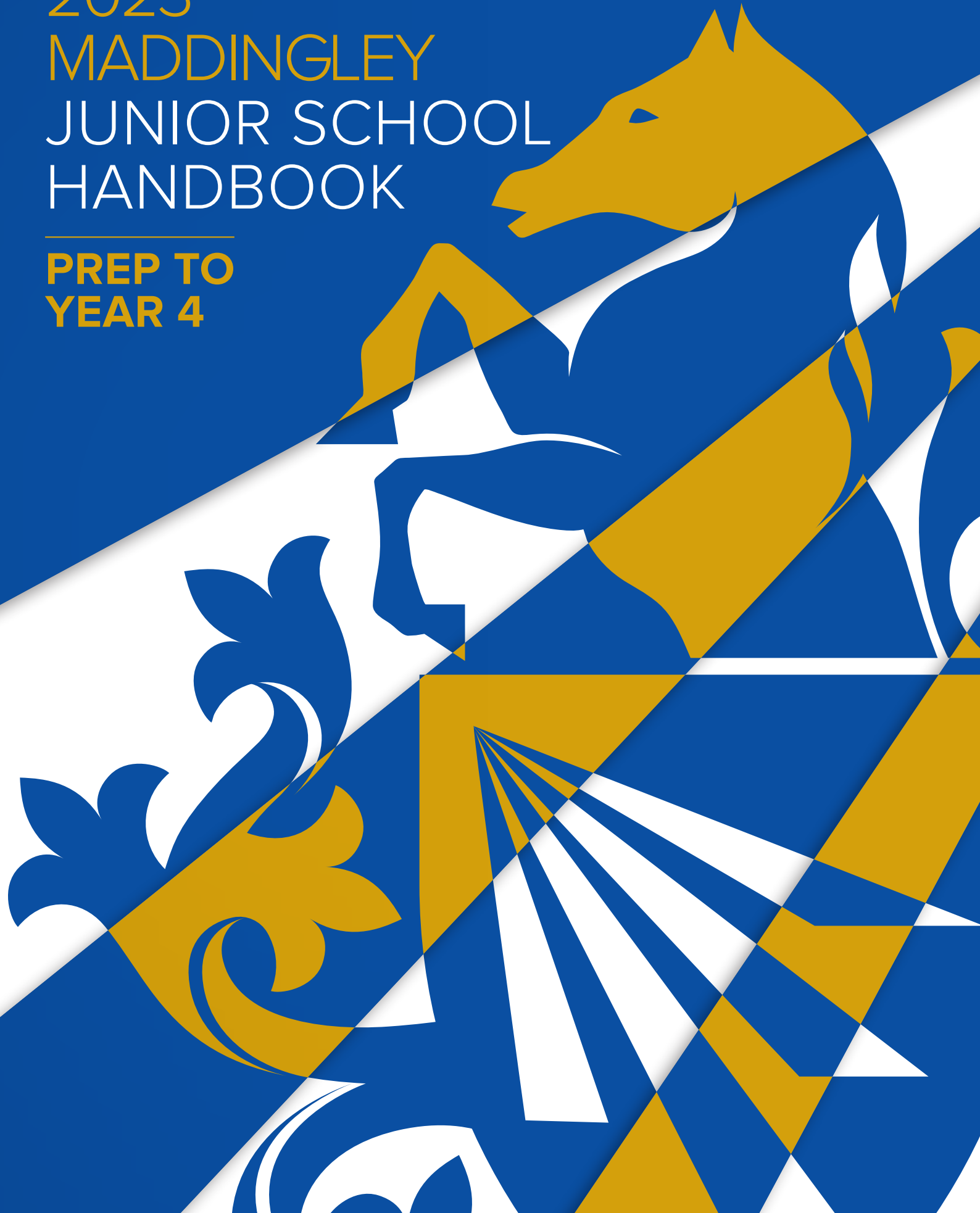


2023  
MADDINGLEY  
JUNIOR SCHOOL  
HANDBOOK

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**PREP TO  
YEAR 4**



# WELCOME TO MADDINGLEY – PREP TO YEAR 4

On behalf of all the Junior School staff, I would like to welcome each family to our school community. Together we will work in partnership to guide and enrich your child through their education and personal development.

