



Bacchus Marsh
Grammar

2021 Woodlea Middle School Handbook

Year 5 to Year 8

WELCOME TO THE MIDDLE SCHOOL - YEAR 5 TO 8

On behalf of all the Middle School staff, we 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 members 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 skills, 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 and 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 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 take advantage of 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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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; and
- provide a working environment that attracts and maintains the highest quality of staff.

MISSION

Bacchus Marsh Grammar aspires to fulfil 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

Co-Head of Campus

Mrs. Danielle Copeman

Deputy Head of Campus:

Mrs. Sarah Hunter

Principals

Principal

Mr. Andrew Neal

Senior Deputy Principal

Mrs. Elizabeth O'Day

Deputy Principal- Student Wellbeing and Pastoral Care

Mrs. Rosalind Pittard

Middle School Coordinators

Mr. Michael Abramovic

Mr. Nicholas Panczel

Mr. Thomas Monaghan

Teaching and Learning Coordinator

Mrs. Sally Savic

KEY CONTACT INFORMATION

Postal Address:

P.O. Box 214

Bacchus Marsh, 3340

Bacchus Marsh Grammar – Woodlea

111 Frontier Ave

Aintree, 3336

Telephone: 5366 4900

Facsimile: 5366 4950

Student Absentee Line: 5366 4988

Email: school@bmg.vic.edu.au

STRUCTURE OF THE SCHOOL DAY

All classes begin at 8.45am from Monday - Friday.

(Please note bell times are subject to change)

BELL TIMES	
AM Tutor Group	8:45am - 9:00am
Period 1	9:00am – 9:50am
Period 2	9:50am – 10:40am
RECESS	10:40am - 11:00am
Period 3	11:00am – 11:50am
Period 4	11:50am – 12:40pm
LUNCH	12:40pm - 1:20pm
Period 5	1:20pm – 2:10pm
Period 6	2:10pm - 3:00pm
PM Tutor Group	3:00pm - 3:05pm

2021 TERM DATES

Term 1 2021

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

NOTE:** Good Friday 2 April, Easter Monday 5 April, Easter Tuesday 6 April **

Term 2 2021

Staff & Students Commence	Monday 19 April
Queen's Birthday	Monday 14 June [no school]
End of Term 2	Friday 18 June
Staff Week	Monday 21 June to Friday 25 June

Term 3 2021

Staff Commence	Monday 12 July
Students Commence	Tuesday 13 July
Mid-Term Break	Friday 13 August [no school]
End of Term 3	Friday 17 September

Term 4 2021

Staff Commence	Monday 4 October
Year 12 Trial Examinations	Monday 4 October (<i>externally supervised at school</i>)
Students Commence	Tuesday 5 October
Mid-Term Break	Monday 1 November [no school]
Melbourne Cup	Tuesday 2 November [no school]
End of Term – ALL STUDENTS	Friday 10 December
Staff Training Week	Monday 13 December to Friday 17 December

GENERAL INFORMATION

UNIFORM REQUIREMENTS

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.

Where the forecast temperature is 30°C and above, the school blazer is not required to be worn. The reputation of the school is enhanced by the appearance of students in public and the pride with which the uniform is 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.

All school uniform items must include the school logo shown below.



UNIFORM REQUIREMENTS – SPORT / PHYSICAL EDUCATION

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 Year 12).
- White BMG sports socks or plain black socks.
- Sports runners. 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 (Year 7 to Year 12).

Notes on wearing the Sports Uniform

- Woodlea students are required to wear their Sport uniform to school on their timetabled days for PE and Sport.
- 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.

SCHOOL BAGS ##

- BMG school bags are part of the full school uniform.
- Sports bags are to be used for occasions when a 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.
- The anorak is also a compulsory for all excursions to the Staughton Vale Campus.

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.

