

2022 Woodlea
Middle School
Handbook

Year 5 to Year 8



Bacchus Marsh
Grammar

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 our 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. Learning needs to be calm and structured and 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 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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VALUES, 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.

SCHOOL VALUES

In developing Bacchus Marsh Grammar's Vision and Mission Statements, the school is guided by six core values: Respect, Discipline, Confidence, Ambition, Leadership and Kindness.

- The school seeks to teach students to respect others and the world they inhabit;
- We aim to guide our students to develop discipline to pursue long term and meaningful goals, and eschew short term and superficial pursuits;
- Students should have the confidence to express ideas and values, and project their worth to others;
- Students are guided to develop ambition and passion to achieve their best;
- Students are taught to understand that leadership occurs in a variety of forms, and encouraged to find ways they can influence and organise for the good of others and themselves;
- ...and above all else, Bacchus Marsh Grammar students are inspired to embrace life with a sense of kindness and compassion at the fore.

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 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 to achieve their personal best.

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KEY STAFF CONTACTS

Heads of Campus

Head of Campus	Mrs Danielle Copeman
Deputy Head of Campus	Mrs Sarah Hunter
Head of Junior School	Mrs Sally Savic
Head of Middle School	Mr Tom Meakin

Principals

Principal	Mr Andrew Neal
Deputy Principal- Student Wellbeing and Pastoral Care	Mrs Rosalind Pittard
Deputy Principal	Mrs Debra Ogston
Deputy Principal – Teaching and Learning	Mrs Emma Kannar

Middle School Coordinators

Year 5	Mr. Nicholas Panczel
Year 6	Ms Elese Demarchi
Year 7	Mr Thomas Monaghan
Year 8	Ms Samantha Forbes

KEY CONTACT INFORMATION

School Email	school@bmg.vic.edu.au	School Website	www.bmg.vic.edu.au
Postal Address	P.O. Box 214, Bacchus Marsh, 3340		
Phone Number	Maddingley Campus (03) 5366 4800	Woodlea Campus (03) 5366 4900	
Fax Number	(03) 5366 4850	(03) 5366 4950	
Absentee Number	(03) 5366 4888	(03) 5366 4988	
Absentee Email	maddingley_absentees@bmg.vic.edu.au	woodlea_absentees@bmg.vic.edu.au	
	Bacchus Marsh Grammar - Maddingley South Maddingley Road Bacchus Marsh, 3340	Bacchus Marsh Grammar – Woodlea 111 Frontier Ave Aintree, 3336	

STRUCTURE OF THE SCHOOL DAY

All classes begin at 8.45am from Monday - Friday.

(Please note bell times are subject to change)

8:40am	Music Warning
8:45 - 8:55	AM Tutor Group
8:55 - 9:10	STAR (Independent Reading Program)
9:10 - 10:00	Period 1
10:00 - 10:50	Period 2
10:50 - 11:15	Recess
11:15 - 12:05	Period 3
12:05 - 12:55	Period 4
12:55 - 1:35	Lunch
1:35 - 2:25	Period 5
2:25 - 3:15	Period 6
3:15 - 3:20	PM Tutor Group/Dismissal

2022 TERM DATES

Term 1 2022

Staff Day – <i>ALL Staff Commence</i>	Thursday 27 January
Staff Day	Friday 28 January
Prep 2022 Readiness Meetings	Friday 28 January
Year 12 Development Day [at school]	Friday 28 January
Year 7 Classes Commence	Friday 28 January
Prep 2022 Readiness Meetings	Monday 31 January
Years 1 to 11 Commence (Maddingley & Woodlea)	Monday 31 January
Prep Reception (Maddingley) & Prep (Maddingley & Woodlea) – Commence	Tuesday 1 February
Labour Day	Monday 14 March [no school]
End of Term 1	Friday 8 April

Term 2 2022

Staff & Students Commence	Tuesday 26 April
Queen's Birthday	Monday 13 June [no school]
End of Term 2	Friday 17 June
Staff Week	Monday 20 June to Friday 24 June

Term 3 2022

Staff Commence	Monday 11 July
Students Commence	Tuesday 12 July
Mid-Term Break	Monday 15 August
End of Term 3	Friday 16 September

Term 4 2022

Staff Commence	Monday 3 October
Year 12 Trial Examinations	Monday 3 October
Students Commence	Tuesday 4 October
Mid-Term Break	Monday 31 October [no school]
Melbourne Cup	Tuesday 1 November [no school]
End of Term – ALL STUDENTS	Friday 9 December
Staff Training Week	Monday 12 December to Friday 16 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 must be worn correctly to and from school and on all formal occasions, including school assemblies.

