Baimbridge College

Middle Years
2015 Information Booklet

Your comprehensive guide to Grade 5 – Year 8
at Baimbridge College

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BAIMBRIDGE COLLEGE

For most parents the choice of schooling for a son or daughter is a decision that is only arrived at after a great deal of reflection and consideration. This is as it should be: the transition is a significant milestone in a child's life that will affect not only the student's immediate happiness but also his or her long term future. A decision with such important and far reaching ramifications should not be made hastily and certainly not without carefully considering all of the alternatives.

Obviously the curriculum at the school is important. Baimbridge College offers an extensive variety of subjects and with the facilities and resources at hand we can give your child enhanced educational opportunities. The staff of the College are fully qualified and committed to assisting our students to fulfil their potential.

The welfare of our students is of paramount importance. Students will be supported by the maintenance of a harmonious and safe learning environment. School rules will be firmly and consistently enforced to ensure that all students feel secure and safe. The Year Level Coordinators and our Student Wellbeing Coordinator are always available to discuss any issues of concern that students may have.

At this school no student will be permitted to adversely affect the learning opportunities of others. Parents can feel confident that their child will have every educational opportunity in 2015.

We can be most effective in our task of educating your child if we have your support. Two ways in which parents can demonstrate their support is by ensuring their son or daughter adheres to the College's uniform policy and by signing the student's diary each week. These things are important as the uniform not only gives the student a sense of belonging within the school community; it also puts all students on a 'level playing field'. The communication between yourself and the school is usually performed via our online student management system, Compass and the student diary.

Parents who have any concerns about something at school are to contact myself, Miss Morgan, Mr Hill, the Year Level Coordinator Mr McFadden or the Student Wellbeing Coordinator Ms Cath McGowan to discuss the issue.

Parents are actively encouraged to be a part of the school community. This can be achieved by joining the School Council, attending sports carnivals and productions or volunteering in the canteen.

Any further information that you may require should be found on our website: www.baimbridge-co.vic.edu.au .

In conclusion let me stress that Baimbridge College welcomes any input from parents whether it be in person, by phone, via the student diary or through Compass.

Robert Vecchiet
Principal

SCHOOL ORGANISATION

Junior School, 5, 6, 7, 8 and 10 are based on the West Campus, with Years 9, 11 and 12 on the East Campus.

SCHOOL YEAR 2015 - TERM DATES

Staff Resume: Wednesday 28th January

Term 1: Friday 30th January – Friday 27th March

Term 2: Monday 13th April – Friday 26th June

Term 3: Monday 3rd July – Friday 18th September

Term 4: Monday 5th October – Friday 18th December

SCHOOL HOURS

Our school day is divided into six periods, as follows:

Form Assembly:	9.00 am – 9.10 am
Period 1	9.15 am – 10.03 am
Period 2	10.03 am – 10.51 am
Recess	*10.51 am – 11.16 am*
Period 3	11.21 am – 12.09 pm
Period 4	12.09 pm – 12.57 pm
Lunch	*12.57 pm – 1.47 pm*
Period 5	1.52 pm – 2.40 pm
Period 6	2.40 pm – 3.28 pm

SPECIAL FEATURES OF THE COLLEGE

COMPASS STUDENT MANAGEMENT SYSTEM

Our student management system “Compass” gives you access to the school like never before. By logging on with their own username and password parents can monitor children and communicate with teachers via email, some features of Compass are:

- See whether your child is in class with real time roll marking.
- Approve past and enter prior absences.
- Receive an SMS reminder if your child has not attended Form Assembly or Period 1.
- Email your child’s teachers and school staff.
- Book Parent Teacher Interviews.
- View your child’s Individual Education Plan (IEP).
- Follow Careers mapping and goals.
- Gain an insight into how your child is going in various classes via the Chronicle function, where staff can report about each individual child.
- Print event (excursion / camp / sporting event) permission forms and confirm event information.

EXTENSION PROGRAM

Students have the opportunity to participate in a wide range of extension activities, including Australian Schools English, Mathematics, Computer and Language Competitions, literacy and spelling competitions.

Public speaking is actively fostered through our College's involvement in the Lions Club Youth of the Year, the VCAA Plain English Speaking Award, the Legacy Junior Public Speaking Award, and the Regional Secondary Schools Drama Festival.

Year 9 students who show a particular aptitude for science and who demonstrate an enthusiastic and responsible attitude are eligible for nomination to attend a university based Siemens Science School. National Youth Science Forum by Rotary.

HOME ECONOMICS CENTRE

A purpose-built complex houses Home Economics and offers opportunities for studies in Food Technology, Catering and Personal Development. There are three kitchens, a dining room and a variety of rooms which enable full participation of students. These studies lead to important vocational opportunities in hospitality and tourism and nursing.

LIBRARY

The library is a spacious, well-equipped area that students and staff are able to access throughout the day, using the classroom, silent reading area or the audio-visual room. The library has excellent computer resources for class or individual use and students are able to access appropriate websites through the Library. There is a very extensive fiction and non-fiction collection catering for a wide range of reading abilities and interests. As well as periodicals (including daily newspapers), the library also provides a range of DVDs, and audiotapes. Middle school students receive library lessons instructing them in library use and research techniques, promoting an enjoyment of reading through encouragement of their own reading, as well as enabling involvement in activities such as the Premier's Reading Challenge and the Children's Book Council Book Awards.

