edu.au/community.

5.10 Student Accident Insurance
5.10.1 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.

5.10.2 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.

5.11 Replacement Cheques
The School will charge a fee of $50 for any replacement cheque requested.
6 Billing and Payment of Fees

6.1 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 e.g. name or address, application for split billing or change of parent/guardian responsibility.

6.2 Fee Payment Policy
Parents/guardians are expected to pay all fees on or before the due date as specified on each invoice or in accordance with an approved Instalment 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.

6.3 Billing Arrangements

6.3.1 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. Invoices will be generated four (4) times per year prior to the commencement of each term. Parents/guardians will receive an invoice by email notifying that a new invoice is available to view in the myBMG - Parent Portal, or by post if requested on the 2017 Fee Payment Arrangements form.

6.3.2 Monthly Statements
The School will produce electronic monthly statements which will be accessible and be able to be printed from the myBMG Parent Portal.

6.4 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 2017:

1. Full Year Payment in Advance - payment of the full year’s Tuition Fees, Building Levy and Consolidated Charges by 10 February 2017 to receive a discount equivalent to 5% of the full year’s Tuition Fees, Building Levy and Consolidated Charges.
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 5].
3. Instalment Plan - payment of the full year’s fees on an Instalment basis.

All parents/guardians must complete the 2017 Fee Payment Arrangements form and return the form to the Administration Office by Monday 12 December 2016.

6.5 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.

6.6 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 Billing 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 Billing Variation Form and must be signed by both parties before any arrangements are changed.

### 6.7 Payment Methods

The School offers the following payment methods:

<table>
<thead>
<tr>
<th>Preferred Payment Arrangement</th>
<th>Available Payment Methods</th>
</tr>
</thead>
</table>
| Payment of full year’s fees in advance | (a) Cash/Cheque deposits accepted at NAB branches  
(b) VISA (c) Mastercard (d) EFTPOS (e) BPay  
(f) myBMG Parent Portal (g) Qkr! by MasterCard |
| Payment of term’s fees by due date | (a) Cash/Cheque deposits accepted at NAB branches  
(b) VISA (c) Mastercard (d) EFTPOS (e) BPay  
(f) myBMG Parent Portal (g) Qkr! by MasterCard |
| Instalment Plan | (a) Credit Card - Monthly  
(b) Direct Debit - Monthly/Fortnightly/Weekly  
*Note: Cash or cheque payments will not be accepted for instalment plans* |

In 2017 the School will be phasing out acceptance of cash and cheque payments. These can now be deposited at your local NAB branch using the School bank details and reference information on your invoices.

#### 6.7.1 Qkr! by MasterCard

Qkr! is a smartphone app available from the Apple app store and Google Play which provides a secure, convenient and efficient way to pay the following items; School Fees, Learning Hub Fees, User Pays Activities, order & pay for canteen lunch orders and also a variety of ad-hoc charges such as replacement diaries and printing credit. Instructions for using Qkr! are available on the School’s website.

### 6.8 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 2017 Fees and Charges by instalments must complete the 2017 Fee Payment Arrangements form and return the form to the Administration Office by **Monday 12 December 2016**. 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 2017, 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 **Thursday 23 November 2017**.

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.

6.9 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.

<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>

6.9.1 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.

6.9.2 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 will be charged when an account has been referred for Debt Collection.
3. An Administration Fee of $50 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.

6.9.3 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.
6.9.4 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.

6.9.5 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 in Section 7].
7 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 being 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 the school 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 for 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.
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;
- 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 inculcation of the values of hard work and self-discipline;
- Reinforce the importance and value of both academic and practical pursuits; and
- 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;
- Seek staff assistance, if necessary, to resolve conflict peacefully; and
- 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 Bullying and Harassment Policy

Rationale
All members of the school community have the right to work in a safe and caring environment. At Bacchus Marsh Grammar, we are committed to providing such an environment. We encourage every person in the school community to feel respected and valued, and strive to ensure that all members are treated with fairness, integrity and equality. Bullying and Harassment is unacceptable and will not be tolerated under any circumstances.

The School will employ a range of strategies to work with students who are either the perpetrators or subject of bullying and harassment. Ultimately the school reserves the right to cancel the enrolment of any student for repeated acts of bullying and harassment or serious acts of bullying and harassment. In selecting appropriate consequences for inappropriate behaviours under this policy the school will take into consideration the age of the student and the broader context in which the issue has occurred.

When a person is harassed, they may experience anger, embarrassment, fear, loss of self-confidence and humiliation. Every person has the right to attend the school feeling secure and comfortable. Equally as children and young adults, the school accepts that learning how to behave appropriately is part of the educative process and that at times students will make inappropriate decisions from which they need to learn.

This policy concentrates on student to student bullying, however, the school clearly accepts that other forms of bullying and harassment may exist within the school environment. Two of these (Teacher/Student, Student/Teacher) are covered briefly in this policy.

