Doctrina Vitae

Bacchus Marsh Grammar

2027

JUNIOR SCHOOL HANDBOOK

Prep to Year 4

Contents

Welcome to the Junior School – Prep to Year 4 ..... **3**

Our Philosophy **4**

Key Staff Contacts **6**

Heads of Junior School 6

Principals 6

Key Contact Information **6**

Term Dates 2027 ..... **7**

General Information **8**

School Policies 8

A Child Safe School 8

Parent and Visitors' Toilets 8

Uniform Requirements 8

Uniform Outlets 9

Reports And Parent/Teacher Interviews 10

Student Absences and Lateness 10

Student Leaving School Early 10

School Diary 11

Homework 11

Junior School Reading Reflection Journal 11

Chromebooks 12

Parental Involvement 12

Outside School Hours Care Program 12

Bus Travel 13

Rules and Expectations of Behaviour 13

The House System 14

Staughton Vale Campus and Programs 15

Program 15

Curriculum 15

The Canteen 16

Lunch Orders 16

Emergency Lunches 16

Music Program 16

Instrumental Music Lessons 16

Health Centre 17

Nuts And Nut Products 17

Birthdays And Class Parties 17

Pets and School 17

School Communication **18**

Schoolbox 18

myBMG Parent Portal 18

EdSMART 18

School Website 18

School eNEWS 18

School Social Media Platforms 19

Multimedia Consent 19

School Maps **20**

WELCOME TO BACCHUS MARSH GRAMMAR

JUNIOR SCHOOL - PREP TO YEAR 4

On behalf of all the Junior School staff, we 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 (the School), 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 foster a caring, safe and happy environment where the child's continuing desire to learn and grow is fostered and developed. Our students know that making mistakes is all a part of the learning process. Care and respect are mutual concerns for all members of the School community and these values are continuously developed.

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 the Junior School years, we aim to develop independence and establish healthy routines and acceptable codes of discipline to carry each child through to their 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 foster good communication with the staff and School. Do not hesitate to contact your child's teacher or Head of Year 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 to enable us to work in partnership with your child's education.

Name	Title
Mrs Sally Savic	Assistant Principal Head of Junior School: Woodlea
Mrs Melanie Morton	Assistant Principal Head of Junior School: Maddingley

OUR PHILOSOPHY

The School has a culture of achievement which encourages staff and students to strive for their personal best.

A SCHOOL THAT VALUES THE INDIVIDUAL

At Bacchus Marsh Grammar, we believe that the key to a successful education is concentration on the individual. We all have different strengths which need to be developed, and weaknesses that can be addressed and improved upon. We strive to develop a clear understanding of each child's needs and the particular ways in which we can foster their growth and development. The School provides a wide range of activities to extend children beyond the normal curriculum and provide additional assistance to individuals working towards mastering new skills, knowledge and values.

A CALM STRUCTURED SCHOOL

At Bacchus Marsh Grammar, we know what type of environment delivers the best possible education. Learning best occurs when there is a clear structure and clarity of expectations of students. This is applied at a "whole school" level and in our well-defined and consistent approach to individual teaching and classroom management. We know that learning is optimised by a calm, friendly and purposeful environment. This enables students to concentrate on their learning, work towards achieving their personal best and develop their individual talents. Our teachers reinforce this environment with their genuine care and concern for each student's academic and personal development, and their clear and structured teaching methods. Such an environment fosters the development of positive social skills. Behaviour which interferes with the learning or happiness of others is not tolerated.

COMMUNICATION IS VITAL

For us, educating a student requires a bond between School, parents and students. To enable us to provide the best possible education, all three parties must be clear and committed to common goals and have a clear understanding of how students are progressing both academically and socially. The key to developing and enhancing the bond between parties is clear and consistent communication. We believe that parents need to be aware of how their children are going in a way that is understandable and helpful for development.

We also believe that any issues are best resolved by early discussion between all parties. In turn, we ask that parents keep the school fully informed of issues that may be affecting the well-being of students and support the goals and ethos of the School.