At Bacchus Marsh Grammar, strong values are taught, modelled and expected of our students. Bacchus Marsh Grammar students have the *ambition, discipline* and *confidence* to achieve their potential. They are also *respectful* and *kind* and have opportunities to observe and develop *leadership* skills. At Bacchus Marsh Grammar, we pride ourselves on the diversity and quality of our curriculum which leads to outstanding results for our students to ensure and ensures we are providing an *education for life*.

In the Junior School, we create a caring, safe and happy environment where the child's continuing desire to learn and grow is fostered and developed. We develop students who are independent learners with a growth mindset. Our students know that making mistakes is all a part of the learning process.

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 which enables them to cope in the world in which we live.

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

You will find this handbook a valuable resource; however, we do not expect you to remember everything at once. Please ask questions because we are all here to help make your start in the Junior School a pleasant experience.

We would like to encourage each family to play their part in the development of strong partnerships between families and the staff. We value communication and encourage you to contact your child's teacher, year level coordinator or me 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 through your child's education.

**Mrs Lisa Foster**  
**Assistant Principal – Head of Junior School**

# 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 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 rule 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 fulfill the community's desire for independent co-education that is holistic in its approach, comprehensive, challenging and enriching.

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

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

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

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# KEY STAFF CONTACTS

## Head of Junior School

### Assistant Principal - Head of Junior School

- High quality Teaching and Learning
- Administration
- Behaviour Management
- Pastoral Issues
- Student Welfare Issues

Mrs Lisa Foster – [fosterl@bmg.vic.edu.au](mailto:fosterl@bmg.vic.edu.au)

### Deputy Head of Junior School

Mrs Kim Blundell – [blundellk@bmg.vic.edu.au](mailto:blundellk@bmg.vic.edu.au)

### Teaching and Learning Coordinator

Ms Sian Rawlinson – [rawlinsons@bmg.vic.edu.au](mailto:rawlinsons@bmg.vic.edu.au)

All relevant Junior School Year Level Coordinators will be communicated to families at the beginning of Term 1, 2023.

## Principals

### Principal

Mr Andrew Neal – [school@bmg.vic.edu.au](mailto:school@bmg.vic.edu.au)

### Senior Deputy Principal - Head of School Operations

Mr Kevin Richardson – [school@bmg.vic.edu.au](mailto:school@bmg.vic.edu.au)

### Deputy Principal – Student Welfare

Mrs Rosalind Pittard – [pittardr@bmg.vic.edu.au](mailto:pittardr@bmg.vic.edu.au)

### Deputy Principal

Mrs Debra Ogston – [ogstond@bmg.vic.edu.au](mailto:ogstond@bmg.vic.edu.au)

### Deputy Principal – Teaching and Learning

Mrs Emma Kannar – [kannare@bmg.vic.edu.au](mailto:kannare@bmg.vic.edu.au)

## KEY CONTACT INFORMATION

### School Email

[school@bmg.vic.edu.au](mailto:school@bmg.vic.edu.au)

### Postal Address

P.O. Box 214, Bacchus Marsh, 3340

### School Website

[www.bmg.vic.edu.au](http://www.bmg.vic.edu.au)

### Phone Number

(03) 5366 4800

### Fax Number

(03) 5366 4850

### Absentee Number

(03) 5366 4888

### Absentee Email

[maddingley\\_absentees@bmg.vic.edu.au](mailto:maddingley_absentees@bmg.vic.edu.au)

### Woodlea Campus

(03) 5366 4900

(03) 5366 4950

(03) 5366 4988

[woodlea\\_absentees@bmg.vic.edu.au](mailto: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

# 2023 TERM DATES

## **Term 1 2023**

Staff Day – <i>ALL Staff Commence</i>	Friday 27 January
Staff Day	Monday 30 January
Prep 2023 Readiness Meetings	Monday 30 January
<b>Year 12 Development Day [at school]</b>	<b>Monday 30 January</b>
<b>Year 7 Classes Commence</b>	<b>Monday 30 January</b>
Prep 2023 Readiness Meetings	Tuesday 31 January
<b>Years 1 to 11 Commence (Maddingley &amp; Woodlea)</b>	<b>Tuesday 31 January</b>
<b>Prep Reception (Maddingley) &amp; Prep (Maddingley &amp; Woodlea) – Commence</b>	<b>Wednesday 1 February</b>
Labour Day	Monday 13 March [no school]
<b>End of Term 1</b>	<b>Thursday 6 April</b>

