



# Bayside Christian College

*“Unity and Maturity in Christ”*



## **Years 7 & 8 Handbook 2022**

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## Term Dates 2022

<b>Term 1</b>	Monday 31 January	to	Friday 8 April
<b>Term 2</b>	Wednesday 27 April	to	Friday 24 June
<b>Term 3</b>	Monday 18 July	to	Friday 16 September
<b>Term 4</b>	Tuesday 4 October	to	Thursday 8 December

## Secondary School Contacts

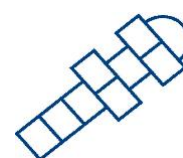
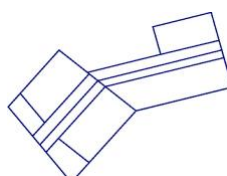
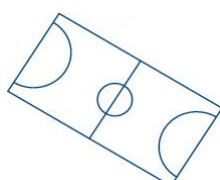
<b>Absence Line</b>	5971 6798	<a href="mailto:absences@baysidecc.vic.edu.au">absences@baysidecc.vic.edu.au</a>
<b>College Office</b>	5971 6700	<a href="mailto:info@baysidecc.vic.edu.au">info@baysidecc.vic.edu.au</a>
<b>Principal</b>	Andrew Manning	<a href="mailto:andrew.manning@baysidecc.vic.edu.au">andrew.manning@baysidecc.vic.edu.au</a>
<b>Deputy Principal</b>	Toni Steinbergs	<a href="mailto:toni.steinbergs@baysidecc.vic.edu.au">toni.steinbergs@baysidecc.vic.edu.au</a>
<b>Head of Learning, Innovation &amp; Discipleship</b>	Shirley Patterson	<a href="mailto:shirley.patterson@baysidecc.vic.edu.au">shirley.patterson@baysidecc.vic.edu.au</a>
<b>Head of Junior Secondary</b>	Joel Williamson	<a href="mailto:joel.williamson@baysidecc.vic.edu.au">joel.williamson@baysidecc.vic.edu.au</a>
<b>Junior Secondary Coordinator</b>	Jo Piening	<a href="mailto:jo.piening@baysidecc.vic.edu.au">jo.piening@baysidecc.vic.edu.au</a>
<b>Careers Coordinator</b>	Claire Harvey	<a href="mailto:claire.harvey@baysidecc.vic.edu.au">claire.harvey@baysidecc.vic.edu.au</a>
<b>College Chaplain</b>	Kathy Scott	<a href="mailto:k.scott@baysidecc.vic.edu.au">k.scott@baysidecc.vic.edu.au</a>
<b>eLearning Manager</b>	Joel Kong	<a href="mailto:joel.kong@baysidecc.vic.edu.au">joel.kong@baysidecc.vic.edu.au</a>

## Communication with the College

Reason	Person to contact	
Bus queries, uniform	Anita May	<a href="mailto:anita.may@baysidecc.vic.edu.au">anita.may@baysidecc.vic.edu.au</a>
Fees	Helen Spink	<a href="mailto:accounts@baysidecc.vic.edu.au">accounts@baysidecc.vic.edu.au</a>
First Aid & Medications	Patricia Longhurst	<a href="mailto:p.longhurst@baysidecc.vic.edu.au">p.longhurst@baysidecc.vic.edu.au</a>
Lost Property	College Office	<a href="mailto:info@baysidecc.vic.edu.au">info@baysidecc.vic.edu.au</a>
Music	David Mallen	<a href="mailto:david.mallen@baysidecc.vic.edu.au">david.mallen@baysidecc.vic.edu.au</a>
Uniform	Anita May	<a href="mailto:anita.may@baysidecc.vic.edu.au">anita.may@baysidecc.vic.edu.au</a>
Working with Children Check	Ben Williams	<a href="mailto:ben.williams@baysidecc.vic.edu.au">ben.williams@baysidecc.vic.edu.au</a>
Student Behaviour	Home Group Teacher, Coordinator, Head of School	

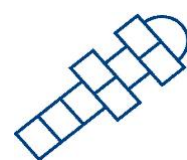
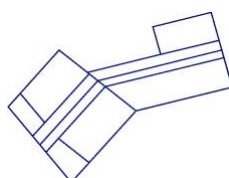
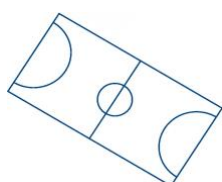
## The College Day

Mondays		Tuesdays – Fridays	
8:45am	Home Group	8:45am	Home Group
8:55am	Assembly	8:55am	Period 1
9:30am	Period 1	9:40am	Period 2
10:10am	Period 2	10:25am	Period 3
10:50am	Recess	11:10am	Recess
11:10am	Period 3	11:30am	Period 4
11:50am	Period 4	12:15pm	Period 5
12:30pm	Period 5	1:00pm	Lunch
1:10pm	Lunch	1:45pm	Period 6
1:55pm	Period 6	2:30pm	Period 7
2:35pm	Period 7	3:15pm	Dismissal
3:15pm	Dismissal		



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## Welcome to Years 7 & 8 at Bayside Christian College

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We welcome you and your child to the Secondary School of Bayside Christian College. We look forward to working in partnership with you to ensure that your child's educational experience is nurturing and successful, and that God's purposes and plans for your child become clearer as they grow and mature.

Through the Secondary School years, young adolescents undergo a myriad of changes; physical, emotional, social and intellectual development all occurs simultaneously. Identity begins to form as young people journey toward adulthood, and it is essential through this time that a nurturing learning environment is maintained, enabling students to flourish and reach for their best.

