

2024

WOODLEA  
JUNIOR SCHOOL  
HANDBOOK

Prep to Year 4



Doctrina Vitae  
Bacchus Marsh  
Grammar

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# WELCOME TO WOODLEA - 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 foster a caring, safe, and happy environment where the child's continuing desire to learn and grow is fostered and developed. Our students know that making mistakes is all a part of the learning process. Care and respect are mutual concerns for all members of the school community and these values are continuously developed.

Whilst parents are encouraged to participate in their child's education through involvement in a variety of activities and events, we also expect that parents allow their child to develop as an individual. With parental support and direction, children can learn to cope in a variety of environments and develop resilience, enabling them to cope in the world in which we live.

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

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

We would like to encourage each family to foster good communication with the staff and school. Do not hesitate to contact your child's teacher or year level coordinator if you have any matters that need discussion or clarification. Good communication is a valuable key to success. We look forward to meeting all new families and getting to know you to enable us to work in partnership with your child's education.

**Mrs Sally Savic**  
**Head of Junior School**

# 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

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

## Heads of Junior School

Head of Junior School

Mrs Sally Savic – [savics@bmg.vic.edu.au](mailto:savics@bmg.vic.edu.au)

Deputy Head of Junior School

Ms Courtney Williams – [williamsc@bmg.vic.edu.au](mailto:williamsc@bmg.vic.edu.au)

## Heads of Campus

Head of Campus

Mrs Danielle Copeman – [copemand@bmg.vic.edu.au](mailto:copemand@bmg.vic.edu.au)

Deputy Head of Campus

Mrs Sarah Hunter – [hunters@bmg.vic.edu.au](mailto:hunters@bmg.vic.edu.au)

## Principals

Principal

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

Executive Deputy Principal

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

Deputy Principal – Head of Woodlea Campus

Mrs Danielle Copeman – [copemand@bmg.vic.edu.au](mailto:copemand@bmg.vic.edu.au)

Deputy Principal – Student Support

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

Deputy Principal – Head of Maddingley Campus

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

Deputy Principal – Teaching and Learning

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

Deputy Principal – Head of Middle Schooling

Mrs Sarah Hunter - [hunters@bmg.vic.edu.au](mailto:hunters@bmg.vic.edu.au)

Deputy Principal – Senior Programs

Mrs Erin Thornton – [thorntone@bmg.vic.edu.au](mailto:thorntone@bmg.vic.edu.au)

Deputy Principal – Culture and Character Education

Mr Andrew Perks – [perksa@bmg.vic.edu.au](mailto:perksa@bmg.vic.edu.au)

## KEY CONTACT INFORMATION

|                 |  |  |  |
|-----------------|--|--|--|
| School Email    | <a href="mailto:school@bmg.vic.edu.au">school@bmg.vic.edu.au</a>                             | School Website   | <a href="http://www.bmg.vic.edu.au">www.bmg.vic.edu.au</a> |
| Postal Address  | P.O. Box 214, Bacchus Marsh, 3340  |  |  |
|                 | <b>Maddingley Campus</b>   | <b>Woodlea Campus</b>  |  |
| 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  | <a href="mailto:maddingley_absentees@bmg.vic.edu.au">maddingley_absentees@bmg.vic.edu.au</a> | <a href="mailto:woodlea_absentees@bmg.vic.edu.au">woodlea_absentees@bmg.vic.edu.au</a> |  |
|                 | <b>Bacchus Marsh Grammar - Maddingley</b>  | <b>Bacchus Marsh Grammar – Woodlea</b>   |  |
|                 | 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          |
| <b>Year 12 Development Day [at school]</b>               | <b>Wednesday 31 January</b> |
| <b>Year 7 Classes Commence</b>                           | <b>Wednesday 31 January</b> |
| Prep 2024 Readiness Meetings                             | Wednesday 31 January        |
| <b>Years 1 to 11 Commence (Maddingley &amp; Woodlea)</b> | <b>Thursday 1 February</b>  |
| Prep 2024 Readiness Meetings                             | Thursday 1 February         |
| <b>Prep (Maddingley &amp; Woodlea) – Commence</b>        | <b>Friday 2 February</b>    |
| Labour Day   | Monday 11 March [no school] |
| <b>End of Term 1</b>                                     | <b>Thursday 28 March</b>    |