## **Term 2 2023**

<b>Staff &amp; Students Commence</b>	<b>Wednesday 26 April</b>
Queen's Birthday	Monday 12 June [no school]
<b>End of Term 2</b>	<b>Friday 23 June</b>

## **Term 3 2023**

Staff Commence	Monday 17 July
<b>Students Commence</b>	<b>Tuesday 18 July</b>
Mid-Term Break	Monday 14 August [no school]
<b>End of Term 3</b>	<b>Friday 15 September</b>

## **Term 4 2023**

Staff Commence	Monday 2 October
Year 12 Trial Examinations	Monday 2 October
<b>Students Commence</b>	<b>Tuesday 3 October</b>
Mid-Term Break	Monday 6 November [no school]
Melbourne Cup	Tuesday 7 November [no school]
<b>End of Term – ALL STUDENTS</b>	<b>Friday 8 December</b>
Staff Training Week	Monday 11 December to Thursday 14 December

## STRUCTURE OF THE SCHOOL DAY

	Monday	Tuesday	Wednesday	Thursday	Friday
Music Warning	8:40am	8:40am	8:40am	8:40am	8:40am
Tutor Group	8:45 – 8:55am	8:45 – 8:55am	8:45 – 8:55am	8:45 – 8:55am	8:45 – 8:55am
Independent Reading Program	Year Level/ Assembly 8:55 - 9:15am	8:55 - 9:10am	8:55 - 9:10am	8:55 - 9:10am	8:55 - 9:10am
Period 1	9:20 – 10:08am	9:10 - 9:58am	9:10 - 9:58am	9:10 - 9:58am	9:10 - 9:58am
Period 2	10:08 – 10:56am	9:58 – 10:46am	9:58 – 10:46am	9:58 – 10:46am	9:58 – 10:46am
Recess	10:56 – 11:19am	10:46 – 11:11am	10:46 – 11:11am	10:46 – 11:11am	10:46 – 11:11am
Period 3	11:19 – 12:07pm	11:11 – 11:59am	11:11 – 11:59am	11:11 – 11:59am	11:11 – 11:59am
Period 4	12:07 – 12:55pm	11:59 – 12:47pm	11:59 – 12:47pm	11:59 – 12:47pm	11:59 – 12:47pm
Lunch	12:55 – 1:39pm	12:47 – 1:39pm	12:47 – 1:39pm	12:47 – 1:39pm	12:47 – 1:39pm
Period 5	1:39 - 2:27pm	1:39 – 2:27pm	1:39 – 2:27pm	1:39 – 2:27pm	1:39 – 2:27pm
Period 6	2:27 - 3:15pm	2:27 – 3:15pm	2:27 – 3:15pm	2:27 – 3:15pm	2:27 – 3:15pm
Music Warning	3:15 - 3:20pm	3:15 - 3:20pm	3:15 - 3:20pm	3:15 - 3:20pm	3:15 - 3:20pm
Dismissed	3:20pm	3:20pm	3:20pm	3:20pm	3:20pm



# GENERAL INFORMATION

## SCHOOL POLICIES

School policies are available to view on Schoolbox in both the Junior and Middle / Senior School Gateways under the School Policies tile. Any updates to these policies are communicated to parents via a notification in the weekly BMG News.

## 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](#).



## 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's website](#). Online shopping for school uniform is also offered via [Noone](#).

**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

Detailed written reports are issued twice a year, in June and December. These reports evaluate each student in a comprehensive manner in all curriculum areas.

Parent/Teacher Interviews are conducted in first and third term. Further information, including dates and times, will be shared with parents in the new school year.

Parents should always feel free to communicate any concerns regarding the progress of their child at any given time. It is advisable to give prior notice to teachers if an interview is requested as staff members are frequently involved in meetings after school. Please note that first thing in the morning is not an appropriate time to see teachers with your issues or concerns unless prior arrangements have been made directly with the teacher involved. Matters of urgent concern should be directed to the Head of Junior School.