CAMPS

5/6 Hold an excursion in both semesters.

A Year 7 Orientation camp is held week 2 (the student's first full week) in Term I. It is extremely important that all Year 7 students attend this camp because it aims to encourage interaction between the students and staff. Currently we go to Norval, Hall's Gap where students have the opportunity to participate in team challenges, hiking, abseiling, and mountain bike riding activities. Experienced staff will accompany your child at all times. This camp gives students the opportunity to make new friends. The cost of the camp will be approximately $300.00.

Year 8 Bogong Camp – 2015 will have 48 places for Baimbridge College in the first week of June. The cost of this camp is approximately $250.00.

Details of all these camps are provided early in the year. Year 7 camp details are given out on orientation day in 2014.

MYDEVICE 2015

At Baimbridge College all students in years 7-10 will use portable devices to enable 'anywhere, anytime' learning Students are expected to have a device endorsed by the school and families are required to purchase a device outright (all students must have the same model and case as per their year level). Suppliers: LWT: http://bc.orderportal.com.au or Grangeburn IT. You may purchase from other suppliers providing you get the exact model and bag specified (note: 3 year warranty required.)

Below are the recommended devices for Years 7and 8 for 2015. The JACPlus eBook bundle is mandatory. It saves both money on eBooks and reduces weight carried by students. All JACPlus accounts are payable by January 30th 2015 through the Jacaranda Website – details provided on the booklist.

A compulsory information session is required for all students new to the school. Students must adhere to the Acceptable User Agreement, (details at the back of this booklet)

Below are the recommended devices for Years 7and 8 for 2015. Please note that prices quoted may vary due to the fluctuating Australian dollar and differences between suppliers. Prices quoted as at September 2014. Suppliers: LWT: http://bc.orderportal.com.au or Grangeburn IT.

Year Level	Device	Costs & Suppliers	Notes
Year 7 **(and all *new* students in Years 8)**	**Option 1** **ACER Netbook B115 and TANC Bag** **Option 2** **ACER Netbook B115 with touch screen and TANC Bag** **JACPlus Account**	**Cost: approx. $710** **Cost: approx. $790 (faster CPU)** **Cost: $100**	**Up to 2Ghz Quad CPU** **Up to 2.58Ghz Quad CPU** **Up to 7.8Hrs battery life** **Both machines have solid state disk (SSD) Drives which are fast and durable (120GB)**
Year 8	**ACER Netbook B113&** **TANC Bag** **JACPlus Account**	**$0** **$100**	**Already purchased in 2014.**
JACPlus: All JACPlus accounts are payable by January 30th 2015 through the Jacaranda Website – details provided on the booklist.			

MUSIC

Music is a vital part of the school's curriculum and there is a thriving instrumental program. All instrumental students and voice students play and sing in one or more of the various ensembles. Students learning instruments outside the school are also welcome to join these groups. The Senior Band, Concert Band, Jazz Band, Stage Band, Choir and Senior String Ensemble rehearse weekly and perform at school functions, community events and external competitions. Each year there is a Music Night where all the ensembles perform for parents and friends.

Students in years 5 and 6 are involved in classroom music for the entire year. Year 7 and 8 students participate in music classes for a semester each year.

Students from Years 5, 6, 7 and up are encouraged to take up instrumental sessions depending on availability. Instruments can be hired at a very reasonable cost and there is no charge for lessons. Voice lessons are available for students in Year 7 and above for an annual fee of $65.

SPORT

Students have the opportunity to participate in a variety of sporting events and activities.

Interhouse sporting carnivals are conducted for swimming, athletics and cross country The school is an active member of the Glenelg District Sports Association (GDSA) in which sporting competition against other Hamilton and district schools is held in swimming, athletics, cross country, golf, tennis, and triathlon and clay target shooting.

The school also is affiliated with the Schools Sports Victorian and students can compete in Zone sports (swimming, athletics, cross country and individual and team sports) eventually leading on to state finals if successful.

As well the school participates in district, regional and state sporting competitions in a variety of sports. The school is well facilitated with tennis, basketball, netball courts, gymnasium and synthetic turf area. Parents and friends are invited to attend all sporting events, with opportunities to be involved in many of the sporting days.

SRC

The Student Representative Council (SRC) is made up of two students from each year level from years 5 to 12. Under the guidance of Ms Morgan & Mr Hill, the group meets once a month to discuss students concerns, to organise fundraising activities and to make recommendations about initiatives they like to see introduced to the school. For example, the SRC has successfully prepared a submission to School Council for the introduction of blazers as an optional uniform item for years 9 - 12.

Two SRC representatives attend each School Council meeting and discuss issues that have been brought up and to offer a student's perspective on the matters being discussed.

SRC also takes a leading role in representing the school at some of our larger assemblies and community functions such as Anzac Day ceremonies.

SCHOOL PRODUCTION and DRAMA

The school production at Baimbridge is an annual event which involves students from year five up to year twelve. Students have the opportunity to be backstage crew working on stagecraft, lighting and technical components, a chorus member, or audition for a main role. The performance takes place towards the end of term three at the Hamilton P.A.C.