UNIFORM REQUIREMENTS - GIRLS

GIRLS' FULL SCHOOL UNIFORM

- BMG kilt (Years 3 to 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 Prep to Year 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 (Prep to Year 4).
- BMG tie (appropriate to Year level) or leadership/designated award tie. ##
- BMG jumper. ##
- BMG Blazer (Years 5 to 12). ##
- Plain black socks with trousers (grey or check). ##
- Plain black lace up, buckle or Velcro (Prep to Year 4 only) school shoes (boots or ballet style shoes not permitted).

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. Beanies are not allowed.
- No scarves, gloves, hats or school anoraks 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.

GIRLS' SUMMER UNIFORM

- BMG cotton dress (knee length).
- BMG jumper. ##
- BMG Blazer (Years 5 to Year 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 to Year 6 during Terms 1 & 4). Or BMG cap (Years 7 to 12)##

GIRLS' JEWELLERY AND HAIR

Jewellery

- For safety reasons students in Prep to Year 6 are not permitted to wear jewellery.
- 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 (e.g. 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' blonde, brown or black only. Dyed 'white blonde' 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.
- Extreme hairstyles are not permitted. The judgement of 'extreme hairstyle' will be made by the Principal, Deputy Principals and Head of School.
- 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.

UNIFORM REQUIREMENTS - BOYS

BOYS' FULL SCHOOL UNIFORM

- BMG grey trousers. ##
- Long sleeve gold shirt with logo. ##
- BMG school tie (appropriate to Year level) or leadership/designated award tie. ##
- BMG jumper. ##
- BMG Blazer (Years 5 to 12). ##
- BMG or Plain black socks with trousers. ##
- Plain black lace up or Velcro (Prep to Year 4) school shoes (no boots).
- Leather shoes with a heel (Years 5 to 12)
- Black belt (optional).

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 school colours. Beanies are not allowed.
- No scarves, gloves, hats or school anorak are to be worn in class.
- Shoe laces 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.

BOYS' SUMMER UNIFORM

- Short-sleeved open-neck gold shirt with BMG logo. ##
- BMG jumper. ##
- BMG blazer (Years 5 to 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 (e.g. 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' blonde, brown or black only. Dyed 'white blonde' 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.
- Extreme hairstyles are not permitted. The judgement of 'extreme hairstyle' will be made by the Principal, Deputy Principals and Head of School.
- 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.

UNIFORM OUTLETS

The School's Uniforms are available from Rushfords Schoolwear in Werribee and at the School Uniform Shop at Maddingley campus. Key operating hours are listed below. The school will post on the [school website](#) any information relating to operating hours during the 2020/2021 school holidays.

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

Hours of Operation*:

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

Wednesday: 8:00am to 12noon

* Note that the hours are subject to change

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

Hours of Operation:

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

Saturday: 9:00am to 1:00pm

REPORTS AND PARENT/TEACHER INTERVIEWS

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

Full Report: End of Terms 2 & 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 Absentee line on 5366 4988, if their child is sick, will be late or absent from school. If no phone call is received, the School will phone the parents /guardians to ascertain the reason for the student's absence. Please supply your child's Tutor teacher with a written note explaining any absence once your child returns to school.

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 result in a lunchtime detention.

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

Year 7 and 8

Homework can cause concern at Year 7 and 8. 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 and 8, 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.

To achieve successful study outcomes:

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 when required in class. 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. They are then responsible for their care and for ensuring that they are brought to school fully charged each day.

The Chromebooks are essential to the learning processes that occur at the school. Thus, any student without a Chromebook at school can hire one at a charge (refer to the current Business Notice for cost), however, it will be treated as a discipline issue.

SCHOOLBOX

Schoolbox is Bacchus Marsh Grammar's Learning Management System. Teachers and students use this system to communicate and ascertain information about school operations. The information includes but is not limited to lesson details, news bulletins, student timetable and student progress.

BUS TRAVEL

The school has an extensive bus network servicing the areas of need. 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 School Bus Service 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. All students **must**;

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. Students must carry their Student ID cards at all times to tap on/off the bus.
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.
20. Parents are required to take their child's temperature prior to boarding the bus in the AM

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

NORMALLY:

NON-COMPLIANCE WITH ANY OF THE ABOVE RULES WILL RESULT IN THE FOLLOWING;

First offence – verbal 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 or incidents are deemed by the Principal to be of a more serious nature, withdrawal of travel rights will occur immediately.