## **STUDENT ABSENCES AND LATENESS**

Parents/guardians are asked to telephone the Student Absentee line on 5366 4888, if their child is sick, will be late or absent from school prior to the start of school. An absence can also be logged via Schoolbox/QuickLinks. 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 the Main Administration office or Gatehouse (carpark entrance) 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 or Gatehouse 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. Each day the diaries are checked and initialled by the teacher to ensure that any notes or messages you want to convey to us are read. Students need to be encouraged to notify teachers if parents have used the diary to communicate with the teacher. Similarly, we expect that parents check and initial the diary daily so we know you are not missing out on correspondence. Teachers will write notes in diaries and attach letters and important notes. The diary is carried to and from school in the reader bag.

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; and
- Communication in the form of letters from school and notes from staff.

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

## **HOMework**

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 regard to homework. The amount of time set aside for homework varies with the age of your child. Throughout the Junior School years it is important to your child's development that reading forms a significant component of homework expectations each night, including weekend reading.

All children will get the opportunity to bring home authentic texts to enjoy with their family. The reading you do at home with your child is fundamental to your child's progress. It is important for the reading to be consistent rather than abundant. Reading time at home should be enjoyable as you share picture story books with your child on a regular basis. Homework should be an extension of the work done at school and should not create family conflict. Please let your class teacher know if any problems arise.

Starting in Semester Two Year Prep Reception students are expected to spend time reading each day and learning sounds from the alphabetic code.

Year Prep students are expected to spend time reading each day. As students are introduced to the alphabetic code, they will be asked to practise reading sounds, then words, then sentences. Once they have mastered stages of the alphabetic code, decodable texts at their level will be provided for at home reading.

Year 1 and Year 2 students are expected to spend approximately fifteen minutes reading each night, as well as practising reading and spelling of words linked to the phonics focus. Throughout the week, Numeracy and Literacy homework will be provided. In most cases, set homework is linked to the subjects being studied during the school week to support and consolidate the learning taking place in the classroom. If homework is incomplete on a regular basis, without parental notification, the classroom teacher will contact parents to discuss the matter.

Year 3 and Year 4 students are expected to spend thirty minutes on set homework each night, Monday through Thursday. Additionally, they are required to read for at least fifteen minutes per day, including weekends where possible. Class teachers will notify parents of the specific subject areas to be covered each night; however, reading, spelling and multiplication are expected to be completed on a nightly basis. Reading is a very important aspect of homework at this level and it is expected that students record their reading in the Reading Reflection Journal provided.

- If homework is incomplete and without parent notification, the student's school diary will be stamped.
- Students will be asked to complete their homework during recess or lunch.
- If the diary is stamped five times in one term, the student will receive a homework detention with their Year Level Coordinator.
- If a student receives three homework detentions, they will be sent to the Head of Junior School.

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

## **READING REFLECTION JOURNAL**

Students in Years Prep to Year 4 are required to read each night as part of the School's homework expectations. A Junior School Reading Journal has been developed, providing students with the opportunity to reflect on their reading as well as enabling each student to practise goals in relation to Reading Behaviours and Comprehension Skills that they set each fortnight, in conference with their class teacher. Students are also able to develop their own questions: Literal, Inferential and Critical Evaluative, in relation to their reading to develop a deeper understanding of the text whilst enhancing their understanding of the three levels of comprehension.

The students will be required to bring their Reading Journal to school each day to allow their teachers to monitor their reading and reflections, and to communicate learning goals with students and families.

## **CHROMEBOOKS**

From Prep to Year 4, all students have access to Chromebooks. They are stored at school where students can utilise their designated Chromebook, when required, for each lesson. All students will learn about responsible use and management of a Chromebook, including keeping logins and passwords private, and the importance of always being Cybersmart when online.

In Semester Two, in preparation for Middle School, Year 4 students are offered the opportunity to be allocated a Chromebook for use at school and at home. They are provided with specific information regarding their extra responsibilities at home, including bringing their Chromebook to school each day and ensuring that they have fully charged it at home.

## **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 of 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 safe 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.

More information and a copy of the Child Safe Program Quick Reference Guide can be found on the [School's website](#).

## **COMMUNITY ENGAGEMENT**

During 2023, parents, guardians and friends of the school community will be encouraged to engage with student learning in a variety of ways. This includes supporting literacy before school. Workshops will be offered to support involvement in learning. There will also be opportunities for parents, guardians, and friends of the school community to attend various celebrations of learning throughout the year. Look out for more information in 2023.

