



Bacchus Marsh
Grammar

2020 Woodlea Middle School Handbook

Year 5 to Year 7

WELCOME TO THE MIDDLE SCHOOL - YEAR 5 to 7

On behalf of all the Middle School staff, I would like to welcome each new family to the Middle School community. We will work together to guide your child through this important stage of their development.

We understand that your child is an important individual who deserves the very best education that we can provide. Staff at Bacchus Marsh Grammar work hard to treat all students as individuals and endeavour to meet their specific needs.

Together, we will share in the successes and challenges of your child's educational journey and trust that you will join us in encouraging them to always work to the best of their ability. It is most important to remember that in any class, a diverse range of skill, knowledge and talent will be displayed and that students will progress at different rates. However, students are expected to set high standards for themselves and always aim to achieve their personal best.

Education for life is a structured, purposeful process. Bacchus Marsh Grammar encourages all students to be active participants in their own learning. Our curriculum aims to present challenges, where students are encouraged to take risks as learners, step out of their comfort zones and to work toward enhancing their skills and knowledge. As learning needs to be calm and structured, this is reflected in our thorough curriculum which includes clear procedures for assessing progress.

We endeavour to provide our Middle School students with a learning experience which enables them to become responsible and productive members of the wider community. They will learn to lead through service, both within the Middle School as well as the Junior School and Senior Schools.

You will find this handbook a valuable resource; however, we do not expect you to remember everything at once. Please ask questions as we are all here to help make your transition to the Middle School a seamless experience. I would like to encourage each family to foster the good communication that exists between families and our staff. Do not hesitate to contact your child's Tutor Teacher if you have any matters that need discussion or clarification. Good communication is a valuable key to success. We look forward to meeting all new families and getting to know you and your child.

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Mr Luke Symes
Assistant Principal
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VISION, KEY OBJECTIVES AND MISSION

Bacchus Marsh Grammar seeks to meet the desire of the community for an independent education that is comprehensive, challenging and enriching.

OUR VISION

Our Vision is to be a co-educational, ecumenical day school that provides quality co-education for students from the outer western area of Melbourne. We celebrate diversity and place strong emphasis on the fundamental need to respect and value others and to continuously develop.

At Bacchus Marsh Grammar, we know that we all have different strengths that need to be developed and weaknesses that can be enhanced.

We actively encourage students to be involved in a broad range of curricular and co-curricular activities, so they develop the “whole person”. We strongly emphasise “Education for Life” in all that we do to help prepare students for the world beyond school.

We foster a sense of openness, community responsibility, social conscience, acceptance and resilience.

Through our programs and pastoral care, we support and promote the principles and practice of Australian democracy. We are committed to supporting the elected government, the role of law and equal rights before the law, freedom of religion, freedom of speech and association and the values of openness and tolerance.

KEY OBJECTIVES

Seven key objectives have been developed to ensure the consistent and consolidated growth of our School over the next five years.

These objectives are to:

- maintain an appropriate, long-term planning framework for the development of our School
- maintain and develop enrolments and fundraising
- further enrich the School’s programs including academic, co-curricular and personal development
- ensure appropriate Information and Communications Technology capacity to support the School’s educational and administrative programs
- continuously improve and develop our physical facilities and infrastructure
- continue to adopt and maintain best practice in financial planning and procedures
- provide a working environment that attracts and maintains the highest quality of staff.

MISSION

Bacchus Marsh Grammar aspires to fulfill the community’s desire for Independent co-education that is holistic in its approach, comprehensive, challenging and enriching.

Our School is committed to providing a safe and caring environment which, through its diverse programs, encourages students to be confident, self-aware, resilient, able to contribute to their personal growth, and willing to be active and positive members of society.

We encourage a strong sense of service in our students and the knowledge that inclusion and a willingness to assist others is vital in developing a positive character and a strong society.

Our School is proud of its rich culture of achievement which encourages students and staff to strive toward achieving their personal best.

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KEY STAFF CONTACTS

Heads of Campus

Co-Head of Campus

Mr Luke Symes

Daily Organiser and Pastoral Care:

- Behaviour Management
- Pastoral Issues
- Student Welfare Issues

Co-Head of Campus

Curriculum:

- Curriculum Queries

Mrs Danielle Copeman

Deputy Head of Campus

Mrs Sarah Hunter

Principals

Principal

Mr Andrew Neal

Senior Deputy Principal

Mrs Elizabeth O'Day

Specialist Assistant Principals

Deputy Principal - Pastoral Care

Mrs Rosalind Pittard

Assistant Principal – Education Services

Mrs Wendy Green

Assistant Principal – Learning and Teaching

Mr Leigh Park

Assistant Principal – Director of Studies

Mr Ben Davie

KEY CONTACT INFORMATION

Postal Address:

P.O. Box 214

Bacchus Marsh, 3340

Website:

www.bmg.vic.edu.au

Bacchus Marsh Grammar – Woodlea

111 Frontier Ave

Aintree, 3336

Telephone:

03 5366 4900

Facsimile:

03 5366 4950

Email:

school@bmg.vic.edu.au

Woodlea Absentees:

03 5366 4988 or woodlea_absentees@bmg.vic.edu.au

STRUCTURE OF THE SCHOOL DAY

All Middle School classes begin at 8.45am Monday to Friday.