Drama is integrated into the English course and is part of the listening and speaking component. This gives students an opportunity to develop communication skills in a supportive non-threatening classroom environment.

CATCH UP CLUB

Baimbridge provides students with the opportunity each lunchtime to catch up on class work that has not been completed within the allocated time. 'Catch Up Club' runs for twenty five minutes in the Middle School wing and we provide a couple of teachers to assist the students with their work.

TECHNOLOGY WING

Baimbridge College is fortunate to have a well established technology wing housing specialist facilities for the teaching of Sheet materials, Welding, Automotive Studies and Woodwork. Qualified staff with industrial experience work in this area.

In addition, students are able to access the Hamilton District Skills Centre and make use of the excellent facilities available.

Students have a wide choice among the following broad areas: engine reconditioning, preventive maintenance (Automotive Studies), design, fabrication and evaluation (Sheet materials, Textiles and Wood), techniques of welding including Oxy-Acetylene, MIG and arc welding (Welding).

DISCIPLINE

At Baimbridge College we aim to produce and maintain a positive, harmonious and cooperative learning environment where the full potential of each student is achieved. We have in place, a simple but comprehensive set of rules and consequences:

1. Every student has the right to learn.
2. Respect should be shown for the rights and property of others.
3. Consideration and respect should be shown to every member of the College community.
4. Each member of the College has a right to feel safe.
5. All students have a responsibility to make the most of their educational opportunities.

A clearly defined set of consequences is set out for infringements, including warnings in the classroom, extra work after school, daily reporting, damage redress and parent interviews. Counselling through the Level Coordinators forms the basis for discussions with students.

Staff also provide many opportunities for positive feedback, including; diary entries, verbal praise and public acknowledgment of student achievements.

It is a system that provides clearly defined boundaries for students and promotes a harmonious atmosphere.

The College has a prescribed uniform. The College policy is that the prescribed uniform is compulsory for all students.

GENERAL INFORMATION

ASSEMBLIES

Assemblies are held regularly throughout the school year in various formats. We hold special assemblies for School Captains, House Captains and Form Captains Investiture and Anzac Day. Level, Whole School, Junior/Senior and House assemblies are held throughout the year. Often these assemblies have a theme and are venues for acknowledging student achievement. Musical pieces from the various bands and choirs operating from the music centre are usually included.

Middle School holds regular assemblies to celebrate student achievement.

ASSESSMENT (Reports)

Full semester reports are issued mid-year and at the end of the year. These reports comment on the students' completion of work, their work requirements and a graded level of effort and achievement for each subject. Reporting for Maths and English this year will be in conjunction with the Australian Curriculum (AusVELS). The report for each subject also allows for teacher comment. The report is reviewed by form teachers, level coordinator, principal or assistant principal. The semester report is supported by an interim report issued mid-semester, usually falling close to the end of term one and term three respectively. The interim reports indicate students' progress. The term one interim report is accompanied by parent teacher day/evenings where parents can discuss their children's progress with teachers. All subject teachers are continually assessing individual work requirements and should communicate through the student's diary.

BICYCLE ENCLOSURE

The bike enclosure is located on the east campus at the southern end of the staff car park. All students are required to leave their bikes in the fenced compound as it is locked during the day.

Students are reminded that helmets must be worn while riding their bicycle. It is also advised that students do not bring expensive accessories to school since the school will do its best to provide secure surroundings but cannot accept responsibility for loss or damage.

BOOKSTORE

Stationery requirements can be ordered through our elected supplier – Slade's Newsagency, Gray Street, Hamilton. The bookstore here at school holds small reserves of everyday items (exercise books, pens, pencils) for students to purchase

if they run out during the year. We also hold a small supply of diaries although these too may be ordered with text/stationery.

BUSES

Enquiries about buses should be directed to the Bus Coordinator Mr David Gilchrist. Students other than regular bus travellers can obtain a temporary bus pass if a written note from home is produced outlining date of travel, name of student and bus on which travel is required.

CANTEEN

There is a canteen on the West campus staffed by a manageress and volunteer helpers. The canteen is open at morning recess and lunchtimes. Students can buy lunches, drinks and fruit, at very reasonable prices. We appreciate the efforts that volunteers make when they assist in the canteen. If interested in helping please contact the school.

CAREERS

The school has a Careers teacher and Careers Centre set aside in the Administration Block on the East Campus with a wide range of career information. The room is open at lunchtimes and class times so students can browse through information or talk to the Careers teacher. Student and parent appointments can also be made for individual interviews with the Careers teacher.

DIARY

All students are required to have a Baimbridge College diary. The diary contains a great deal of school information and allows students to record important dates, homework and assignment details. The diary is to be signed weekly by parents/guardians.

FEES

As Baimbridge College is a government school, we are able to offer a wide comprehensive range of subjects. All students have the same opportunities and can achieve a comprehensive, solid education for a minimal cost.

Voluntary Subject Contributions* for 2015 are:

Prep – Grade 6	$140 per annum
Year 7 & 8	$150 per annum
Year 9 & 10	$170 per annum
Year 11 & 12	$180 per annum

***Subject Contributions are voluntary. In order to help the school maintain its facilities and provide equipment for your child, Baimbridge College encourages full payment of the Contributions.**

LEAVING THE SCHOOL GROUNDS

If it is necessary to leave the school on a regular basis (example: going home for lunch every day) then a note must be presented at the beginning of the year requesting this. A permanent lunch pass will then be issued by the Assistant Principals. If a student does not normally leave the school for lunch, but must leave on some particular day, then a note must also be brought from home. Any student leaving the school grounds without permission will incur detention. Applications are available on the website.