Our staff are committed to every student, and it is the sincere desire and prayer of each teacher that all students will reach their highest possible potential. Teachers help students to identify their God-given gifts and abilities, encouraging and assisting them in their development.

Students develop their knowledge, understanding, skills and character through a rich and engaging core curriculum. Our choice-based elective program provides students with the opportunity to further develop their individual gifts and interests.

Our Home Group and pastoral care system provides students with additional support, maintaining a measure of accountability. It also helps to ensure that students plan their work and organise their time effectively.

We invite you as parents/carers to partner with our staff in promoting the holistic development of your children.

## About Bayside Christian College

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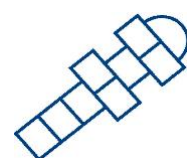
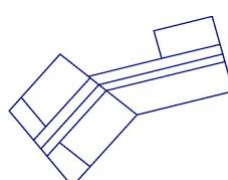
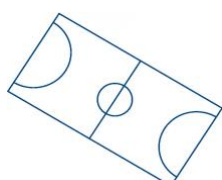
### *Our Purposes*

Bayside Christian College is a welcoming and thriving Kindergarten to Year 12 Christian school community set amongst the backdrop of beautiful natural flora. Established in 1982 by the Association for Christian Education of Frankston Inc., the College exists to help parents equip their children for effective, God-glorifying lives as Christians in the world by:

- i. leading students into the service of God and of others as a thankful response to the work of God in Christ;
- ii. nurturing in students the development of a Biblical understanding of the world and of life;
- iii. establishing an educational environment that is characterised by faith, hope, love, joy, peace and service;
- iv. helping students to discover and develop their own God-given abilities and to recognise and respect those of others;
- v. showing students that knowing their strengths and limitations, is part of achieving a realistic, positive self-image;
- vi. promoting a striving for excellence in their lives.

### **Vision**

To nurture and prepare young people for a life of responsible discipleship in God's Kingdom.



## **Motto**

“Unity and Maturity in Christ” – taken from Ephesians 4:13.

### ***Bayside’s Christian Distinctive***

Bayside Christian College is Christian in its ethos, its curriculum and its character. Its attitudes and actions are shaped by an ongoing commitment to the vision of its founders of ‘providing education which is honouring to God’.

Bayside teaching and administration staff are Christians who are active in their local churches. They are dedicated to Biblically-based education that seeks to encourage children to understand what it means to follow Christ across the whole of life.

This shared vision is demonstrated practically in the classroom by the application of a Christian worldview perspective, where students are encouraged in their ability to understand and respond to the world and its various challenges through a Biblical lens.

This perspective means that when it comes to schooling, and this includes all programs and activities, consideration is given to whether it encourages growth in understanding what it means to follow Christ.

Christian schooling also means Christian community. One significant way that Christians visibly demonstrate their distinctive understanding of the world is through genuine care and devotion to the wellbeing of others.

Concern for community is a real strength of Bayside Christian College. As such, there is an expectation of all members of the College community – staff, parents and students – that we view and act towards others in a manner consistent with the Bible.

Parents/carers wanting to learn more about Christian education are encouraged to look at [www.whatischristianeducation.cen.edu.au](http://www.whatischristianeducation.cen.edu.au), a free two-hour online course created by Christian Education National, of which Bayside Christian College is a member.

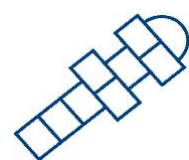
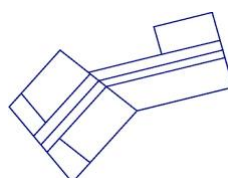
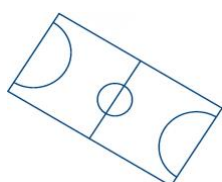
### ***Christian Education for Christian Families***

Bayside Christian College is governed by the Association for Christian Education of Frankston Inc., whose membership is made up of parents and like-minded individuals willing to accept the Biblical foundations of the College and its curriculum.

The Association was formed in 1980 by a group of dedicated parents with the desire to have their children educated in a formal environment supportive of their own Christian beliefs.

Parents of current and former Bayside students, who are committed to the College’s founding purposes and who wish to share in moral ownership over its future direction, are invited to become members of the Association.

See [www.baysideecc.vic.edu.au/association](http://www.baysideecc.vic.edu.au/association) or contact the Bayside Community Development Officer, Ben Williams, for more information about Association membership.



## General Junior Secondary School Information

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### *Anaphylaxis*

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school-aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Parents/carers of a student at risk of anaphylaxis are responsible for informing the College of the student's allergies and of any formal diagnosis, either at enrolment or at diagnosis. A completed Emergency Procedure Plan (EPP) must be provided to the College. In the event that a student at risk of anaphylaxis has a reaction, during class or other supervised College activity (e.g. excursion or sports day), the supervising staff member will follow the student's EPP including, if relevant, administering an adrenaline auto-injector as per instructions.

In the interests of taking care of our students with anaphylaxis, the College requests parents/carers not supply any food items containing nuts or nut products.

### *Asthma Management*

Students who have asthma must have appropriate medication at all times. An Asthma Action Plan must be completed and signed by both the parent/carer and the child's doctor every year. This signed plan must be supplied to the College Office.

### *Attendance/Absences*

The College is required by law to maintain accurate attendance details. The Home Group teacher will mark the roll first thing every morning and class teachers will mark the roll throughout the day.

