

2024

MADDINGLEY
MIDDLE SCHOOL
HANDBOOK

Year 5 to Year 8



Table of Contents

WELCOME TO THE MADDINGLEY MIDDLE SCHOOL - YEAR 5 TO YEAR 8	3
OUR PHILOSOPHY	4
KEY STAFF CONTACTS – MADDINGLEY CAMPUS	6
Heads of Middle School	6
Principals	6
KEY CONTACT INFORMATION	6
TERM DATES 2024	7
STRUCTURE OF THE SCHOOL DAY	8
GENERAL INFORMATION	9
SCHOOL POLICIES	9
A CHILD SAFE SCHOOL	9
Parent and visitors’ toilets	9
UNIFORM REQUIREMENTS	9
Uniform Outlets	10
REPORTS AND PARENT/TEACHER INTERVIEWS	10
STUDENT ABSENCES AND LATENESS	10
SCHOOL DIARY	11
HOMEWORK	11
Year 5 and 6	11
Year 7 and 8	11
CHROMEBOOKS	12
MUSIC	12
HEALTH CENTRE	13
BUS TRAVEL	13
Rules and Expectations of Behaviour.....	13
Consequences for breach of this code of conduct	14
Incident Notification	14
Safety Tips	14
THE CANTEEN	15
THE HOUSE SYSTEM	15
PHYSICAL EDUCATION / SPORT AWARDS	16
CAMPS	16
CO-CURRICULAR ACTIVITIES	16
COMPASS AWARD	16
MIDDLE SCHOOL COLOURS	16
MIDDLE SCHOOL LEADERSHIP OPPORTUNITIES	17
STAUGHTON VALE CAMPUS	18
INTER-SCHOOL COMPETITIONS	18
HEALTH CENTRE	19
NUTS AND NUT PRODUCTS	19
BIRTHDAYS AND CLASS PARTIES	19
OUTSIDE SCHOOL HOURS CARE PROGRAM – Year 5 and 6 Only	19

WELCOME TO YEAR 5 AND 6	19
Curriculum Overview	20
Highlights	20
WELCOME TO YEAR 7 & 8	20
Subject Information – Year 7 & 8.....	21
SCHOOL COMMUNICATION	22
SCHOOLBOX	22
myBMG PARENT PORTAL	22
EDSMART	22
SCHOOL WEBSITE	23
SCHOOL NEWSLETTER	23
BMG FACEBOOK PAGE	23
MULTIMEDIA CONSENT*	23
SCHOOL MAP – Maddingley Campus	24

WELCOME TO THE MADDINGLEY MIDDLE SCHOOL

- YEAR 5 TO YEAR 8

On behalf of all the Middle School staff, I would like to welcome each new family to our Middle School Community. We will work together to guide your child through this important stage of their development.

We understand that your child is an important individual who deserves the very best education that we can provide. The staff at Bacchus Marsh Grammar work hard to treat all students as individuals and endeavour to meet their specific needs.

Together we will share in the successes and challenges of your child's educational journey and trust that you will join us in encouraging them to always work to the best of their ability. It is most important to remember that in any class, a diverse range of skill, knowledge and talent will be displayed and that students will progress at different rates. However, students are expected to set high standards for themselves and always aim to achieve their personal best.

Education for life is a structured, purposeful process. Bacchus Marsh Grammar encourages all students to be active participants in their own learning. Our curriculum aims to present challenges and students are encouraged to take risks as learners, step out of their comfort zones and to work toward enhancing their skills and knowledge. As learning needs to be calm and structured and this is reflected in our thorough curriculum which includes clear procedures for assessing progress.

We endeavour to provide our Middle School students with a learning experience which enables them to become responsible and productive members of the wider community. They will learn to lead through service within the Middle School, as well as the Junior School and Senior Schools.

You will find this handbook a valuable resource; however, we do not expect you to remember everything at once. Please ask questions as we are all here to help make your transition to the Middle School a seamless experience. I would like to encourage each family to take advantage of the good communication that exists between families and our staff. Do not hesitate to contact your child's Tutor Teacher if you have any matters that need discussion or clarification. Good communication is a valuable key to success. We look forward to meeting all new families and getting to know you and your child.