LOCKERS

Each student has access to a personal locker for his or her books and belongings. A combination lock will be provided for each locker. A bond of $60 is payable at the beginning of Year 7. If the locker and lock that the student is using is left in good condition there will be no further payment required. If a student leaves in Year 7 leaving the locker and lock in good order they will receive a $50 refund, Year 8 a $40 refund, Year 9 a $30 refund, Year 10 a $20 refund, Year 11 $10 refund. If in any year the locker and lock is damaged the student will not receive the use of a locker until they pay the usual $60 bond. Baimbridge College supplies combination locks to students at a cost of $15, this fee is included on your booklist or able to be paid at the East General Office if locks are lost. No other locks are to be used.

LOST PROPERTY

All clothes and property belonging to students should be clearly labelled. Students are requested to enquire about any lost property at East or West Office either during lunch or recess, or before or after school.

MOBILE PHONES

Mobile phones are not to be brought to school. Students have access to telephones on both campuses, and messages from outside of school can be left with the General Office for delivery to students. If mobile phones are required before or after school they must be kept by their level coordinator and locked away. If a student is found with a mobile phone it will be confiscated until the end of term. Not Negotiable.

NEWSLETTER

The weekly newsletter is available for each family. It provides information on coming events at Baimbridge College. These are emailed to families, please let the office know if you want to use this facility by registering your email. Newsletters are also available on the College website.

SCHOOL OFFICE

East General office hours are from 8:30 am until 5:00 pm, West Office hours are 8.30am until 4.00pm. Payments are asked to be made prior to 4pm please, all payments are to be made at the East General Office.

SICK BAY

A well appointed sick bay facility is available to all students. If a student is ill he/she will be sent home so it is essential that the school is provided with at least one, or preferably two, emergency contact numbers of people who will be able to collect the student when you are not able to do so.

Please advise your child's Level Coordinator of any specific medical problems your child may experience and notify the school if the student's medical situation changes.

If students are seriously ill or injured, parents are contacted and, if necessary, an ambulance is called. Parents are strongly advised to belong to an ambulance fund.

STUDENT BULLETIN

Information about the school day is included on a Student Bulletin which is read out to students at form assembly and is pinned up on noticeboards around the school for students to read.

UNIFORM

If a student is out of uniform he/she must obtain a uniform pass from the Level Coordinator prior to going to period one. A note of explanation from a parent/guardian must be given to the coordinator at that time or no later than the start of the next day.

YEAR 5/6 PROGRAM

The Middle School provides students in grades 5 and 6 with a gradual and supported introduction to their Secondary education. Through a modified timetable, students have the opportunity to engage in a variety of subjects with specialised teachers and purpose built facilities while still benefiting from the security and stability provided by a classroom teacher.

English, Mathematics, S.O.S.E, Health, Art and Information Technology are subjects taught by the classroom teacher. Great emphasis is placed on the development of literacy and numeracy skills and we work collaboratively as a Middle School to develop and extend our students' abilities.

Italian, P.E, Music, Science and Technology (Woodwork) are taken by secondary teachers who have the capacity to provide expert tuition in their specialised areas. Italian and P.E. are allocated one period each per week, with Science and Technology sharing a double period each week with Science studied across one semester and Technology across the other.

Our Music Program is unique as every student in grades 5 and 6 learn an instrument individually or in small groups. This is working towards the development of a grade 5-6 band. The ensemble rehearsals will take place in term 3. The benefits of this program extend beyond their music studies. Increased concentration, self-discipline, self confidence and the ability to work cooperatively with others have been linked with studying an instrument. Most importantly, we recognise and value the individuality of each student and implement measures that seek to empower them. We work closely with students and their families to identify strengths and weaknesses, both educational and personal, and challenge them to address these. Opportunities are provided to develop strategies that will support their learning while respecting the different learning journeys of others. Creativity and the ability to 'think outside the square' are encouraged and the successes of individuals are celebrated by our team.

All subjects in year 5 and 6 are core subjects. That is all subjects are studied by all students.

Subjects include:

English	}	
Maths	}	Taken by class teacher
S.O.S.E.	}	
Science	}	
Physical Education	}	
Music	}	Taken by specialist secondary teachers
LOTE (Italian)	}	
Technology (Woodwork)	}	

N.B. Within the Middle School structure there is potential for ability grouping and team teaching across core subjects.

THE YEAR 7 PROGRAM

Year 7 students will find that they are able to be involved in a very extensive curriculum of new and exciting subjects. The working week is divided into 30 periods each of 48 minutes length and a glance at the 'Year 7 Course Information' below will show that students study 15 subjects during the year. These subjects are called core subjects and every student will gain an insight into where their future special interests and aptitudes lie.

Although there is a wide range of subjects, the core still retains the more traditional subjects. As can be seen below the core subjects of English and Maths have more time allocated to them partially in recognition of their importance in educational development and also as a response to our school community's concerns. The more traditional subjects are balanced by yet another range of subjects. Physical Education, Sport, Health, Classroom Music, Art and the technology subjects encourage students to express themselves, gain confidence and develop new skills and communication abilities.