(Please note bell times are subject to change)

AM Tutor Group	8:45am - 9:00am
TTT / Assembly	9:00am - 9:20am
Period 1	9:20am - 10:05am
Period 2	10:05am - 10:50am
Recess	10:50am - 11:10am
Period 3	11:10am - 11:55am
Period 4	11:55am - 12:40pm
Lunch	12:40pm - 1:30pm
Period 5	1:30pm - 2:15pm
Period 6	2:15pm - 3:00pm
PM Tutor Group	3:00pm - 3:05pm

2020 TERM DATES

Term 1 2020

Staff Day – <i>ALL Staff Commence</i>	Tuesday 28 January
Staff Day	Wednesday 29 January
Year 12 Development Day [at school]	Wednesday 29 January
Year 12 Classes Commence	Thursday 30 January
Year 7 Classes Commence	Thursday 30 January
Prep Reception (Maddingley) & Prep (Maddingley & Woodlea) – School Readiness Meetings	Thursday 30 January
Prep Reception (Maddingley) & Prep (Maddingley & Woodlea) – School Readiness Meetings	Friday 31 January
Years 1 to 6 & 8 to 11 Commence (Maddingley & Woodlea)	Friday 31 January
Prep Reception (Maddingley) & Prep (Maddingley & Woodlea) – Commence	Monday 3 February
Labour Day	Monday 9 March [no school]
End of Term 1	Friday 27 March

**** Good Friday 10 April, Easter Monday 13 April, Easter Tuesday 14 April ****

Term 2 2020

Staff & Students Commence	Wednesday 15 April
Queen's Birthday	Monday 8 June [no school]
End of Term 2	Friday 19 June
Staff Week	Monday 22 June to Friday 26 June

Term 3 2020

Staff Commence	Monday 13 July
Students Commence	Tuesday 14 July
Mid-Term Break	Friday 14 August [no school]
End of Term 3	Friday 18 September

Term 4 2020

Staff Commence	Monday 5 October
Year 12 Trial Examinations	Monday 5 October <i>(externally supervised at school)</i>
Students Commence	Tuesday 6 October
Mid-Term Break	Monday 2 November [no school]
Melbourne Cup	Tuesday 3 November [no school]
End of Term – ALL STUDENTS	Friday 11 December
Staff Training Week	Monday 14 December to Friday 18 December

GENERAL INFORMATION

UNIFORM REQUIREMENTS

Wearing of the school uniform is compulsory for all students. The reputation of the School is enhanced by the appearance of students in public and the pride with which the uniform is worn. The School Uniform and Dress Code takes precedence over a student's individual preferences.

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 School Uniform and Dress Code.

Students in Years 7 to 12 will be issued with a Uniform Pass at the beginning of the day by the Deputy Principal and should attend reception for this to be arranged.

School Colours

The School Colours are black, gold, white and blue.

School Logo

For all students commencing their first year of enrolment at the School from 2017, all school uniform items must include the current school logo as below:



Bacchus Marsh
Grammar

School Ties from 2020:

- The black/blue tie to be worn by students of Maddingley Prep to Year 8.
- The gold/black/blue tie to be worn by all students of Years 9 to 12.
- The black/gold tie to be worn by students of Woodlea Prep to Year 8.
- Primary girls may continue to wear the "cross-over tie" as an alternative to the new style of ties.
- Transitional rule: Students commencing Year 9 in 2020 may continue to wear their current black/blue Tie whilst in Year 9. However, it is expected that these students will have a senior tie from the commencement of Year 10 in 2021.



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

Girls' Uniform

Full School Uniform

- BMG jumper ##;
- BMG Blazer (Years 5-12) ##;
- Long sleeve gold shirt with logo ##;
- BMG cross-over tie (Junior School);
- BMG tie or leadership/designated award tie ##;
- BMG grey trousers ##;
- BMG check trousers;
- 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);
- Plain black socks with trousers (grey or check) ##; and
- Plain black lace up, buckle or velcro (Junior School only) school shoes (boots or ballet style shoes not permitted).

Summer Uniform

- BMG jumper ##;
- BMG Blazer (Years 5 - 12) ##;
- BMG short sleeve open-neck shirt with BMG logo ##;
- BMG grey summer shorts ##;
- BMG cotton dress (knee length);
- 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, buckle or velcro (Junior School only) 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 4-12 only) ##.

Jewellery and Make-up

- 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;
- No eyeliner may 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 (e.g. Acrylic/gel); and
- 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 ties or clasps in the School Colours;

- 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; and
- Any hairstyle regardless of length or style that is deemed unruly is unacceptable and considered a breach of regulations.

Boys' Uniform

Full School Uniform

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

Summer Uniform

- BMG jumper ##;
- BMG blazer (Years 5-12 only) ##;
- Short-sleeved open-neck gold shirt with BMG logo ##;
- School grey trousers (with short black BMG socks); OR
- School summer shorts (worn with BMG socks) ##;
- Plain black lace up or velcro (Junior School only) shoes (no boots);
- Blue BMG hat (compulsory Prep Reception-Year 6 during Terms 1 & 4) ##; OR
- BMG cap (Years 4-12 only) ##.