If your child will be absent due to illness, appointments or for other reasons, please ring the College Absence Line and leave a message:

**Absence Line: 5971 6798**

An excused absence is one pertaining to health, medical, legal or family reasons.

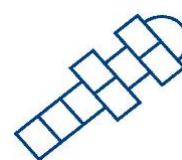
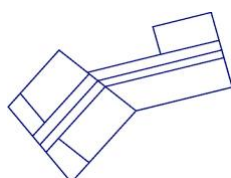
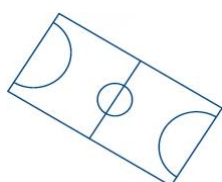
Students arriving late or leaving early must sign-in/out at the College Office.

Please note that if you choose to holiday outside of the four holiday periods over the year, staff may not be able to make alternative arrangements for assessment items. If an extended absence is required, in addition to notifying the College Office, it is advised that students and parents communicate directly with individual teachers concerning work missed.

### *Before & After School Supervision*

Staff are rostered on morning and afternoon supervision duties. Morning supervision commences at 8:35am and afternoon supervision concludes at 3:35pm. Parents/carers are responsible for the supervision of their children outside designated duty times.

Please ensure you drop off/collect your children within the designated duty times. The College will make contact with parents/carers of children who are consistently dropped off or collected outside of these times.





### ***Outside School Hours Care***

Camp Australia provides Before and After School Care at Bayside Christian College from 7-9am and 3:15-6:00pm respectively. Camp Australia provides Before and After School Care at Bayside Christian College from 7-9am and 3:15-6:00pm respectively. See the College website for further information.

### ***Behaviour Expectations – ‘The Bayside Way’***

The behaviour of Bayside students is guided by the ‘4 Expectations’ that make up ‘The Bayside Way’: Respect, Responsibility, Maximise Learning, and Kindness.

A high standard of personal responsibility and behaviour is expected of students at Bayside Christian College to enable effective learning to take place. The College follows a Behaviour Management Policy to help students become responsible for their actions and the consequences of them. The behaviour policy of the College is restorative. This helps children to understand how they can and should make things right.

### ***Bikes, Skateboards & Scooters***

In the interest of community safety, students are not permitted to ride bikes, scooters, skateboards, rollerblades etc. on College property unless it is part of a structured College activity.

Students must dismount at the gates when entering College property and walk their bike or carry their scooter or skateboard along a pathway to the designated storage area, where they are advised to padlock their bike or store their scooter or skateboard at their own risk.

### ***Bullying***

Bullying is considered a very serious matter at Bayside Christian College. Parents are asked to notify their child’s Home Group Teacher or Coordinator if a concern over bullying arises. For cyberbullying, please refer to the College Cybersafety Policy, available from the College website.

### ***Bus Travel***

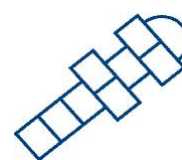
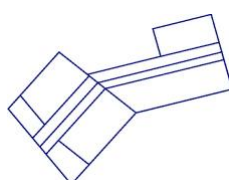
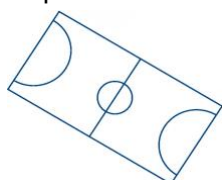
Bayside operates two morning and afternoon bus routes covering a wide geographic area around the College. The Northern bus commences at Seaford Station and services parts of Carrum Downs, Langwarrin, Botanic Ridge, Cranbourne South, Pearcedale and Baxter. The Southern bus services parts of Mount Eliza, Mornington, Mount Martha, Bittern, Hastings, Tyabb and Somerville.

Annual and morning/afternoon passes are available. Single trip tickets can also be purchased at the College office. Families intending to use the College bus service are to speak with the College Registrar, Anita May, who will be able to assist.

### ***Camps & Excursions***

Bayside students will take part in excursions to enhance their learning. Parents/carers are often invited to attend these events. Parents/carers who attend a College camp or excursion are required to hold a valid Working with Children Check.

At the beginning of each year, parents/carers will sign an approval for their child to attend excursions. They will complete an additional form if an excursion requires further approval due to its nature. Parents/carers will be informed of all excursions via email and/or letter home prior to the event.



Annual camps are held for students in each Secondary year level. As camp activities contribute to the student's overall development and are an integral part of the school curriculum, attendance is compulsory for all students.

Parents/carers are expected to provide the College with up-to-date information on their children's health and medical requirements, including allergies/medical alerts, and particularly anaphylaxis. All reasonable steps will be taken to accommodate students with individual dietary requirements and medical conditions.

### **Canteen**

Food is available from the canteen Monday to Friday during recess and lunchtime. Secondary student lunch orders can be written on a paper bag and handed into the College Office before recess. Please ensure that all money is securely enclosed. The canteen menu is available from the College website.

### **Car Park/Traffic Safety**

The car parking area of the College is a major risk to children, parents/carers and staff, and strict guidelines are in place to minimise risk.

Parents/carers are asked to observe the following rules when dropping off and picking up their children:

- Restrict driving speed to 5km/h through the car park
- Use the crossings at all times to cross the road
- Wait for the crossing duty staff to direct you across the road (8:35-8:55am & 3:15-3:35pm only)
- Be aware of pedestrians
- Show courtesy and consideration for other drivers; be cautious and alert
- Do not allow children to play/bounce balls when near or crossing the road
- Wait for the crossing supervisor's safety whistle before crossing the road
- Only drop off or collect children from the kerb in the designated zones, or park in a marked space
- Follow painted marking and signs.

When waiting at the 'drop off zone', please adhere to the time restriction to allow all parents/carers to use this area. Drivers must remain in vehicles and continue moving forward as able.