Parents who wish to be involved must complete the following prior to engaging in volunteer work at the School (subject to COVID-19 restrictions):

1. Complete the Parent Helper Expression of Interest form at the beginning of the year.
2. Read the Child Safe Program Quick Reference Guide and Child Safe Standards Toolkit that is provided after submitting the expression of interest form.
3. Complete the Child Safe Program Code of Conduct Acknowledgement Form and any other required forms in the information pack, and return it to the office.
4. Have a current Working with Children Check and list Bacchus Marsh Grammar as an organisation in MyCheck.
5. Provide the office with a copy of their Working with Children Check.
6. Show the classroom teacher their Working with Children Check each time they engage in volunteer work at the school. It is important that parents ensure they carry this card on them when involved in volunteer duties.

### **At school, parents can help by:**

- hearing reading;
- supervising mathematical related activities;
- revising sounds with individuals or small groups;
- assisting with art and craft;
- assisting with cooking activities;
- utilising skills as a guest speaker;
- supervision on excursions; and
- assisting at sporting events.

### **At home, parents can help by:**

- encouraging an interest in books by reading to and listening to their child daily;
- assisting in the learning of weekly spelling words; and
- providing direction and encouragement with homework to enable the development of independence as their child grows.

There is an expected level of confidentiality that must be adhered to at all times when assisting with children. If you believe there is a matter to be attended to with a particular child, then the appropriate person to inform is the child's class teacher. It is never appropriate to discuss a child's progress amongst the parent body whilst dropping off or waiting to collect children at the end of the day.

## **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 via a 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 the 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** were 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. If your child presents with flu like symptoms/high temperature, students are to remain at home and not board the bus
21. Students are recommended to wear a fitted face mask while travelling on a bus
22. Students are not permitted to enter the driver area of the bus or touch any driver instruments.

**THIS AREA IS STRICTLY OUT OF BOUNDS**

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

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, other parents or the bus driver 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.
- Parents are to advise the School Bus Services Administrator if their child/ren will be changing a stop on their allocated route as a permanent stop change.
- 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](mailto: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. Emergency lunches are available, to be 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 - Junior School

*Gluten Free - Please note that gluten free options are available to order online and over the counter.*

### **Junior School Lunch Ordering Procedure**

Lunches can be ordered online through the Qkr! app, or by writing an order on a plain bag, with correct cash inside. Each Junior School Class has a lunch basket in their classroom in which students place their completed lunch orders. Junior classes send baskets with Canteen monitors to the canteen by 9.30am daily. Lunch orders are filled and then placed back into these baskets for collection from the canteen counter by Canteen monitors prior to lunch.

### **All written orders must include:**

- Student Name
- Tutor Group
- Items Ordered
- Amount of Cash Included in bag

## **THE HOUSE SYSTEM**

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

- Pentland Panthers House (black)
- Bacchus Broncos House (blue)
- Braeside Bears House (white)
- Hilton Hornets 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**

### **Junior School Age Group Champion Criteria**

Students in Year 3 and 4 may compete in two individual races and one relay. Strong athletes should compete in their correct age group and their strongest events to ensure they have the best opportunity to gain Age Group Champion.

Should students compete in more events than two individual races, only their nominated events will count towards Age Group Champion. On the day, if students are already competing in two events and then fill in for other students, only the events they were nominated for prior to the day will count towards Age Group Champion. Age Group Champion points will be awarded according to fastest times, not necessarily finishing place if there is an "A" and a "B" section.

The age group in which students compete is determined by the age they turn during that year (i.e. if a student turns 10 during the school year, they compete in the 10 year old age group).

## **STAUGHTON VALE CAMPUS AND PROGRAM**

Based 20 minutes away from the Maddingley Campus and located on the fringe of the Brisbane Ranges National Park is a purpose built facility called the Staughton Vale Campus. Situated on over 200 undulating acres of fertile pastures, orchards, dams and natural forest, this campus is used to enhance the learning experiences of all students. It will also heightens their relationship and understanding of their own impact on their local natural environment and their wider role as a global environmental citizen.