Jewellery and Make-up

- Primary students are not permitted to wear jewellery for safety reasons;
- One wristwatch;
- No visible necklaces;
- No rings or bracelets are to be worn;
- No eyeliner may 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 (e.g. Acrylic/gel); and
- 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;
- Beads in hair are not permitted;
- 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; and
- Any hairstyle regardless of length or style that is deemed unruly is unacceptable and considered a breach of regulations.

Sports Uniform

- 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)##;
- BMG track suit pants##;
- BMG black sports shorts;
- White BMG sports socks##;
- Black/yellow football socks (Richmond colours – Years 7 to 12 for specific sports);
- Mouth guard.

Miscellaneous

- BMG School Bags ##
- BMG School Anorak ##
- Clubs Uniform ## (examples: Elite sports uniform, dance uniform, equestrian uniform).

School Dress Code

Wearing the Full School Uniform

- Full School Uniform or Summer 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 Full School Uniform may be worn at any time of the year but is compulsory for Terms 2 and 3 during winter.
- 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.
- Jumpers (Years Prep to 4) must be worn to and from school.
- Blazers (Years 5 to 12) must be worn to and from school.
- Where the forecast temperature is 30°C and above, the school blazer is not required to be worn.
- Hats must be worn when outside during Terms 1 and 4.
- Uniforms should be kept neat and tidy.
- Shirts must be tucked in.
- Sleeves must not be rolled up.
- Ties and all buttons must be done up correctly.
- 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.
- No under garments should be visible.
- 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.

Wearing the Sports Uniform

- Hats must be worn during PE and Sport that is conducted outside during Terms 1 and 4;
- 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 Prep–4: on designated PE days students may wear sports uniform to and from school; and
- 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.

Wearing Clubs Uniform

The additional uniform items for special events and classes are not part of the BMG Sports Uniform 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's safe handling policy; and
- Students should ensure that they are carrying appropriate loads in their bags in a manner that will not cause injury.

BMG School Anorak

- The School Anorak may be worn over the Full School Uniform and or Summer Uniform while travelling to and from School, and outdoors on School grounds, however, it may not be worn while in classrooms;
- The School Anorak is not to be tied around the waist;
- 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; and
- The Anorak may be worn over the polo top or rugby top but may not be worn while participating in sports activities.
- It is preferred that only the School Anorak, and no other jackets or waterproof apparel, is worn by students in the circumstances permitted above.

Footwear

- School shoes should be plain black lace up, buckle or velcro (Junior School only) school shoes (boots or ballet style shoes not permitted);
- To reduce the risk of injury, skate/casual/fashion shoes are not part of the uniform, including the sports uniform;
- Shoes should always be neat and polished;
- Shoe laces and buckles must be done up;
- Runners may only be worn when students are legitimately in Sports Uniform. They are NOT to be worn with Full School Uniform or Summer Uniform including at recess or lunch times;
- It is preferred that sports runners and laces should be any one of the School Colours or any combination of these colours.

UNIFORM OUTLETS

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

School Uniform Shop: School Campus (Gate 2 Maddingley Campus Main Carpark) - Telephone 5367 4072

Hours of Operation:

Monday & Friday: 12:30pm - 4:30pm

Wednesday: 8:00am - 12:00pm

2020 Holiday Hours

On Campus

Thursday 16 January 9.00am to 4.00pm

Friday 17 January 9.00am to 4.00pm

Wednesday 22 January 10.00am to 2.00pm

Friday 24 January 10.00am to 2.00pm

Wednesday 29 January 10.00am to 2.00pm

Thursday 30 January 8.00am to 12noon

Friday 31 January 8.30am to 4.30pm

Rushfords Schoolwear: Shop 1/13 Barnes Place Werribee - Telephone 9741 3211

Hours of Operation:

Monday to Friday: 9:00am - 5:00pm

Saturday: 9:00am - 1:00pm

Closed for main public holidays and between Christmas and New Year.

REPORTS AND PARENT/TEACHER INTERVIEWS

You can expect to receive a school report at the following times:

Full Report: End of Terms 2 and 4.

The Middle School is moving towards ongoing reporting throughout the academic year. These reports can be accessed through the school parent portal.

Formal Parent-Teacher-Student interviews will also be conducted in Terms One and Three. However, you are encouraged to contact the School through the Tutor teacher at any stage throughout the year if you have concerns or questions regarding your child's progress.

STUDENT ABSENCES AND LATENESS

Parents are asked to telephone the Student Administration office on 5366 4988, if their child is sick or will be absent from school. Parents in the Junior School will be contacted after three days of absence if notification is not received. Please supply your child's class teacher with a written note explaining any absence once your child returns to school.

