



Bacchus Marsh
Grammar

Bacchus Marsh Grammar

PO Box 214, Bacchus Marsh

Email: school@bmgs.vic.edu.au Website: www.bmgs.vic.edu.au

Maddingley Campus - South Maddingley Road, Bacchus Marsh Vic 3340

Tel: (03) 5366 4800 Absentees: (03) 5366 4888 Fax: (03) 5366 4850

Woodlea Campus - 111 Frontier Avenue, Aintree Vic 3336

Tel: (03) 5366 4900 Absentees: (03) 5366 4988

Early Learning Centre - Woodlea - 111 Frontier Avenue, Aintree Vic 3336

Tel: (03) 5366 4999 Fax: (03) 5366 4850

TERM DATES 2023

TERM 1

Staff Day – ALL Staff Commence.....	Friday 27 January
Staff Day	Monday 30 January
Prep 2023 Readiness Meetings.....	Monday 30 January
Year 12 Development Day (at school)	Monday 30 January
Year 7 Classes Commence.....	Monday 30 January
Prep 2023 Readiness Meetings.....	Tuesday 31 January
Years I to II Commence (Maddingley & Woodlea)	Tuesday 31 January
Prep Reception (Maddingley) & Prep (Maddingley & Woodlea) Commence.....	Wednesday 1 February
Labour Day.....	Monday 13 March (no school)
End of Term 1	Thursday 6 April

** Good Friday - 7th April, Easter Monday - 10th April, Easter Tuesday - 11th April **

TERM 2

ANZAC Day	Tuesday 25th April (no school)
Staff & Students Commence.....	Wednesday 26 April
King's Birthday	Monday 12th June (no school)
End of Term 2	Friday 23 June

TERM 3

Staff Commence	Monday 17 July
Students Commence.....	Tuesday 18 July
Mid-Term Break.....	Monday 14 August [no school]
End of Term 3	Friday 15 September

TERM 4

Staff Commence.....	Monday 2 October
Year 12 Trial Examinations.....	Monday 2 October
Students Commence.....	Tuesday 3 October
Mid-Term Break.....	Monday 6 November (no school)
Melbourne Cup	Tuesday 7 November (no school)
End of Term - ALL STUDENTS.....	Friday 8 December
Staff Training Week.....	Monday 11 December to Thursday 14 December

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Name: <i>Nikhilesh Kulkarni</i>	Class/Tutor Group: <i>10 H (NB)</i>
Class/Tutor Teacher: <i>Ms Castelino, Mrs Toff</i>	Campus: <i>Maddingley</i>
House Co-ordinator:	Year Level Co-ordinator: <i>Mrs Grinter</i>
Head of School: <i>Mrs Thornton</i>	Deputy Head of School: <i>Mrs Desira</i>



EXPECTATIONS OF DIARY USE

The student diary is an important tool in managing school commitments and communication between parents and teachers.

The student diary must be taken to each class and produced when requested by members of staff.

Students are to record homework, tests and events such as excursion and sporting carnivals in the student diary. The diary is not to be used as a personal diary.

Parents are to sign the student diary weekly as an indication that they are aware of set homework, tests and other school events.

Students will be required to purchase a new Bacchus Marsh Grammar Student diary if it is decorated or damaged in any way.

STRUCTURE OF THE SCHOOL DAY

MADDINGLEY

	MONDAY	TUES, WED, THURS, FRI
Music Warning	8.40am	8.40am
Tutor Group	8.45 - 8.55am	8.45-8.55am
Independent Reading Program	Year Level // Assembly 8.55-9.10am (3 min to P 1)	8.55-9.10am
Period 1	9.10-10.06am	9.10-9.58am
Period 2	10.06-10.54am	9.58-10.46am
Music Warning	11.12am	11.03am
Recess	10.54-11.17am	10.46-11.08am
Period 3	11.17-12.05pm	11.08-11.56am
Period 4	12.05-12.53pm	11.56am-12.44pm
Music Warning	1.29pm	1.29pm
Lunch	12.53-1.34pm	12.44-1.34pm
Period 5	1.34-2.22pm	1.34-2.22pm
Period 6	2.22-3.10pm	2.22-3.10pm
PM Tutor Group	3.10-3.20pm	3.10-3.20pm
Dismissed	3.20pm	3.20pm

WOODLEA

MONDAY to FRIDAY	
Music Warning	8.40-8.45am
Tutor Group	8.45-8.55
Independent Reading Program	8.55-9.10am
Period 1	9.10-10.00am
Period 2	10.00-10.50am
Recess	10.50-11.10am
Music Warning	11.10-11.15am
Period 3	11.15am-12.05pm
Period 4	12.05-12.55pm
Lunch	12.55-1.30pm
Music Warning	1.30-1.35pm
Period 5	1.35-2.25pm
Period 6	2.25-3.15pm
PM Tutor Group/Dismissal	3.15-3.20pm