A separate Bullying and Violence Policy exists for Employees of the school and the Community Code of Conduct deals with broad issues within the school community.

What is Harassment?
Below are listed some common forms of harassment, and some examples of each.

Bullying
Bullying is an ongoing act of aggression causing embarrassment, pain or discomfort to another person. It can take a number of forms:

- It can be physical, verbal, a gesture or exclusion
- It can be an abuse of power
- It can be planned and organised or it may be unintentional
- Individuals or groups may be involved.

Some examples of bullying include but are not limited to:

- Any form of physical violence such as hitting, pushing or spitting on others
- Interfering with another’s property by stealing, hiding, damaging or destroying it
- Using offensive names, teasing or spreading rumours about others or their families
- Using put-downs, belittling other’s abilities and achievements
- Writing offensive notes or graffiti about others
- Making degrading comments about another’s culture, sexuality, religion or social background
- Hurtfully excluding others from a group
- Ridiculing another’s appearance
- Forcing others to act against their will
- Extortion – demanding food, money or school-work.
- Spreading offensive notes or messages about people by any means including electronic forms such as emails, MSN and mobile phone
- Nuisance phone calls and SMS messages

The school makes clear that any issue or allegation that involves potentially criminal activity will be reported to the Police. In such circumstances the school will actively assist the Police in any investigation.
Sexual Harassment
Sexual harassment may be broadly defined as verbal or physical behaviour of a sexual nature that is unwelcome or considered to be offensive. It includes comments, gestures or actions that embarrass the person (male or female) they are directed to. Sexual harassment includes:

- Unwanted touching, brushing up against another or any other form of unwanted physical contact
- Calling another rude names or making offensive comments
- Commenting on the size or shape of another’s body
- Sending obscene letters or making obscene phone calls
- Leering, perving or using sexually oriented jokes
- Questions or comments about another’s sexual preference
- Displays of sexually graphic material
- Inappropriate use of photographic equipment including use of camera phones
- Repeated requests to go out with someone, especially after prior refusal
- Request for sexual favours
- Indecent exposure
- Sexual assault
- Attempted or actual rape

The school makes clear that any issue or allegation that involves potentially criminal activity will be reported to the Police. In such circumstances the school will actively assist the Police in any investigation.

Racial Discrimination
Disadvantaging another via harassment that is based on their racial background.

Libel
Spreading rumours about another person or their family.

Legal Implications for Harassment
Law prohibits most forms of harassment with special emphasis given to acts of violence, sexual harassment and racial discrimination. Victims or witnesses of harassment are entitled to approach authorities such as the Police or the Equal Opportunities Board to have the issue resolved. The school has under legislation a responsibility to report to Police certain alleged behaviours. It will strictly adhere to that responsibility.

Prevention of Harassment
As a school community we accept that we all have the responsibility to speak up, even though this may be difficult at times. This requires staff to:
1. Be role models in word and action and treat all members of the school community with respect at all times.
2. Be observant of signs of distress or suspected incidents of harassment.
3. Take steps to help victims and remove sources of distress as quickly as possible.
4. Report and document suspected incidents to the appropriate staff member according to the prescribed procedure.
5. Refuse to be involved in any bullying situation. If you are present when bullying occurs:
   a. If appropriate, take some form of preventative action;
   b. Report the incident or suspected incident.

Grievance and Action Procedure
Any difficulty in defining what constitutes bullying and harassment should not prevent staff, students or parents from reporting behaviour, which causes them distress. The school will respect the particular sensitivity of complaints and their consequences as well as the need for confidentiality. All members of staff will act within their obligations of Duty of Care.

If you feel that you are being subjected to harassment in any form, do not feel that it is your fault or that you have to tolerate it. In the event of a serious incident the Principal, or his representative, may at their discretion, suspend or expel the offending student, or bypass any step in the following procedure. Equally the Principal or his representative may seek to employ remedies in relation to the matter which are appropriate to the nature of the incident and the age of the perpetrator.
In the first instance
- Tell the offender calmly and politely to stop.
- Discuss the difficulty with a friend, trusted adult and/or the student’s Tutor Group Teacher or other teacher.

If the harassment continues
Inform a member of staff, who will, with your consent, complete a harassment incident report. In cases involving group bullying and name calling, the teacher, again with your consent, will arrange for the appropriate Year Level Coordinator/Student Counsellor to help the students repair the relationship, however, if goodwill is not shown, the school will take direct action in relation to the harassment.

In other cases, the teacher will arrange for the appropriate Year Level Coordinator to inform the person concerned that their actions are wrong, and discuss with them the likely consequences should the offending behaviour continue. Any action taken will be clearly documented. The student who has been bullied or harassed will be asked to record any future episodes noting down who, what, where and when the instances of bullying occur. The appropriate Assistant Principal/Deputy Principal will be informed of the circumstances and outcomes of any matter dealt with in this way.