The following systems and procedures are in place to follow up unexplained absences from school:

- Where an absence of a Senior School student has not been explained by 9.20am, the School will send a SMS by 9.30am advising the parents their child has been marked absent from School and to contact the School absence line. If parents do not respond to the first SMS, a reminder SMS is then sent at approximately 10.00am. If no response is received, the student will be marked as 'All Day Absence – Not Notified' with a reason: 'SMS sent'.
- Where an absence of a Junior School student has not been explained by 9.20am, the School will send a SMS by 9.30am advising the parents their child has been marked absent from School and to contact the School absence line. If parents do not respond to the first SMS, a reminder SMS is then sent at approximately 10.00am. If no response is received, the School will contact the parents by phone.
- Where the absence remains unexplained the matter will be reported to the Year Level Coordinator and Heads of School for investigation and follow up.
- All information in relation to unsatisfactory attendance is recorded on students' files and information with respect to attendance is provided in each student's school report.

Students who arrive late to school must personally report to the Main Administration office to obtain a late pass before going to class.

Students who are collected early during the school day must be signed out at the Main Administration office before leaving for the day.

STUDENT DIARIES

The school diary is used by all students and is each student's main organisational tool and mode of communication between home and school. The class teacher checks diaries on a regular basis. Students need to be encouraged to notify teachers if parents have used the diary to communicate with the teacher. Parents are asked to sign student diaries, as a minimum requirement, on a weekly basis.

Please read your child's diary for the following:

- Information about Bacchus Marsh Grammar, including school policies, rules and responsibilities
- Uniform regulations
- Your child's class timetable
- Daily homework tasks
- Incidental notes from staff

If the diary is lost, the student must purchase a new school diary from the Main Administration office immediately.

HOMEWORK

Year 5 and 6

Students are expected to complete a set amount of homework each night. Even from the early school years, it is important to develop good habits in regards to homework.

Year 5 and Year 6 students are expected to spend forty five minutes on set homework or study each night, Monday through Thursday. Additionally they are required to read for at least twenty minutes per day, including weekends where possible. Class teachers will notify parents of the specific subject areas to be covered each night. Occasionally, work will be set to be completed on the weekend. Students are required to record homework in their diary during morning or afternoon Tutor Group.

- If homework is incomplete without parent notification, then the student's school diary will be stamped.
- Students will be asked to complete their homework during recess or lunch or on the following day.
- A red stamp will be received in the homework book or diary to indicate that work has not been submitted. Three stamps in a term results in a lunchtime detention.

To enable the child to establish work routines and to more effectively meet homework requirements, a parent meeting will be required if a student consistently has issues with homework.

Year 7

Homework can cause concern at Year 7. Developing good homework and study techniques at the beginning of secondary school is of paramount importance.

Subject teachers will set homework regularly and it is expected to be completed. Homework is an important part of the curriculum and is set to help students achieve their best.

At Year 7, students and parents may expect an average of up to 60 to 90 minutes of homework 5 times per week. This time also includes study and wider reading.

If a student experiences difficulties in completing the set homework, please contact the appropriate subject teacher before the due date so that other arrangements can be made where necessary.

A number of factors influence successful and effective study techniques:

Students must record details of their homework and due dates in their diary. This allows them to plan ahead and allocate time to different subjects where necessary. There should be no surprises as to when homework is due!

Allocate a specific homework time every day when students can sit quietly and give their work their full attention. Students will receive some homework which needs to be completed straight away, and some which needs to be done over longer periods of time. When a daily homework routine is established and tasks planned, nothing will be left to the last minute.

Where possible, a quiet study space which is well lit and ventilated should be dedicated to school work at home. Trying to complete work in front of the television or with the stereo turned up is generally not very effective!

Part of the task of completing homework is ensuring that students have it with them in class when required. It will be considered incomplete if students have left it in their locker or at home.

CHROMEBOOKS

Chromebooks are allocated to each student from Years 5 to 12, who are then responsible for their care and for ensuring that are brought to school, charged, each day.

The Chromebooks are essential to the learning processes that occur at the school. Thus, any student without a Chromebook at school will be able to hire one at a charge (refer to the current Business Notice for costs). Lack of a chromebook is treated as a disciplinary issue.

BUS TRAVEL

The school has an extensive bus network servicing Ballan, Greendale, Bacchus Marsh, Melton, Eynesbury, Balliang, Bullengarook, Hopetoun Park, Werribee, Hoppers Crossing, Point Cook, Caroline Springs, Taylors Hill, Watergardens, Cairnlea, Sunbury and Gisborne. Senior students are given the responsibility of ensuring that the bus journey is a pleasant one for the students. This responsibility is taken very seriously. If you would like any further information on how the bus network is managed, please contact the Bus Administrator on 5366 4800.