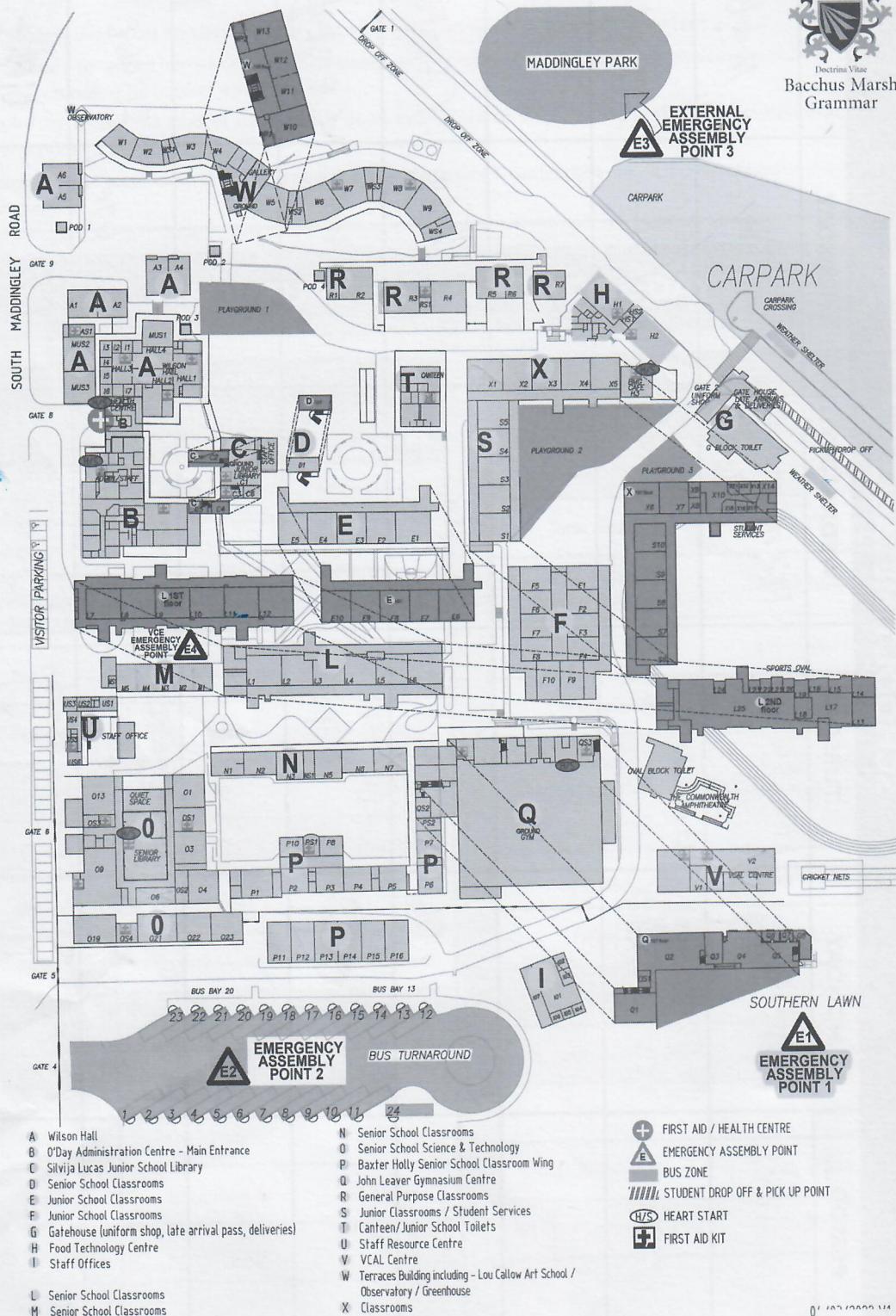


PLAN OF BACCHUS MARSH GRAMMAR

MADDINGLEY CAMPUS



Bacchus Marsh
Grammar

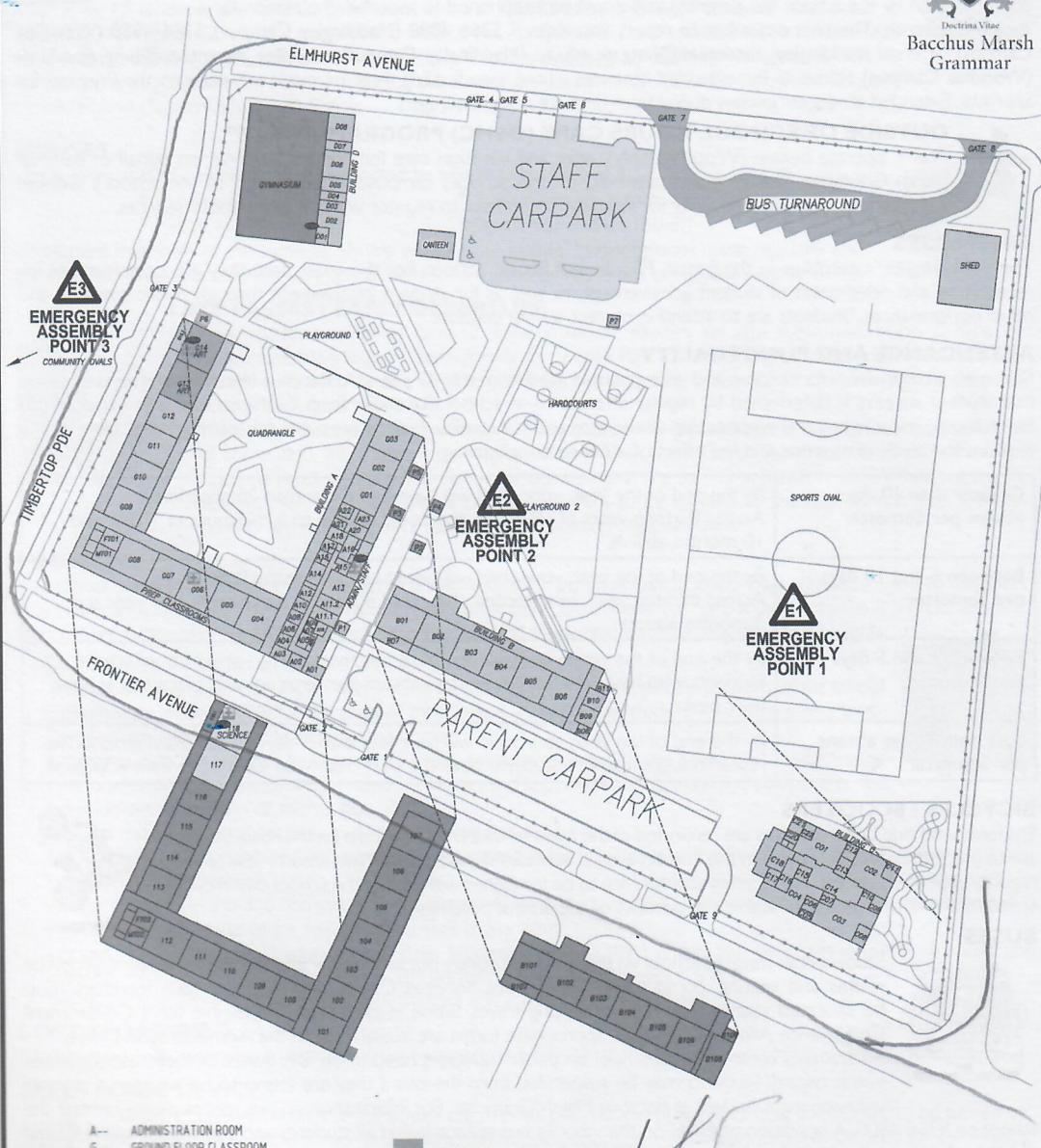


PLAN OF BACCHUS MARSH GRAMMAR

WOODLEA CAMPUS



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Bacchus Marsh
Grammar



- | | |
|-----|---------------------------|
| A-- | ADMINISTRATION ROOM |
| G-- | GROUND FLOOR CLASSROOM |
| 1-- | FIRST FLOOR CLASSROOM |
| (+) | FIRST AID / HEALTH CENTRE |
| E | EMERGENCY ASSEMBLY POINT |
| + | BUS ZONE |
| HS | HEART START |
| + | FIRST AID KIT |
| | PARENT DROP OFF POINT A |
| | PARENT DROP OFF POINT b |
| | MUSIC PODS |
| | ART ROOMS |
| | SCIENCE ROOM |
| | SHED |
| | GYMNASIUM |
| | STAFF CARPARK |

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GENERAL INFORMATION FOR STUDENTS AND PARENTS

ABSENCES

When a student is absent from school for all or part of the day, a note in the diary is required from the parent/guardian explaining the reason for such absence/lateness. Parents are also asked to telephone on the day of absence to inform the school if a child is sick or will be absent from school. If no phone call is received by the school, the parent/guardian will be telephoned to ascertain the reason for a student's absence. The phone number to report absentees is 5366 4888 (Maddingley Campus), 5366 4988 (Woodlea Campus) or email maddingley_absentees@bmg.vic.edu.au (Maddingley Campus), woodlea_absentees@bmg.vic.edu.au (Woodlea Campus). Requests for extended absences (more than 5 days) must be made in writing to the Principal for approval. Extended absences/holidays during term time are not encouraged.



OUTSIDE OF SCHOOL HOURS CARE (OSHC) PROGRAM - "The Y"

The Y operate before (Woodlea only), after and vacation care for primary students on behalf of Bacchus Marsh Grammar. The programs are held on the school's campuses. Please refer to the school's website www.bmg.vic.edu.au/community for information on how to register with the Y for these services.

ASSEMBLIES

There are regular assemblies in the Junior, Middle and Senior School. For the most part, they are opportunities for recognition and celebration of student achievement, as well as for student involvement through public speaking and other performances. Students are to attend in correct school uniform.

ATTENDANCE AND PUNCTUALITY

Schooling is compulsory for children and young people aged from 6 to 17 years. At Bacchus Marsh Grammar, we believe that student success is determined by regular attendance at school. Bacchus Marsh Grammar has high expectations for students, encouraging and emphasising attendance and punctuality. Every day counts for learning – the table below explains the levels of absence and the effect of absence on schooling.