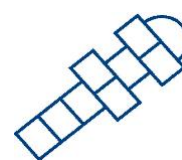
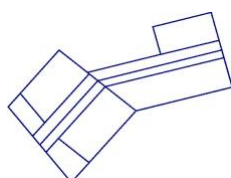
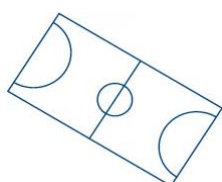
Please remember that children follow our lead, so if parents/carers and staff are consistent in their road/car parking habits, then children also will develop good road habits.

The staff car park is for staff car parking only.

### **Chaplain**

Kathy Scott is our College Chaplain. The College has a set of protocols and procedures in place for student counselling with the Chaplain. Parents/carers requiring more information about this should contact the College Office or Mrs Scott directly.

Parents/carers must provide their consent before their child can meet with the College Chaplain.





## ***Child Safety***

Bayside Christian College is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Bayside Christian College has zero tolerance for child abuse.

Bayside Christian College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Bayside Christian College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

## ***Class Photographs***

Individual and class photographs are taken on a yearly basis, and sibling photographs are an additional option. Ordering information is sent home prior to photo day. For privacy reasons, class photographs are not to be posted to social media.

## ***Communication with Teachers***

Teachers can be contacted by either telephone or email. Teachers may not be able to speak with parents immediately due to teaching commitments and scheduled meetings, however they will respond to phone messages in a timely manner. One of the most efficient and preferred ways to contact a teacher is through email. Please contact the College Office for urgent matters.

Your child's Home Group or subject teacher should be the first point of contact for clarifying information or communicating minor concerns. Should any serious concerns arise please contact your child's Coordinator or the Head of School.

## ***Curriculum***

The Secondary curriculum complies with the Australian Curriculum and is designed to ensure that students are nurtured and developed academically, physically, emotionally, socially and spiritually.

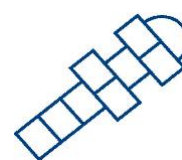
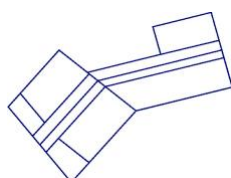
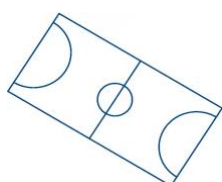
The College seeks to achieve these objectives by providing curricula that:

- Stem from and uphold Biblical principles,
- Incorporate the best educational methods available, and
- Allow for individual care and attention for each student.

The College offers a wide range of subjects for students at all levels. While it matches appropriate government guidelines and requirements, the content is presented from a Biblical perspective, ensuring a distinctly Christian curriculum.

## ***Custody of Children***

The College must be made aware of any court orders that relate to the care of children. This is necessary to ensure that the child is always in the care of the parent/carer given the authority. The College treats all such cases confidentially. Please notify the College Office if court orders have expired or changed.



## **Diary**

Junior Secondary students utilise Google Calendar as their electronic diary. It is expected that students will maintain up to date records of their homework, assessments and meetings. It is expected that students will enter homework as directed by their teachers and parents/carers will sign-off homework on a weekly basis.

## **Emergency Procedures**

The College maintains a current Emergency Management Plan (EMP) that contains the four components of preparedness, prevention, response and recovery. Emergency arrangements are tested at least twice yearly to ensure that procedures work and that everyone learns emergency protocols.

Staff receive specific training in emergency bushfire procedures, and two bushfire drills are conducted each year. Please note that in a bushfire emergency, the gates will be closed and no person will be permitted in or out of the College, unless the decision to evacuate is made. It is important for parents/carers to trust the emergency plans that the College has in place and not drive to the College, as the road outside the College must be kept clear for emergency vehicles.

## **Expectations**

The following behaviours are expected in the Secondary School.

In the Secondary School, teachers want the best for each student and will:

- Help them to discover and develop their God-given abilities
- Serve, care for and nurture each student as an individual
- Challenge them to work hard to reach their full potential
- Only accept appropriate behaviour and actions
- Pray for each student.

In the Secondary School, students are expected to:

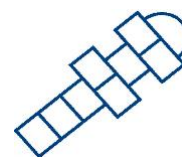
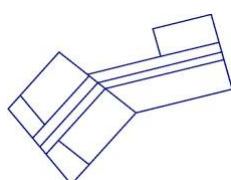
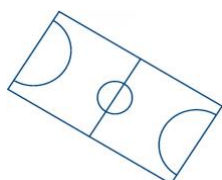
- Respect all individuals within the College community
- Set a positive example to others
- Work hard with purpose and determination
- Work with their teachers, taking appropriate responsibility for their learning
- Learn to apply their thinking constructively and proactively
- Look after the College property and environment.

## **Fees**

Bayside Christian College is a fee-paying school. Enrolment at the College therefore carries with it the undertaking by parents/carers to take on their share of the costs of education by paying the appropriate fees. Outstanding fees are pursued as a matter of justice to other families.

The Fee Schedule for the following year's fees is finalised by the College Board early in Term 4 each year and is emailed to families at this time.

Individual fee statements are mailed out to families in early November, along with payment options and due dates. Each family must complete and return an annual Fee Payment Arrangement form by early December, outlining their payment plan for the following year's fees. Fees are due a term in advance. This means all payment options start in early to mid-December to ensure families are a term in advance by the start of



Term 1. Significant early bird discounts are available (up to 10%) for some payment options when fees are received by mid-December.