Student Bus Travel Code of Conduct

The purpose of this code is to ensure safe and comfortable travel for all. This Code is applicable to all students (Primary and Secondary) who travel to and/or from school on a designated school bus. At all times while travelling by school bus, students **must** abide by the following rules and conduct requirements:

1. **Behave** in a safe, responsible and respectful manner – ensuring that behaviours and noise levels are not uncomfortable to other passengers.
2. **At all times** remain **properly** seated while bus is in motion.
3. **Not** take photos of other students, drivers or aspects of the bus during operation.
4. **Not** eat food (including chewing gum) or consume drinks (other than water) on the bus.
5. **Not** sit on armrests, kneel or place feet on the seats.
6. **Not** draw on, damage or deface any article in or on the bus.
7. **Not** use offensive or indecent language.
8. **Not** throw any article in or from the bus.
9. **Not** spit or fight.
10. **Not** distract the driver while the bus is in motion, unless there is a serious reason to do so such as requesting a stop or an emergency situation.
11. **Not** make inappropriate and/or rude gestures to pedestrians and/or the general public.
12. **Not** yell at or out to pedestrians and/or the general public.
13. **Not** behave whilst waiting for a bus in a way that brings discredit to the school.
14. **All** students must travel on the bus service to which they have been allocated.
15. **Behave** in a way that respects the rights of residents who are in the vicinity of school bus stops.
16. **Wear seat belts** where fitted **at all times**.
17. Carry their student ID card with them at all times
18. Disembark at their designated stop as advised on Roll Call.
19. Abide by Bacchus Marsh Grammar Rules and Regulations, particularly those related to behaviour and appearance.

Note: These requirements are mandatory for the safety and comfort of all students while travelling to and from school.

Normally, non-compliance of any of the above rules will result in the following:

- First offence:** written warning to student.
Second offence: written warning to parent/guardian.
Third offence: one week suspension of student from school bus travel.
Fourth offence: the student will not be allowed to travel on the school bus for the remainder of the year.

Note: If the incident/s are deemed by school management to be of a more serious nature, withdrawal of travel rights will occur immediately.

School sanctions, i.e. detentions, suspension, etc..., will also apply to any/all bus incidents.

Safety: Students are reminded not to cross the road in front of or directly behind the bus after alighting at the bus stop. Students should wait until the bus has cleared the stop and have clear vision in both directions before crossing.

The initial response to any misbehaviour is for the incident/s to be reported to the school. Upon prompt investigation of the incident, students will receive appropriate disciplinary action and parents notified.

Safety tips for Bus Travel

Children should learn to:

- Stand a safe distance back from the curb when waiting for a bus.
- When waiting for the bus it is important not to push or crowd forward as the vehicle comes to a stop, as people may trip or be pushed in front of or into the approaching vehicle.
- Move towards the bus only when it has stopped and the doors have opened.
- Stay in the same seat with bags under their seat when on the bus.
- Follow the instructions of the driver.
- Sit quietly on the bus and not distract the bus driver.
- Sit quietly and not engage in behaviour that will disturb and attract the attention of other passengers.
- Not harass other passengers.
- Keep all body parts inside the bus.
- Only move from the seat when the bus has stopped.
- Once off the bus, if students need to cross the road, wait for the bus to leave and only cross when it is safe.

Parents should:

- Drop off or wait for their child on the same side of the road as the bus stop.
- Park away from the designated bus stop area.
- Parents are not to approach students, other parents or the bus driver.
- Under no circumstances are parents to board the bus.

THE CANTEEN

The Canteen is open daily, at recess and lunchtime. It is highly recommended that students have only a limited amount of money to spend at the canteen.

Ordering is placed through the Qkr! By MasterCard App.

Emergency lunches are available, with the money to be brought to school the following day or paid through the Qkr! by MasterCard App.

Menus

Menus and Online Ordering (Qkr! by MasterCard App) information can be found on the school website.

- Online/Lunch Order Menu
- Over the Counter Purchases

THE HOUSE SYSTEM

Each student is a member of one of four Houses. These are:

1. **Pentland House (black)**
2. **Bacchus House (blue)**
3. **Braeside House (white)**
4. **Hilton House (gold)**

Family members all belong to the same House. Houses are involved in various school activities and competitions under the leadership of senior students within the House.

PHYSICAL EDUCATION / SPORT AWARDS

Age Group Champions in 5 and 7

Students in Year 5 to 7 may compete in four individual races and one relay in House Swimming, and in five individual races and one relay for House Athletics.

All athletes in Year 5 and 6 will compete in their age groups. The age in which students compete in is determined by the age they turn during that year (i.e. if a student turns 12 during the school year, they compete in the 12/13 year old age group).

All athletes in Year 7 will complete in their Year level for interschool and ICCES competitions (unless otherwise advised).

MIDDLE SCHOOL COLOURS

Middle School Colours are awarded to students in Years 5 to 8 as recognition of their participation in and contribution to the school community, and their on-going effort and achievement across a variety of areas within the school.

To be eligible to receive school colours, students must demonstrate a high level of cooperation, responsibility and care toward other members of the school community.

Students eligible to be awarded school colours must have accumulated in excess of 50 points in areas determined by the Middle School Colours program. No student will be awarded Middle School Colours if they do not meet the general conduct standard as expected by Bacchus Marsh Grammar.

Students awarded Middle School Colours will be presented with a badge at a Middle School assembly. Students may achieve Double Middle School Colours once they have accumulated 100 points and will be presented with braid to be sewn to the top of the blazer pocket.

Tutor group teachers are responsible for confirming the allocation of points toward Middle School Colours and liaise with the appropriate Year Level Coordinator when a student is ready to apply for Middle School Colours presentation.