Greater than 10 days absent per Semester	By the end of the year, your child will have had more than 20 absences. Across thirteen years of schooling, this could equate to a minimum of 1 year and 10 months absent.
Between 6 and 10 days per Semester	By the end of the year, your child will have had more than 10 absences. Across thirteen years of schooling, this could equate to a minimum of 1 year and 3 months absent.
Between 3 and 5 days per Semester	By the end of the year, your child will have less than 10 days absent from school. Students who have less than three days absent per term are well placed to achieve their best.
Less than 3 days absent per Semester	By the end of the year, your child will have less than 5 days absent from school. The research suggests these students have the best chance to succeed in their education.

BICYCLES / SCOOTERS

Students who ride bikes/scooters are reminded of the need to take particular care on the road. Students are to place their bikes/scooters in the correct area at school. All students are required by law to wear regulation bicycle helmets. No bicycles/scooters are to be tampered with during the school day. Bicycles/scooters are not to be ridden within the precinct of the school buildings.



BUSES

Students can travel to school via the town or country bus service. For information regarding appropriate routes and seating, contact the school's Bus Services Coordinator. Country bus travellers must be allocated seating before commencing travel. Some students may be eligible for a Government Conveyance Allowance and the appropriate forms are available from the Administration Office. All students commuting to school on public transport need to be fully aware of their responsibilities in this regard. Students may be suspended from the bus if they are found to be acting in a manner unbecoming a student at Bacchus Marsh Grammar. For information on bus routes please contact the school on 5366 4800. A condition of travel on the school's bus service is that all students and parents are aware of and sign the school's code of conduct for bus travel. The code of conduct is distributed at the beginning of each school year.

Afternoon Late Bus: There will be a charge per trip for students to use the Afternoon Late Bus. Students are required to notify the Administration Office by the end of recess. Please note that the late bus has limited bus stops. The Late Bus operates subject to demand. Students in Prep Reception to Year 4 are unable to access the late bus.

CANTEEN

Lunch orders can be ordered online through the Qkr! App prior to 9:30am. Students may also order directly from the canteen before 9:30am. Students in Years Prep to 6 may place an order in the classroom canteen tub to be taken to the canteen before 9:30am. Written orders must include: Student name, Tutor Group, items ordered and the amount of cash included in the bag/envelope. It is preferred that the correct cash payment is included in the bag.



Students in Years 7 to 12 collect their lunch order directly from the canteen. Students in Years Prep to 6 have their orders brought to the classroom by the canteen monitor.

GENERAL INFORMATION FOR STUDENTS AND PARENTS (Cont.)

HEALTH CENTRE

Students who become unwell or who have sustained an injury should report to the Health Centre. Any student who suffers minor injuries should report to the teacher on yard duty for attention. No student should leave the School of their own accord without the School and parent/guardian permission. Year 7 to 12 students are to gain permission from a year level co-ordinator to leave class prior to attending the Health Centre for non-serious medical issues. If students are unwell, Health Centre Staff will contact parents/guardians to collect their child. Students **are not** to use their personal devices to contact parents/guardians for collection during the school day and should otherwise follow the School's Mobile Phone (Student Usage of) Policy.



HOUSES

Upon entry at BMG, each student is allocated to one of four Houses:

- * Bacchus Broncos (blue)
- * Braeside Bears (white)
- * Hilton Hornets (gold)
- * Pentland Panthers (black)

All student members of the same family are in the same House. House groups meet regularly and are involved in various activities and competitions. All House activities are compulsory for students.



LATE PASSES / EARLY DEPARTURE

1. Any student arriving late to school, must report to the Administration Office or Gatehouse-Maddingley Campus only for a Late Pass before going to class. Parents of students who are consistently late to school will be contacted by a Year Level Co-ordinator or Head of School for further follow up.
2. Students who leave and/or return to the school at other times during the day, e.g. for an appointment of some kind, must obtain permission from a Year Level Co-ordinator or Head of School and students must sign out and sign in or out by reporting to Administration staff. When signing in, students will be issued with a Late slip which is to be handed to the appropriate class teacher. Parents are not to collect students directly from the classroom.

LOCKERS

The school provides lockers for the storage of books and other personal items. School bags should be used to transport only books and other lightweight items that are required for that night's homework or the day's activities. It is important that students are aware of proper manual handling techniques and are aware of not carrying excessive weights.

1. Lockers must be locked at all times with the school supplied lock.
2. The school will provide each locker with a combination lock which will remain the property of the school.
3. Each student is responsible for the state of their locker, and no other student may have access to it.
4. Students are responsible for locking their locker.
5. Any damage to the exterior or interior of a locker must be reported to the Year Level Co-ordinator.
6. Any food or drink items must be in sealed containers and kept in school bags and such items removed from lockers at the end of each school day.
7. All bags must be stored securely in a locker during the day.
8. No contraband or prohibited items may be kept stored in lockers (refer to the Student Code of Conduct) and will be subject to confiscation.
9. A copy of the timetable and homework timetable should be affixed (with 'Blu-Tack' only) to the inside of the locker door.
10. Lockers must be available for inspection by staff at any time.
11. Lockers are out of bounds during class time. Students need to think ahead and be organised with all books and materials required for (a) periods 1 & 2, (b) periods 3 & 4, and (c) periods 5 & 6.
12. Students must allow time to access their lockers and arrive on time to class.



LOST PROPERTY

Clothing and equipment should be named. Lost property is located in the Administration Office at the Student's Campus.

ELECTRONIC DEVICES



From the commencement of the school day, mobile phones and other electronic devices are to be turned off and locked away in the school-provided locker. Upon departure – mobile phones may be used for the explicit purpose of co-ordinating travel arrangements. Mobile phones are not to be used at any other times or for any other purposes whilst at school, including contacting parents throughout the day or during a school activity. Refer to the School's Mobile Phones (Student Use of) Policy for further information.



SCHOOL NEWSLETTER (BMG News)

Each week a Newsletter is produced and published on the School's website. Parents are strongly advised to subscribe to the Grammar Weekly via the School's website: www.bmg.vic.edu.au

PLAY AREAS

During recess and lunch there are designated play areas for each section of the school. Students are required to play within their class level play areas to aid supervision of students and promote safety. Football is to be played in designated spaces only. Please note that all playgrounds are out of bounds before and after school to all students and visitors to the School. Refer to the School's Supervision Policy for further information.

GENERAL INFORMATION FOR STUDENTS AND PARENTS (Cont.)

SCHOOL ACTIVITIES/FUNCTIONS

Students who have chosen to participate or have been selected to represent BMG in an event/activities are expected to attend when required. Students who are unable to attend are required to notify the relevant activity co-ordinator with sufficient notice.

SCHOOL LEADERS

Bacchus Marsh Grammar has a firm commitment to Student Service Leadership. Student Leadership positions are offered across both Middle and Senior school.



STUDENT REPRESENTATIVE COUNCIL (SRC)

Students are encouraged to take an active interest in the SRC which meets regularly. Representatives from each year level discuss ways in which they can contribute positively to the development of the school community.

VALUABLE ITEMS

The School accepts no responsibility for the damage or loss of personal items including uniform. Students should not bring items such as smart watches or any other electronic devices, valuable toys, etc. to school. Large amounts of money should not be brought to school.