ENJOYMENT AND ENTHUSIASM

We strongly believe that school should be a place which students can enjoy. We look to provide students with opportunities to develop new skills and experience new ideas and activities which will excite and challenge them. We also want our students to develop an enthusiasm for learning and a curiosity about the world. We achieve this by having a teaching staff which is able to draw upon a wide range of skills and experiences and who are enthusiastic about the chance to help young people develop their potential.

PASTORAL CARE

One of the many strengths of Bacchus Marsh Grammar is the depth and quality of our pastoral care initiatives.

At Bacchus Marsh Grammar, pastoral care is concerned with the cultivation and promotion of the academic, social, emotional and physical wellbeing and development of all students. It is embedded within the teaching, learning and structural organisation of our School.

All members of our School community work towards and contribute to the pastoral care of our students. Our School values underpin how we approach pastoral care, as we strive to maintain an environment where students feel connected, valued and a strong sense of self.

AN EXPLICIT TEACHING MODEL

The School believes that learning best occurs when students have a clear understanding of what they are required to do and when material or skills they need are taught; this is achieved through clear and transparent methods.

We believe strongly in the role of an expert teacher who has deep subject knowledge.

OUR VALUES

The school is guided by eight core values **Respect**, **Discipline**, **Confidence**, **Ambition**, **Leadership**, **Kindness**, **Knowledge** and **Wisdom**.

- 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;
- Students are taught to value knowledge for both its own sake put for the power that it has to influence our lives;
- Students are guided to develop the wisdom that comes from knowledge and contemplation and to respect all who pursue true wisdom;
- Above all else, Bacchus Marsh Grammar students are inspired to embrace life with a sense of kindness and compassion at the fore.

KEY STAFF CONTACTS

HEADS OF JUNIOR SCHOOL

Name	Title	Email
Mrs Melanie Morton	Assistant Principal Head of Middle School – **Maddingley**	mortonm@bmg.vic.edu.au
Mrs Sally Savic	Assistant Principal Head of Junior School – **Woodlea**	savics@bmg.vic.edu.au
Mrs Ashleigh Durham	Deputy Head of Junior School – **Maddingley**	durhama@bmg.vic.edu.au
Ms Rachael Wilson	Deputy Head of Junior School – **Maddingley**	wilsonr@bmg.vic.edu.au
Ms Courtney Williams	Deputy Head of Junior School – **Woodlea**	williamsc@bmg.vic.edu.au
Mrs Aimee La Franchi	Deputy Head of Junior School – **Woodlea**	lafranchia@bmg.vic.edu.au

All relevant Junior School Heads of Year will be communicated to families at the beginning of Term 1, 2027.

PRINCIPALS

Name	Title	Email
Mrs Debra Ogston	Principal	school@bmg.vic.edu.au
Mr Andrew Pate	Deputy Principal – Head of Maddingley Campus	patea@bmg.vic.edu.au
Mrs Lisa Foster	Deputy Principal – Deputy Head of Maddingley	fosterl@bmg.vic.edu.au
Mrs Danielle Copeman	Deputy Principal – Head of Woodlea Campus	copemand@bmg.vic.edu.au
Mrs Sarah Hunter	Deputy Principal – Deputy Head of Woodlea Head of Middle School Education	hunters@bmg.vic.edu.au
Mrs Erin Thornton	Deputy Principal – Senior Programs	thorntone@bmg.vic.edu.au
Mr Andrew Perks	Deputy Principal – Culture and Character Education	perksa@bmg.vic.edu.au

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

	Maddingley Campus	Woodlea Campus
Phone Number	(03) 5366 4800	(03) 5366 4900
Fax	(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
Address	**Bacchus Marsh Grammar - Maddingley** South Maddingley Road Bacchus Marsh, 3340	**Bacchus Marsh Grammar - Woodlea** 111 Frontier Ave Aintree, 3336

TERM DATES 2027

Term 1 2027	
Staff Day - All Staff Commence	Wednesday 27 January
Staff Day	Thursday 28 January
Year 12 Development Day (at school)	Friday 29 January
Year 7 Classes Commence	Friday 29 January
Prep 2027 Readiness Meetings	Friday 29 January
Prep 2027 Readiness Meetings	Monday 1 February
Years 1 to 11 Students Commence	Monday 1 February
Prep Students Commence	Tuesday 2 February
Labour Day	Monday 8 March (no school)
End of Term 1	Thursday 25 March