Students may be awarded points toward their school colours in a range of areas that are found on the student portal.

MIDDLE SCHOOL LEADERSHIP OPPORTUNITIES

Bacchus Marsh Grammar has a firm commitment to service leadership. Service leadership is based on service to others, the school and the wider community. All students in the Middle School are encouraged to participate in service leadership opportunities and be positive role models to others across both the Middle School and Junior School. To facilitate the promotion of service leadership across Bacchus Marsh Grammar, there are a number of recognised positions of leadership opportunities which students moving into Year 6 and Year 8 may apply for. Applications and interviews occur during Term 4. A list of service leadership positions can be found in the table below:

Year 6	Year 8 - 2021
Year 6 Captains	Middle School Captains
SRC Vice Leaders	Middle School Vice Captains
Language and Literacy Leaders	SRC Leaders
Performing and Visual Arts Leaders	Language and Literacy Leaders
STEM Leaders	Performing and Visual Arts Leaders
Bacchus House Sport Leaders	STEM Leaders
Pentland House and Sport Leaders	Bacchus House and Sport Leaders
Braeside House and Sport Leaders	Pentland House and Sport Leaders
Hilton House and Sport Leaders	Braeside House and Sport Leaders
Student Wellbeing Leaders	Hilton House and Sport Leaders
	Student Wellbeing Leaders

CAMPS

All students from Year 5 to 7 will have a minimum of one camp experience each year. The Camps program is sequential, with age appropriate challenges and experiences, providing transitional pathways into the Senior School Camps and Outdoor Education program.

STAUGHTON VALE CAMPUS and PROGRAM

Bacchus Marsh Grammar has established a unique rural facility at Staughton Vale, just 35km from our Woodlea Campus.

Located on 200 acres, the stunning campus backs onto the Brisbane Ranges National Park. The site enjoys extensive views of the City of Melbourne, the You Yangs Regional Park and Port Phillip Bay. As well as providing an area in which significant native wildlife congregate, the site has extensive orchards and a significant area of good well-watered soil suitable for a range of activities.

The campus commenced in 2017 and as it develops it will play a central role in the life and experiences of Bacchus Marsh Grammar. It has already given our students unmatched opportunities to experience all the advantages of a rural campus in close proximity to where they live.

Many of our students are from urbanised areas so Staughton Vale helps provide an even more rounded education. It enables them to be close to nature, get their hands dirty and experience the pleasure of physical work and activity.

While Staughton Vale's curriculum has a Middle School emphasis, the campus helps fulfill the following key objectives across all year levels:

- Observation skills are developed over time and are the key to deep understanding and authentic learning. The Staughton Vale programs will enrich basic observational skills and the associated structuring of knowledge.
- The practical activities and applications at Staughton Vale will extend learning beyond the classroom environment.
- Staughton Vale will provide a unique and engaging setting for the development of lifelong skills such as collaboration, initiative, calculating risk and developing resilience.

The campus gives students the opportunity to reflect on the power and magic of a storm brewing in Port Phillip Bay and the impressive expanse of the City of Melbourne. Whilst offering a challenging program, it also enables students to reflect and explore their learning at a different level.

We are confident that all students will embrace the challenges offered by Staughton Vale and grow to love the facility and what it offers.



OUTSIDE SCHOOL HOURS CARE PROGRAM – Year 5 and 6 Only

Ballarat YMCA proudly provides Outside School Hours Care programs for students attending Bacchus Marsh Grammar - Maddingley and Woodlea campuses. OSHC is available to students from Prep to Year 6.

These programs include:

- Before School Care (6:30am to 8:30am Monday to Friday) – breakfast supplied
- After School Care (3:05pm to 6:30pm Monday to Friday) – afternoon snack supplied
- Holiday Program (7:00am to 6:30pm Monday to Friday during term breaks) – afternoon snack supplied
- Pupil Free Days, as they occur during the school year (7:00am to 6:30pm) – afternoon snack supplied

In partnership with Bacchus Marsh Grammar, Ballarat YMCA OSHC provides children the opportunity to gain Educator support as they work through their homework. A variety of experiences are available to children in our play and leisure based programs. The OSHC program also provides opportunities for children to participate in physical activities incorporating gross motor, balance, coordination and sporting skills. This may involve indoor or outdoor activities, based on the children's current interests, skills and abilities.

How to enrol

Step 1: Go to YMCA website: www.ballarat.ymca.org.au.

Step 2: Click on "What We Do"; then "Children's Services"

Step 3: Click on "Bacchus Marsh Grammar Enrolments & Bookings" (left hand side)

Step 4: Register through *My Family Lounge*

You will be sent an email with a link to follow to complete your enrolment.

OSHC Contact Information.

Maddingley Campus.

e: maddingley.oshc@ymca.org.au

P: 0438 154 842

Woodlea Campus.

e: woodlea.oshc@ymca.org.au

P: 0490 490 362

OSHC Director

e: chrissie.ashmore@ymca.org.au

For further information regarding the OSHC Programs:

Email bacchusmarsh.oshc@ymca.org.au or phone 0438 154 842

YMCA Enrolments and bookings are essential.