Questions regarding fees can be addressed to Parent Accounts on 5971 6711 or [accounts@baysidecc.vic.edu.au](mailto:accounts@baysidecc.vic.edu.au).

### ***First Aid/Illness***

Please keep your unwell children at home as they usually find it quite difficult to engage with their learning and illnesses can spread quickly within a school setting.

If your child is sick or injured at school, the College will administer First Aid and make a decision about contacting you or your nominated emergency contact if you are not available. Students who are unwell should discuss this with their teacher prior to going to the sickbay. Students who require First Aid should see College Office staff.

An ambulance will be called in cases of serious accident or illness to a student while at school or on an excursion or camp.

Any knock to the head that causes lumps, bruises, cuts or more severe injuries is classified as a head injury. In accordance with the College First Aid Policy, the parent/carer or emergency contact person of a child with a head injury will be asked to collect their child and will be recommended to seek advice from a medical practitioner.

### ***Home Group***

The first ten minutes of the day (8:45-8:55am) will be spent in Home Groups with Home Group Teachers. The class will address any housekeeping and participate in prayer, Bible readings and discussions.

### ***Information Communication Technology***

#### **eLearning**

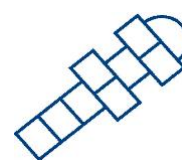
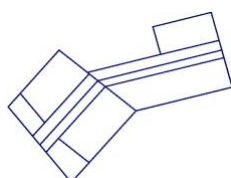
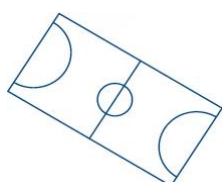
Online resources have become an integral element of the information base required for learning. At Bayside Christian College, we endeavour to provide the best possible information sources for our students and, as such, we have embraced the best of what the online world has to offer.

At the same time, we recognise that there are some risks for inappropriate material and actions occurring online. As part of our Christian worldview, we believe that it is important to equip our students to be discerning digital citizens. A number of digital discipleship elements are incorporated into our eLearning. These include such practices as ICT agreements, ICT orientation sessions, eSmart sessions as part of Resiliency Days or special events, and taking classroom opportunities to speak Christian values into our technology use.

#### **Family Zone**

Family Zone is a cyber safety solution that protects children on the internet, on any device, wherever they are; at home, at school, and everywhere in between. Family Zone provides parents with visibility, and allows them to manage their children's online activity, with ongoing support from a team of leading 'Cyber Experts'.

Bayside Christian College wants to ensure that students are protected on the internet, no matter what device they are on or what source of internet they are using. We have therefore arranged for parents to have access to Family Zone's Mobile Zone app.



For more information, or to watch the 'Getting Started' webinar recording, head to [www.familyzone.com/baysideecc](http://www.familyzone.com/baysideecc).

For help with Family Zone please contact their Support Team, [support@familyzone.com](mailto:support@familyzone.com) or call 1300 398 326.

### **eSmart**

Bayside Christian College is an eSmart School and upholds the values of the eSmart Framework. eSmart is an initiative of the Alannah and Madeline Foundation. eSmart values assist students to act safely and responsibly online, and reduce the risk of exposure to inappropriate images and content as well as cyberbullying, identity theft and online predation. It is an expectation that all students will be familiar with the College eSmart values and uphold them. Our College eSmart values are to 'Care for and Respect Everyone' (C.A.R.E.).

### **Chromebooks**

Students in Years 7-9 enter the Chromebook program under a College lease arrangement. The Chromebook provides access to the Google suite where students store all of their student work, access class instructions and resources through Google Classroom, submit work through our learning management system, Canvas, and access any e-texts from their booklist. Parents will soon be able to access information about student learning and homework requirements through Canvas. As parent partnership in student learning is valued at Bayside Christian College, parents may download the Canvas app once it becomes available in mid-late 2021.

Most courses that Years 7 and 8 students undertake utilise Canvas. Lessons and content are usually accessible from home in cases of unexpected absence.

### **Sentral**

Sentral is the College's web-based school management database. It gives students and families access to:

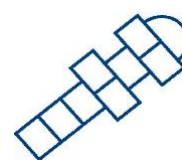
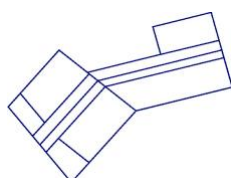
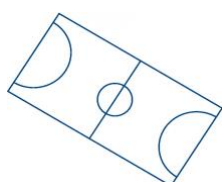
- The College calendar with all relevant events including sporting events, excursions, evening events etc.
- Fee account history and balance
- Student details:
  - Class/subject teachers
  - Attendance details
  - PDF copies of semester academic reports
  - Medical details

Parent access will be available from mid-2021.

### **Insurance**

Bayside Christian College has an appropriate school student accident insurance policy. This covers students if injury occurs through an accident while at the College or on an excursion, including camps. This cover does not include sickness or disease.

The College also holds a separate school travel insurance policy. More information about either policy can be obtained from the College Office.



### ***Interschool Sport***

Interschool sport is offered through Southern Independent Schools (SIS). Tournaments involve a variety of seasonal sports, as well as interschool competitions in swimming, cross country and athletics. All students have the opportunity to try out for the above teams, with the majority of students competing in interschool sport in some capacity throughout the year.

### ***Mobile Phones***

Students are not permitted to use their mobile phones or have them switched on during the school day. They must remain in lockers during school hours. As such, students are to contact parents/carers through the College Office. Permission must first be sought from administration staff. Students are not permitted to make or receive social i.e. non-emergency phone calls at the College.