VISITORS TO THE SCHOOL

All Visitors must receive prior approval before entering the school grounds. All visitors to the school are required to report to the Administration Office (or Gatehouse, Maddingley Campus only). Authorised visitors will be issued with a Visitor's Pass that must be worn at all times. Visitor's Toilets – go to the Administration Office for the location of the visitor's toilets.

STUDENT CODE OF CONDUCT

The School's Student Code of Conduct sets out the clear standards of behaviour which are expected of BMG students. Students have an obligation to inform themselves of the School's expectations for enrolled students.

For a full description of the School's expectations of students, please refer to the Student Code of Conduct which is available on the School's website www.bmg.vic.edu.au

STUDENT DISCIPLINE POLICY

Students are expected to comply with the School's expected standards of behaviour as outlined in the Student Code of Conduct (refer above). All matters of non-compliance and or discipline are handled in accordance with the Student Discipline Policy.

For further information please refer to the Student Discipline Policy which is available on the School's website www.bmg.vic.edu.au

STUDENT BULLYING AND HARASSMENT POLICY

Bacchus Marsh Grammar has a zero-tolerance policy for any bullying and or harassment behaviour by students, staff or members of the school community.

For further information please refer to the Student Bullying & Harassment Policy which is available on the school's website: www.bmg.vic.edu.au

CYBER SAFETY

Cyber safety refers to the safe and responsible use of information and communication technologies. This includes privacy and information protection, respectful communication and knowing how to get help to deal with online issues.

Common cyber safety issues include:

- Cyber bullying is the ongoing abuse of power to threaten or harm another person through the use of technology (Refer to Student Acceptable Online Usage);
- Sexting is the sending or posting of provocative or sexual photos, messages or videos online;
- Identity theft is the fraudulent assumption of a person's private information for their personal gain. Students are exposed to these risks as they are often unaware of the safety issues surrounding their digital footprint; and
- Predatory behaviour where a student is targeted online by a stranger who attempts to arrange a face to face meeting, in an attempt to engage in inappropriate behaviour.



CYBER SAFETY (Cont.)

Cyber safety issues most commonly occur through a student's use of their own technology devices (e.g. smart phone, tablet, laptop, home computer).

Safe use of technology whilst at school is managed through our Information and Communication Technology (ICT) Policy. Where to access help and Useful Resources:

Kids Helpline: <https://kidshelpline.com.au>;

Office of the eSafety Commissioner: www.esafety.gov.au

Other sites: Australian Cyber Security Centre cyber.gov.au; esmart; ThinkUKnow;

CHILD SAFETY AND THE RIGHTS AND RESPONSIBILITIES OF THE CHILD

The United Nations Convention on the Rights of the Child states the right of all children and young people under the age of 18:

"All children should be protected from violence, abuse and neglect, and governments should protect them."

Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence.

Responsibilities:

While every child has the right to be protected, they also have the responsibility not to harm each other. They have the responsibility to report to a trusted adult if they are being subjected to abuse. If you are, or someone you know is not being protected from abuse, who can you report this to?

AT SCHOOL I can speak to my:

Class Teacher Ms Parker, Mr Gainey
Tutor Group Teacher Mrs Todd, Ms Castelino

Year Level Coordinator Mrs Grinter

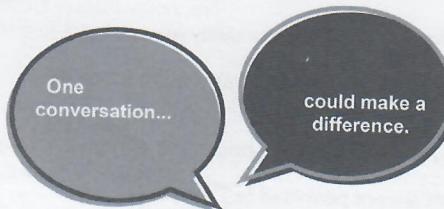
Child Safety Officer Mrs Ogsten, Mrs Pittard, Mr Richardson

Head of School Mrs Thornton

Principal Mr Neil/Neal

OUTSIDE SCHOOL I can speak to my:

Parent or a trusted adult Dad, Mum



Other places I can get help

Kids Helpline <https://kids>

Police: Call 000

Any staff member or any person engaged in child connected work at Bacchus Marsh Grammar who has belief or a suspicion that a student is being, or has been, subjected to any form of abuse must report it. Reports will be made to the Victorian Child Protection Service.

SCHOOL UNIFORM AND DRESS CODE POLICY

Refer below to excerpts from the policy. For the full and current version of the policy, please refer to the School Uniform and Dress Code Policy which is published on the School's website: www.bmg.vic.edu.au

Introduction

Wearing of the school uniform is compulsory for all students. The reputation of the School is enhanced by the appearance of students in public and the pride with which the uniform is worn. The School Uniform and Dress Code takes precedence over a student's individual preferences.

All students who are not in the correct uniform need to have a signed note in their school diary from a parent/guardian explaining the reason. A note shall not be regarded as sufficient explanation for continued variation to the School Uniform and Dress Code.

A uniform infringement record will be made by any students in Years 5 to 12 who are not wearing the uniform correctly.

School Uniform

Items marked with ## constitute core uniform items for all students

School Logo

This is the current and only acceptable school logo →



School Colours

The School Colours are black, gold, white and blue.

Girls' Uniform

- Full School Uniform
 - BMG jumper ##;
 - BMG Blazer (Years 5-12) ##;
 - Long sleeve gold shirt with logo ##;
 - BMG cross-over tie (compulsory Prep - 4, optional 5-12);
 - BMG tie or leadership/designated award tie ##;
 - BMG grey trousers ##;
 - BMG check trousers;
 - BMG kilt (Years 3-12) (knee length) with plain black tights or knee length plain black socks (the hem of the kilt must be below the top of the sock);
 - BMG tunic (Years P-3) (knee length) with plain black tights or knee length plain black socks (the hem of the tunic must be below the top of the sock);
 - Plain black socks with trousers (grey or check) ##; and
 - Plain black lace up, buckle or velcro (compulsory Prep - 4, optional 5-12) school shoes (boots or ballet style shoes not permitted).

Summer Uniform

- BMG jumper ##;
- BMG Blazer (Years 5-12) ##;
- BMG short sleeve open-neck shirt with BMG logo ##;
- BMG grey summer shorts ##;
- BMG cotton dress (knee length);
- Black BMG socks (ankle or knee high) with stripe to be worn with shorts ##;
- White BMG socks (ankle or knee high) with stripe to be worn with dress;
- Plain black lace up, buckle or velcro P-4 school shoes (boots or ballet style shoes not permitted);
- Blue BMG hat (compulsory Prep Reception-Year 6 during Terms 1 & 4) ##; OR
- BMG cap (Years 4-12 only) ##.

Jewellery, Hair & Make-up

Jewellery & Make-up

- P-6 students are not permitted to wear jewellery for safety reasons;
- One wristwatch;
- One set of plain studs or sleepers (worn in the earlobe) only are acceptable;
- No visible necklaces;
- No rings or bracelets are to be worn;
- No eyeliner may be worn. Any students wearing obvious and excessive make-up will be asked to remove it immediately.
- Clear nail polish. Nail extensions are not permitted (e.g. Acrylic/gel); and
- Other than earrings, other body piercing must not be visible. No tongue studs to be worn. Similarly, body markings are not to be visible.

Hair

The following regulations regarding hair apply:

- Hair must not be shaved less than a 'number 3';
- Hair may be dyed to a 'natural' blond, brown or black only. Dyed 'white blond' is not deemed a natural colour. Hair colour to be consistent;
- Hair must be evenly or not overly graded in cut and must be off the face;
- Hair must sit naturally around and off the face; if this cannot be achieved it is to be tied or clipped back with ties or clasps in the School Colours;
- Hair clips may be used if plain and in reasonable number and are in School Colours;

SCHOOL UNIFORM AND DRESS CODE POLICY (Cont.)