YEAR 7 COURSE INFORMATION

1. All subjects at Year 7 are core subjects. That is, all subjects are studied by all students. There are no electives.
2. **The Study of Humanities** area has two subjects

   - History which is studied for three periods a week for one semester and

   - Geography which is studied for three periods a week in the other semester.
3. This swapping between semesters also occurs with **Food Technology** and **Music** and also with **Woodwork** and **Sheet Materials.**
4. **Languages Other Than English (LOTE)** students study Italian.
5. **Sport/Health** program. In line with DEECD guidelines students undertake 2 periods of Health per week in Semester one which alternates with 2 periods of Sport per week in Semester two.

SCAFFOLDING NUMERACY IN MIDDLE YEARS PROGRAM

Over the past 3 years, Baimbridge College has been running the highly successful Scaffolding Numeracy in the Middle Years alongside their revised and updated maths curriculum.

Scaffolding Numeracy in the Middle Years (SNMY) is an initiate by Melbourne University consultant Dianne Siemens for the Department of Education.

SNMY uses extensive testing to put each student in a group depending on the strategies they use to solve problems. From there they work on extending or adding to the strategies they already use when looking at different maths problems.

This program runs once every week and allows students the time to either rehearse skills they are still not sure of, or, to extend their mathematical thinking with an array of problem solving activities.

This program has been highly successful so far and has added to the improvements students have made in their online testing.

YEAR 7 PERIOD ALLOCATION

In a typical Year 7 week a student will study the following subjects for the number of periods listed. Where subjects are split into Semester 1 and 2 the subject will be studied for half of the year.

	All Year	Semester 1	Semester 2
English	5		
Mathematics	5		
Science	3		
Humanities	3		
Information Processing	1		
Art	2		
Physical Education	2		
Lote (Italian)	3		
Health / Sport		2	2
Music (classroom) / Food		2	2
Woodwork/Sheetmaterials		2	2

SCHOLARSHIPS

Baimbridge College offers scholarships to Year 7 students each year (Term 2 during Education Week). The different categories of scholarship are:

- Music
- Academic
- General
- Rural
- Sport

These scholarships are advertised in the local press during term two and are officially presented to successful students at the annual Awards Night in December.

Scholarships are awarded on the basis of interviews, written application, references and audition in the case of Music Scholarships.

Scholarship application forms are handed to students in their information packs on the Grade 6 transition day in Term 1, the form is also available to download off the website in the ‘links and forms’ page.

YEAR 8 PROGRAM

Year 8 students continue to be involved in an extensive range of subjects. All subjects are “core” subjects; that is all students study the set subjects. Maths and English have more time allocated to them in recognition of their importance in educational development and also as a response to our school community’s concerns.

The more traditional subjects of Maths, English, Science and Humanities (History and Geography) are balanced by a range of other subjects that assist students to gain an insight into where their future special interests and aptitudes lie. All subjects, taught by qualified teachers, allow students to express themselves, gain confidence and develop new skills and communication abilities. The Language Other Than English (LOTE) that students will study is Italian.

Year 8 students have the opportunity to be invited to a five day Outdoor Education camp in the Victorian Alps in May. Students who have displayed a positive attitude and willingness to be involved in class and other school activities are invited to attend. It is a great opportunity for students to participate in a structured outdoor education experience in a different part of Victoria.

Attendees participate in a range of outdoor pursuits including orienteering, mountain bike riding, canoeing, rock climbing, abseiling, bushwalking and ropes courses. This program has a distinct focus on extending students in both mind and body. The activities that the students are involved in have an emphasis on teamwork, leadership, developing self-confidence and being resourceful. The activities are undertaken within the Bogong township (where the camp is located) and local environs as well as the Bogong High Plains. Activities on the Bogong High Plains enable the students to develop a knowledge and understanding of the alpine environment.

YEAR 8 PERIOD ALLOCATION

In a typical Year 8 week a student will study the following subjects for the number of periods listed. Where subjects are split into Semester 1 and 2 the subject will be studied for half of the year.

	All Year	Semester 1	Semester 2
English	5		
Mathematics	5		
Science	3		
Humanities	3		
Information Processing	1		
Art	2		
Physical Education	2		
Lote (Italian)	3		
Health / Sport		2	2
Music / Food		2	2
Woodwork/Sheetmaterials		2	2

MIDDLE SCHOOL SUPER GROUPS

The Philosophy behind 'supergroups' is to bring the middle school (year 5-8) together as a community and have them celebrate their achievements. We have regular assemblies to celebrate individual excellence as well as meeting every Thursday in combined year 5-8 groups as a home group. These groups are created from sports houses. The Year 12 students act as mentors and run the sessions which include games and trivia questions. Once a term we also hold a fun day based on a particular theme. It ranges from team sports to problem solving and initiatives. This is usually at the end of the term on the last day.

MIDDLE SCHOOL ASSEMBLIES

Middle School Assemblies are held each week and Form Captains are given an opportunity to run the assemblies following a set agenda. It is important to pass on relevant information and celebrate achievements.

UNIFORM – YEARS 5 –12

Images and price list of the uniforms are on our Website, uniform is supplied by The Accurate Clothing Company in Gray Street, Hamilton.