## Term 2 2024

|                                      |                               |
|--------------------------------------|-------------------------------|
| <b>Staff &amp; Students Commence</b> | <b>Monday 15 April</b>        |
| Anzac Day                            | Thursday 25 April [no school] |
| King's Birthday                      | Monday 10 June [no school]    |
| <b>End of Term 2</b>                 | <b>Friday 21 June</b>         |

## Term 3 2024

|                          |                            |
|--------------------------|----------------------------|
| Staff Commence           | Monday 15 July             |
| <b>Students Commence</b> | <b>Tuesday 16 July</b>     |
| Mid-Term Break           | Friday 16 August           |
| <b>End of Term 3</b>     | <b>Friday 20 September</b> |

## Term 4 2024

|                                   |  |
|-----------------------------------|--|
| Staff Commence                    | Monday 7 October                                 |
| Year 12 Trial Examinations        | Monday 7 October                                 |
| <b>Students Commence</b>          | <b>Tuesday 8 October</b>                         |
| 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] |
| <b>End of Term – ALL STUDENTS</b> | <b>Friday 6 December</b>                         |
| 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)

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



# 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.

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

### **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 explaining the reason in their school diary from a parent/guardian. A note shall not be regarded as sufficient explanation for continued variation to the uniform. Such students will be issued with a Breach of Uniform notice by their Head of Year.

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

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

### 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 the Maddingley campus. Key operating hours are on the [school's website](#). Online shopping for the 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 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, Mrs Sally Savic.

## **STUDENT ABSENCES AND LATENESS**

Parents/guardians are asked to telephone the Student Absentee line on 5366 4988, if their child is sick, will be late or absent from school prior to the start of school. An absence can also be logged via Schoolbox/QuickLinks. Where an absence of a student has not been explained by 9.20am, the school will send an SMS to the parent/guardian requesting them to contact the school absence line. If parents/guardians do not respond to the first SMS, a reminder SMS is then sent at approximately 10.00am.

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 the School's Reception. Additionally, we ask that a note be placed in the student's diary to notify teachers and staff of their early departure. This process is essential for the safety and accountability of our students.

## SCHOOL DIARY

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

Please read your child's diary for the following:

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

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

## HOMEWORK

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

Year Prep students are expected to spend time reading each day and learning the 'Magic 100 Words'. Other homework tasks will be sent home throughout the year in addition to reading and sight words.

Year 1 and Year 2 students are expected to spend approximately ten to fifteen minutes reading each night, as well as practising the spelling of weekly spelling words. Throughout the week, Numeracy and Literacy homework will be provided. In most cases, to support and consolidate the learning taking place in the classroom, set homework is linked to the subjects being studied during the school week.

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 ten 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 times tables are expected to be completed on a nightly basis. Reading is a very important aspect of homework at this level, and it is expected that students record their reading in the Reading Reflection Journal provided.

If homework is incomplete without parent notification, then the student's school diary will be stamped.

- Students will be asked to complete their homework during recess or lunch.
- If the diary is stamped five times in one term, the student will receive a homework detention with their Head of Year.
- If a student receives three homework detentions, they will be sent to the Head of Campus.

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

## **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 Reflection Journal for Prep to Year 2 has been developed, providing students with the opportunity to reflect on their reading as well as enabling each student to practise goals in relation to reading behaviours and comprehension skills that they set each fortnight in conference with their class teacher. Year 3 and 4 students will record their nightly reading in their diary as part of homework. Students are also able to develop their own questions:( literal, inferential and critical evaluative) in relation to their reading to develop a deeper understanding of the text whilst enhancing their understanding of the three levels of comprehension. The students will be required to hand in their journal to their teacher for monitoring of reading and reflection progress each day as part of the daily homework routine.

## **FUN AND EFFECTIVE WAYS TO READ WITH YOUR CHILD**

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

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

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

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

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

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

### **4. Be Positive**

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

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

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

### **6. Visit the library**

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

## **7. Regular practice**

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

## 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](mailto:bus@bmg.vic.edu.au). if their child has complained about the behaviour of other students or if they have a query about their child's behaviour.

## 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 core curriculum areas, to stimulating and fun activities in a broad range of specialist subjects that are available to Junior School students. In some cases, the curriculum is designed to cater for specific needs and, as such, participation is based on teacher selection. Students will be provided with a diverse range of lunchtime activities from which to choose.