Mr Scott Bayne

Assistant Principal - Head of Middle School - Maddingley

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 – MADDINGLEY CAMPUS

Heads of Middle School

Assistant Principal – Head of Middle School

Mr Scott Bayne – baynes@bmg.vic.edu.au

Deputy Head of Middle School

Mrs Rebecca Perks – perkrs@bmg.vuc.edu.au

All relevant Middle 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 shown below.

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

Uniform Outlets

The School's Uniforms are available from Rushfords Schoolwear in Werribee and at the School Uniform Shop at Maddingley campus. Key operating hours are on the [school's website](#). Online shopping for school uniform is also offered via [Noone](#).

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

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

REPORTS AND PARENT/TEACHER INTERVIEWS

You can expect to receive a school report at the end of Terms 2 and 4.

Year 5 and 8 students have ongoing reporting, based on their subjects, throughout the academic year. These reports can be accessed through the school parent portal.

Formal Parent/Teacher interviews will also be conducted throughout the year in Term 1 and Term 3. However, you are encouraged to contact the School, through the Tutor teacher, at any stage throughout the year if you have concerns or questions regarding your child's progress.

STUDENT ABSENCES AND LATENESS

Parents/guardians are asked to telephone the Student Absentee line on 5366 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.

SCHOOL DIARY

The school diary is used by all students and is each student's main organisational tool and mode of communication between home and school. The class teacher checks diaries on a regular basis. Students need to be encouraged to notify teachers if parents have used the diary to communicate with the teacher. Parents are asked to sign student diaries, as a minimum requirement, on a weekly basis.

Please read your child's diary for the following:

- Information about Bacchus Marsh Grammar, including school policies, rules and responsibilities
- Uniform regulations
- Your child's class timetable
- Daily homework tasks
- Incidental notes from staff

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

HOMEWORK

Year 5 and 6

Students are expected to complete a set amount of homework each night. Even from the early school years, it is important to develop good habits in regards to homework.

Year 5 and Year 6 students are expected to spend forty five minutes on set homework or study each night, Monday through Thursday. Additionally, they are required to read for at least twenty minutes per day, including weekends where possible. Class teachers will notify parents of the specific subject areas to be covered each night. Occasionally, work will be set to be completed on the weekend. Students are required to record homework in their diary during morning or afternoon Tutor Group.

- If homework is incomplete without parent notification, the student's school diary will be stamped.
- Students will be asked to complete their homework during recess or lunchtime or on the following day.
- A red stamp will be received in the homework book or diary to indicate that work has not been submitted. Three stamps in the diary result in a detention being issued.

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

Year 7 and 8

Homework can cause concern at Year 7 and 8. Developing good homework and study techniques at the beginning of secondary school is of paramount importance.

Subject teachers will set homework regularly and it is expected to be completed. Homework is an important part of the curriculum and is set to help students achieve their best.

At Year 7 and 8, students and parents may expect an average of up to 60 to 90 minutes of homework 5 times per week. This time also includes study and wider reading.

To achieve successful study outcomes:

Students must record details of their homework and due dates in their diary. This allows them to plan ahead and allocate time to different subjects where necessary. There should be no surprises as to when homework is due!

Allocate a specific homework time every day when students can sit quietly and give their work their full attention. Students will receive some homework which needs to be completed straight away, and some which needs to be done over longer periods of time. When a daily homework routine is established and tasks planned, nothing will be left to the last minute.

Where possible, a quiet study space which is well lit and ventilated should be dedicated to school work at home. Trying to complete work in front of the television or with the stereo turned up is generally not very effective!

Part of the task of completing homework is ensuring that students have it with them when required in class. It will be considered incomplete if students have left it in their locker or at home.

- If homework is incomplete without parent notification, the student's school diary will be stamped.
- A red stamp will be received in the homework book or diary to indicate that work has not been submitted. Three stamps in the diary result in a detention being issued.

If a student experiences difficulties in completing the set homework, please contact the appropriate subject teacher before the due date so that where necessary, other arrangements can be made where necessary.

CHROMEBOOKS

Chromebooks are allocated to each student from Years 5 to 12, who are then responsible for their care and for ensuring that they are brought to school and charged each day.

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

MUSIC

Instrumental Music Lessons

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

Students are encouraged to learn a musical instrument. These lessons are available during the school day and tuition fees are in addition to the school fees. Before and after-school lessons are available however, are subject to availability and in negotiation with the instrumental teacher. The Music Handbook/Enrolment 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.

