

2024

MADDINGLEY
JUNIOR SCHOOL
HANDBOOK

Prep to Year 4



Table of Contents

WELCOME TO MADDINGLEY – PREP TO YEAR 4	2
OUR PHILOSOPHY	3
KEY STAFF CONTACTS	5
Heads of Junior School	5
Principals.....	5
KEY CONTACT INFORMATION	5
TERM DATES 2024	6
STRUCTURE OF THE SCHOOL DAY	7
GENERAL INFORMATION	8
SCHOOL POLICIES.....	8
A CHILD SAFE SCHOOL.....	8
Parent and visitors’ toilets	8
UNIFORM REQUIREMENTS.....	9
Uniform Outlets.....	10
REPORTS AND PARENT/TEACHER INTERVIEWS.....	10
STUDENT ABSENCES AND LATENESS	10
Students leaving school early.....	10
SCHOOL DIARY	11
HOMEWORK	11
JUNIOR SCHOOL READING REFLECTION JOURNAL.....	12
FUN AND EFFECTIVE WAYS TO READ WITH YOUR CHILD.....	12
CHROMEBOOKS.....	13
PARENTAL INVOLVEMENT	13
OUTSIDE SCHOOL HOURS CARE PROGRAM	14
BUS TRAVEL	14
Rules and Expectations of Behaviour	14
Consequences for breach of this code of conduct.....	15
Incident Notification.....	15
Safety Tips	15
CO-CURRICULAR ACTIVITIES	16
THE HOUSE SYSTEM.....	16
PHYSICAL EDUCATION / SPORT AWARDS.....	17
STAUGHTON VALE CAMPUS AND PROGRAM.....	17
THE CANTEEN	17
MUSIC PROGRAM	18
HEALTH CENTRE.....	19
NUTS AND NUT PRODUCTS	19
BIRTHDAYS AND CLASS PARTIES.....	19
PETS AND SCHOOL.....	19
SCHOOL COMMUNICATION	19
SCHOOLBOX.....	19
myBMG PARENT PORTAL	20
EDSMART	20
SCHOOL WEBSITE	20
SCHOOL NEWSLETTER	20
BMG FACEBOOK PAGE.....	21
MULTIMEDIA CONSENT*	21
SCHOOL MAP	22

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
fosterl@bmg.vic.edu.au

Mrs Kim Blundell
Deputy Head of Junior School
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Ms Sian Rawlinson
Deputy Head of Junior School Teaching and Learning
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Mrs Melanie Morton
Deputy Head of Junior School Operations
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OUR PHILOSOPHY

The school has a culture of achievement which encourages staff and students to strive towards 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 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 toward 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

Assistant Principal - Head of Junior School

Mrs Lisa Foster – fosterl@bmg.vic.edu.au

Deputy Head of Junior School

Mrs Kim Blundell – blundellk@bmg.vic.edu.au

Deputy Head of Teaching and Learning (Junior School)

Ms Sian Rawlinson – rawlinsons@bmg.vic.edu.au

Deputy Head of Junior School (Operations)

Mrs Melanie Morton mortonm@bmg.vic.edu.au

All relevant Junior School Heads of Year will be communicated to families at the beginning of Term 1, 2024.

Principals

Principal

Mr Andrew Neal – school@bmg.vic.edu.au

Executive Deputy Principal

Mr Kevin Richardson – richardsonk@bmg.vic.edu.au

Deputy Principal – Student Support

Mrs Rosalind Pittard – pittardr@bmg.vic.edu.au

Deputy Principal – Head of Maddingley Campus

Mrs Debra Ogston – ogstond@bmg.vic.edu.au

Deputy Principal – Head of Woodlea Campus

Mrs Danielle Copeman – copemand@bmg.vic.edu.au

Deputy Principal – Teaching and Learning

Mrs Emma Kannar – kannare@bmg.vic.edu.au

Deputy Principal - Head of Middle Schooling

Mrs Sarah Hunter - hunters@bmg.vic.edu.au

Deputy Principal – Senior Programs

Mrs Erin Thornton – thorntone@bmg.vic.edu.au

Deputy Principal – Culture and Character Education

Mr Andrew Perks – 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 Number	(03) 5366 4850		(03) 5366 4950
Absentee Number	(03) 5366 4888		(03) 5366 4988
Absentee Email	maddingley_absentees@bmg.vic.edu.au		woodlea_absentees@bmg.vic.edu.au
	Bacchus Marsh Grammar - Maddingley		Bacchus Marsh Grammar – Woodlea
	South Maddingley Road		111 Frontier Ave
	Bacchus Marsh, 3340		Aintree, 3336