### ***Music Tuition***

The College facilitates private music tuition for students who wish to undertake instrumental music or voice tuition. Sessions are conducted during the College day on an individual or group basis by experienced music tuition teachers. Payment is made directly to the instrumental/voice teacher. Enrolment forms are available from the College website or by contacting the College Office.

Parents are to notify their child's private music tuition teacher if their child is absent.

### ***NAPLAN***

Students in Years 3, 5, 7 and 9 participate in the government-mandated National Assessment Program – Literacy and Numeracy (NAPLAN). NAPLAN tests skills in literacy and numeracy, and is made up of tests in the four areas of:

- Reading
- Writing
- Language conventions (spelling, grammar and punctuation)
- Numeracy.

Teachers spend some time in preparing students for the testing to enable them to become familiar with the format, but believe that the well-rounded curriculum offered at Bayside is the best way to develop literacy and numeracy skills.

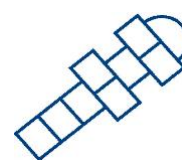
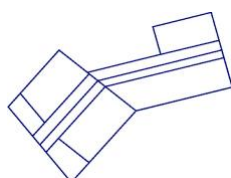
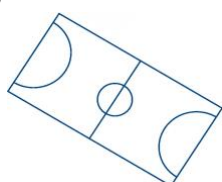
### ***Parent Etiquette***

Parents are required to sign themselves in at the College Office, should they visit the College outside of the normal drop off/collection times. This ensures we know who is on site in case of an emergency or emergency drill. In such cases, parents/carers who are on site are to follow the directions of nominated safety wardens.

The College greatly values relationships with its parents and actively encourages parental involvement in College activities. The College recognises that parents have the primary responsibility, before God, for training and nurturing their children.

Parents/carers should be mindful that certain etiquette needs to be observed for classes to operate effectively. Parents are to refrain from entering classrooms without first visiting the College Office for permission.

Parents/carers are welcome to attend assemblies at the College, usually held on a Monday morning.



### ***Pets on College Property***

In the interest of the safety and welfare of the whole College community, no family pets are permitted on College property at any time, unless they are registered guide/assistance/therapy dogs under the control of their owners, or the approved and trained school therapy dog.

### ***Policies & Procedures***

The College has developed a set of policies and procedures to guide the College in its operations. Relevant policies and procedures to parents/carers can be accessed through the College website, including:

- Attendance Policy
- Behaviour Management Policy
- Cybersafety Policy
- Enrolment Policy
- Grievance Policy
- Homework Policy
- Uniform Policy
- Volunteers Safety Policy.

### ***Security of Belongings/Lost Property***

Secondary students will be issued a locker with a combination lock on the first day each year. Students are expected to keep their lockers locked when unattended. The combination is not to be shared with anyone.

Lockers are to be kept in an orderly manner. Students are not permitted at their lockers in between periods.

Only locks provided by the College are to be used on lockers. Locks remain the property of the College. Students will be charged for any damage to lockers or for the loss and replacement of a lock.

Bags are not permitted in classrooms and must be placed on the hooks provided.

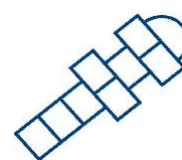
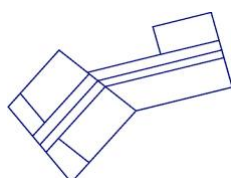
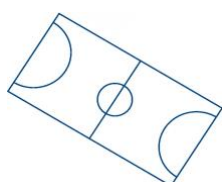
### ***Snakes***

Bayside is located in a bush setting where snakes are likely to inhabit. Snakes are most prevalent in the warmer months (September to April) but could be encountered on a sunny day at any time of the year.

Unprovoked, snakes rarely attack humans and are generally shy and timid animals that will avoid conflict if given the opportunity. It is recommended that particular care be taken in warm weather, near long grass, hollow logs, water or rocks in sunny positions.

Snakes are protected under the *Wildlife Act 1975*, and should not be harmed or killed. Bites can occur if people try to kill snakes.

The College has a snake policy, which, among other things, includes teaching students to practise snake bite prevention behaviours while at the College.





## **Textbooks & Stationery**

Parents/carers are able to purchase required Secondary textbooks through the College's supplier, Champion Education. The College distributes booklists to families in October/ November for the following year. Orders can be submitted online via the Champion website or returned to the College office by the last day of Term 4. Pre-packaged collection day is at the College G Block Gym on the date advised when ordering (usually mid-January). Orders can also be delivered to a preferred home address (additional fee applies). Champion Education can be contacted at [www.champion.com.au](http://www.champion.com.au) and 1300 433 982.

As teachers plan carefully the requirements for each class, it is expected that all students have the necessary texts to enable consistency and effective implementation of planned programs.

Families are required to supply Secondary students with a pencil case and its contents, however stationery items such as exercise books, display books and folders are included in tuition fees and therefore supplied by the College.

## **Timetable**

- A 10-day cycle is followed
- Each period is 45 minutes in duration except Monday is 40 minutes per period
- Assembly is held on Monday mornings – students must wear blazers
- Recess is 20 minutes and lunch is 45 minutes
- Students begin each day in Home Group at 8:45am
- Students are to arrive punctually to all classes and bring all necessary books, personal computing device and equipment.

## **Uniform**

Students are required to wear College uniform. If they come to school out of uniform then they must produce a note from home as to the reason for this. The Out of Uniform Guidelines in the College Uniform Policy will apply to students who come to school out of uniform and without a note from home.