Middle School Choir

The Middle School Choir provides an opportunity for involvement in a choral group for students from Year 5 to Year 8. 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 Middle School Choir also collaborates with both the Junior School Choir and Senior Vocal Ensemble, allowing Middle School students to both work with and form meaningful relationships with Senior School leaders.

Bands & Ensembles

Brass, woodwind, strings, percussion, guitar, piano and bass guitar students are encouraged to participate in the wide range of bands and ensembles on offer at Bacchus Marsh Grammar. Please refer to the [2024 Instrumental Music Handbook](#) for details.

HEALTH CENTRE

The Health Centre is staffed by Registered Nurses between 8.00am to 5.30pm Monday to Friday.

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

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

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.

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](#).

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.

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

Age Group Champions

Students in Year 5 to 8 may compete in four individual races and one relay in House Swimming, and in five individual races and one relay for House Athletics.

All athletes in Year 5 and 6 will compete in their age groups. The age group in which students compete is determined by the age they reach during that year (i.e. if a student turns 12 during the school year, they compete in the 12/13 year old age group). All athletes in Year 7 and 8 will compete in their Year level for interschool and ICCES competitions (unless otherwise advised).

CAMPS

All students from Year 5 to 8 will attend a minimum of one camp each year. The Camps program is sequential, with age appropriate challenges and experiences providing transitional pathways into the Senior School Camps and Outdoor Education program.

CO-CURRICULAR ACTIVITIES

Participation in a range of extra-curricular activities and clubs is offered to students both at lunchtimes and after school. It is the expectation of the school that all Year 5 to 8 students **will** be involved in an extra-curricular activity. Some of these activities may include:

- Musical Groups
- Drama Productions or Dance Ensembles
- Games Club
- Chess Club
- Sports
- Theatre Sports
- House activities and competitions
- Academic competitions
- Public Speaking and Debating
- Before School Reading Program
- Robotics

COMPASS AWARD

Similar to the Duke of Edinburgh Award for senior students, the Compass Award fosters positive attitudes towards learning while complementing your child's school curriculum. Students in Year 5 & 6 choose their own challenging activities that are interesting, exciting and fun.

MIDDLE SCHOOL COLOURS

Middle School Colours are awarded to students in Years 5 to 8 in recognition of their participation in and contribution to the School Community, and their on-going effort and achievement across a variety of areas within the school.

To be eligible to receive school colours, students must demonstrate a high level of cooperation, responsibility and care towards other members of the School Community.

Students eligible to be awarded school colours must have accumulated in excess of 50 points in areas determined by the Middle School Colours program. No student will be awarded Middle School Colours if they do not meet the general conduct standard expected by Bacchus Marsh Grammar.

Students awarded Middle School Colours will be presented with a badge at a Middle School assembly. Students may achieve Double Middle School Colours once they have accumulated 100 points and will be presented with braid to be sewn to the top of the blazer pocket.

Tutor Group teachers are responsible for confirming the allocation of points towards Middle School Colours and liaise with the appropriate Head of Year when a student is ready to apply for Middle School Colours presentation.

Students may be awarded points towards their school colours in a range of areas that can be found on Schoolbox.

MIDDLE SCHOOL LEADERSHIP OPPORTUNITIES

Bacchus Marsh Grammar has a firm commitment to service leadership. Service leadership is based on service to others, the school and wider community. All students in the Middle School are encouraged to participate in service leadership opportunities and be positive role models for others across both the Middle School and Junior School. To facilitate the promotion of service leadership across Bacchus Marsh Grammar, there are a number of recognised positions of leadership opportunities for which students moving into Year 6 and Year 8 may apply. Applications and interviews occur during Term 4. A list of service leadership positions can be found in the table below:

Year 6	Year 8
Year 6 Captains	Middle School Captains
Middle School Vice Captains	Middle School Vice Captains
SRC Leaders	SRC Leaders
Language and Literacy Leaders	Language and Literacy Leaders
Performing and Visual Arts Leaders	Performing and Visual Arts Leaders
Music Leaders	Music Leaders
Co Curricular Leaders	Co Curricular Leaders
STEM Leaders	STEM Leaders
Dale House Leader	Dale House Leader
Djerriwarrh House Leader	Djerriwarrh House Leader
Kororoit House Leader	Kororoit House Leader
Lerderderg House Leader	Lerderderg House Leader
Parwan House Leader	Parwan House Leader
Pykes House Leader	Pykes House Leader
Pyrites House Leader	Pyrites House Leader
Toolern House Leader	Toolern House Leader
Middle School Bus Leaders	Middle School Bus Leaders

STAUGHTON VALE CAMPUS

Bacchus Marsh Grammar has established a unique rural facility at [Staughton Vale](#), just 20 minutes to the south-west of our Maddingley Campus.