If the Complaint is not yet resolved
The Year Level Coordinator will explain to the subject of the bullying and harassment their options and rights and the issue will be referred to one of the Deputy Principals. The Deputy Principal will interview the offender, and the alleged subject of the bullying and harassment and determine appropriate consequences. Parents/guardians will be appropriately informed.
- Parents need to be aware that this is their child’s recollection of events and until further investigation is completed should not be interpreted as factual information.
- The Deputy Principal’s in consultation with the Principal may request the involvement of the School Welfare Team or external assistance as appropriate to the nature of the issue.

If the harassment continues
If it is established that repeated, explicit or potentially criminal harassment has occurred, then the following procedures will be implemented:
- The harassing student may be suspended and may be expected to complete a prepared unit of work on harassment. The Principal will decide the number of days of suspension.
- The harassing student and his/her parents/guardian will be requested to meet with the Principal (or delegate), Year Level Coordinator to determine further action and consequences of the inappropriate behaviour.
- In the case of potentially criminal harassment or bullying the Police will be informed immediately and the student may also be suspended indefinitely.

If the issue is not resolved
The Principal may elect to remove a student from the school or issue a final warning to that effect.

If it is found that any student has deliberately or falsely accused another person of harassment, then the accusing student will be dealt with in the same manner as an offending student.

All serious incidents will be directed to the Principal or his representative, bypassing the above procedure, and dealt with as deemed appropriate.

Other Forms of Harassment and Bullying
Teacher/Student
Any student who feels they are a victim of bullying and/or harassment, by a teacher should report the incident to any staff member with whom they feel comfortable. It is mandatory that the staff member reports the matter to the Principal or Deputy Principal(s) immediately.

Student/Teacher
Any staff members who feel that they have been a victim of harassment by a student or students should report the incident to the Director of Student Welfare or Year Level Coordinator. The matter will be dealt with according to the harassment policy and procedures and appropriate action will be taken.
Teacher/ Teacher
Any staff members who feel they have been a victim of bullying and/or harassment should inform one of the following: the Principal or one of the Deputy Principal(s). Appropriate action will be taken in consultation with the Principal.

The school will deal very severely with those who retaliate against someone for reporting incidents of harassment, this will include suspension or removal from the school.

Any students failing to take heed of process put in place to remove bullying or harassment or limit the escalation of an issue will be regarded as having breached the intent of this policy and subject to appropriate consequences.

Recommendations to Parents/Guardians
Bacchus Marsh Grammar recommends that parents:
1. Remain calm and assist their child in understanding the situation and the need for a process to occur in relation to resolving the issue;
2. Watch for signs of distress in their child, for example, unwillingness to attend school, a pattern of headaches or stomach aches, missing equipment, requests for extra money, damaged clothing or bruising;
3. Advise your child to tell a staff member about the incident, or inform the school if harassment is suspected;
4. Be willing to attend interviews at the school if your child is involved in any bullying incident; and
5. Be willing to inform the school of any cases of suspected bullying even when your own child is not directly affected.

When staff, students and parents work together, we create an environment where all students and staff can feel secure, confident and safe.
10 Student Discipline Policy

Statement of Context and Purpose
Bacchus Marsh Grammar is committed to providing a calm, safe and positive environment for students and staff; that maximises learning outcomes.

The school’s ultimate aim is for all members of the community to regulate their behaviour in such a way that these outcomes are achieved through self-discipline rather than through externally imposed sanctions. The school’s Discipline Policy is predicated on the belief that in no circumstances is the use of corporal punishment with the school either appropriate or effective. As such the school explicitly states that it will under no circumstances allow the use of corporal punishment within the school.

Application
The Policy applies to all students and staff who currently attend Bacchus Marsh Grammar. A willingness to adhere to the School Discipline Policy is a requirement to be considered for enrolment at the school and for continued enrolment as a student at the school.

Policy Principles
A number of basic principles form the foundation of the Discipline Policy and Procedures.
1. Students should at all times follow the direction/instruction of members of staff. No students should engage in activities that are unsafe or potentially unsafe.
2. All students are expected to work to the best of their ability.
3. Students are expected to be polite and courteous to teachers, other students and members of the community at all times.
4. No students should interfere with the happiness or the ability of other students to carry out their work.
5. The school reserves the right to cancel a student’s enrolment at the school if the Principal forms the opinion that a student is not adhering to the basic principles of the discipline policy or the rules and regulations that flow from them.
6. Acceptance of this right is a condition of enrolment.
7. A commitment in administering the Policy to the concept of Due Process.
8. The Principal or Deputy Principals will publish/announce from time to time rules/regulations or directions in relation to these Principles. These form Attachment A of this document and are published regularly in the School and other School publications. These may be changed from time to time to enable the good management of the School. It is a condition of enrolment that there is an acceptance of the School’s right to appropriately alter rules/regulations.