Normal 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.

Parents are also requested to pay particular attention to where they park and issues of safety when dropping off and collecting children. Parents are also asked to be mindful that many bus stops are in residential areas and they have a responsibility to be mindful of the amenity of residences close to bus stops.

Is it not appropriate for parents to confront students or parents regarding issues or concerns. All issues of such nature should be reported to the relevant Deputy Principal.

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.
- Parents are to communicate change of stops or other communication to Bacchus Marsh Grammar only, not the Bus driver.
- Under no circumstances are parents to board the bus.
- All enquiries, concerns or issues are to be reported to the School Bus Service Administrator - Mrs Leanne Robertson by calling 5366.4800 or via email at bus@bmg.vic.edu.au. if their child has complained about the behaviour of other students or if they have a query about their child's behaviour.

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.

Lunch orders are 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:

- **Pentland House (black)**
- **Bacchus House (blue)**
- **Braeside House (white)**
- **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 8

Students in Year 5 to 8 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 group 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 and 8 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 a 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. Information can be found on the student portal.

MIDDLE SCHOOL LEADERSHIP OPPORTUNITIES

Bacchus Marsh Grammar has a firm commitment towards service leadership. Service leadership is based on service to others, the school and 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 for 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 tables below:

Year 6
SRC Leaders
Language and Literacy Leaders
Performing and Visual Arts Leaders
STEM Leaders
Year 6 Sport Leaders
Bus Assistants

Year 8
Woodlea School Captains
SRC Captains
Language and Literacy Captains
Performing and Visual Arts Captains
STEM Captains
Bacchus House Leaders
Pentland House Leaders
Braeside House Leaders
Hilton House Leaders
Bus Captains

CAMPS

All students from Year 5 to 8 will have an opportunity to experience 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 35 minutes 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 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 will enable 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 will help fulfil 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

YMCA Ballarat offers before school and after school care for Primary aged students on school grounds. Details and associated costs for this program are available on the [school website](#).

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 activities from which students can select to participate in both lunchtime and after school activities that will be provided.

Year 7 and 8

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 and 8 students 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
- House activities and competitions
- Academic competitions
- Public Speaking and Debating
- Before School Reading Program

MUSIC

INSTRUMENTAL MUSIC LESSONS

Music has the capacity to engage, inspire and enrich all students, exciting the imagination and encouraging students to reach their creative and expressive potential. Music learning can have a significant impact on the cognitive, affective, motor, social and personal competencies of students.

Students are encouraged to learn a musical instrument. These lessons are available during the school day and tuition fees are in addition to the school fees. Before and after-school lessons are available however, are subject to availability and in negotiation with the instrumental teacher. The Music Handbook/Enrolment form is available on the [school website](#). Please refer to the [2021 Business Notice](#) for all fees and charges associated with the Instrumental Music Program.

MIDDLE SCHOOL CHOIRS

The Middle School provides opportunity for involvement in choral groups for students from Year 5 to Year 8 as co-curricular options. Students meet weekly to experience the joy of singing music as part of a large ensemble and perform at a variety of events during the course of the school year. Middle School Choirs also collaborate with the Junior School Choir and Senior Vocal Ensemble, allowing Middle School students to both work with and form meaningful relationships with Senior School leaders.

BANDS & ENSEMBLES

Brass, woodwind, strings, percussion, guitar, piano and bass guitar students are encouraged to participate in the wide range of bands and ensembles on offer at Bacchus Marsh Grammar. Please refer to the [2021 Instrumental Music Handbook](#) for details.

HEALTH CENTRE

The Health Centre is staffed by Registered Nurses between 8.00am to 4.30pm Monday to Friday.

If your child attends the Health Centre you will receive an SMS informing you of their attendance and the reason for their attendance. If your child needs to be collected due to illness or injury the Health Centre staff will contact you by phone.