CO-CURRICULAR ACTIVITIES

Year 5 and 6

A booklet outlining a comprehensive range of co-curricular activities will be distributed in Term 1. The additional classes offered will range from enrichment and support in core curriculum areas, to stimulating and fun activities in a broad range of specialist subjects that are available to Year 5 and 6 students. In some cases the curriculum is designed to cater for specific needs and, as such, participation is based on teacher selection. There will be a diverse range of choice for students to make regarding participation in both lunchtime and after school activities that will be provided.

Year 7

Participation in a range of extra-curricular activities and clubs is offered to students both at lunchtimes and after school. It is the expectation of the school that all Year 7 students will be involved in an extra-curricular activity. Some of these activities may include:

- Musical Groups
- Drama Productions or Dance Ensembles
- Games Club
- Chess Club
- Sports
- Theatre Sports
- House activities and competitions
- Academic competitions
- Public Speaking and Debating
- Before School Reading Program

VIETNAM INTERNATIONAL STUDY TOUR OPPORTUNITY

Bacchus Marsh Grammar offers a study tour to Vietnam for students in **Year 6**. Expressions of interest forms have been distributed and selection will be based on set criteria at the discretion of the School Principal, Mr Andrew Neal. If you would like more information about this program please contact the Head of Camps.

INTER-SCHOOL COMPETITIONS

Year 5 and 6

Bacchus Marsh Grammar is involved in an inter-school competition (MPSSA) with a group of local primary schools within the local area. Students are selected to represent the school at various sporting competitions, and also events such as debating and chess.

Year 7

More information will be available throughout 2020 for Inter-school Competitions for Year 7 students.

MUSIC

Instrumental Music Lessons

Students are encouraged to learn a musical instrument at Bacchus Marsh Grammar. Students are also encouraged to involve themselves in some of the many wonderful co-curricular Music ensembles on offer.

Instrumental tuition is offered in a variety of formats, with varying fee schedules, to cater for the individual requirements of each music student. These lessons are typically scheduled during the school day and on a fully rotating timetable and Tuition fees are in addition to school fees. Please note that lunchtime, before, and after-school lessons are subject to availability and at the discretion of the Instrumental Music Teacher. Priority is given to VCE students for these timeslots.

The Music Handbook/Enrolment can be accessed via the Bacchus Marsh Grammar website at <https://www.bmg.vic.edu.au/> or by contacting School Administration. Please refer to either the 2020 Instrumental Music Handbook or Business Notice for all fees and charges associated with the Instrumental Music Program.

NUTS AND NUT PRODUCTS

At Bacchus Marsh Grammar, we have a growing number of students who have been identified with anaphylaxis, a severe allergic reaction particularly to nuts and nut products. In the interest of the safety of all students in our school, it is important to note that we are a nut aware school. Please refrain from bringing food containing nuts and nut product as we have a Risk Management Plan in place to provide a safe environment for the students and staff with allergic and Anaphylaxis conditions to these products.

A CHILD SAFE SCHOOL

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.

PRIORITIES FOR MIDDLE SCHOOLING

Bacchus Marsh Grammar place a high priority on ensuring that the transition into the Middle School year level is as positive and as smooth as possible, and that there is advancement in core values and expectations through to Year 8 and beyond. We have in place a set of values statements and the expectation is that students at Bacchus Marsh Grammar will internalise these values so that they become habits for life.

The Ten Values are:

1. The school aims to provide a comprehensive, challenging and enriching education.
2. It is understood that learners should be actively engaged in their own learning and that staff and students should have high expectations.
3. We value a calm, purposeful and friendly learning environment in which personal achievement is recognised and rewarded.
4. The school believes that literacy and numeracy are the foundations of an effective education.
All teachers, regardless of subject or training, are teachers of literacy and numeracy.
5. We understand that every student can learn and can experience success. Assessment is used to judge progress but also to inform decisions about future learning.
6. We believe we have a responsibility to raise awareness of global issues and an understanding of cultural diversity. We have a strong sense of service to others.
7. We work as a team and have a sense of shared collegiality. Communication is open, honest and tolerant.
8. The school aims to be a safe and caring environment in which students and staff feel appreciated, acknowledged, respected and validated.
9. We believe in resilience and self-worth as essential life skills.
10. We respect the individual and we respect differences in others.

The School has a high expectation that all students will be actively engaged in their own learning. This requires the development of responsibility, a sense of purpose and a willingness to follow the school rules.

WELCOME TO YEAR 5 AND 6

Staff at Bacchus Marsh Grammar would like to welcome each new family to the middle school community. Together we will work in partnership to guide your child through an important stage of their development.

In Years 5 and 6 we foster a caring, safe and happy environment where the child's continuing desire to learn and grow is fostered and developed. Care and respect are mutual concerns for all members of the school community and these values are continuously developed.

In today's society, there can be a tendency to overprotect and insulate our children for as long as they will allow us to do so. It is; however, of no benefit to you or your child for you to inhibit their personal growth and not allow them to develop into independent learners, who are able to make mistakes and learn by associated consequences.