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. Such students will be issued with a Breach of Uniform notice by their coordinator.

Students wear their sports uniform to and from school on their designated Physical Education day. Parents will be made aware of their child's Physical Education day at the beginning of the school year. Please note that it is preferred that the sports runners predominately reflect school colours of black, gold, white and blue.

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

Full school uniform requirements are listed in the school diary. Please also read in conjunction with the School Uniform and Dress Code Policy accessed via the [School website](#).



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

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

- 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.
- As a result of COVID-19, students may wear their sport uniform to and from School on days they have sport/PE until further notice.

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 and 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 undergarments 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 dresses.
- 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 numbers 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

- For safety reasons students in Prep to Year 6 are not permitted to wear jewellery.
- 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 on the [school website](#).

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

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

REPORTS AND PARENT/TEACHER INTERVIEWS

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

Full Report: End of Terms 2 & 4

Formal Parent-Teacher-Student interviews will also be conducted in Terms 1 and 3. 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/guardians are asked to telephone the Student Absentee line on 5366 4988, if their child is sick, will be late or absent from school prior to the start of school. Where an absence of a student has not been explained by 9.20am, the school will send an SMS to the parent/guardian requesting them to contact the school absence line. If parents/guardians 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/guardians by phone. Please supply your child's class teacher with a written note explaining any absence once your child returns to school. Students who arrive late to school must personally report to Reception to obtain a late pass before going to class. Students who are collected early during the

school day must be signed out at Reception before leaving for the day. Parents should not collect their child directly from the classroom. Please refer to the Student Attendance Policy on the School's website for further information.

SCHOOL DIARY

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 will result in a lunchtime detention.

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

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.

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 you 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 they are brought to school, and 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 given one to hire, at a charge (refer to the current Business Notice for cost), as well as it being treated as a disciplinary issue.

MUSIC

Music is an important part of life at Bacchus Marsh Grammar. Students are strongly encouraged to explore our diverse range of music experiences for their own personal enjoyment and because the disciplines and skills they acquire have important flow-on effects in other areas of their development.

The Music program at Bacchus Marsh Grammar focuses on inclusion. Classroom Music from Prep to Year 12 covers a wide range of experiences from the early years Suzuki-based strings program in Year 2, and Kodaly and Orff teaching methodologies within the Junior Music classroom, to the use of technology for composition and recording, and extensive performance experience available to all students. Through workshops, excursions, examinations, eisteddfods and concerts, our students are exposed to a high quality music education at all levels.

INSTRUMENTAL MUSIC LESSONS

Students are encouraged to learn a musical instrument. These lessons are available during the school day on a rotating timetable, and tuition fees are in addition to the school fees. Full details are available in the Music Handbook located on the [school website](#).

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 regarding how the bus network is managed, please contact the Bus Coordinator 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 (Junior, Middle and Senior) 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:

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.
21. Students will be required to wear a fitted face mask while travelling on a bus if mandated to do so under Covid-safe regulations.

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 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:

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.
- 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:

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 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 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 compete in their Year level for interschool and ICCES competitions (unless otherwise advised).

CO-CURRICULAR ACTIVITIES

Year 5 - 8

Information 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 all Middle School students. In some cases the curriculum is designed to cater for specific needs. There will be a diverse range of choices for students to make regarding participation in lunchtime and after school activities that will be provided.