Term 2 2027	
Staff Commence	Monday 12 April
Students Commence	Tuesday 13 April
King's Birthday	Monday 14 June (no school)
End of Term 2	Friday 18 June

Term 3 2027	
Staff Commence	Monday 12 July
Students Commence	Tuesday 13 July
Mid-term Break	Friday 20 August (no school)
End of Term 3	Friday 17 September

Term 4 2027	
Staff Commence	Monday 4 October
Year 12 Trial Examination	Monday 4 October
Students Commence	Tuesday 5 October
Mid-Term Break	Monday 1 November (no school)
Melbourne Cup	Tuesday 2 November (no school)
Year 7 2028 Orientation Day	Friday 26 November
Report Writing Day (No school Years 7 to 11)	Friday 26 November
End of Term - ALL STUDENTS	Friday 3 December
Staff Training Week	Friday 10 December
Office Closes for 2027 (12 noon)	Thursday 16 December

hoever
ou Are

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.

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. We regard our child safe responsibilities with the utmost importance.

We provide the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture that:

- is aligned to the new Child Safe Standards that apply from 1 July 2022,
- has zero tolerance of child abuse,
- actively works to listen to and empower children and young people
- has systems to protect children and young people from abuse, and will take all allegations and concerns very seriously and respond 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 young people,
- is committed to providing a safe environment for all children and young people.

PARENT AND VISITORS' TOILETS

To ensure compliance with child safety requirements, we have designated and clearly marked parent and visitors' restroom facilities. These facilities are equipped to meet the needs of our adult visitors and are available at the following locations on each campus:

- Maddingley: Parent/Visitor toilets at the Gatehouse (adjacent to Main Car Park) and on the western side of the canteen building.
- Woodlea: Parent/Visitor toilet at Reception (entry from Frontier Ave).

For the protection and welfare of our students, we kindly request that when you are on-site, you refrain from using the students' restroom facilities. We appreciate your understanding and cooperation in helping us maintain a safe and secure environment for our students. Your adherence to this requirement is essential in upholding our commitment to child safety.

More information and a copy of the Child Safe Program Quick Reference Guide can be found on the **School's website.**

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 explaining the reason in their school diary from a parent/guardian. 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 Head of Year.

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.

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 Policies tile in Schoolbox or the **School's website.**

JUNIOR SCHOOL UNIFORM EXPECTATIONS

Full School Uniform	Summer Uniform	Physical Education Uniform
Plain black tights or knee-length plain socks (the hem of the tunic must be below the top of the sock). BMG or plain black socks with trousers.	Black BMG or plain socks (ankle or knee high) with stripe to be worn with shorts. White BMG socks (ankle or knee length) with stripe to be worn with dress.	House Polo Shirt to be worn on special House event days only not on timetabled PE lessons. BMG Hats must be worn during PE and Sport that is conducted in Term 1 and 4.

SCHOOL SHOES

Junior School students are required to wear plain black lace up, buckle or Velcro school shoes (see school diary).

Sport runners/sneakers can only be worn on days in which students are timetabled on to Physical Education or sporting events and outdoor education, while wearing BMG Sports Uniform. These shoes have a 'runner' sole and are non-marking. It is preferred for sport shoes to be in school colours however this is optional.

It is an expectation that runners/sneakers are not worn with full school uniform.

See examples of permitted/not permitted school shoes and permitted sports shoes below.

School Shoes (Permitted)	School Shoes (NOT Permitted)	Sports Shoes (Permitted)

APPEARANCE

Jewellery	Hair
Junior students **are not permitted** to wear jewellery for safety reasons: • No visible necklaces. • No rings or bracelets are to be worn. • Clear nail polish. Junior School students **are permitted** to wear: • One wristwatch (following Mobile Phone/ Smart Watch Policy). • One pair of gold or silver sleepers or studs. **Religious exemptions must be applied for in writing via school@bmg.vic.edu.au**	The following regulations regarding hair apply: • Hair must not be shaved less than a number 3. • Hair may be dyed to a 'natural' blond, brown or black only. Hair colour to be consistent. • Hair length should be at the top of the collar. Hair longer than the collar must be tied up. • Hair must be even or not overly graded in cut and sit naturally around and off the face. • Sideburns must not extend beyond the earlobe or out onto the face. • No extreme hairstyles are allowed. • The judgement of 'extreme fashion' will lie with the Principal and Deputy Principals. • Fringes must not obstruct student vision. • Any hairstyle regardless of length or style that is deemed unruly is unacceptable and considered a breach of regulations.