TERM DATES 2024

Term 1 2024

Staff Day – <i>ALL Staff Commence</i>	Monday 29 January
Staff Day	Tuesday 30 January
Prep 2024 Readiness Meetings	Tuesday 30 January
Year 12 Development Day [at school]	Wednesday 31 January
Year 7 Classes Commence	Wednesday 31 January
Prep 2024 Readiness Meetings	Wednesday 31 January
Years 1 to 11 Commence (Maddingley & Woodlea)	Thursday 1 February
Prep 2024 Readiness Meetings	Thursday 1 February
Prep (Maddingley & Woodlea) – Commence	Friday 2 February
Labour Day	Monday 11 March [no school]
End of Term 1	Thursday 28 March

Term 2 2024

Staff & Students Commence	Monday 15 April
Anzac Day	Thursday 25 April [no school]
King's Birthday	Monday 10 June [no school]
End of Term 2	Friday 21 June

Term 3 2024

Staff Commence	Monday 15 July
Students Commence	Tuesday 16 July
Mid-Term Break	Friday 16 August
End of Term 3	Friday 20 September

Term 4 2024

Staff Commence	Monday 7 October
Year 12 Trial Examinations	Monday 7 October
Students Commence	Tuesday 8 October
Mid-Term Break	Monday 4 November [no school]
Melbourne Cup	Tuesday 5 November [no school]
Year 7, 2025 Orientation Day	Friday 22 November
Report Writing Day	Friday 22 November [no school for Years 7 to 11]
End of Term – ALL STUDENTS	Friday 6 December
Staff Training Week	Monday 9 December to Thursday 12 December

STRUCTURE OF THE SCHOOL DAY

All classes begin at 8.45am from Monday - Friday.

(Please note bell times are subject to change)

	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.

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 Gatehouse, Reception and on the western side of the canteen building.

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 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 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.

All school uniform items must include the school logo.

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](#).

Full School Uniform



Junior School Ties
Maddingley
Blue/Black
Woodlea
Gold/Black



Junior School Uniform Expectations

Summer Uniform





**Bacchus Marsh
Grammar**

Sport Uniform



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 Reception to obtain a late pass before going to class. Students who are collected early during the school day must be signed out at Reception before leaving for the day. Parents should not collect their child directly from the classroom. Please refer to the Student Attendance Policy 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 14 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 14 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 either the School's Reception or the Gatehouse. 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.

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.

Prep

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 - Year 2

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, Mathematics and English 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 - Year 4

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 their Student school diary.

- 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 Head of Year.
- 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.

JUNIOR SCHOOL 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 for Prep to Year 2, 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 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.

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 practise

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 wider exposure.

8. Communicate

Your child will receive a reading diary 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.

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.

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 for 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.

During 2024, parents, guardians and friends of the school community will be encouraged to engage with student learning in a variety of ways. This includes supporting reading 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 2024.

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.

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.

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.

BUS TRAVEL

A Student Bus Travel Code of Conduct is in place and is available to view on the School Policies tile in Schoolbox.

The purpose of this Code of Conduct (Code) is to ensure safe and comfortable travel for all students at Bacchus Marsh Grammar (the School).

This Code applies to all students (Junior, Middle and Senior) who travel to and/or from School on a designated Bacchus Marsh Grammar private bus, town service or country service school bus (School Bus).