- Beads in hair are not permitted;
- Single or double plaits are permitted, but not multiple small plaits;
- Extreme hairstyles are not permitted. The judgement of 'extreme hairstyle' will be made by the Principal, Deputy Principals, or Head of School.
- Fringes must not obstruct student vision; and
- Any hairstyle regardless of length or style that is deemed unruly is unacceptable and considered a breach of regulations.

Boys' Uniform

2.4.1 Full School Uniform

- BMG jumper ##;
- BMG Blazer (Years 5-12) ##;
- Long sleeve gold shirt with logo ##;
- BMG school tie or leadership/designated award tie ##;
- BMG grey trousers ##;
- BMG or Plain block socks with trousers ##;
- Plain black lace up or velcro (Junior School only) school shoes (no boots); and
- Black belt (optional).

Summer Uniform

- BMG jumper ##;
- BMG blazer (Years 5-12 only) ##;
- Short-sleeved open-neck gold shirt with BMG logo ##;
- School grey trousers (with short black BMG socks); OR
- School summer shorts (worn with BMG socks) ##;
- Plain black lace up or velcro (Junior School only) shoes (no boots);
- Blue BMG hat (compulsory Prep Reception-Year 6 during Terms 1 & 4) ##; OR
- BMG cap (Years 4-12 only) ##.

Jewellery, Hair & Make-up

Jewellery & Make-up

- Primary students are not permitted to wear jewellery for safety reasons;
- One wristwatch;
- No visible necklaces;
- No rings or bracelets are to be worn;
- No eyeliner may be worn. Any students wearing obvious and excessive make-up will be asked to remove it immediately;
- Clear nail polish. Nail extensions are not permitted (e.g. Acrylic/gel); and
- Body piercing must not be visible. No tongue studs to be worn. Similarly, body markings are not to be visible.

Hair

The following regulations regarding hair apply:

- Hair must not be shaved less than a 'number 3';
- Hair may be dyed to a 'natural' blond, brown or black only. Dyed 'white blond' is not deemed a natural colour. Hair colour to be consistent;
- Hair length should be at the top of the collar;
- Hair must be even or not overly graded in cut and sit naturally around and off the face;
- Beads in hair are not permitted;
- Sideburns must not extend beyond the ear-lobe or out onto the face;
- Boys must be clean-shaven. Boys arriving at school unshaven will be directed to the Health Centre to shave, or sent home to shave before returning to class;
- No extreme hairstyles are allowed. The judgement of 'extreme fashion' will lie with the Principal and Deputy Principals;
- Fringes must not obstruct student vision; and
- Any hairstyle regardless of length or style that is deemed unruly is unacceptable and considered a breach of regulations.

Sports Uniform

- Rugby top with BMG logo or BMG half zip jumper (Prep to Year 4) or BMG full zip jacket (Years 5 to 12)##;
- Polo shirt with BMG logo##;
- BMG House polo shirt with BMG logo (Years 5 to 12)##;
- BMG track suit pants##;
- BMG black sports shorts;
- White BMG sports socks##;
- Black/yellow football socks (Richmond colours – Years 7 to 12 for specific sports);
- Mouth guard.

Miscellaneous

- BMG School Bags ##
- BMG School Anorak ##
- Clubs Uniform ## (examples: Elite sports uniform, dance uniform, equestrian uniform)



SCHOOL UNIFORM AND DRESS CODE POLICY (Cont.)

School Dress Code

Wearing the Full School Uniform

Full School Uniform or Summer Uniform (including blazer for students in Years 5-12) must be worn correctly to and from school and on all formal occasions, including school assemblies.

The Full School Uniform may be worn at any time of the year but is compulsory for Terms 2 and 3 during winter. In the case of any unseasonable weather, where the forecast is above 25°C, students may choose to wear their Summer Uniform for that day. During Terms 1 and 4, Summer Uniform may be worn as an alternative to Full School Uniform. Blazers (Years 5-12) or jumper (Prep – 4) must be worn to and from school;

Where the forecast temperature is 30°C and above, the school blazer is not required to be worn.

Hats must be worn when outside during Terms 1 and 4;

Uniforms should be kept neat and tidy;

Shirts must be tucked in;

Sleeves must not be rolled up;

Ties and all buttons must be done up correctly;

Plain white T-shirts may be worn under school shirts in cold weather, with no visible motifs and must not be visible at the neckline;

No under garments should be visible;

Scarves may be worn provided that they are in School Colours;

No scarves, gloves, hats or school anorak are to be worn in class;

Boxer shorts should not come below dress hem;

Wearing the Sports Uniform

Hats must be worn during PE and Sport that is conducted outside during Terms 1 and 4;

School sports jumpers or jackets are not to be tied around the waist;

Long sleeve tops must not be worn under the polo top;

Years Prep–4: on designated PE days students may wear sports uniform to and from school; and

Years 5-12: Students are required to wear full school uniform/summer uniform to and from school each day. On days where physical education is timetabled for Year 5 and 6 students, they may wear their sports uniform to school.

Wearing Clubs Uniform

The additional uniform items for special events and classes are not part of the BMG Sports Uniform or School Uniform (e.g. Elite sports uniform, dance uniform, equestrian uniform).

School Bags

BMG school bags are part of the Full School Uniform;

Sports bags are to be used for occasions when change of clothing is required for sport or for specific school events;

Students must make themselves aware of the School's safe handling policy; and

Students should ensure that they are carrying appropriate loads in their bags in a manner that will not cause injury.

BMG School Anorak

The School Anorak may be worn over the Full School Uniform and or Summer Uniform while travelling to and from School, and outdoors on School grounds, however, it may not to be worn while in classrooms;

The School Anorak is not to be tied around the waist;

The School Anorak may be worn over the top of the blazer for added protection from the weather, but not as a replacement for the blazer; and

The Anorak may be worn over the polo top or rugby top but may not be worn while participating in sports activities.

The School Anorak, and no other jackets or waterproof apparel, is worn by students.

Footwear

School shoes should be plain black lace up, buckle or velcro P-4 school shoes (boots or ballet style shoes not permitted);

To reduce the risk of injury, skate/casual/fashion shoes are not part of the uniform, including the sports uniform;

Shoes should always be neat and polished;

Shoe laces and buckles must be done up;

Runners may only be worn when students are legitimately in Sports Uniform. They are NOT to be worn with Full School Uniform or Summer Uniform including at recess or lunch times;

It is preferred that sports runners and laces should be any one of the School Colours or any combination of these colours.



SCHOOL UNIFORM AND DRESS CODE POLICY (Cont.)

Consequences of a Breach of this Policy

The School Uniform and Dress Code Regulation Policy is compulsory. The School emphasises the need to comply with the requirements of this policy.

Any student found to be in breach of the requirements of this policy may be subject to disciplinary action, up to and including termination of enrolment. Students should refer to the Student Discipline Policy.

Request for an Exemption

The School recognises that there may be instances in which the application of the School Uniform and Dress Code may affect some students unequally. If grounds for an exemption apply, the affected student may apply to the Principal (or Deputy Principal) for an exemption as outlined below:

Grounds for an Exemption

Grounds for an exemption may exist when an aspect of the code:

- prevents a student from complying with a requirement of their religious, ethnic or cultural background
- the student has a particular disability or health condition that requires a departure from the dress code
- the student or the student's parents/guardians can demonstrate particular economic hardship that prevents them from complying with the dress code

Further grounds for exemption may be allowed at the Principal's discretion.