Students will need a summer uniform, a winter uniform and a PE uniform. All uniform items can be purchased through the College uniform supplier, Dobsons, which has a uniform shop at the College (room A2, phone 5971 4202). The shop is open at select times during school term and extended hours during peak periods. Online ordering, home delivery and click & collect facilities are also available.

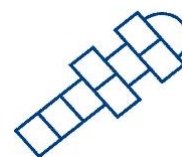
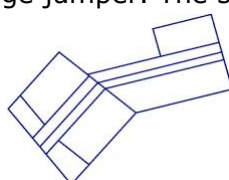
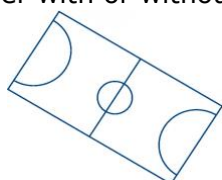
See the College website for further details: [www.baysidecc.vic.edu.au/parents/uniform](http://www.baysidecc.vic.edu.au/parents/uniform).

Where non-logoed items are purchased from other suppliers, please ensure that all colour and design requirements are met. Complete uniform details can be found in the College Uniform Policy, available from the College website.

Parents/carers of Secondary students are asked to be particularly mindful of the requirements regarding socks, jackets, hair and makeup.

On all formal occasions such as photo day, Secondary excursions and assemblies, and/or as designated by the Head of School, students are required to wear the formal College uniform consisting of compulsory uniform items, including the College blazer.

When the formal uniform is not required, Secondary students have the option of wearing the blazer with or without the College jumper. The spray jacket/soft shell



jacket may be worn in place of the blazer at all times other than formal occasions. The fleece hoodie is only to be worn with the PE uniform.

Students are required to wear a College hat for all outside activities during Terms 1 & 4. If appropriate hats are not worn, then students must remain in a designated shaded area.

Families wishing to purchase, sell or swap items of second hand uniform are welcome to use the official College Second Hand Uniform Facebook Group:

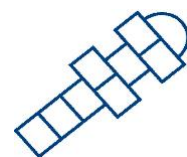
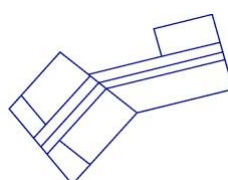
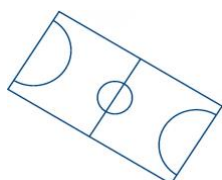
[www.facebook.com/groups/272552643332267/](http://www.facebook.com/groups/272552643332267/).

### ***Uniform – PE***

Secondary students may wear the PE uniform all day on the day of their PE classes or on all-day sport excursions/events e.g. Cross Country.

Secondary students undertaking Outdoor and Environmental Studies and/or Agriculture:

- Before recess – are to wear their PE uniform to school and change into the formal uniform during recess
- Between recess and lunch – are to wear the formal uniform to and from school, changing into the PE uniform at recess and out of it at lunch
- After lunch – are required to travel to the College in their formal uniform and change into their PE uniform during lunch.



## Transition for Year 7s

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### Year 7 2022 – Key Dates

Information & Open Night:	Tuesday 8 June 2021, 7:00-8:30pm
Family Dinner & Games Night:	Thursday 28 October 2021, 6:30-8:30pm
Elective Taster Sessions:	Tuesday 9 November 2021, 8:45am-3:15pm
Year 7 Allwell Testing:	Monday 22 November 2021, 8:45am-1:00pm
Orientation Day:	Thursday 2 December 2021, 8:45am-3:15pm
Chromebook Collection:	Thursday 27 & Friday 28 January 2022, 8:45am – 3:15pm
First day of school 2022:	Monday 31 January 2022, 8:45am-3:15pm
Camp – ‘Camp Rumbug’, Foster North:	Wednesday 2 – Friday 4 February 2022
Parent-Student-Teacher Conferences:	9-10 March & 24-25 August 2022

### Year 7 2022 – Orientation

Students will participate in Allwell Testing on Monday 22 November and Orientation Day on Thursday 2 December 2021. In addition to this, orientation sessions will run for up to two full days at the start of the 2022 school year. These sessions will cover topics including:

- Getting organised
- Using the Chromebook
- Goal-setting
- Library
- Cybersafety and eSmart values
- Planning study time and homework
- Allwell testing program
- Timetables
- Expectations of ICT policy agreements
- Friendship
- Camp
- Using a locker
- Using the student diary

An extended orientation program can be arranged for students with specific needs through the Junior Secondary Coordinator.

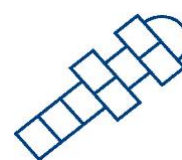
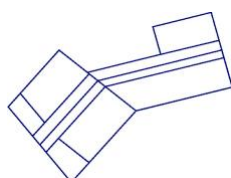
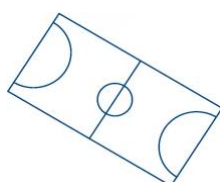
Parents and students will also attend a Chromebook Collection on Thursday 27 and Friday 28 January 2022 between 8:45am – 3:15pm. Relevant ICT documentation will need to be returned or signed on the night in order to collect your child’s Chromebook.

### Year 7 2022 – First Day

Year 7 students will meet near the Year 7 locker area at 8:45am on Monday 31 January 2022.

Students will need to have their school bag, pencil case with supplies, Chromebook and lunch with them. A locker space will be allocated to each student to store their belongings. Please ensure ALL items of clothing and belongings are clearly named.

College-supplied exercise books and folders will be allocated to Secondary students on the first day of the school year.



## Years 7 & 8 Information

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### Curriculum

All Years 7 and 8 students undertake a core curriculum program in the following subjects:

- English
- Mathematics
- Science
- Humanities (Civics & Citizenship, Geography, History)
- Physical Education
- Biblical Studies
- Pastoral Care
- Language: Indonesian or English Language.