## 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**

During Interschool sports, students in Years 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 toward 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 45 minutes away from the Woodlea Campus and located on the fringe of the Brisbane Ranges National Park is a purpose-built facility called the Staughton Vale Campus. Situated on over 200 undulating acres of fertile pastures, orchards, dams and natural forest, this campus is used to enhance the learning experiences of all students. It will also heighten their relationship and understanding of their own impact on their local natural environment and wider role as a global environmental citizen.

### **Program**

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

### **Curriculum**

The program enhances the learning outcomes of students. The program also aims to develop the key transdisciplinary skills of thinking, social, communication and research skills. At the Campus, students are immersed in rich learning experiences that are integrated and support the curriculum taught in their respective year levels at the Woodlea Campus.

The focus of the program is to:

- Integrate key curriculum skills and practical application elements of the subject areas of integrated studies, Science, History and Geography within a farming and environmental context.
- Incorporate key thinking skills and practical elements to enhance the learning experiences in curriculum areas that include the Arts and Physical Education.

Promote and instil the character-based skills of respect, resilience and perseverance through the design and implementation of unique learning experiences.

## **THE CANTEEN**

The Canteen 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.*

## **MUSIC PROGRAM**

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

The Music program at Bacchus Marsh Grammar supports a culture of inclusion and opportunity. Classroom Music from Prep to Year 9 (Year 10 by application only), covers a wide range of experiences from the early years Suzuki-based strings program in Year 2, and Kodaly and Orff teaching methodologies within the Junior Music classroom, to the use of technology for composition work, and instruments such as the keyboard and percussion, moving into the Middle and Senior years. There are extensive performance opportunities for all students including soirees, workshops, excursions, examinations, assemblies, ceremonies, community events and house music. Students are also encouraged to volunteer for emcee duties at events to further bolster their presentation skills.

### **INSTRUMENTAL MUSIC LESSONS**

Music has the capacity to engage, inspire and enrich the school experience for all students. Students are supported to develop their creative capacities in an open environment where they can explore and refine their skills. Music education 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 on a rotating timetable, and tuition fees are in addition to the school fees. Before and after school lessons are available; however, these are subject to availability and in negotiation with the instrumental teacher. The Music Handbook/Enrolment process is available on the [School's website](#).

### **JUNIOR SCHOOL CHOIR (P-4)**

The Junior School Choir is a wonderful opportunity for students to experience the joy of singing as part of a larger ensemble. The choir perform at a variety of events during the school year including soirees and assemblies. Students are exposed to a variety of musical styles, choreography, and presentation skills.

### **WOODLEA STRINGS (P-8)**

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

- Violin
- Viola
- Cello
- Double Bass

Woodlea Strings play a selection of contemporary, traditional, and popular repertoire. The Suzuki-based group is excellent for developing aural skills and performs at a variety of events throughout the school year including soirees, assemblies and ceremonies.

### **PERCUSSION ENSEMBLE**

The Percussion Ensemble is open to all students with some experience playing drum kit or percussion instruments. This group is an excellent way for students to develop their sense of beat, rhythm, and coordination. The ensemble promotes confidence and teamwork and is an excellent platform to engage in performance opportunities such as soirees and assemblies.

## **JUNIOR GUITAR ENSEMBLE**

The Junior Guitar Ensemble is open to P-4 students who have some experience playing either acoustic, electric, or bass guitar. This group explores a variety of traditional and contemporary repertoire and provides an excellent focus for students currently receiving Instrumental Music lessons. This ensemble also facilitates both informal and formal performance opportunities for students at soirees and assemblies.

## **HEALTH CENTRE**

The Health Centre is staffed by Registered Nurses between 8.00am to 4.00pm 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 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 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.