Policy
If students in the opinion of staff do not comply with rules/regulations/directions then a series of sanctions may apply.

Students who are considered to have not complied with rules/regulations/directions will have a chance to discuss issues and may be directed towards appropriate resources such as counselling as well or instead of having sanctions applied. Students have access to a student counsellor and pastoral care teachers in this regard. The Principal may decide to offer other approaches to discipline in lieu of sanctions. This may include positive reinforcement or restorative service.

Sanctions
Sanctions will usually (but not always) be applied in a hierarchy of severity. The sanctions that are used by the school in order of their severity are:

- Warning;
- Short unrecorded sanctions e.g. Picking-up paper, time out, moving seats in a classroom;
- Removal of privileges or access to activities;
- After school detentions (3:30pm-4:30pm weeknights);
- Saturday detentions (9:30am-12:30pm Saturday morning on nominated Saturdays);
- Internal Suspension;
- External Suspension; and
- Removal.

Corporal punishment is explicitly excluded as a sanction.
2017 Business Notice

Bacchus Marsh Grammar

In the case of internal and external suspension a meeting of parents/guardians with the Principal or his/her delegate will be a requirement of any return to class.

**Serious Issues**
The issues that the school considers to be serious are listed (but not necessarily limited to) in the school diary. They include:

- Deliberate and/or premeditated harassment- sexual, racial or other - of another person;
- The possession of any item that may be used as a knife of weapon;
- Drinking or possession of alcohol at a school function;
- Smoking when at school or in uniform, or when engaged in any school related activity;
- The possession at school or during a school activity, of tobacco, alcohol or a substitute that may be regarded as a medicine or drug (legal or illegal) in a way not covered by the School’s procedures for the handling of medication;
- Bullying (refer to policy below);
- The use of any prohibited drugs or any dealings in drugs;
- Assault;
- Damage to school property;
- Breaking and entering;
- The use of violence or the threat of violence;
- Forging a person’s signature;
- Rudeness or physical aggression towards students or staff; and
- Any behaviour, which in the view of the Principal is potentially harmful to the reputation or management of the school.

**Procedure for Removal from School**
If a student has been involved in a serious issue that may involve the removal from school the following procedure will apply:

1. An initial interview of the student and others involved in the matter will take place.
2. If the Principal or a Deputy Principal forms the initial view that the issue is:
   a. Potentially serious enough to result in a student being removed from the school; or
   b. is one of a series of events in which a student has failed to comply with rules/regulations or instructions they will be suspended indefinitely.
4. Initial contact will be made with Parents/Guardians by telephone that a student has been indefinitely suspended.
5. As soon as practicable, one or both of the Parents/Guardian will receive a letter explaining that their student has been suspended and may be in a position where they are asked to leave the school.
6. Further investigation of the matter(s) will be conducted.
7. A meeting will be conducted with the Principal, other appropriate staff, the student and his Parents/Guardians in which:
   a. Questions and queries about the issue will be discussed and clarified;
   b. The student will have the right to put any points they wish to make in relation to the incident; and
   c. After the meeting the Principal will make a final decision and inform parents of his/her decision on the matter in writing.

**Procedure for Other Sanctions**
1. The Principal has final responsibility in all matters relating to the day-to-day running of the school, including student’s behaviour and discipline. The Principal may delegate that responsibility to other members of staff, particularly the Deputy Heads of School.
2. In matters of student discipline the Principal’s decision is final. School Council plays no direct role in issues of student management other than setting broad policy positions. It does not involve itself in specific discipline issues.
3. Parents/Guardians will be notified of issues relating to discipline or sanctions. This will be either by:
   • Phone call;
   • Diary entry; or
   • Formal Letter.
4. Notification to parents of detention or suspension will occur before the sanction takes place.
5. Parents will also be notified in writing of all sanctions. Written notification may or may not be finalised before a sanction is completed or commenced.
6. Parents/Guardians have the right to make an appointment to discuss issues of sanctions at any stage. With the exception of the most serious issues this will usually be with a Head of Year, class teacher or Deputy Principal.
7. Similarly members of staff will from time to time request appointments with parents/guardians. It is expected that Parents/Guardians will attend such appointments.
Conditions of Enrolment relating to Discipline

1. It is a condition of enrolment that the Principal or delegate may need to interview or discuss a matter of concern with a student.
2. The school will not have its ability to properly investigate a potential matter limited or compromised by either a student or a parent (on a child’s behalf).
3. If a student refuses to cooperate in the investigation of matters relating to behaviour and discipline, the student will be unable to attend class or school until such time as the matter or matters can appropriately resolved.
4. A position at the school is issued at the prerogative of the Principal (refer to the Business Notice), and is based on a full acceptance of the sanctions and procedures of the school. Further, to acknowledge and agree that the failure of a student or a parent or guardian to accept a decision of the Principal or staff in a matter of conduct or discipline may result in enrolment cancellation.
5. The Principal has the discretion to remove a student’s position at the School if a student, parent or guardian fails to accept the decision of the Principal or an appropriately delegated member of staff in a matter of conduct or discipline.