Students will also choose **six electives** from the following:

- Agriculture
- Art
- Design Technology
- Food Technology
- Information Communication Technology
- Music
- Outdoor and Environmental Studies
- Performing Arts
- Visual Communication Design.

### Camp

The dates for the Secondary camps in 2022 are Wednesday 2 – Friday 4 February.

Year 7 students attend camp at 'Camp Rumbug', Foster North. The focus of the Year 7 program is orientation, leadership and teamwork.

The Year 8 camp is held at Wilsons Promontory, with a focus on resiliency, outdoor education and teamwork.

As the camping program is a vital part of the personal development curriculum, all students are expected to attend.

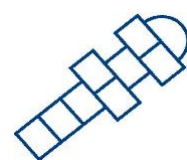
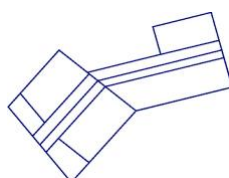
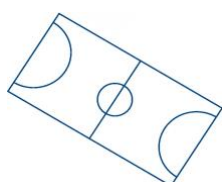
### Homework

There will be approximately one hour of homework each day (Monday to Friday). This is important to develop sound homework habits early in Secondary School in preparation for future years.

Every student is expected to use their diary to record homework as soon as it is given to them, so that it is available for easy reference at home. Classroom planning boards are also situated in each Home Group Room to assist students with organisation.

Parents are encouraged to use the student diary (either hard copy or electronic) and Canvas to keep informed of homework and assignments.

If there are special circumstances that have prevented a student from completing their homework, then parents and students should email explaining the situation to the subject teacher concerned, or write a note in your child's diary.



Remember there are 3 steps to homework success:

1. **Recording** the task – enter it in the diary!
2. **Completing** the task – start it early!
3. **Submitting** the task – hand it in on time!

### **Reports & Conferences**

Throughout the year, there will be occasions for both formal and informal meetings with staff members. Parent-Teacher Conferences are held each semester via face-to-face interviews or video conferences. Should you wish to see a staff member at any other time, please telephone or email the teacher to arrange an appointment.

#### **Reports**

College reports are available online through Sentral at the end of each semester. Throughout the term, students are provided with written feedback from the class teacher on assessment items.

#### **1. Assessment**

Each teacher will provide a semester overview of assessment items and due dates, allowing students and parents to set a plan for the major assessment tasks (and due dates) for the semester. These dates can also be found on the learning management system Canvas. When a student has completed a task, the teacher will mark the work using a feedback cycle.

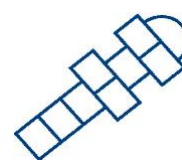
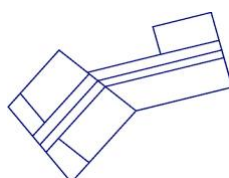
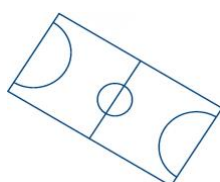
This cycle:

1. Identifies what the student is doing well.
2. Notes one/two key areas where the student can make improvements.
3. Provides some specific advice on how to make these improvements.
4. Students will then respond to the questions/prompts posed by the teacher, evaluating their own work and work habits. At this stage, the student's grade is released.
5. Regular feedback comments will be posted on the learning management system Canvas. Feedback will also be given verbally and electronically through Canvas during the learning process of many assignments.

#### **2. Reporting**

At the end of each semester, students receive a report which indicates their progress for the semester. The Coordinator or Head of School may reflect upon personal learning, characteristics or strategies employed, activities undertaken, and provide encouragement and suggestions for future learning. Reports will record progress for each subject, indicating student outcomes and skills and attitudes to learning.

**Rationale:** This is a highly effective way of improving student understanding. It increases ownership of work, allowing students to identify strategies used in areas of strength and apply these to areas of improvement. It also provides feedback throughout the entire course to allow for continual improvement, rather than at the end of semester. Parents and students have far more information available to them than through traditional assessment/reporting methods.



### 3. Parent-Student-Teacher Conferences

All Secondary students are expected to attend Parent-Student-Teacher Conferences with their parents/carers. There will be opportunities to discuss specific feedback, review and set goals, and most importantly, celebrate student learning and effort.

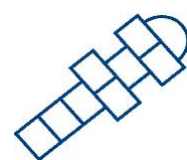
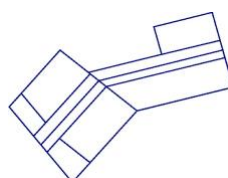
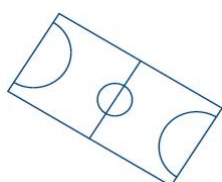
**Rationale:** Parental involvement in student education helps shape the child's self-concept as a learner. Conferencing and communicating in this manner enables students and parents to take their place alongside teachers in the schooling process, allowing authentic and realistic learning goals to be set with the input of all parties, and the support of both teachers and parents/carers.

#### *Resiliency Days*

Years 7 and 8 students participate in an annual Resiliency Day during Term 2. These days focus on the social, emotional and physical wellbeing of students, dealing with issues such as friendship, identity, drugs, alcohol, smoking and cyber safety, and how God gives us the framework for sound decision making in these areas.

#### *Resource Requirements*

The Chromebook program utilises mostly electronic texts. The majority of required textbooks are to be purchased as an e-bundle through Campion Education booklist ordering. The College distributes booklists to families in October/November.





# College Map