GIRLS

WINTER

Jumper:	Plain Eton navy woollen crewe neck
Skirt:	Baimbridge College fabric. Knee length or below the knee.
Shirt:	White button through, long sleeved cotton shirt.
Tights:	Dark Navy blue
Socks:	Navy blue above ankle length OR navy knee high (Red Robin)
Trousers:	Tailored Navy Buxwear. NO track suit pants
Shoes:	Black leather polishable, lace up or T-bar (no boots)

SUMMER

Dress:	Baimbridge College Fabric sample 623 Blue and White check (Buxwear); OR Butterick Style B pattern 993
Socks:	White: knee high OR above ankle; Navy, above ankle
Shoes:	Black leather T-bar; OR black, leather lace-up
Shirt:	White button through cotton, short-sleeved; OR plain white polo shirt, short-sleeved, No logos
Shorts:	Navy tailored Buxwear
Hat:	Navy bucket style, available from Baimbridge College Bookstore. Compulsory
	Purchase
Hair Ribbon:	Navy, white or green (Baimbridge College Green)

BOYS

WINTER

Jumper:	Plain Eton navy woolen crew neck
Shirt:	White button through, long sleeved cotton shirt
Socks:	Grey, above ankle
Shoes:	Black leather polishable, lace up (no boots)

SUMMER

Shorts:	Navy tailored, Midford brand preferred
Shirt:	White button-through cotton, short-sleeved
Shoes:	Black leather polishable, lace up (no boots)
Socks:	Long light blue walk socks

Hat:	Navy bucket style, available from Baimbridge College Bookstore. Compulsory Purchase

ADDITIONAL ITEMS

Baimbridge College Blazer: Optional purchase for Year 9 and above only.

VCE (Year 12) Jumper: Optional purchase

Please note: Baseball caps are not to be worn at school. Baimbridge College enforces the wearing of broad brimmed hats to protect students from the harmful effects of the sun, Students may purchase straw hats or bucket hats from the East Campus Bookstore.

Hats must be worn in Terms 1 and 4.

PHYICAL EDUCATION AND SPORTS UNIFORM

Red polo shirt

Navy school tracksuit pants/jacket

Dark navy shorts (sports mesh fabric) Optional

Rugby Top: red and navy (optional)

Dear Baimbridge College Parent/Guardian,

I would like to ensure that we share a good understanding of some of the guidelines we use to create an effective educational environment for your children at Baimbridge College. A shared understanding of these points will help us in the education of Baimbridge College students. These guidelines and basic philosophies are supported by the parent, teacher and community members of the Baimbridge College School Council and form the framework within which we operate.

I believe that the better informed you are about your child's college the more effectively we can work together to help your son or daughter to make the best use of the opportunities that will be presented to them.

I would like to begin with some basic rules that are in the student diary which many parents are often unaware of:

- **Mobile Telephones** – are not considered necessary at school given the number of telephones and extensions within our College. Therefore they should not be brought to school, students found with them will have them confiscated until the end of term and the student given two after school detentions. Those students who believe that they require their telephones before or after school should give them to Mr Hill, Miss Morgan or me when they arrive and collect them before going home.
- **Body Piercing** – no visible body piercing is acceptable apart from a maximum of two studs or sleepers in the ears (no stretchers, spacers or bars). Students with eyebrow rings, tongue studs or other visible piercings will be sent home until they are removed. Parents should also familiarise themselves with the section in the student diary on jewellery.
- **Uniform** – a clearly defined uniform for all students, outlined in the student diary, should be worn every day unless otherwise notified. Any student who is unable to wear their uniform on a set day must bring a note of explanation from a parent and present it to their year level coordinator **before** form assembly so that they can be given a uniform pass. The most common errors made by students in wearing the uniform is the use of a t-shirt under their shirt that is not white or is white with writing that is legible through their shirt. Those boys wishing to wear long trousers have the style of grey trouser made very clear in the uniform policy in the diary. **No other trousers are acceptable.** *School shoes* – parents should be careful to ensure that they do not purchase black sporting (gym) shoes instead of a school shoe with a heel. The sporting shoe may be marketed by some stores as appropriate but **is not** acceptable footwear at Baimbridge College.
- **Sunsmart Policy**: All students are required to wear a hat while outside during term one and term four. Baimbridge College hats are available from our front office on the east campus. Baseball caps are not considered suitable protection from the sun and are not an acceptable alternative to broad brimmed hats and are not be worn to school.
- **iPods** and mp3 players are not to be used at school unless they are specifically required for a class, in which case they will be given to the teacher in question before classes in the morning.

Smoke Free Schools: Victorian Government schools are smoke free. Baimbridge College has worked on tobacco (drug) prevention education as part of a whole school approach to discipline, health and well being. It is included in a number of subjects including Health, HD and Science (classroom programs are most effective when they are part of a comprehensive strategy). Policies include a balance of discipline and counselling, ensuring the schools approach is consistent and balanced.

Baimbridge College has followed the smoke free schools directive and recognises that regardless of a student's smoking status, they can manage not to smoke at school.