ACKNOWLEDGEMENT AND SIGNATURE

I understand and accept it is my responsibility to ensure my behaviour complies with the Student Code of Conduct and to abide by the School Uniform and Dress Code Policy and I confirm I know how to access these documents. I understand that failure to do so may result in consequences for my choices and actions.

Signed: Nikoleigh K

Date: 3/2/2023

SCHOOL AWARDS

The School seeks to encourage students in curricula and co-curricular areas through a variety of awards. These include:

- Awards: for students who show significant skill or effort in curricula or co-curricular activities.
- School Colours: for service to the School Community.

More details on selection criteria can be obtained from the Heads of School.

A GENERAL GUIDE TO STUDY TECHNIQUES

The following guide is to assist you in making the best use of your study, homework and class time and also to help your family to help you. Different subjects will have slightly different techniques in the way their content matter is to be learned and presented, but overall the basic approach is the same. Find out from your class teachers the best way to learn their subject to prepare for tests and exams.

HOW TO STUDY

When it comes to learning there is no chromerbooks or easy way out. Any goal worth reaching requires effort and discipline. However, by adopting a strategy for study and putting into practice some basic study points you will be able to improve your present performance and lay a good foundation for the future.

CLASSTIME Take correct books, pens, paper etc.

BE PREPARED Always have notepaper for that lesson together with all the books and materials you need.

TUNE IN Give the teacher your attention and listen, especially when new material or facts are being given.

WRITING New material from the board etc. Ask yourself 'What do the notes mean?' 'What are the key facts?'

GET INVOLVED Try and answer the teacher's questions (in your mind, even if you don't put up your hand!) and don't be afraid to ask if you don't understand.

REVIEW Your notes i.e. read through and mark the key points/facts before the end of the day.

HOMEWORK

Have you a written record of homework? Get into the habit of studying at a certain time and place. Make sure you allow time for all of your subject areas and limit any distractions when you study.



VCE PROMOTIONS POLICY

Admission to an accelerated program will not be permitted in most circumstances unless the student has a proven academic track record. More details can be obtained from the Head of Senior School.
For further information refer to the VCE Handbook.

Admission to an accelerated program will not be permitted in most circumstances unless the student has a proven academic track record.

More details can be obtained from the Head of Senior School.

HOMEWORK

Bacchus Marsh Grammar believes that homework is a valuable tool with which to reinforce classroom learning and to provide for independent learning. Homework encourages the development of students' self discipline and organisational skills. 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 with homework. The amount of time set aside for homework varies with the age of your child.

INDICATIVE HOMEWORK TIMES BY YEAR LEVEL

Prep

20 minutes a day, four days. Differentiated to cater for three levels.

Year 1 & 2

25 minutes a day, four days. Differentiated to cater for three levels.

Year 3 & 4

30 minutes a day, four days. Differentiated to cater for three levels.

Year 5

45 minutes a day, four days.

Year 6

45-60 minutes a day, four days.

Years 7-8

60-90 minutes a day, four days. This equates to 10-15 minutes per period set from each class. A double period teacher would hence set 20-30 minutes homework for the night.

Years 9-10

120-150 minutes a day, five days. This equates to 20-25 minutes per period set from each class.

Year 11

150-180 minutes a day, five days. This equates to 25-30 minutes per period set from each class.

Year 12

180-210 minutes a day, five days. This equates to 30-45 minutes per period set from each class.

For further information please refer to the School's Homework Policy which is available on Schoolbox.

YEAR 7-10 ASSESSMENT POLICY (Abridged)

A+	A	B+	B	C+	C	D+	D	E+	E	*NAR
100-90%	89-80%	79-75%	74-70%	69-65%	64-60%	59-50%	49-45%	44-30%	29-20%	<20%

- Assessment tasks form the basis of assessment procedures required for biennial reporting to students and parents.
- The school's expectation is that students complete assessment tasks on time.
- NAR = Not acceptable – Resubmit: Tasks assessed as NAR must be resubmitted.

Refer to the Assessment Policy available on Schoolbox.

Where students have not yet demonstrated the minimum required skills and/or knowledge on an assessment task, they may be required to resubmit or complete additional study as directed by their classroom teacher.

REVISION FOR TESTS AND EXAMS

Although different subjects will vary in the type of content that has to be learned, you will find the following points useful.

- Plan your revision well in advance. Don't leave it all to the night before.
- Review the material to be tested. Get your notes and assignments/projects in order. Open the text/reference at the relevant pages.
- Record. Make lists of vocabulary, or names, events, formulas etc. This can be done on the left-hand side of a page (leave the other side blank to write in answers). Say them aloud as you write them.
- Tests. Cover your list up and attempt to write the answers on the blank side of the page. For language, your parents testing you at this stage will be useful.
- Repetition. On rough paper do the same as Record and Test again. Points you find difficult to learn should be tested a number of times.
- Organisation - Make sure you know the general pattern of the course so what the teacher says and sets, fits the whole picture e.g. a jigsaw is easier to do if you can see the completed picture. Also work at keeping neat and ordered.
- Comprehension - Can you reword what is read or said in your own words? Try to express material being learned in your own words.
- Repetition - Some facts can be learned most effectively in short regular bursts. Try to establish which is the most effective procedure for your own learning.

IN A TEST, QUIZ OR EXAM

- Read the instructions carefully.
- Plan your time. Don't get stuck on one question, go on to other questions and go back later if time allows.
- You must attempt to answer all the questions required.
- Questions worth more marks need a more detailed response.
- Allow some time to make corrections and attempt questions not previously answered.
- Check your work thoroughly.

GENERAL LEARNING TIPS

Learning does not take place automatically but it is a definite process which requires effort and discipline. There are three points that will help your learning:

- MOTIVATION** - You want to do it, are interested and know what you want to get from your study. Even if the subject is not your favourite, taking pride in your efforts will help.
 - PARTICIPATION** - Don't just sit and absorb ... participate! You will learn more if you get involved. If you can't 'teach' your parents what you have learnt (so they understand) you can be fairly sure that you don't have a good understanding of the topic.
 - CONCENTRATION** - Focus your full attention on the teacher, slides, film, the text, writing notes etc. For study – work in short bursts of time to start with (eg. Concentrate 100% on the task for 5 minutes. Take a one minute mental break then concentrate for 5 more minutes). Gradually extend your concentration time.
- Your work and even this guide may seem too much to cope with. Ask for support from your Tutor Group or Subject Teacher if you need additional help to build strategies for study and revision.

GUIDELINES FOR MAKING CONTACT WITH THE SCHOOL

INTRODUCTION

Bacchus Marsh Grammar is committed to ensuring its community:

- Can be heard;
- Have an avenue to access information;
- Have a mechanism available to deal with issues promptly.

Providing a mechanism for issue resolution may not always ensure the outcome that its community are seeking, but it will ensure that concerns receive respectful consideration and a prompt response.

Contact within the School

The School has developed the accompanying First Point of Contact Table to assist individuals deal with issues that may arise within the normal course of school life. The following Information indicates where to proceed with an issue should it not be satisfactorily resolved at the first point of contact. Individuals are expected to be respectful and courteous at all times.

Complaints Handling

Bacchus Marsh Grammar is committed to handling complaints effectively and efficiently. For further information, please refer to the School's Complaints Handling Policy on the School website: www.bmg.vic.edu.au

THE ROLE OF SCHOOL BOARD

It is important to note that the Principal is appointed by the Board to be responsible for the day-to-day administration of the School. The Board is responsible for the broad direction of the school and developing and monitoring of a policy framework within which the Principal manages the day-to-day operation of the School. At times, some members may have matters which relate to the formation or interpretation of School policy or the overall direction of the School. Such matters can be brought to School Board's attention by writing to the Public Officer care of the School.