EARRINGS

- Earrings must be **plain gold or silver studs or sleepers/small hoops only**.
- Students may wear up to two earrings, one must be in the lobe.
- Diamond, pearl, coloured, or decorative earrings are not part of the uniform and are therefore not permitted.
- Large hoops or dangling earrings are not permitted at any time due to health and safety reasons.

Earrings (Permitted)	
Earrings (NOT Permitted)	

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.
- Noone Melton: 39 Bakery Square Melton - Telephone 8764 2414.

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 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 4988 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 10.30am.

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 or Gatehouse (Maddingley) to obtain a late pass before going to class. Students who are collected early during the school day must be signed out at Reception or Gatehouse (Maddingley) before leaving for the day. Parents/guardians should not collect their child directly from the classroom. Please refer to the Student Attendance Policy and Procedure on the School Policies tile in Schoolbox or on the School's website for further information.

Please note that if parents/guardians choose to take their child/ren on holidays during term time for less than 10 days, they must inform the child's Head of Year and Head of School. School work will not be provided where a student is absent on holidays. In addition, a leave of absence application must be made for student absences greater than 10 days. The application must be made in writing to the Principal or their delegate well in advance of the intended leave of absence. Approval for a leave of absence may be given at the Principal's or their delegates discretion. School work will not be provided where a student is on leave of absence. Please refer to the Student Attendance Policy and Procedure on the School Policies tile in Schoolbox or on the **School's website** for further information.

STUDENTS LEAVING SCHOOL EARLY

To ensure proper documentation and supervision of students leaving school early, we kindly request that all parents or guardians collect their child/ren from the School's Reception. Additionally, we ask that a note be placed in the student's diary to notify teachers and staff of their early departure. This process is essential for the safety and accountability of our students.

Prep Reception

At Maddingley campus only, the Prep Reception program offers a valuable option for younger students who are eligible for Prep, however who may benefit from a tailored Prep year which caters to their younger maturity and developmental needs. This exciting program provides a nurturing, full-time year of schooling focused on enhancing social, emotional, and academic readiness. Students will build essential literacy and numeracy skills, confidence, and engage in hands-on projects that promote creativity and problem-solving, considering the specific needs of their younger age group. For more information, please contact admissions@bmg.vic.edu.au.

School Diary

The student diary serves as the primary organisational tool and communication channel between home and school for all students. Daily, teachers review and initial these diaries, ensuring that any messages or notes from parents/guardians are promptly addressed. We encourage students to inform teachers if their parents have utilised the diary for communication. Parents/guardians are asked to consistently check and initial their child's diary to ensure no important correspondence is overlooked. Teachers will also use the diaries to convey messages, attach letters and provide important information.

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
- Incidental 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 for your child's development that reading forms a significant component of homework expectations each night, including weekend reading.

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;
- If the diary is stamped five times in one term, the student will receive a homework detention with their Head of Year; and
- If a student receives three homework detentions, they will be sent to the Head of Campus.

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

Please refer to the Homework Policy on the School Policies tile on Schoolbox for further information.

Junior School Reading Reflection Journal

Students in Prep Reception to Year 4 are required to read each night as part of the School's homework expectations. A Junior School Reading Reflection Journal for Prep to Year 2 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.

Year 3 and 4 students will record their nightly reading in their diary as part of homework. 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 hand in their journals to their teacher for monitoring of reading and reflection progress each day as part of the daily homework routine

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.

Parental Involvement

Parents play a pivotal role in fostering their young children's success at school. One key aspect is providing support and assistance with homework, offering guidance while encouraging independent problem-solving skills. Additionally, parents can cultivate a love of learning by engaging in reading activities, both independently and together, which can stimulate a child's curiosity and comprehension skills. Beyond academics, involvement in cultural and community events exposes children to a broader world perspective, promoting empathy and cultural awareness. By nurturing independence, curiosity and a strong foundation for learning, parents empower their children to thrive academically and personally.