### **Program**

All classes from Year Prep/Reception to Year 12 will access the Staughton Vale Campus for a variety of excursions and learning activities throughout their educational journey.

### **Curriculum**

The program is an exciting initiative of the School which is utilised to enhance and benefit the learning outcomes of students. The program also aims to develop the key transdisciplinary skills of thinking, social interaction, communication and research. At the Campus, students are immersed in rich learning experiences that are integrated and support the curriculum taught at their respective year levels.

The focus of the program is to:

- Integrate key curriculum skills and practical application elements of the subject areas of integrated studies, Science, History and Geography within a farming and environmental context,
- Incorporate key thinking skills and practical elements to enhance the learning experiences in curriculum areas that include The Arts and Physical Education.
- Promote and instil the character based skills of respect, resilience and perseverance through the design and implementation of unique learning experiences.

## **OUTSIDE SCHOOL HOURS CARE PROGRAM**

The Y Ballarat proudly provides Outside School Hours Care programs for students attending Bacchus Marsh Grammar. OSHC is available to students from Prep to Year 6. Visit the [school website](#) for more information.

## **CO-CURRICULAR ACTIVITIES**

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 various curriculum areas, to stimulating and fun activities in a broad range of specialist subjects that are available to Junior School students. There will be a diverse range of activities for students to choose from for lunchtime sessions.

## **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, they 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 [2023 Business Notice](#) for all fees and charges associated with the Instrumental Music Program.

### **PREP TO YEAR 2 CHOIR**

The Junior School provides the opportunity for involvement in choral groups for students from Prep to Year 4 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. Please note that this co-curricular option commences in Term Two, once students have had the opportunity to settle into school life.

### **YEARS 3 to 4 CHOIR**

The Junior School provides opportunity for involvement in choral groups for students from Prep to Year 4 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. The Years 3 - 4 Choir also collaborates with the Middle School Choir and Senior Vocal Ensemble, allowing younger students to both work with and form meaningful relationships with older students and Junior School leaders.

### **JUNIOR STRINGS**

Junior Strings is open to Junior School students of all year levels who play one of the following instruments:

- Violin
- Viola
- Cello
- Double Bass

This Suzuki-based program is excellent for developing aural skills in young musicians and is directed by Mrs Leggieri, Mr Wrzaszcz and Mrs Arancibia. Suzuki Strings perform at a variety of events throughout the school year including the Instrumental Concert Series and large assemblies.

### **JUNIOR ORCHESTRA**

Junior Orchestra is available to Years 2-6 students who play an orchestral instrument. The Junior Orchestra covers a range of traditional and contemporary repertoire and performs at a variety of events throughout the school year. Students are encouraged to continue instrumental lessons for the duration of their participation in this ensemble in order to maximise both their development and overall enjoyment within the group.



## HEALTH CENTRE

The Health Centre is staffed by Registered Nurses between 8.00am to 5.30pm 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/dietary requirements must be updated via Schoolbox/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 Anaphylaxis 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, the class teacher will celebrate your child's special day in many ways, such as a birthday badge, birthday crown, special seat etc.

## PETS AND SCHOOL

Due to the growing number of students who have been identified with allergies to animals, students are not permitted to bring animals to school for Show and Tell. Staff will organise animals to be brought to school in a safe manner if they are required for demonstration in a particular curriculum area.

## FUN AND EFFECTIVE WAYS TO READ WITH YOUR CHILD

### **1. Choose a quiet time**

Set aside a quiet time with no distractions. Ten to fifteen minutes is usually long enough.

### **2. Make reading enjoyable**

Sit with your child and say how much you enjoy reading together. Talk about 'story time' as being the favourite part of the day. Try not to pressure your child if he or she is reluctant. If your child loses interest then do something else and finish the reader later.

### **3. Maintain the flow**

When your child mispronounces a word do not interrupt immediately to allow for self-correction. If they do not self-correct, reread what your child has read and ask "Does that make sense?" and discuss. If your child encounters an uncommon or difficult word, it is better to tell them the word to maintain the flow rather than insist they sound it out. If your child does try to 'sound out' words, encourage the use of letter sounds rather than 'alphabet names'

### **4. Be Positive**

If your child attempts an unknown word, praise your child's effort! Don't say "No. That's wrong", but try something like 'Let's read it together' and point to the words as you say them. Boost your child's confidence with constant praise for even the smallest achievement.