CONTACT WITH THE SCHOOL

Communication with the school is encouraged. Tutor group teachers should be the first point of contact for matters relating to individual students. Refer to the guide below regarding making contact with the school.

Tutor Group Teacher

- Issues relating to wellbeing and pastoral care
- Issues relating to general academic progress
- Everyday behavioural and administrative matters.

Class Teacher

- Issues relating to academic progress in a particular class
- Behavioural issues within a particular class.

Year Level Co-ordinator

- Issues relating to wellbeing and pastoral care
- Issues relating to general academic progress
- Issues relating to behavioural concerns

You may be directed by the Year Level Coordinator to the appropriate staff member (below) as needed:

Head or Deputy Head of School

Assistant Principal

Deputy Principal

Careers and Course Practitioner

Head of Faculty

And/or referred directly to the Senior Deputy Principal or Principal

ADMINISTRATION

BUSINESS PATHWAY

Reception

- General Enquiries
- Collection of Notices
- Late Passes / Early Sign Out
- Notification for student absences
- Lost Property
- Point of contact for leaving notices

Finance Department

- Payment of accounts
- Issues relating to fees/installment plans
- Issues relating to payment for services

School Registrar and Admissions Officer

- Enrolment/Admissions Information
- Scholarship Information

School Bus Services Administrator

- Bus route enquiries
- Bus pass updates

Business Manager

- Implementation of Policy
- Policy issues relating to business matters
- As Secretary of the School Board – notification of all issues that may pertain to the School Board

Executive Assistant to the Principal

- Arranges appointments with Principal
- Booklist enquiries

PRINCIPAL

Major issues relating to interpretation of School Policy. Final point of discussion regarding issues relating to the operation of the School.



CREATE A HOMEWORK/STUDY TIMETABLE



A weekly study timetable will help make you aware of how much time you actually have each week and will help you to use that time effectively.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
16.30 - 17.00	Homework	Homework	Homework	Homework	Homework	Business Management	French
17.00 - 17.30	Homework	Homework	Homework	Homework	Homework	French	Legal Studies
17.30 - 18.00	Homework	English	Homework	Biology	Homework	English	Maths
18.00 - 18.15	Break	Break	Break	Break	Break	Break	Break
18.15 - 18.45	English	Legal Studies	French	Business Management	Biology		
18.45 - 19.15	Biology	Maths	English	Legal Studies	English	Relax and have fun!	
19.15 - 19.45	Maths	Business Management	Maths	English	Maths		

SET REALISTIC GOALS YOU CAN ACHIEVE

1 Have a set time for starting your homework and study each evening so make sure you pick a time you can stick to.

2 Always timetable your homework first. Make sure you have your homework completed for the following day.

3 Do your hardest or least-liked subject first.

4 Set yourself a reasonable study goal, for example "complete one exam paper maths problem" or "read and understand two sections of chapter three in your science book".

5 Make sure you give regular time to all your subjects. Don't concentrate on your favourite subjects that you are good at but make sure you allow extra time for the subjects you find most difficult.

6 Put your phone away.

7 Your phone will only distract you when you are studying. Message your friends after your study.

7 Take a break. Study subjects in 30 - 45 minute block periods and then give yourself a 5 - 10 minute break to get a drink or even a bite to eat.

THE TIMETABLE ABOVE IS AN EXAMPLE TO HELP YOU ACHIEVE YOUR GOALS. PLEASE USE AS A GUIDELINE.

CREATE YOUR OWN WEEKLY HOMEWORK/STUDY TIMETABLE

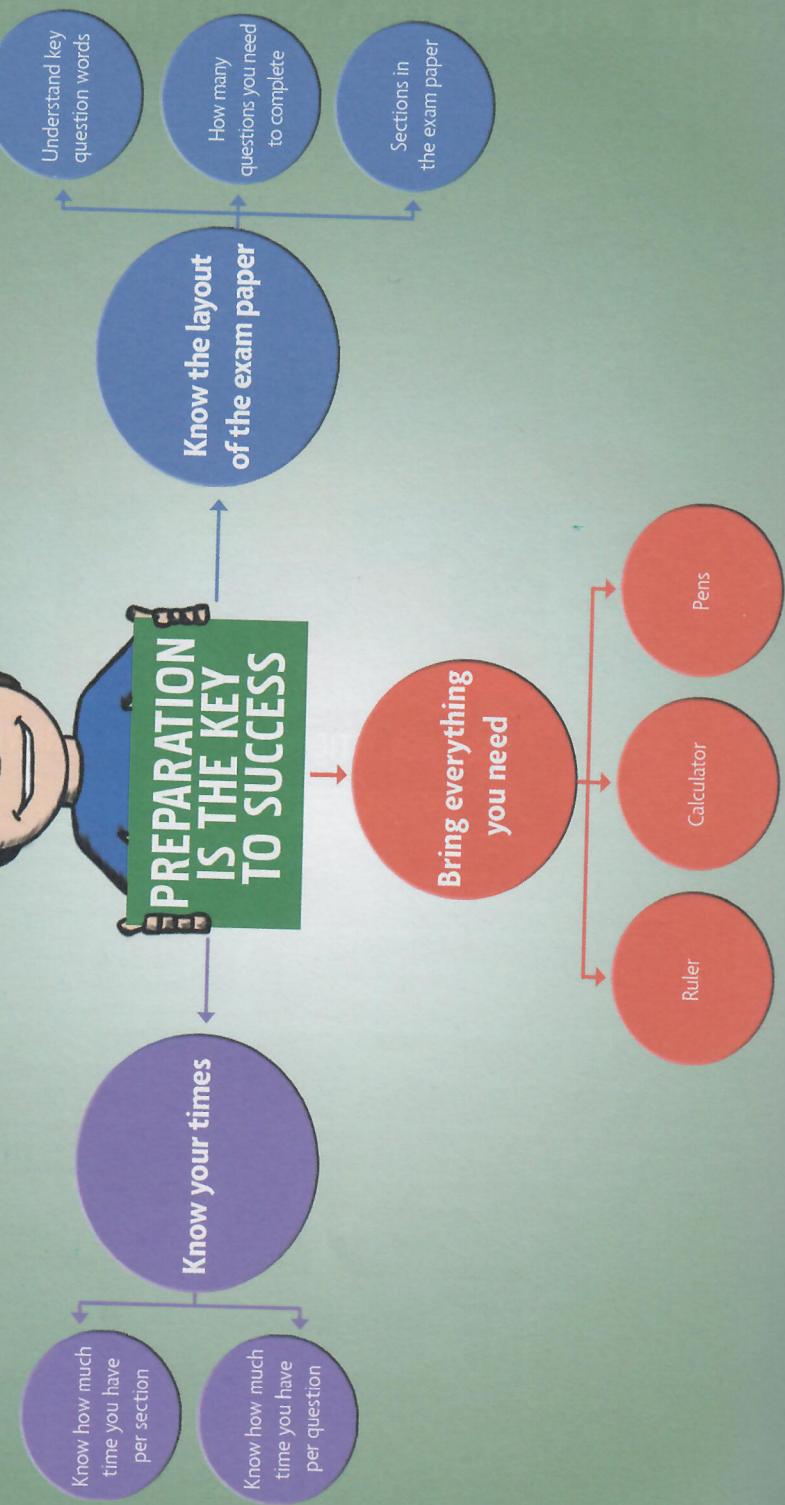
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
16.30 - 17.00							
17.00 - 17.30							
17.30 - 18.00							
18.00 - 18.15							
18.15 - 18.45							
18.45 - 19.15							
19.15 - 19.45							

HOW TO ACE YOUR EXAMS

BE PREPARED FOR EVERY EXAM



**PREPARATION
IS THE KEY
TO SUCCESS**



HOW TO WRITE STUDY NOTES



1. Always write in your own words

Copying text straight from your textbook will achieve nothing. If you don't understand what you are writing then you will never be able to get it to stay in your head. Simply read the paragraph or page, close the book and then write it in your own words.