Any updates to your child's medical information must be updated via the myBMG Parent Portal. If your child has significant medical issues, please contact the Health Centre to discuss further.

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 products as we have a Risk Management Plan in place to provide a safe environment for the students and staff who experience allergic and anaphylactic reactions to these products.

BIRTHDAYS AND CLASS PARTIES

Due to the increasing concern about the number of children who experience allergic and anaphylactic reactions to certain foods, additives etc. we ask that parents **do not send in any** food or gifts for their child to share with the class for their birthdays, Easter, Christmas or other special occasions.

We recognise that birthdays are an extremely special day for your child so the class teacher will celebrate your child's special day.

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 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 and the expectation is that students at Bacchus Marsh Grammar will internalise these values so that they become habits for life.

The Six Values are:

1. **Respect:** The school seeks to teach students to *respect* others and the world they inhabit.
2. **Discipline:** We aim to guide our students to develop *discipline* to pursue long term and meaningful goals, and eschew short term and superficial pursuits.
3. **Confidence:** We encourage students to have *confidence* to express ideas and valued and project their worth to others.
4. **Ambition:** The school aims to develop *ambition* and passion for students to achieve their best.
5. **Leadership:** Students are taught to understand that *leadership* occurs in a variety of forms and encouraged to find ways they can organise and influence for the good of others and themselves.
6. **Kindness:** Above all else, students are inspired to embrace life with a sense of *kindness* and compassion at the fore.

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, and develop resiliency, enabling them to cope in the world in which we live.

Socially the school provides new and wide 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.

HIGHLIGHTS

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

- Staughton Vale Experiences
- 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

Year 5 and 6 subject allocation

Subject	Periods (per week)	Length taught
English	9	Year
Maths	6	Year
Science	3	Year
Physical Education	2	Year
Critical and Creative Thinking	2	Year
LOTE	2	Year
Global Studies	2	Year
Visual Art	2	Semester
Design and Technology	2	Semester
Music	2	Semester
Information Technology	2	Semester

WELCOME TO YEAR 7 AND 8

In Year 7 and 8, 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 and 8 to enjoy. Intra-school events include House Swimming, Athletics, Cross Country and Music. There are also many co-curricular activities that, apart from being great fun, also help to build team spirit and organisational and disciplinary skills. The School also 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 and 8 attend, a camp and this is always a highlight of the school year. The exhilarating and rewarding experiences to be had are always fondly remembered.

In Year 7 and 8, students are expected to be completing approximately 60 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 make up, 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 our support to every student in Year 7 and 8, 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 point of the School's policy or curriculum.

SUBJECT INFORMATION – YEAR 7 AND 8

This booklet provides you with brief course outlines of all subjects available for Year 7 and 8 students.

In Year 7 and 8, students study the full-year core subjects of English, Mathematics, Science, Physical Education, Languages, Global Studies and the Critical and Creative Thinking. Year 7 and 8 students also complete two Terms each of Visual Art, Performing Arts, Design and Technology, and Information Technology.

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. Consequently, Weeks One, Two and Three of the timetable may be different.