Rules and Regulations

General
School Rules and Regulations apply to all students at Bacchus Marsh Grammar:
1. At all times the students are on school property;
2. Whenever a student is participating in a school activity within or outside school grounds;
3. While travelling to and from school; and
4. While wearing the school uniform.

Behaviour
At all times students should:
1. Promote the safety of all people and property;
2. Behave in a manner, which reflects credit on themselves, their parents and the Grammar;
3. Not interfere with or damage school property or the property of any other student or member of staff;
4. Comply with the directions of the Principal and staff;
5. Promote a safe and harmonious working environment;
6. Be punctual;
7. Keep voices and conversation in public to a tone and to topics which are acceptable to others including those who are not members of the school;
8. Keep school grounds and rooms as well as the public areas free from litter;
9. Not bring chewing gum to school nor use it at school;
10. Not enter any area which has been designated out of bounds (e.g. building sites);
11. Move in classrooms and around the school safely and consider the well-being of other people and property;
12. Exhibit appropriate restraint in behaviour in such a way that the amenity and safety of other students is not interfered with; and
13. Any other rules and regulations promulgated from time to time by the School Principal for the good management of the School.

Academic Discipline
1. Students must attend all classes and be punctual in attendance. A late notice must be collected from the Main Administration Office if a student is late to school;
2. Students must be properly equipped for lessons including sport and P.E;
3. All homework and assignments must be recorded in Diaries and work must be completed by the prescribed time. (Refer to Assessment Policy);
4. Diaries must be carried and kept available so that regular entries can be made by students, staff or parents;
5. Students must be diligent in developing good study habits and techniques;
6. Students must not in any way interfere with the learning of others or the conduct of classes; and
7. Any other rules and regulations promulgated from time to time by the Principal for the sound academic management of the School.
Privacy and Confidentiality
1. Privacy legislation informs the Discipline Policy. The investigation of any matters relating to the Policy should be cognisant of the basic requirements of the Schools policy in this area and legislation.
2. It should also be noted that making public individual matters of discipline or disciplining action are not one of the consequences the School will use in relation to this policy; nor will the School discuss disciplinary actions taken against students with other students, parents or members of the community.

Communication of Policy Including Key Responsibilities
1. Bacchus Marsh Grammar will ensure that:
   • all staff are aware of this policy and associated procedures on an annual basis; and
   • details of the policy will be published annually in the School diary and any changes made known through the School newsletter or letters to parents.
A current copy of the policy and regulations will be available through the parent portal and the School website.

Consequences of a Breach of this Policy
1. Bacchus Marsh Grammar emphasises the need to comply with the requirements of this policy. Any employee found to be in breach of the requirements of this policy may be subject to disciplinary action, up to and including termination of employment.
2. Employees should refer to the Performance Management, Misconduct and Disciplinary Action Policy.
3. Failure of students, parents or guardians to abide by the policy may see the student’s position at the School terminated.

Adoption
1. This Policy has been adopted by a resolution of the School Council.
2. This Policy will be reviewed at least once every two years.
11 School Uniform and Dress Code Regulations

The School Colours are black, gold, white and blue. Wearing of the school uniform is compulsory for all students. Full school uniform (including blazer for students in Years 5-12) must be worn correctly to and from school and on all formal occasions, including School assemblies.

The reputation of the school is enhanced by the appearance of students in public and the pride with which the uniform is worn.

Where the forecast temperature is 30°C and above, the school blazer is not required to be worn. Uniforms should be kept neat and tidy. School shoes (not boots) must be plain black and always be neat and polished.

Winter uniform is the Full School Uniform and may be worn at any time of the year but is compulsory for Terms 2 and 3. In the case of any unseasonable weather, where the forecast is above 25°C, students may choose to wear their summer uniform for that day. During Terms 1 and 4, summer uniform may be worn as an alternative to full school uniform.

All students who are not in correct uniform need to have a signed note in their school diary from a parent/guardian explaining the reason. A note shall not be regarded as sufficient explanation for continued variation to the Uniform.

Students in Years 7 to 12 will be issued with a uniform pass at the beginning of the day by the Deputy Principal.

From the commencement of 2017 all school uniform items must include the current school logo as below:

![School Logo](image)

*Items marked with ## constitute core uniform items for a student of any gender*

**Girls’ Full School Uniform**
- BMG kilt (Years 3 – 12) (knee length) with plain black tights or knee length plain black socks (the hem of the kilt must be below the top of the sock).
- BMG tunic (Years P-3) (knee length) with plain black tights or knee length plain black socks (the hem of the tunic must be below the top of the sock).
- BMG grey trousers. ##
- BMG check trousers.
- Long sleeve gold shirt with logo. ##
- BMG cross-over tie (Junior School).
- BMG tie or leadership/designated award tie. ##
- BMG jumper. ##
- BMG Blazer (Years 5-12). ##
- Plain black socks with trousers (grey or check). ##
- Plain black lace up, buckle or velcro (Junior School only) school shoes (boots or ballet style shoes not permitted).