2. Use headings

Use headings and sub-headings when writing your notes to keep them organised and easy to use. When your notes are all over the place it is hard to focus and you waste a lot of time looking for a particular section. Headings bring structure to your study notes and helps to focus your mind on what you are learning.

3. Keep your notes together

It's very important to keep your notes all together in one place, whether this be on your device or in a hardback. Don't write your notes on loose pieces of paper as you will probably lose them.

4. Use bullet points

Keep your study notes short and sweet. Don't write lengthy notes as you won't be able to remember them. By writing your notes in bullet point sentences or phrases it will really help you to remember the important information for your exam.

5. Draw diagrams

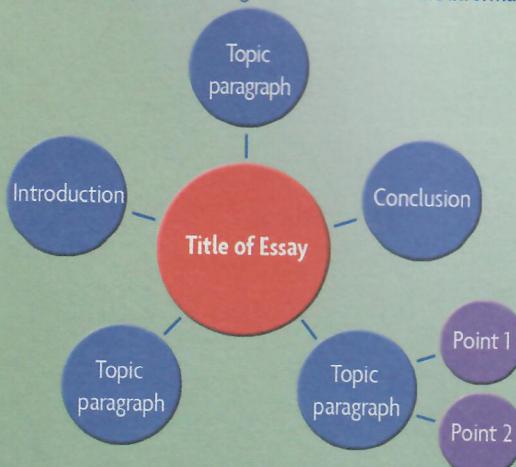
Drawing diagrams will help you to visualise key information. You are often asked to draw or label diagrams such as the human heart so having diagrams are extremely helpful in helping you visually memorise for your exam.

HOW TO USE A MIND MAP TO PLAN YOUR ESSAY

PLANNING IS THE KEY TO SUCCESS



The hardest part when writing an essay is knowing where to start! Mind maps help you plan your essay by focusing your mind on the message you want to get across as well as the information you want to include, making you less likely to start rambling.



1. Write the title in the middle of the page and draw a circle around it
2. Decide what you want to talk about in your essay and these branch off the main circle. You need to have an introduction, conclusion and three to four paragraphs
3. Decide on points to talk about in each paragraph and branch these off each paragraph circle. Some paragraphs may only have one point while others may have three or four. Just write key words on your mindmap, there is no need to write long sentences.
4. When writing your essay keep your introduction short but engaging and use a quote if you can.
5. Write connecting phrases between your paragraphs so that your essay flows smoothly.
6. When you write your conclusion, again make sure to keep it short and to the point. The purpose of a conclusion is to tie together the points you made in the body of the essay and to make comments upon the meaning of it all.

HOW TO STUDY!

WANT TO KNOW HOW TO STUDY PROPERLY? KEEP READING...



1. Have a good study area

Having a good study area can make a huge difference to how well you learn.

Pick a place in your house that is a quiet, well-lit area away from noise and people.

If you don't have this option at home because of younger brothers or sisters, try studying at school or in the library.

2. Turn off your phone and devices

Your phone, TV and devices are all distractions. Turn them off while you are studying or simply put them on silent and concentrate for 30 minute study blocks, then give yourself a 5 minute break to message your friends or check your phone.

3. Be organised

Make sure your desk is tidy and organised. It will stop you from getting distracted and instead help you to concentrate on studying and learning by not having to search for notes under all the papers on your table.

4. Create a study timetable

A study timetable helps make you aware of how much time you actually have each week and helps you to focus on using that time effectively.

5. Take breaks

Breaks are an integral part of a good study technique. Taking regular breaks has been proven to reduce tiredness and increase your ability to absorb the information you are trying to learn. Study in 30 minute block periods and then take a 5 minute break to relax before you go on to your next subject. Why not take a stroll to relax and stretch your legs.

6. Practice exam papers

Past exam papers are a very useful insight into what your exam will be like. Practice exam papers every day if possible. You will be surprised how often questions re-appear!

7. Recap

Spending five minutes a day going over what you have learnt is a great way to focus and ensure that you don't forget all the information you have learnt!

WHAT NOT TO DO WHEN STUDYING

BEING ABLE TO UNDERSTAND SOMETHING IS THE KEY TO LEARNING.



1. Highlighting

Dont highlight everything

When you highlight everything, nothing stands out.

3. Reading over and over again

Reading a chapter over and over again, hoping it will sink in isn't a great idea. You need to understand what you are reading for you to able to retain it.

2. Writing notes on everything

If your teacher asks you to summarise a 4 page chapter and you end up writing a 4 page summary then you do not understand what the important points are in that 4 page chapter. You need to understand what you are reading to be able to write study notes on it.

4. Re-writing notes over and over

Re-writing notes over and over again is pointless unless the information is going into your head.

IF YOU CAN'T EXPLAIN IT TO A SIX YEAR OLD, YOU DON'T UNDERSTAND IT YOURSELF.

ALBERT EINSTEIN

HOW TO MANAGE TIME



1. Make a study timetable

Make a homework/study timetable. It will really help make you aware of how much time you actually have each week and will help you to use that time effectively. Stick to your timetable as best you can unless an assignment comes up that you need to give extra time to.

2. Avoid procrastination

This is when you do everything else but the task you actually need to do. It's normal to procrastinate a little but too much can lead to you getting stressed out and not giving yourself enough time to prepare. Managing your time and setting realistic goals for each study session can be helpful ways to avoid procrastinating and make tasks seem less overwhelming. So the moral of the story is to 'Stop Putting Things Off'.

3. Get into a routine

Get into a routine and stick to it! Start your studying at a set time every evening and finish at a set time. Do the same for the weekend.

YOU CAN'T SAVE TIME, YOU CAN ONLY SPEND IT WISELY OR FOOLISHLY.
HOW WILL YOU SPEND YOUR TIME TODAY?

HOW TO SET GOALS AND ACTUALLY ACHIEVE THEM

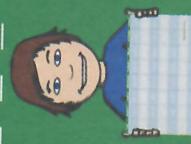


1. At the start of every week, write down a list of things you would like to cover for that week, whether it being able to label the parts of the heart or writing an English assignment. This list of things are your goals for the week.
2. Keep the list short and achievable. Remember you only have so much time after you do your homework each day to study so make sure you aren't setting unrealistic targets.
3. When you finish each task on the list get a big marker and put a line through it. Then at the end of the week, look at all the things you covered and be proud of yourself for achieving your goals!

PEOPLE WITH GOALS SUCCEED BECAUSE THEY KNOW WHERE THEY ARE GOING... IT'S AS SIMPLE AS THAT.

EARL NIGHTINGALE

CREATE YOUR OWN TIMETABLE



TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

STEP 1
Enter your times
for studying here

STEP 2
Fill in your
subjects here

STEP 3
Get studying!

NOBODY SAID IT WOULD BE EASY, BUT THEY WERE RIGHT WHEN THEY SAID IT WAS WORTH IT.