Some of these activities may include:

- Musical groups
- Drama productions or dance ensembles
- Chess Club
- Sports
- House activities and competitions
- Academic competitions
- Public Speaking and Debating
- Community service
- SRC

MIDDLE SCHOOL COLOURS

Middle School Colours are awarded to students in Years 5 to 8 in 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 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
Wellbeing Leaders
SRC Leaders
Language and Literacy Leaders
Performing and Visual Arts Leaders
STEM Leaders
Year 6 Sport Leaders
Bus Assistants

Year 8
Woodlea School Captains and Vice Captains
Wellbeing Leaders
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 attend a minimum of one camp 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

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 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 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.

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 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 with allergic and anaphylactic conditions 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 school's 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.

SCHOOL COMMUNICATION

myBMG PARENT PORTAL

Accessible from the School website, the myBMG Parent Portal provides an efficient, secure and environmentally friendly way for the School to communicate and share information with Bacchus Marsh Grammar parents. The portal provides options to make payments towards your school fees, various user pays activities and any ad hoc charges. The portal also provides easy access to information about current students in each family, including school reports, booking parent/teacher interviews, student timetable, forms and documents, financial information and fee statements. Families are also able to update medical and contact information.

EDSMART

The School uses the service of EdSmart, which is a software providing a more effective and efficient platform for managing school communications between the school and parent/guardians. A significant benefit of the software is that it assists the School in achieving its objective of being a more sustainable organisation by significantly reducing the carbon footprint through the elimination of paper communications. Through EdSmart, communications e.g. letters for camps and excursions, are sent to parents/guardians electronically via email.

The School does need to share parent and student personal information including names, addresses, date of birth and some medical data with EdSmart. EdSmart is a cloud-based platform and is committed to protecting the security of your personal information. It uses a variety of security technologies and procedures to help protect your personal information from unauthorised access, use or disclosure and they are required by law to abide by the Australian Privacy Principles. For more information on EdSmart privacy, please view their Privacy Policy.

For the system to operate effectively it requires all parents/guardians to update email and mobile telephone details on the MyDetails Tab on the School's website as soon as possible.

SCHOOLBOX

Schoolbox is the School's learning management system (LMS). Parents/guardians can use this system to access the curriculum, assessment due dates, interim results and view what's happening within the School community.

SCHOOL WEBSITE

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

SCHOOL NEWSLETTER

An important form of communication within the School Community, the School's newsletter the "BMG News" is published on the School's website every Friday.

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

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

BMG FACEBOOK PAGE

The BMG Facebook Page is an alternative platform of communication within our School Community. It has been set up in order to share special interest articles provide useful updates and strengthen the School's brand.

Social media is an integral part of society and how we form, create and share information within our community. However, if social media is inappropriately used, serious issues can arise. As such, the School requests all parents/guardians exercise their best judgment and carefully consider the content and appropriateness of any communications made via this format.

MULTIMEDIA CONSENT*

Parents/guardians will be sent an annual EdSmart notification regarding the use of school multimedia and providing them with an opportunity to 'opt out' and exclude their child/ren from appearing in school publications (including Yearbook, Grammarian and weekly BMG newsletter), school website, social media, advertising or external media. Generally school multimedia involving current students may be obtained throughout the school year by BMG staff, a contracted photographer or in limited circumstances external media outlets (eg. local newspaper). Non completion of the annual notification will result in your child/ren not being included in any school multimedia and uses by the School.

*Multimedia is defined as photography, video, audio or any other form of electronic recording. Note: This does not apply to the official School Photos of students and their classes.

Should you have any questions, please contact the Marketing & Social Media Coordinator on (03) 5366 4800.

PRIORITIES FOR MIDDLE SCHOOLING

Bacchus Marsh Grammar places 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 are 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 our 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 resilience, 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	Length taught
English	Year
Maths	Year
Science	Year
Physical Education	Year
Critical and Creative Thinking	Year
LOTE	Year
Global Studies	Year
Visual Art	Semester
Design and Technology	Semester
Music	Semester
Information Technology	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.

Bacchus Marsh Grammar offers a wide range 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, 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 teacher. 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!