**Girls’ Summer Uniform**
- BMG cotton dress (knee length).
- BMG jumper. ##
- BMG Blazer (Years 5 - 12). ##
- BMG grey summer shorts. ##
- BMG short sleeve open-neck shirt with BMG logo. ##
- Shirts must be tucked in.
Plain white T-shirts may be worn under school shirts in cold weather, with no visible motifs and must not be visible at the neckline.

- Black BMG socks (ankle or knee high) with stripe to be worn with shorts. ##
- White BMG socks (ankle or knee high) with stripe to be worn with dress.
- Plain black lace up or buckle school shoes (boots or ballet style shoes not permitted).
- Blue BMG hat (compulsory Prep Reception-Year 6 during Terms 1 & 4) ## OR
- BMG cap (Years 7-12 only). ##

**Girls’ Jewellery and Hair**

**Jewellery**
- Primary students are not permitted to wear jewellery for safety reasons.
- One wristwatch.
- One set of plain studs or sleepers (worn in the earlobe) only are acceptable.
- No visible necklaces.
- No rings or bracelets are to be worn.
- Any students wearing obvious and excessive make-up will be asked to remove it immediately. Clear nail polish. Nail extensions are not permitted (eg. Acrylic/gel). No eyeliner may be worn.
- Other than earrings, other body piercing must not be visible. No tongue studs to be worn. Similarly, body markings are not to be visible.

**Hair**

The following regulations regarding hair apply:
- Hair must not be shaved less than a ‘number 3’.
- Hair may be dyed to a ‘natural’ blond, brown or black only. Dyed ‘white blond’ is not deemed a natural colour. Hair colour to be consistent.
- Hair must be evenly or not overly graded in cut and must be off the face.
- Hair must sit naturally around and off the face; if this cannot be achieved it is to be tied or clipped back with school coloured ties or clasps.
- Hair clips may be used if plain and in reasonable number and are in school colours.
- Beads in hair are not permitted.
- Single or double plaits are permitted, but not multiple small plaits.
- No extreme hairstyles are allowed. The judgement of ‘extreme fashion’ will lie with the Principal and Deputy Principals.
- Fringes must not obstruct student vision.
- Any hairstyle regardless of length or style that is deemed unruly is unacceptable and considered a breach of regulations.

**Boys’ Full School Uniform**

- BMG grey trousers. ##
- Long sleeve gold shirt with logo. ##
- BMG school tie or leadership/designated award tie. ##
- BMG jumper. ##
- BMG Blazer (Years 5-12). ##
- BMG or Plain block socks with trousers. ##
- Plain black lace up or velcro (Junior School only) school shoes (no boots).
- Black belt (optional).

**Boys’ Summer Uniform**

- Short-sleeved open-neck gold shirt with BMG logo. ##
- BMG jumper. ##
- BMG blazer (Years 5-12 only). ##
- School grey trousers (with short black BMG socks) OR
- School summer shorts (worn with BMG socks). ##
- Plain black lace up shoes (no boots).
- Shirts must be tucked in.
- Plain white T-shirts may be worn under school shirts in cold weather, with no visible motifs and must not be visible at the neckline.
- Blue BMG hat (compulsory Prep Reception-Year 6 during Terms 1 & 4) ## OR
- BMG cap (Year 7-12 only). ##
Boys’ Jewellery and Hair

Jewellery
- Primary students are not permitted to wear jewellery for safety reasons.
- One wristwatch.
- No visible necklaces.
- No rings or bracelets are to be worn.
- Any students wearing obvious and excessive make-up will be asked to remove it immediately. Clear nail polish. Nail extensions are not permitted (eg. Acrylic/gel). No eyeliner may be worn.
- Body piercing must not be visible. No tongue studs to be worn. Similarly, body markings are not to be visible.

Hair
The following regulations regarding hair apply:
- Hair must not be shaved less than a ‘number 3’.
- Hair may be dyed to a ‘natural’ blond, brown or black only. Dyed ‘white blond’ is not deemed a natural colour. Hair colour to be consistent.
- Hair length should be at the top of the collar.
- Hair must be even or not overly graded in cut and sit naturally around and off the face.
- Sideburns must not extend beyond the ear-lobe or out onto the face.
- Boys must be clean-shaven. Boys arriving at school unshaven will be directed to the Health Centre to shave, or sent home to shave before returning to class.
- No extreme hairstyles are allowed. The judgement of ‘extreme fashion’ will lie with the Principal and Deputy Principals.
- Fringes must not obstruct student vision.
- Any hairstyle regardless of length or style that is deemed unruly is unacceptable and considered a breach of regulations.