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's website** for more information. Note: Currently there is no Before School Care available. This may be subject to change.

Bus Travel

The Bus Travel Code of Conduct ensures safe and comfortable travel for all students at Bacchus Marsh Grammar. This Code applies to all students and their parents/guardians and can be accessed in full on the School Policies tile in Schoolbox.

RULES AND EXPECTATIONS OF BEHAVIOUR

Students must abide by the following rules and conduct requirements at all times when travelling on a School Bus. 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. Behave in a way that does not breach the Student Code of Conduct, School Community Code of Conduct and or the Child Safe Code of Conduct.
3. Remain properly seated at all times while the bus is in motion.
4. Treat bus captains with respect and follow instructions given.
5. Sit according to the seating plan if one is in place.
6. Not take photos or videos of other students, drivers, or aspects of the bus during operation.
7. Not eat food (including chewing gum) or consume drinks (other than water) on the bus.
8. Not sit on armrests, kneel or place feet on the seats.
9. Not draw on, damage or deface any article in or on the bus.
10. Not use offensive or inappropriate language.
11. Not throw any article in or from the bus.
12. Not wrestle or fight.
13. Not spit or fight.
14. 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.
15. Not make inappropriate and/or rude gestures to others including pedestrians and/or the general public.
16. Not yell at or out to others or pedestrians and/or the general public.
17. Not behave whilst waiting for a bus in a way that brings discredit to the School.
18. Ensure if they are travelling on a Bacchus Marsh Grammar private bus, that they travel on the bus service to which they have been allocated.
19. Behave in a way that respects the rights of residents who are in the vicinity of school bus stops.
20. Wear seat belts where fitted at all times.
21. Carry their Student ID card at all times.
22. Disembark at their designated stop as advised on Roll Call for students travelling on a Bacchus Marsh Grammar private bus.
23. Abide by Bacchus Marsh Grammar's Rules and Regulations, particularly those related to behaviour and appearance.
24. Not enter the driver area of the bus or touch any driver instruments. THIS AREA IS STRICTLY OUT OF BOUNDS.

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 House System

Each student is a member of one of eight Houses.

House Name	Colour	Mascot	Flora Emblem
Lerderderg	Navy Blue	Sugar Glider	Blackwood
Kororoit	Yellow	Rosella	Sheoak
Toolern	Red	Pelican	River Redgum
Djerriwarrh	Purple	Platypus	Silver Wattle
Parwan	Bottle Green	Echidna	Manna Gum
Pyrites	Maroon	Kangaroo	Snow Daisy
Dale	Orange	Wedgetail Eagle	Peppermint Gum
Pykes	Light Blue	Growling Grass Frog	River Bottlebrush

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. Students wear their House polo top for special House events.

Staughton Vale Campus and Program

Based 45 minutes away from the Woodlea 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 heighten their relationship and understanding of their own impact on their local natural environment and 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 enhances the learning outcomes of students. The program also aims to develop the key transdisciplinary skills of thinking, social, communication and research skills. At the Campus, students are immersed in rich learning experiences that are integrated and support the curriculum taught in their respective year levels at the Woodlea Campus.

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.

The Canteen

The Canteen operates every school day to provide lunches as well as being open for counter sales at both recess and lunchtime.

LUNCH ORDERS

All lunch orders will be placed through the Flexischools App, allowing for convenient online ordering and cash-free transactions. Instructions for accessing and setting up the Flexischools App will be provided to families before the start of the school year. Each Junior School class has a designated lunch basket where canteen staff place filled lunch orders. Junior canteen monitors collect the baskets and return them to classrooms in time for lunch.

EMERGENCY LUNCHES

If a student requires an emergency lunch, arrangements can be made, with payment processed through the Flexischools App.

Music Program

Music is an important part of life at Bacchus Marsh Grammar. Students are encouraged to explore our diverse range of music experiences for their own enjoyment and because the disciplines and skills they acquire can positively enhance their academic pursuits and personal development.