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) Remain properly seated while the bus is in motion, at all times.
- 3) Not take photos or videos 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 inappropriate 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.
- 11) Not make inappropriate and/or rude gestures to others including pedestrians and/or the general public.
- 12) Not yell at or out to others or pedestrians and/or the general public.
- 13) Not behave whilst waiting for a bus in a way that brings discredit to the School.
- 14) 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.
- 15) Behave in a way that respects the rights of residents who are in the vicinity of school bus stops.
- 16) Wear seat belts where fitted at all times.
- 17) Carry their Student ID card at all times.
- 18) Disembark at their designated stop as advised on Roll Call for students travelling on a Bacchus Marsh Grammar private bus.
- 19) Abide by Bacchus Marsh Grammar's Rules and Regulations, particularly those related to behaviour and appearance.
- 20) Not enter the driver area of the bus or touch any driver instruments. THIS AREA IS STRICTLY OUT OF BOUNDS.

In addition, it is recommended that students:

- 1) Remain at home and do not board the bus if they are unwell.
- 2) Wear a fitted face mask while travelling on a School Bus.

Note: - These requirements are in place for the safety and comfort of all students while travelling to and from the School.

Consequences for breach of this code of conduct

Non-compliance with any of the above rules and expectations of behaviour will result in the following actions:

- **First offence** – verbal warning to student
- **Second offence** – written warning to parent/guardian
- **Third offence** – up to one week suspension of student from school bus travel
- **Fourth offence** – the student may not be allowed to travel on the school bus for an extended period

If the incident or incidents are deemed by the Principal to be of a more serious nature, withdrawal of travel rights may occur immediately.

Normal School sanctions, i.e. detentions, suspension, etc., will also apply to any/all bus incidents in line with the School's Student Discipline Policy.

Incident Notification

The initial response to any misbehaviour is for the incident/s to be reported to the School Bus Services Administrator who will refer the matter to the appropriate staff member for investigation. Upon prompt investigation of the incident, students will receive appropriate disciplinary action in accordance with the School's Student Disciplinary Policy with parents/guardians notified.

Safety concerns or incidents should be reported immediately to the School.

Safety Tips

Children should:

- Stand a safe distance back from the curb when waiting for a bus.
- Ensure they wait calmly and patiently for their bus and do not push or crowd forward as the bus comes to a stop.
- Move towards the bus only when it has stopped, and the doors have opened.
- Stay in the same seat with bags placed under their seat.

- Follow the instructions of the driver.
- Sit quietly on the bus and not distract the bus driver or 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 their seat when the bus has come to a complete stop.
- Ensure they do not cross the road in front of or directly behind the bus after disembarking their bus.
- Students should wait until the bus has cleared the stop and they have clear vision in both directions to ensure it is safe before crossing.

Parents/guardians should:

- Drop off or wait for their child/ren on the same side of the road as the bus stop.
- Park away from the designated bus stop area to ensure there is sufficient distance available for the bus to safely pull into and exit its stop.
- Not approach students, other parents, or the bus driver if they have any issues or concerns.
- Direct all concerns or issues they have to the School as stated in Section 4.
- Arrange and communicate any change requests e.g. changes to the bus stop their child accesses to the School only, not the Bus driver.
- Advise the School Bus Services Administrator if their child/ren will be changing a stop on their allocated route as a permanent stop change.
- Not board the bus under any circumstances.
- Be mindful of the amenity of residences close to bus stops as many bus stops are in residential areas. Please do not park in or across driveways or on nature strips.

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.

CO-CURRICULAR ACTIVITIES

A booklet outlining a comprehensive range of co-curricular activities will be distributed in Term 2 - 3. 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.

THE HOUSE SYSTEM

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

- **Lerderberg** – Navy Blue
- **Kororoit** – Yellow
- **Toolern** – Red
- **Djerriwarrh** – Purple
- **Parwan** – Bottle Green
- **Pyrites** – Maroon
- **Dale** – Orange
- **Pykes** – Light Blue

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 heighten 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 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.

THE CANTEEN

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

Lunch orders are placed through the Qkr! By MasterCard App. Details on how to access the Qkr! App can be viewed [here](#). In Junior School, lunches can also ordered 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.

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

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

All written orders must include:

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

MUSIC PROGRAM

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 process is available on the [school's website](#). Please refer to the [2024 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 and Mr Wrzaszcz. 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.

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.

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.

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 <https://www.bmg.vic.edu.au/category/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.