Notes on wearing the Full School Uniform
- Shirts must be tucked in. ##
- No under garments should be visible. ##
- Ties and all buttons must be done up correctly. ##
- Sleeves must not be rolled up. ##
- Plain white T-shirts may be worn under school shirts in cold weather, with no visible motifs and must not be visible at the neckline. ##
- Scarves may be worn provided that they are in School Colours. ##
- No scarves, gloves, hats or school anorak are to be worn in class. ##
- Boxer shorts should not come below dress hems.
- Shoe laces and buckles must be done up. Jumpers (Years Prep to 4) must be worn to and from school. ##
- Blazers (Years 5 to 12) must be worn to and from school. ##

Sports Uniform ##
- BMG track suit pants.
- Rugby top with BMG logo or BMG half zip jumper (Prep to Year 4) or BMG full zip jacket (Years 5 to 12).
- Polo shirt with BMG logo.
- BMG House polo shirt with BMG logo (Years 5 to 12).
- White BMG sports socks.
- It is preferred that sports runners and laces should be either one of the school colours (black, gold, white or blue) or any combination of these colours. To reduce the risk of injury, skate/casual shoes are not part of the sport uniform.
- BMG black sports shorts.
- BMG hat (blue Prep to Year 6).
- BMG cap (Year 7 to Year 12).
- Black/yellow football socks (Richmond colours – Years 7 to 12 for specific sports).
- Mouthguard.

Notes on wearing the Sports Uniform
- The school anorak may be worn over the polo top or rugby top but may not be worn whilst participating in sports activities or in classrooms.
- In first and fourth terms hats must be worn during PE and Sport conducted outside.
- School sports jumpers or jackets are not to be tied around the waist.
- Long sleeve tops must not be worn under the polo top.
Years 5-12: Students are required to wear full school uniform to and from school each day. On sport or physical education days, students are to change into appropriate sports uniform for their scheduled class time.

Years Prep–4: On designated PE days students may wear sports uniform to and from school.

**Clubs Uniform ##**
- The additional uniform items for special events and classes are not part of the BMG sports or school uniform (e.g. Elite sports uniform, dance uniform, equestrian uniform).

**School Bags ##**
- BMG school bags are part of the full school uniform.
- Sports bags are to be used for occasions when change of clothing is required for sport or for specific school events.
- Students must make themselves aware of the school safe handling policy.
- Students should ensure that they are carrying appropriate loads in their bags in a manner that will not cause injury.

**BMG Anorak ##**
The School Anorak may be worn over the top of the blazer for added protection from the weather, but not as a replacement for the blazer.
- Those students riding bicycles to and from school may wear the anorak instead of their blazer, but once at school their blazer must be worn.
- Similarly, students waiting at school bus stops may wear their BMG anorak.
- The Anorak is not to be worn to class.

**Runners ##**
- Runners may only be worn when students are legitimately in Sports Uniform. They are NOT to be worn with full summer or winter school uniform at recess or lunch times.
- Skate and fashion shoes are not acceptable.
- It is preferred that runners and laces should be either one of the school colours or any combination of these colours.
12 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;
- 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; and
- 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; and
- 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; and
- 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 PO Box 214 Bacchus Marsh VIC 3340 or by facsimile at (03) 5366 4850
- Privacy Officer: Kerryn Browne

Privacy Officer Responsibilities
To ensure that any privacy concerns submitted by students, parents, prospective parents, job applicants, staff, volunteers and others including alumni, contractors, visitors and others that come into contact with the school are reported to Executive Management.