The Junior Music program at Bacchus Marsh Grammar supports a culture of inclusion and opportunity. Classroom Music from Prep to Year 4 covers a wide range of experiences from the early years Suzuki-based strings program in Year 2 to the Kodaly and Orff based curriculum, and choral singing practices.

There are extensive co-curricular opportunities for students to be involved in choirs and bands at this level.

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. Before and after school lessons are available; however, these are subject to availability and in negotiation with the instrumental teacher. The Music Handbook/ Enrolment process is available on the School's website.

Through our lively and diverse program, students are encouraged to perform at soirees, major concerts, assemblies, ceremonies and community events. Students are also encouraged to volunteer for emcee duties at events to further bolster their presentation skills.

Health Centre

The Health Centre is staffed by Registered Nurses, **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.

Please note that the Health Centre is equipped to provide first aid assistance to students in case of minor injuries or illnesses. However, it is important to note that Health Centre staff do not diagnose medical conditions and are not a substitute for General Practitioner assessment.

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 interests 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/guardians 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 in many ways such as a birthday badge, birthday crown, special seat etc.

Pets and School

Due to the increasing number of students with allergies to animals, students are not able to bring animals onto the school premises. If animals are required for demonstration in a specific curriculum area, staff will arrange for them to be brought to school in a safe and controlled manner.

SCHOOL COMMUNICATION

SCHOOLBOX

Accessible from the **School website**, Schoolbox is the School's learning management system (LMS), community portal and family 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 of what's happening within the School Community. The Family Engagement Page can also be utilised by parents to keep up to date with their child's learning and special events.

FAMILY ENGAGEMENT

Click below to view the Family Engagment Pages.

	Maddingley Campus	Woodlea Campus
Prep Reception	https://schoolbox.bmg.vic.edu.au/homepage/37188	-
Prep	https://schoolbox.bmg.vic.edu.au/homepage/18458	https://schoolbox.bmg.vic.edu.au/homepage/18522
Year 1	https://schoolbox.bmg.vic.edu.au/homepage/18459	https://schoolbox.bmg.vic.edu.au/homepage/18523
Year 2	https://schoolbox.bmg.vic.edu.au/homepage/18460	https://schoolbox.bmg.vic.edu.au/homepage/18524
Year 3	https://schoolbox.bmg.vic.edu.au/homepage/18461	https://schoolbox.bmg.vic.edu.au/homepage/18525
Year 4	https://schoolbox.bmg.vic.edu.au/homepage/18462	https://schoolbox.bmg.vic.edu.au/homepage/18526

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 My Details Tab via Schoolbox as soon as possible.

SCHOOL WEBSITE

The school's website is an informative platform for current families and includes items such as policies, key contacts and dates. The website can be found at www.bmg.vic.edu.au.

SCHOOL eNEWS

The newsletter provides upcoming administrative information 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.

To subscribe to the eNews visit the **School's website here**.

SCHOOL SOCIAL MEDIA PLATFORMS

Bacchus Marsh Grammar operates official Facebook, Instagram and LinkedIn pages which can be found by searching "Bacchus Marsh Grammar".

Social media is an alternative platform of communication within our School Community. It has been set up in order to share special interest articles 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.