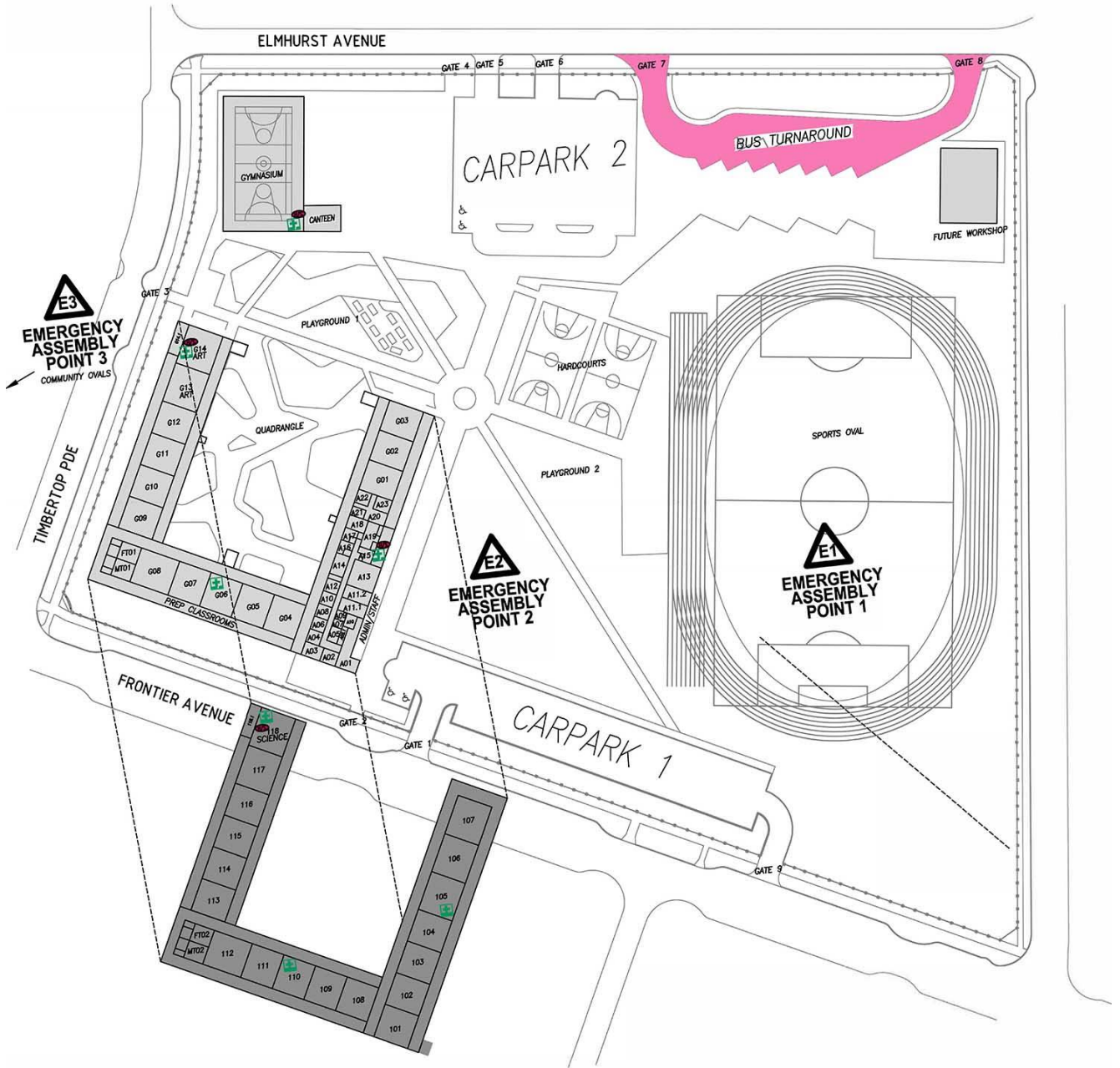
Period allocations for each subject are as follows:

Year 7 and 8 subject allocation

Subject	Periods (per week)	Length taught
English	5	Year
Maths	5	Year
Science	4	Year
Physical Education	2	Year
Critical and Creative Thinking	2	Year
LOTE	3	Year
Global Studies	3	Year
Visual Art	2	Semester
Design and Technology	2	Semester
Performing Arts/ Music	2	Semester
Information Technology	2	Semester

SCHOOL MAP

WOODLEA CAMPUS MAP



- A-- ADMINISTRATION ROOM
- G-- GROUND FLOOR CLASSROOM
- 1-- FIRST FLOOR CLASSROOM
- FIRST AID / HEALTH CENTRE
- EMERGENCY ASSEMBLY POINT
- BUS ZONE
- HEART START
- FIRST AID KIT

14/09/2



Bacchus Marsh
Grammar

BACCHUS MARSH GRAMMAR

An Independent Ecumenical School for Girls and Boys.

CRICOS No. 02911M **Reg. No.** 1919 **ABN** 24 128 531 078

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