## **5. Success is the key**

Parents anxious for a child to progress can mistakenly give a child a book that is too difficult. This can have the opposite effect on your child's reading progress. Until your child has built up his or her confidence, it is better to keep to easier books. Struggling with a book with many unknown words is pointless; fluency, phrasing and expression are lost, text cannot be understood and children can easily become reluctant readers. Don't compare your child's performance with that of friends or relatives as every child progresses at their own rate.

## **6. Visit the library**

Surround your child with books. Try to have books in your home for your child to read. Books can be expensive but they can be the treat instead of an 'ice-cream'. If he or she likes a book, find another book with a similar subject or by the same author. Use the local library and librarian as they are marvellous resources.

## **7. Regular practice**

Try to read with your child on most school days. 'Little and often' is best. Read the same book for multiple nights. This will give your child the opportunity to practise fluent, phrased and expressive reading. Once your child can read, have him or her read aloud to you every day and take turns. Your child will be given a book from school to read; however, keep your own book supply because children need a wide exposure.

## **8. Communicate**

Your child will receive a Reading Reflection Journal from school. Try to communicate regularly with positive comments and any concerns. Your child will then know that you are interested in their progress and that you value reading. When reading books, help your child make connections between what he or she reads in books and what happens in life. If you are reading a book about a family, for example, talk about how what happens in the story is the same or different from what happens in your family.

## **9. Talk about the books**

There is more to being a good reader than just being able to read the words accurately. Just as important is being able to understand what has been read. Always talk to your child about what the book might be about before you read it. Look at the pictures, the cover and the title. Ask "What do you think this story is about?" Go through the book page by page and talk about the pictures and the words or ideas that might be in the book. After reading the book, ask questions. You will be able to see how well they have understood the story and you will help them to develop good comprehension skills.

## **10. Variety is important**

Children need to experience a variety of reading materials like picture books, comics, magazines, poems, newspapers, diaries, atlases, maps, instructions, recipes and letters.

# SCHOOL COMMUNICATION

## SCHOOLBOX

Accessible from the School website, Schoolbox is the School's learning management system (LMS), community portal and engagement platform. Schoolbox provides an efficient, secure and environmentally friendly way for the School to communicate and share information with Bacchus Marsh Grammar parents. Parents/guardians may use this system to access the curriculum, assessment due dates, interim results, school forms and letters and also keep connected and apprised with what's happening within the School community.

The Family Engagement Pages located on Schoolbox which promotes communication between teachers and parents, whilst providing family members and carers the opportunity to engage in their child's school life. The aim is to keep families informed about what students are studying in Years Prep to 4. You will find useful information about your child's learning including hints, tips and website links. Resources and tasks for each year level have been uploaded for students to access and complete if they are unable to attend school.

We encourage students and parents to explore and navigate the Family Engagement page together.

## myBMG PARENT PORTAL

Accessible via Schoolbox Quick Links, the myBMG Parent Portal provides financial information, including fee statements and options to make payments towards your school fees, various user pays activities and any ad hoc charges. The portal also provides a booking system for parent/teacher interviews and a space for Families to securely 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 via Schoolbox as soon as possible.