Located on 200 acres, the stunning campus backs onto the Brisbane Ranges National Park. The site enjoys extensive views of the City of Melbourne, the You Yangs Regional Park and Port Phillip Bay. As well as providing an area in which significant native wildlife congregate, the site has extensive orchards and a significant area of good, well-watered soil suitable for a range of activities.

The campus commenced in 2017 and as it develops it will play a central role in the life and experiences of Bacchus Marsh Grammar. It has already given our students unmatched opportunities to experience all the advantages of a rural campus in close proximity to where they live.

Many of our students are from urbanised areas so Staughton Vale helps provide an even more rounded education. It enables them to be close to nature, get their hands dirty and experience the pleasure of physical work and activity.

While Staughton Vale's curriculum has a Middle School emphasis, the campus helps fulfil the following key objectives across all year levels:

- Observational skills are developed over time and are the key to a deeper understanding and authentic learning. The Staughton Vale programs enrich basic observational skills and the associated structuring of knowledge.
- The practical activities and applications at Staughton Vale extend learning beyond the classroom environment.
- Staughton Vale provides a unique and engaging setting for the development of lifelong skills such as collaboration, initiative, calculating risk and developing resilience.

The campus gives students the opportunity to reflect on the power and magic of a storm brewing in Port Phillip Bay and the impressive expanse of the City of Melbourne. Whilst offering a challenging program, it also enables students to reflect and explore their learning at a different level.

We are confident that all students will embrace the challenges offered by Staughton Vale and grow to love the facility and what it offers.

INTER-SCHOOL COMPETITIONS

Year 5 and 6

Bacchus Marsh Grammar is involved in an inter-school competition (BMPSSA) with a group of local primary schools within the local area. Students are selected to represent the school at various sporting competitions and events such as debating and chess.

Year 7 and 8

Bacchus Marsh Grammar is involved in an inter-school competition (ICCES) with a group of independent schools within the wider area. Students are selected to represent the school at various sporting competitions and events such as debating and chess. A round robin competition in a number of summer and winter sports (including netball, tennis, softball and cricket) may also be offered. Students are expected to attend weekly training for these sports and other academic pursuits.

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 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.

BIRTHDAYS AND CLASS PARTIES

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

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

OUTSIDE SCHOOL HOURS CARE PROGRAM – Year 5 and 6 Only

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

WELCOME TO YEAR 5 AND 6

Staff at Bacchus Marsh Grammar would like to welcome each new family to our Middle School Community. Together we will work in partnership to guide your child through an important stage of their development.

In Years 5 and 6 we foster a caring, safe and happy environment where the child's continuing desire to learn and grow is fostered and developed. Care and respect are mutual concerns for all members of the School Community and these values are continuously developed.

In today's society, there can be a tendency to overprotect and insulate our children for as long as they will allow us to do so. It is, however, of no benefit to you or your child for you to inhibit their personal growth and not allow them to develop into independent learners who are able to make mistakes and learn from the consequences.

Whilst parents are encouraged to participate in their child's education through involvement in a variety of activities and events, we also expect that parents allow their child to develop as an individual. With parental support and

direction, children can learn to cope in a variety of environments and develop resilience, enabling them to cope in the world in which we live.

Socially, the school provides new and wide ranging experiences for each child. By working together, sharing materials and fair play, each child is encouraged to develop essential social skills. In Years 5 and 6, we aim to develop independence and establish healthy routines and acceptable codes of discipline which will carry each child through their secondary years.

Curriculum Overview

Students in Year 5 and 6 learn skills and strategies in a variety of engaging curriculum areas which include:

- Literacy
- Numeracy
- Music
- Art
- LOTE
- Health, Physical Education and Sport
- Design and Technology
- History and Geography
- Science
- Staughton Vale Middle Years Program

Highlights

To support the academic program, students in Years 5 and 6 have the possibility of being involved in:

- Staughton Vale Middle Years Program
- Camps
- Excursions
- Leadership Opportunities
- Music Opportunities
- House Sporting Carnivals
- Interschool Sporting Competition
- Academic Extension Programs and Competitions – Chess, Debating and Robotics
- Co-curricular activities
- Performing Arts / School Plays
- Year 6 Graduation

WELCOME TO YEAR 7 & 8

In Year 7 and 8, all staff members look forward to a productive and successful year with students taking part in many of the School's co-curricular activities as well as making the most of their academic abilities in the classroom.