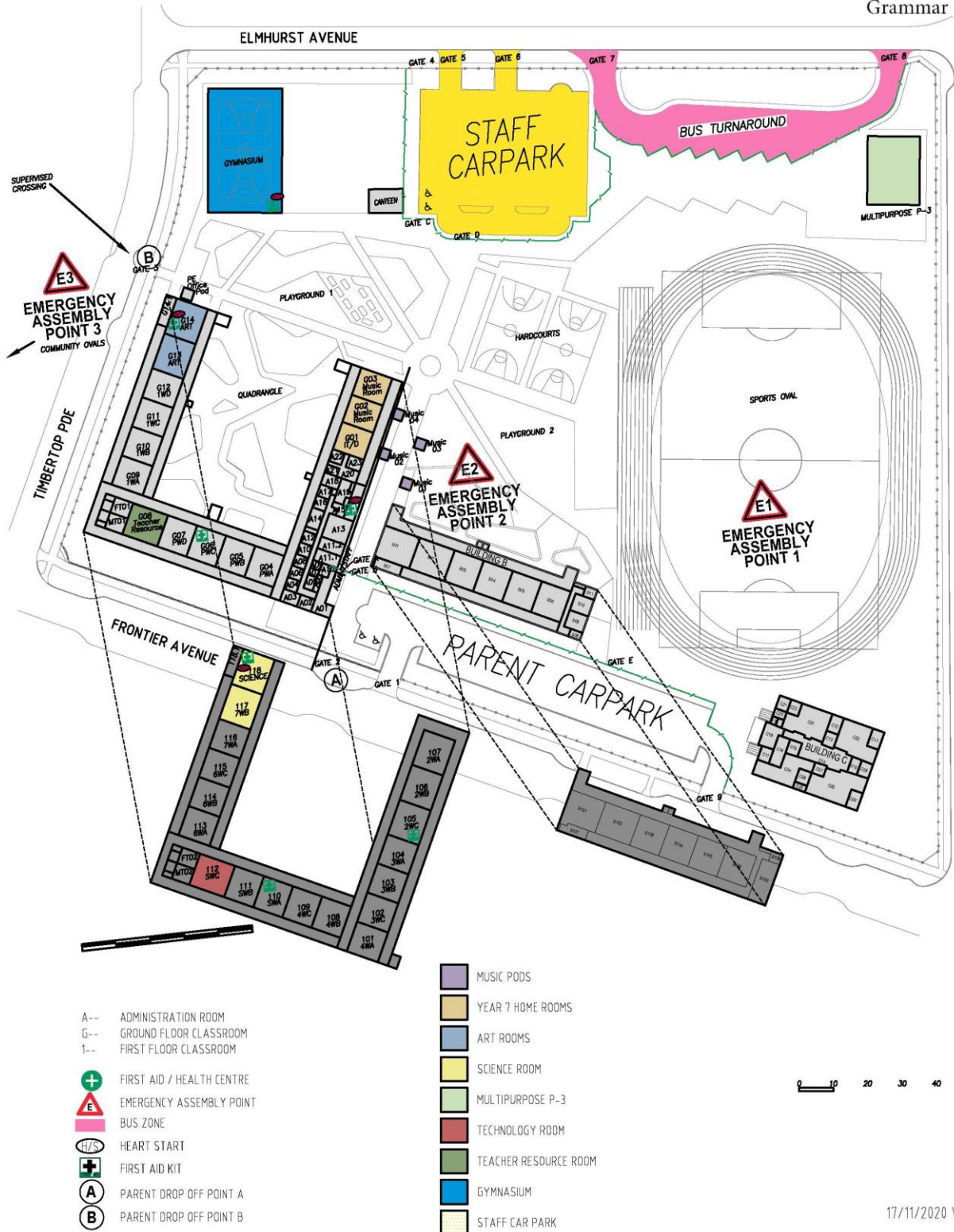
Year 7 and 8 subject allocation

Subject	Length taught
English	Year
Maths	Year
Science	Year
Physical Education	Year
Critical and Creative Thinking	Year
LOTE	Year
Global Studies	Year
Visual Art	Semester
Design and Technology	Semester
Performing Arts/ Music	Semester
Information Technology	Semester

SCHOOL MAP



Bacchus Marsh
Grammar





Bacchus Marsh Grammar

An Independent Ecumenical
School for Girls and Boys.

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