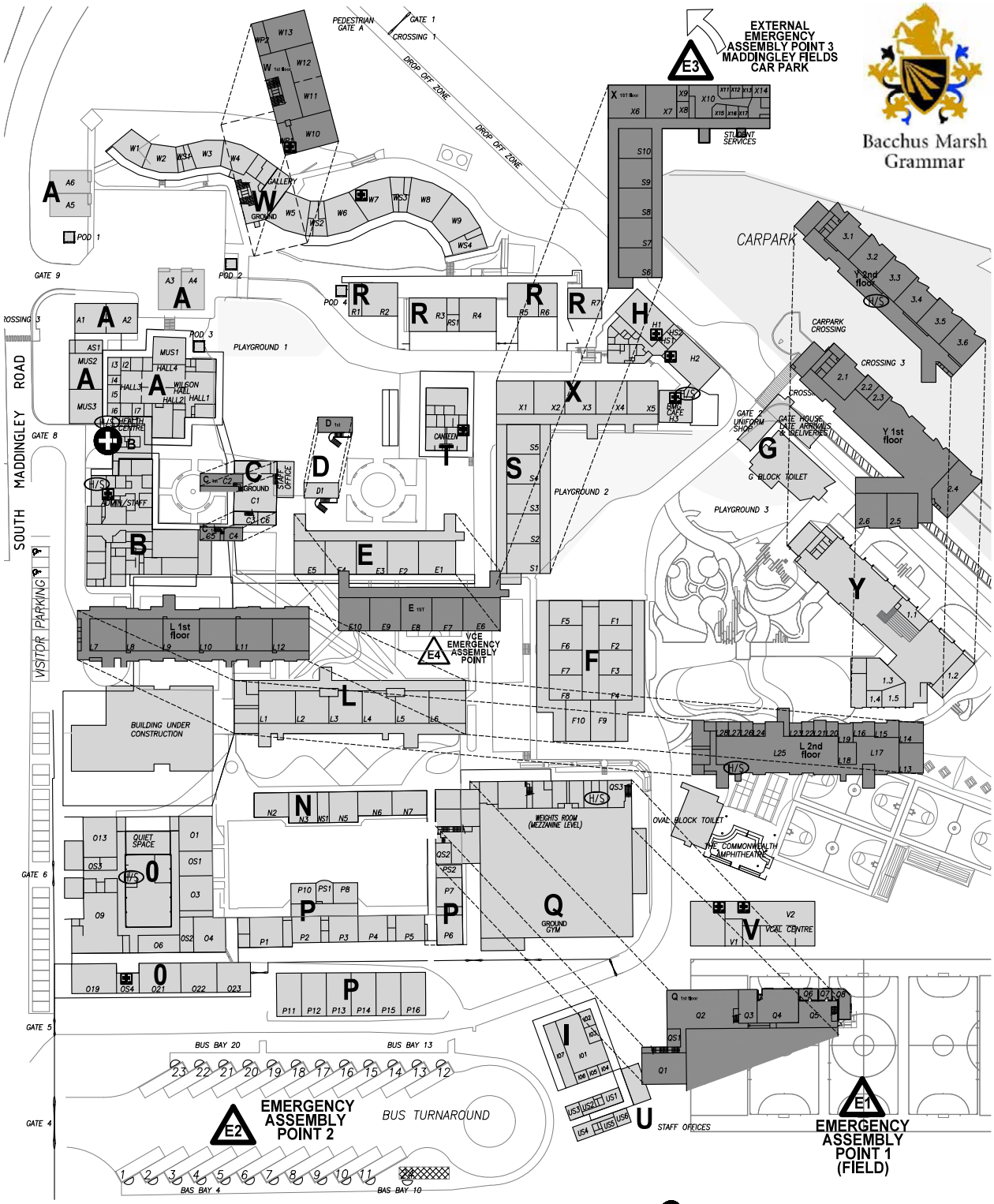
MULTIMEDIA CONSENT

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.

Consent for Multimedia is now obtained upon enrolment to the school and confirmed annually via the Annual Acknowledgement. You can view our Multimedia Policy on our website at any time.

If you have any questions or wish to change the consent choice for your child, please contact the Marketing and Community Engagement Coordinator on **marketing@bmg.vic.edu.au.**