This year, Bacchus Marsh Grammar offers a wide range and a large number of events that we encourage all students in Year 7 & 8 to enjoy. Intra-school events include House Swimming, Athletics, Cross Country and Music. Inter-school activities include Football, Hockey, Cricket, Swimming, Cross Country, Debating and Chess. There are also many co-curricular activities that, apart from being great fun, help to build team spirit and organisational and disciplinary skills. Students are offered positions in music ensembles including Middle School Choir, Vocal Ensemble, Middle School and Senior Bands and String Ensemble. The School stages musical and drama productions, and, apart from on-stage positions, students are offered the chance to work backstage in areas such as lighting, backstage, stage-work and set-design.

Students in Year 7 & 8 attend, an Orientation Day (Year 7) and a Camp each year, and these are always a highlight of the school year. The exhilarating and rewarding experiences to be had are always fondly remembered.

As a result of Bacchus Marsh Grammar's relationships with many overseas schools, opportunities have also arisen for students to be involved in School trips to France, Vietnam and Japan. Students and families are also encouraged to billet students from overseas schools that are visiting Bacchus Marsh Grammar. This is a wonderful chance to foster relationships with people from other cultures, with some overseas students reciprocating by hosting their former hosts in their own country.

In Year 7 & 8, students are expected to complete approximately 60 to 90 minutes of homework a night, for 5 nights a week. We encourage students to develop good study habits and self-discipline skills and we set a realistic and achievable study and revision timetable. We would encourage parents/guardians to take a keen interest in their child's work and help them to develop and maintain good study habits. This includes taking some time to read the pages at the front of the school diary to familiarise yourself with school regulations regarding school/sports uniform, jewellery and makeup, and absences. Parents/Guardians are also expected to check and sign their child's diary each week.

Part of our pastoral program at Bacchus Marsh Grammar includes students having daily contact with their Tutor Group teachers. These teachers are the first point of contact if you have any concerns about your child's welfare and education.

Staff would like to take this opportunity to offer their support to every student in Year 7 & 8, as well as their parents/guardians. We are available should you need any assistance throughout the year. Please do not hesitate to contact staff at the school if you are concerned about any aspect of your child's education and welfare or require information or clarification about any aspect of the School's policy or curriculum.

Subject Information – Year 7 & 8

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

In Year 7 and 8, students study the full-year core subjects of English, Mathematics, Science, Physical Education, Sport and Languages. Year 7 and 8 students also complete one or two terms each of History, Geography, Art, Design and Technology, Food Technology, Music or Drama. They will study one language of either French, Japanese or Indonesian. Some students may be recommended for Literacy & Numeracy Support because they need specific and concentrated support in these areas.

Bacchus Marsh Grammar provides students with the opportunity to participate in several co-curricular activities outside the normal classroom at lunchtime and after school. These range from chess and debating, a variety of sports, Music, Drama, and supplementary Mathematics, Science, Languages and English sessions during and after school. It is important to participate in co-curricular activities as it helps with making friends and broadens the school experience - the more you give, the more you get!

Period allocations for each subject are as follows:

Year 7 and 8 subject allocation:

Subject	Length taught
English	Year
Maths	Year
Science	Year
Health & Physical Education	Year
Sport	Year
Languages (LOTE)*	Year
History and Geography	Year
Art**	Semester
Design and Technology**	Semester
Music**	Semester
Food Technology**	Semester
Drama**	Semester

*Students will choose one language from Japanese, Indonesian or French.

** Students will complete a choice of 4 electives; Art, Technology, Music, Food Technology and Drama over Year 7 and 8.

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 Page can also be utilised by parents to keep up to date with their child’s learning and special events.

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 (e.g. 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.