Some other items of interest that will be useful to parents and guardians are:

- ✓ **Compass:** Baimbridge College has an online student management system that gives parents access to student information including timetables, teacher feedback and attendance. The parent logon details should not be shared with students, they will have their own individual logon details. Compass can be accessed from the link on the Baimbridge College website home page on any computer or mobile device.
- ✓ **Newsletter:** we currently produce an online Newsletter for our College community every week and it is emailed on Thursdays. Parents should contact our office with their email address to ensure Newsletters are sent to them personally each week. A small number of paper newsletters are available from our office.
- ✓ **Absences:** in the interest of ensuring that all our students are safe and their parents/guardians are aware of where they are at all times, we ask parents to provide us with a note explaining student absence as soon as possible. These notes are to be presented to the student's form teacher in the morning, ideally, on the day they return to school. The school also accepts telephone calls and emails. Our online student management system will contact parents by SMS if their child is absent. Approval of a student absence by SMS can be done in response to the notification via the Compass portal.
- ✓ **Emergency Contacts:** as part of the enrolment process you are required to provide names and telephone numbers in case we have an emergency that requires us to contact you or another adult of your choice. If you change any detail, whether it is address, telephone number or emergency contact person details, please let us know immediately. This is particularly important for those who rely on mobile telephones and change phones or numbers regularly.
- ✓ **First Aid:** Baimbridge College has a first aid room with a number of staff with first aid qualifications. This enables us to provide care for children who injure themselves at school. If we judge a case to be serious or in the event of an emergency we will call an ambulance. We therefore recommend that you are an ambulance subscriber. We will always err on the side of caution. Our facility <u>is not</u> a sick bay designed to look after sick children for extended periods of time so we ask that sick children are not sent to school. We will ring up to have a child who is ill taken home. Children who require prescription medications should give them to an assistant principal or first aid supervisor to be stored safely and dispensed appropriately. Our school is not authorised to dispense pain killers such as disprin, neurofen or aspirin.
- ✓ **Permanent Lunch Passes:** some families require their children to come home for lunch on a regular basis. After completing the appropriate form that is available from our assistant principals, a plastic disc is supplied to students

who need this pass. It should be noted that these passes will not be given to students to go on errands or purchase lunch down the street. They are only for going home for lunch. Those children who need to leave the school grounds on the odd occasion should bring a note requesting this and give it to their year level coordinator in the morning. They will be given a temporary pass.

- ✓ **Canteens:** School Council runs a canteen on the West Campus. The philosophy behind them is to provide good quality, healthy food to our students at a reasonable cost. The canteen relies heavily on parent assistance. Without parent volunteers the canteen cannot continue to operate. If you are able, please volunteer to help in our canteen as often as you can. Your children will be the beneficiaries of your help.

Finally, the capacity of any child to concentrate and participate in their schooling relies heavily on nutrition and rest. Getting plenty of sleep is very important for students to be able to concentrate as is the food that is eaten in the morning and during the day. Our College stopped selling lollies and soft drinks years ago and has improved the quality of the food that is sold in the canteen. I ask that all parents and guardians ensure that their son or daughter has a healthy breakfast each morning – cereal, toast, juice, and fruit. Sadly if we entrust the decisions about this most important of meals to children, their choices are often poor.

I trust that this information will help you understand some of the guidelines we have in place for Baimbridge College students and helps us work together in the future.

Yours faithfully

ROBERT VECCHIET

PRINCIPAL

BAIMBRIDGE COLLEGE, HAMILTON

STUDENT REPORTS

Baimbridge College provides progress reports for students at the end of each term. At the end of term I and term III a brief interim report is created that informs parents and students of the progress they are making at that stage of the year. At the end of term II and term IV a more comprehensive end of semester report is created that informs parents of student progress relative to their age and expected achievement levels. The end of semester reports, while providing information about students achievement levels are also seen as an indication of whether a student has 'passed' a particular subject. Student progress is measured against National Standards called AusVels that designate skill levels in each learning area for students of a particular age. At the end of term IV in particular, these reports will be used to make recommendations to parents about whether a student should be progressing to the next year level.

These reports are distributed to students at the end of each term so that they can be taken home to parents. They provide information to the student and the parent. Reports that are not collected at the end of term are kept in our office on the east campus for later collection. I urge parents to ensure reports are collected at the end of each term so that they are aware of their child's progress. It is disappointing if reports are left uncollected.

On some occasions reports will be withheld while outstanding issues are resolved, examples in the past have included library books that have not been returned by students. Ample warning is always given and the withholding of a report is always a last resort.

DIGITAL RESPONSIBILITIES AND SAFETY

Use Agreement for, internet and digital technologies

Baimbridge College believes the teaching of cyber safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

Part A - School support for the safe and responsible use of digital technologies

Baimbridge College uses internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the, internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Baimbridge College we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide access to the Department of Education and Early Childhood Development's search engine Connect (www.education.vic.gov.au/primary or www.education.vic.gov.au/secondary which can be used to direct students to websites that have been teacher recommended and reviewed
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support)
- provide support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home

Part B - Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers

When I use my digital camera or other mobile device, as directed by a teacher, I agree to:

- protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS)
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.
- that I will follow the school's guideline on the use of mobile phones.
- This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I

understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

- If you have any concerns about this agreement contact Baimbridge College Hamilton.
- For further Support with online issues students can call Kids Helpline on 1800 551 800. Parents/carers call Parentline 132 289 or visit http://www.cybersmart.gov.au/report.aspx
-
- Family Information – Advice to support the safe and responsible use of digital technologies at home
- At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.
- The term “space” is used here to describe a website that works like a community with live interaction and the capacity for your child to chat with others, personalise their space and share information. Each space has a purpose, audience and tool set including those around security and protection. The internet also provides access to websites with information, images videos for students to view. Not all content is presented as a space.
- About the agreement:
- In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the school to clarify or receive additional information.
- Be a safe, responsible and ethical user whenever and wherever I use it.
- The school’s Student Engagement/Wellbeing Policy outlines the values of the school and expected behaviours when students use the internet and digital technologies at school. Some portable technologies provided by the Department of Education and Early Childhood Development are available in students’ homes.
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone’s face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don’t

understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology.