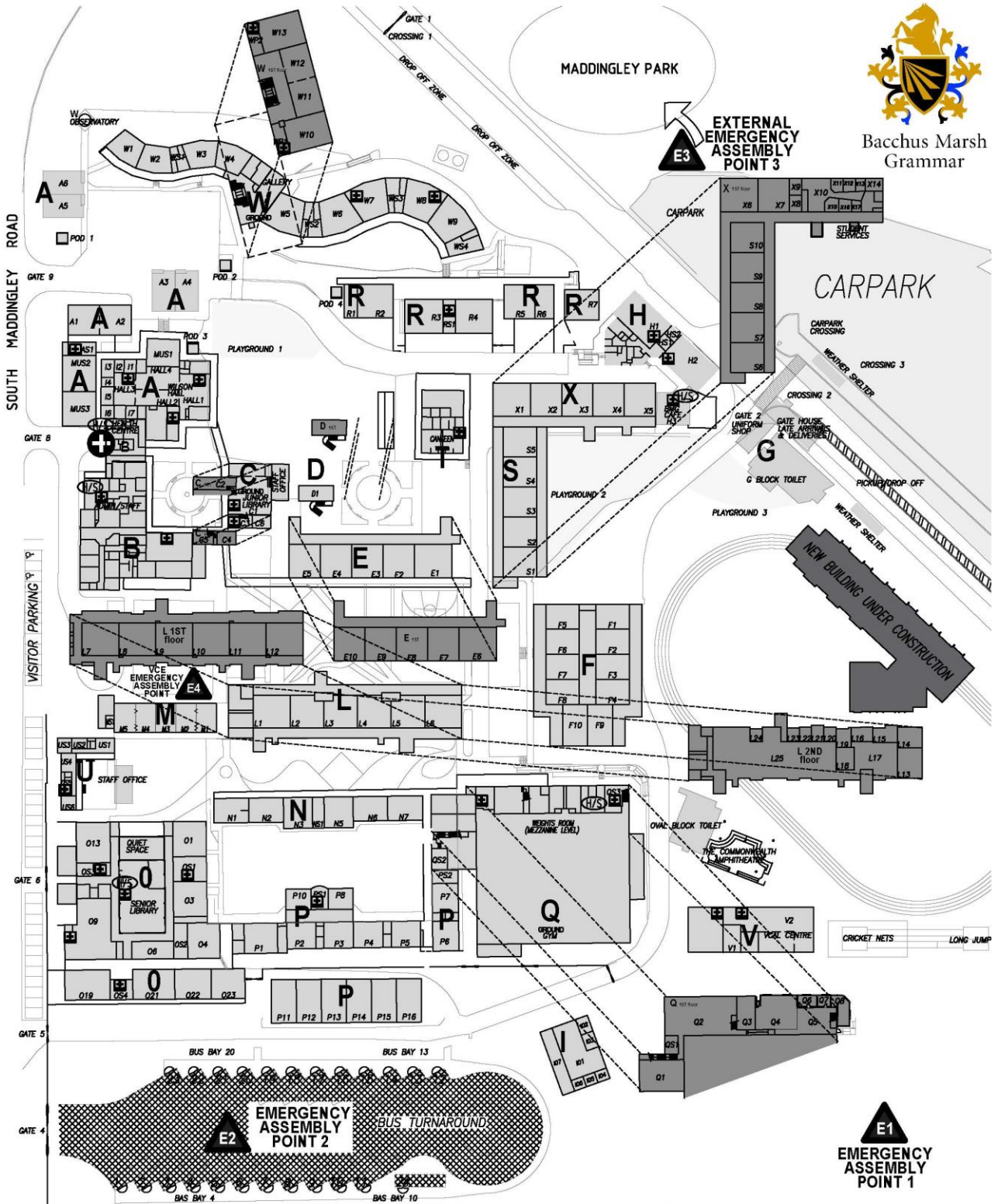
*Multimedia is defined as photography, video, audio or any other form of electronic recording. Note: This does not apply to the official School Photos of students and their classes.

Should you have any questions, please contact the Marketing & Communications Administrator on (03) 5366 4800.

SCHOOL MAP



Bacchus Marsh Grammar



- A Wilson Hall
- B O'Day Administration Centre - Main Entrance
- C Silviya 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 Office
- 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

03/10/2023 V1



Doctrina Vitae

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