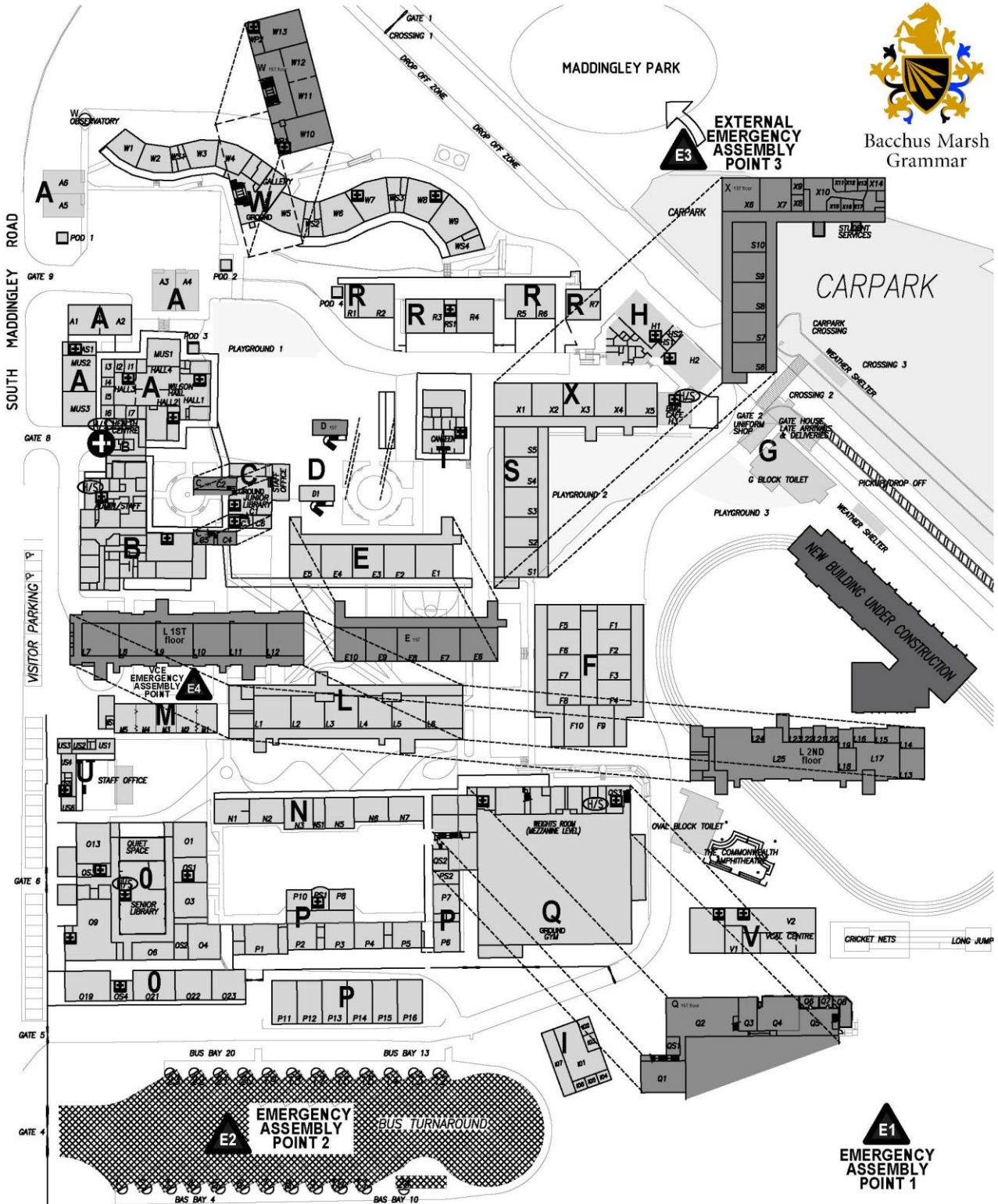
*Multimedia is defined as photography, video, audio or any other form of electronic recording. Note: This does not apply to the official School Photos of students and their classes.

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

SCHOOL MAP – Maddingley Campus



Bacchus Marsh
Grammar



- | | |
|---|--|
| <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> N Senior School Classrooms O Senior School Science & Technology P Baxter Holly Senior School Classroom Wing Q John Leaver Gymnasium Centre R General Purpose Classrooms S Junior Classrooms / Student Services T Canteen/Junior School Toilets U Staff Resource Centre V VCAL Centre W Terraces Building including - Lou Callow Art School / Observatory / Greenhouse X Classrooms |
|---|--|

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

03/10/2023 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

Reg. No 1919 ABN 24 128 531 078