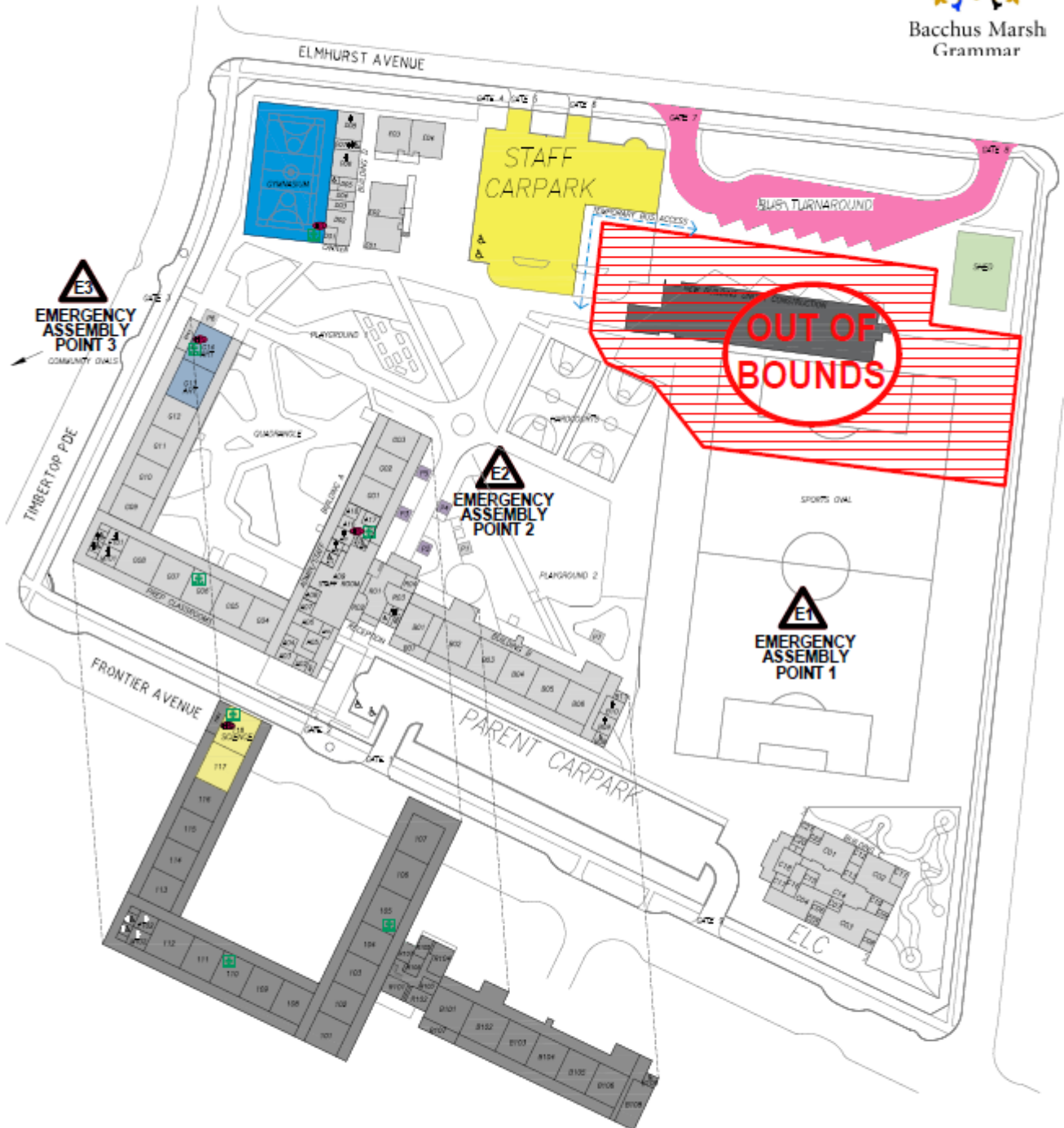
\*Multimedia is defined as photography, video, audio or any other form of electronic recording. Note: This does not apply to the official School Photos of students and their classes.

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

# SCHOOL MAP



Bacchus Marsh  
Grammar



- |  |                           |  |               |
|--|---------------------------|--|---------------|
|  | ADMINISTRATION ROOM       |  | MUSIC PODS    |
|  | GROUND FLOOR CLASSROOM    |  | ART ROOMS     |
|  | FIRST FLOOR CLASSROOM     |  | SCIENCE ROOM  |
|  | FIRST AID / HEALTH CENTRE |  | SHED          |
|  | EMERGENCY ASSEMBLY POINT  |  | GYMNASIUM     |
|  | BUS ZONE                  |  | STAFF CARPARK |
|  | HEART START               |  |               |
|  | FIRST AID KIT             |  |               |
|  | PARENT DROP OFF POINT A   |  |               |
|  | PARENT DROP OFF POINT B   |  |               |

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

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

Reg. No 1919 ABN 24 128 531 078