Whilst parents are encouraged to participate in their child's education through involvement in a variety of activities and events, we also expect that parents allow their child to develop as an individual. With parental support and direction, children can learn to cope in a variety of environments, to develop resilience, enabling them to cope in the world in which we live.

Socially, the school provides new and wide ranging experiences for each child. By working together, sharing materials and fair play, each child is encouraged to develop essential social skills. In Years 5 and 6, we aim to develop independence and establish healthy routines and acceptable codes of discipline to carry each child through to their secondary years.

CURRICULUM OVERVIEW:

Students in Year 5 and 6 learn skills and strategies in a variety of engaging curriculum areas which include:

- Literacy
- Numeracy
- Music
- Art
- LOTE
- Physical Education and Sport
- Design and Technology
- History and Geography
- Science
- Staughton Vale Middle Years Program

HIGHLIGHTS:

To support the academic program students in Year 5 and 6 have the possibility to be involved in:

- Vietnam International Study Tour
- Staughton Vale Middle Years Program
- Camps
- Excursions
- Leadership Opportunities
- Music Opportunities
- House Sporting Carnivals
- Interschool Sporting Competition
- Academic Extension Programs and Competitions – Chess, Debating and Robotics
- Co-curricular activities
- Performing Arts / School Plays
- Year 6 Graduation

WELCOME TO YEAR 7

In Year 7, all staff look forward to a productive and successful year with students taking part in many of the School's co-curricular activities as well as making the most of their academic abilities in the classroom.

This year, Bacchus Marsh Grammar offers a wide range and a large number of events that we encourage all students in Year 7 to enjoy. Intra-school events include House Swimming, Athletics, Cross Country and Music. Inter-school activities include Football, Hockey, Cricket, Swimming, Cross Country, Debating and Chess. There are also many co-curricular activities that, apart from being great fun, help to build team spirit and organisational and disciplinary skills. Students are offered positions in music ensembles including Middle School Choir, Vocal Ensemble, Middle School and Senior Bands and String Ensemble. The School stages musical and drama productions, and, apart from on-stage positions, students are offered the chance to work backstage in areas such as lighting, backstage, stage-work and set-design.

Students in Year 7 attend, an Orientation Day/Camp and this is always a highlight of the school year. The exhilarating and rewarding experiences to be had are always fondly remembered.

As a result of Bacchus Marsh Grammar's relationships with many overseas schools, opportunities have also arisen for students to be involved in School trips to France, Vietnam and Japan. Students and families are also encouraged to billet students from overseas schools that are visiting Bacchus Marsh Grammar. This is a wonderful chance to foster relationships with people from other cultures, with some overseas students reciprocating by hosting their former hosts in their own country.

In Year 7, students are expected to be completing approximately 40 minutes of homework a night, for 5 nights a week. We encourage students to develop good study habits and self-discipline skills and we set a realistic and achievable study and revision timetable. We would encourage parents/guardians to take a keen interest in their child's work and help them to develop and maintain good study habits. This includes taking some time to read the pages at the front of the school diary to familiarise yourself with school regulations regarding school/sports uniform, jewellery and makeup, and absences. Parents/Guardians are also expected to check and sign their child's diary each week.

Part of our pastoral program at Bacchus Marsh Grammar includes students having daily contact with their Tutor Group teachers. These teachers are the first point of contact if you have any concerns about your child's welfare and education.

Staff would like to take this opportunity to offer their support to every student in Year7, as well as their parents/guardians. We are available to you should you need any assistance throughout the year. Please do not hesitate to contact staff at the school if you are concerned about any aspect of your child's education and welfare or require information or clarification about any aspect of the School's policy or curriculum.

SUBJECT INFORMATION – YEAR 7

This booklet provides you with brief course outlines of all subjects available for Year 7 students.

In Year7, students study the full-year core subjects of English, Mathematics, Science, Physical Education, Sport, Languages and the Pastoral Care Program. Year7 students also complete one or two terms each of History, Geography, Art, Design and Technology, Food Technology, and Music or Drama. They will study two languages, one semester each of a choice of French, Japanese or Indonesian, and continue ONE of these two chosen subjects in Year 8. Some students may be recommended for Literacy & Numeracy Support because they need specific and concentrated support in these areas.

Bacchus Marsh Grammar provides students with the opportunity to participate in several co-curricular activities outside the normal classroom at lunchtime and after school. These range from chess and debating, a variety of sports, Music, Drama, and supplementary Mathematics, Science, Languages and English sessions during and after school. It is important to participate in co-curricular activities as it helps with making friends and broadens your school experience—the more you give, the more you get!

The timetable is run on a 15-day (three week) cycle to accommodate Staughton Vale Campus activities. Consequently, Weeks One, Two and Three of the timetable may be different.

Period allocations for each subject are as follows:

Year 7 Subject Allocation

Subject	Periods (per week)	Length taught
English	5	Year
Maths	5	Year
Coding	1	Year
Science	4	Year
Physical Education	2	Year
Sport	2	Year
LOTE*	3	Year
History and Geography	3	Year
Art	5	Term
Design and Technology	5	Term
Music	5	Term
Information Technology	5	Term

*Students will complete a semester of 2 languages which are French and Japanese.



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Grammar

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