SCHOOL MAP – MADDINGLEY



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

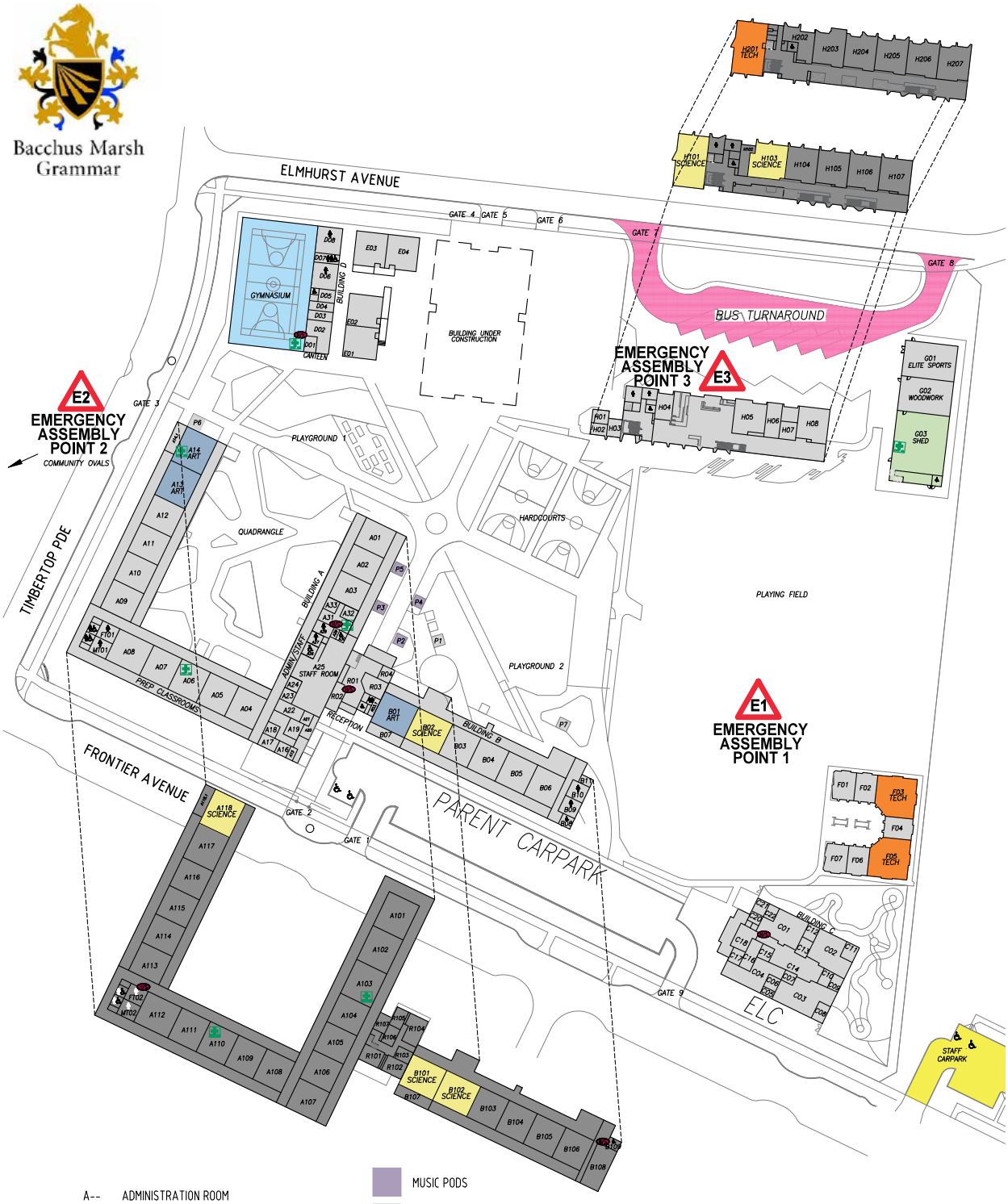
L Senior School Classrooms
M Senior School Classrooms

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 Wood Shed and Maintenance Shed
W Terraces Building including - Lou Callow Art School / Observatory / Greenhouse
X Classrooms
Y 'The Hive' / Library

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

29/06/2026 V1

SCHOOL MAP – WOODLEA



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

MUSIC PODS
ART ROOMS
SCIENCE ROOM
TECHNOLOGY ROOM
SHED
GYMNASIUM
STAFF CARPARK

29/06/2026 V1

Doctrina Vitae

Bacchus Marsh Grammar

PO Box 214, Bacchus Marsh VIC 3340

Maddingley Campus
South Maddingley Road, Bacchus Marsh VIC 3340
P +61 3 5366 4800 **F** +61 3 5366 4850

Woodlea Campus
111 Frontier Avenue, Aintree VIC 3336
P +61 3 5366 4900 **F** +61 3 5366 4950

Early Learning Centre
111 Frontier Avenue, Aintree VIC 3336
P +61 3 5366 4999 **F** +61 3 5366 4850

E school@bmg.vic.edu.au

www.bmg.vic.edu.au

JUNIOR SCHOOL
HANDBOOK
2027

Reg. No 1919
ABN 24 128 531 078