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.
### 13 2017 Term Dates

#### Term 1 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Office Re-opens after Christmas break</td>
<td>Monday 9 January</td>
</tr>
<tr>
<td>Australia Day Public Holiday</td>
<td>Thursday 26 January</td>
</tr>
<tr>
<td>All Staff Commence</td>
<td>Monday 30 January</td>
</tr>
<tr>
<td>Year 12 Day Camp</td>
<td>Tuesday 31 January</td>
</tr>
<tr>
<td>Year 12 Classes Commence</td>
<td>Wednesday 1 February</td>
</tr>
<tr>
<td>Year 7 Classes Commence</td>
<td>Wednesday 1 February</td>
</tr>
<tr>
<td>Prep Commence</td>
<td>Wednesday 1 February</td>
</tr>
<tr>
<td>Prep Reception Commence</td>
<td>Wednesday 1 February</td>
</tr>
<tr>
<td>Years 1 - 6 &amp; Years 8 - 11 Commence</td>
<td>Thursday 2 February</td>
</tr>
<tr>
<td>Labour Day Public Holiday</td>
<td>Monday 13 March</td>
</tr>
<tr>
<td><strong>End of Term 1</strong></td>
<td></td>
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<tr>
<td>Good Friday</td>
<td>Friday 14 April</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday 17 April</td>
</tr>
<tr>
<td>Easter Tuesday</td>
<td>Tuesday 18 April</td>
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#### Term 2 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Staff and Students Commence</td>
<td>Wednesday 19 April</td>
</tr>
<tr>
<td>ANZAC Day Public Holiday</td>
<td>Tuesday 25 April</td>
</tr>
<tr>
<td>Queen’s Birthday Public Holiday</td>
<td>Monday 12 June</td>
</tr>
<tr>
<td><strong>End of Term 2</strong></td>
<td></td>
</tr>
<tr>
<td>Staff Week</td>
<td>Friday 23 June</td>
</tr>
<tr>
<td>Year 10 Work Experience Week</td>
<td>Monday 26 June to Friday 30 June</td>
</tr>
<tr>
<td>Office Closed for Mid Term Break</td>
<td>Monday 3 July to Friday 7 July</td>
</tr>
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#### Term 3 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Staff Commence (Professional Development)</td>
<td>Monday 17 July</td>
</tr>
<tr>
<td>Students Commence</td>
<td>Tuesday 18 July</td>
</tr>
<tr>
<td>Mid Term Break</td>
<td>Friday 18 August <em>(no students - whole school)</em></td>
</tr>
<tr>
<td><strong>End of Term 3</strong></td>
<td></td>
</tr>
<tr>
<td>Friday before Grand Final Public Holiday</td>
<td>Friday 22 September</td>
</tr>
<tr>
<td><strong>Friday before Grand Final Public Holiday</strong></td>
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#### Term 4 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Staff Commence</td>
<td>Monday 9 October</td>
</tr>
<tr>
<td>Year 12 Examinations</td>
<td>Monday 9 October <em>(externally supervised at school)</em></td>
</tr>
<tr>
<td><strong>Students Commence</strong></td>
<td></td>
</tr>
<tr>
<td>Mid Term Break</td>
<td>Tuesday 10 October</td>
</tr>
<tr>
<td>Melbourne Cup Public Holiday</td>
<td>Tuesday 7 November</td>
</tr>
<tr>
<td>Orientation Day</td>
<td>Tuesday 21 November</td>
</tr>
<tr>
<td>Senior Students Study Day</td>
<td>Tuesday 21 November <em>(Senior School ONLY)</em></td>
</tr>
<tr>
<td><strong>End of Term (Years 9 – 11)</strong></td>
<td></td>
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<tr>
<td><strong>End of Term (Years 5 – 8)</strong></td>
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<tr>
<td><strong>End of Term (Prep – 4)</strong></td>
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<tr>
<td>Staff Day</td>
<td>Thursday 14 December</td>
</tr>
<tr>
<td>Staff Day</td>
<td>Friday 15 December</td>
</tr>
<tr>
<td>Office Closes for Christmas Break</td>
<td>Friday 15 December</td>
</tr>
</tbody>
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#### Other Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Student Book Collection</td>
<td>Thursday 12 January 2017 [09:30 a.m. to 3:00 p.m.]</td>
</tr>
<tr>
<td></td>
<td>Friday 13 January 2017 [09:30 a.m. to 3:00 p.m.]</td>
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14 2017 Parent Teacher Interview Dates

Booking Parent Teacher Interviews on myBMG

Parents/guardians must 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 2017
Junior School                                    Wednesday 1 March
Junior School                                    Thursday 2 March
Year 7 Students                                  Tuesday 7 March
Years 11-12 Students                             Wednesday 15 March

Term 2 2017
Year 8 Students                                  Wednesday 26 April
Year 9 Students                                  Thursday 27 April
Year 10 Students                                 Wednesday 3 May

Term 3 2017
Junior School                                    Wednesday 26 July
Junior School                                    Thursday 27 July
Senior School                                    Tuesday 15 August
Senior School                                    Thursday 17 August

15 2017 Parent Information Nights

Term 3 2017
Year 11 2018 Information Night                   Tuesday 1 August
Year 10 2018 Information Night                   Wednesday 9 August
VTAC Parent Information Night                    Monday 21 August
Year 9 2018 Information Night                    Wednesday 23 August

Term 4 2017
2018 Vietnam Study Tour Information Night        Wednesday 25 October
Year 7 2018 Information Night                    Tuesday 14 November
Prep Reception & Prep 2018 Information Night     Wednesday 8 November

16 2017 Formal Functions

Term 3 2017
Year 10 Presentation Evening                     Friday 1 September

Term 4 2017
Year 12 Valedictory Dinner                       Tuesday 24 October
Year 6 Graduation Dinner                         Tuesday 5 December
Awards Day & End of Term (Year 9 – Year 11)      Monday 11 December
Awards Day & End of Term (Year 5 – Year 8)       Tuesday 12 December