## 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](http://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.

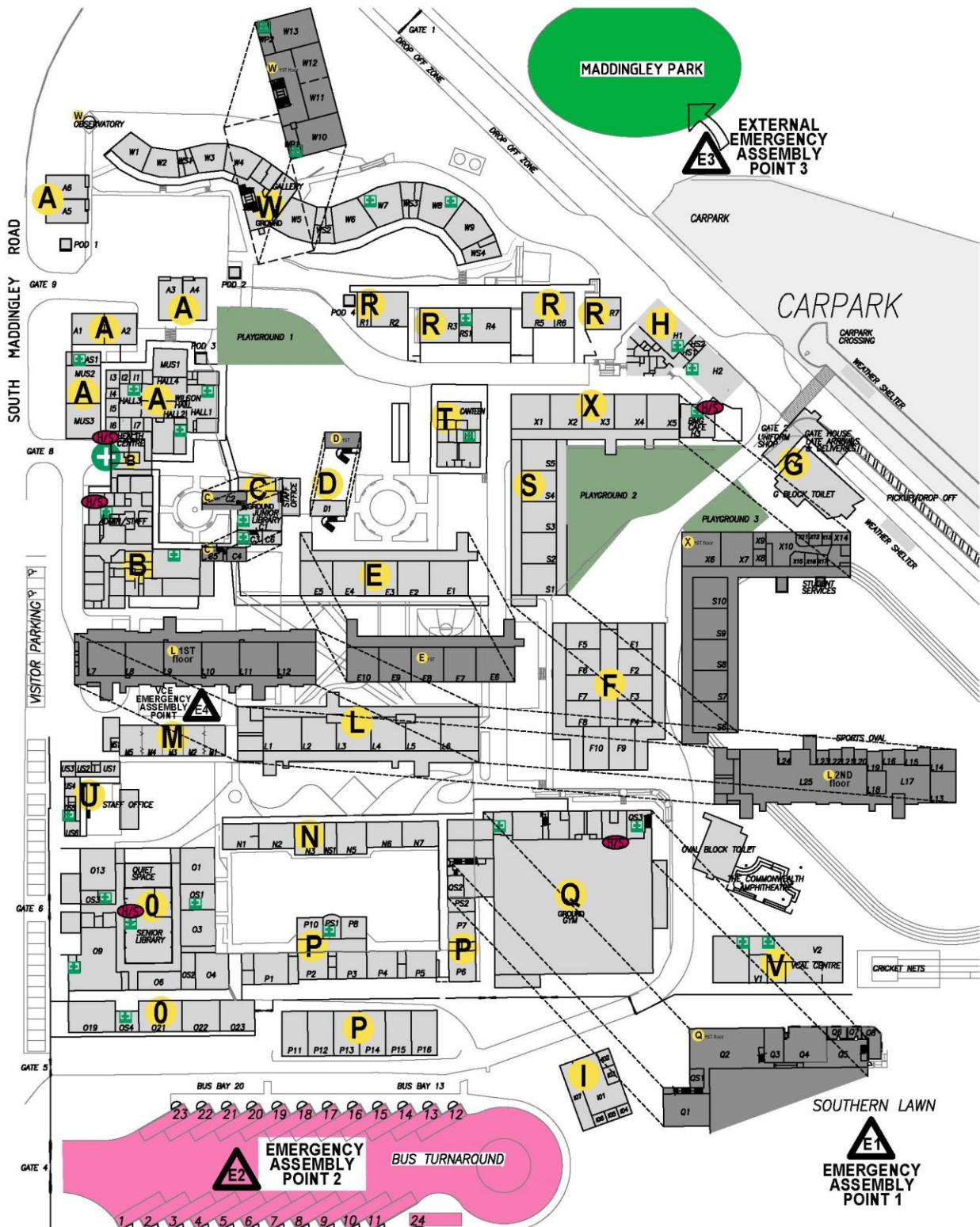
## **MULTIMEDIA CONSENT\***

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.

# SCHOOL MAP



- A** Wilson Hall
- B** O'Day Administration Centre - Main Entrance
- C** Silvija Lucas Junior School Library
- D** Senior School Classrooms
- E** Junior School Classrooms
- F** Junior School Classrooms
- G** Gatehouse (uniform shop, late arrival pass, deliveries)
- H** Food Technology Centre
- I** Staff Offices
- L** Senior School Classrooms
- M** Senior School Classrooms

- N** Senior School Classrooms
- O** Senior School Science & Technology
- P** Baxter Holly Senior School Classroom Wing
- Q** John Leaver Gymnasium Centre
- R** General Purpose Classrooms
- S** Junior Classrooms / Student Services
- T** Canteen/Junior School Toilets
- U** Staff Resource Centre
- V** VCAL Centre
- W** Terraces Building including - Lou Callow Art School / Observatory / Greenhouse
- X** Classrooms

- FIRST AID / HEALTH CENTRE
- EMERGENCY ASSEMBLY POINT
- BUS ZONE
- STUDENT DROP OFF & PICK UP POINT
- HEART START
- FIRST AID KIT

04/03/2022 V1



Doctrina Vitae

# Bacchus Marsh Grammar

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## **Maddingley Campus**

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## **Woodlea Campus**

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## **Early Learning Centre**

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