- Students are advised to report an incident if:
- they feel that the welfare of other students at the school is being threatened
- they come across sites which are not suitable for their school
- someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- they accidentally do something which is against the rules and responsibilities they have agreed to.
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.
- Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Facebook. When posting information online - A good rule is "Don't post what you wouldn't want your Grandparent, Principal, or future boss to read."
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
- Students like to publish information about themselves and their friends in spaces like MySpace, Facebook and blogs. This can put them at risk of being approached, groomed or bullied online. To avoid this we recommend they:
- don't use their own name, but develop an online name and use avatars
- don't share personal details, including images of themselves or their friends online
- password protect any spaces or accounts they have
- don't allow anyone they don't know to join their chat or collaborative space
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them
- understand the terms and conditions of any website or online community that they might join.
- Teachers will outline expected processes with students in these spaces however, it is still important to think before you post to any online space.
- Use the internet at school for educational purposes and use the equipment properly
- It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as 'free' however even just looking at a page on the internet incurs a download cost. By taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment. Staying on task will

reduce the risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

- If your child is spending hours online ‘doing their homework,’ it may be that they are multitasking in many other applications, some of it study related and other interaction may be social.
- Use social networking sites for educational purposes and only as directed by teachers.
- Web 2.0 tools and social networking spaces allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task, has a very different purpose to using a social networking space to link up with friends in their own time.
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
- Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. By downloading a ‘freebie’ you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Peer to peer sharing software like Limewire and Bit-torrent can sometimes share music and files illegally, and make computers vulnerable.
- Think critically about other users’ intellectual property and how I use content posted on the internet, not simply copy and paste information from websites.
- Not everything on the internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the internet.
-
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
- Not reveal my password to anyone except the system administrator or classroom teachers.
- Not bring or download programs without permission, including games, to the school or run them on school computers.
- Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).
- In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students who deliberately seek out inappropriate content or use technologies which bypass

filters, will have their internet access reviewed and their parent/carers will be immediately informed.

- Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end, students need to keep their password secret and not gain access to other students' login details. The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses, etc and these put all school equipment and student work at risk.
- When using a digital device such as a camera I will:
- Only take photos and record sound or video when it is part of a class or lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.
- Digital devices are a seamless part of our lives. The school allows the use of these digital technologies as a tool to enhance the capacity for learning in a classroom.
- The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent.
- This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.
- Key Discussion Questions for parents to ask
- At home we recommend you make some time to find out how your child is using the internet. Make some time to sit with them online and ask questions such as:
- What is it that is so enjoyable about the site or space you are using? What is the purpose of the site or space?
- How does it work? How do you set it up? What are the conditions of use?
- Who is else is sharing this space? Do you know them or did you 'meet' them online? How can you control who is in your space?
- Can you see any risks or dangers in the activity? What would you say to warn/inform a younger child?
- What are you doing to protect yourself or your friends from these potential dangers?
- When would you tell an adult about an incident that has happened online? Who would you tell?

- When wouldn't you tell and why not? Research shows that students are reluctant to report issues and put at risk their internet/phone access.
- Encourage your child to set their space to 'private' if they use a social networking site like Facebook (they are then in control of who can contact them and access their information).
- Ensure that all internet activities occur in a shared place– not your child's bedroom. Negotiate appropriate times for online activities and use of mobile phones. Consider the use of "safe search filters" freely available as settings on Google, Bing etc
- Scenarios for teacher/parent/guardian/student discussion:
- What can you do?
- You found the car picture you were searching for, but it includes a naked woman!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone.
- A person you met online asks you to give them your full name, phone number and suggests you meet. Is it different if they have been your "friend" for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments/image about someone you know.
- A game online will only let you play it if you give your name, address, date of birth, etc.
- An online community asks you to sign up and allow the space to "Connect you to all your friends" It wants your email address and password to do this. It needs access to your address book.
- In an online space/chat someone suggests you all exclude /block a classmate.
- Your friend took a video of you and your friends 'mucking around' and posted it on a video hosting service like YouTube.
- You told your parent/guardian that you are doing homework for hours every night on the computer.
- Your friend has an online profile published (not set to private). You can see their personal details and photos. Other people you know are in the photos.
- A friend tells you about a great site where there is 'free' music or a game to download.
- For further support with online issues students can call Kids Helpline on 1800 551 800. Parents/carers can call Parentline 132 289 or visit http://www.cybersmart.gov.au/report.aspx

FACT SHEET

Mobile Phone Smarts with Victoria Police Constables Chris and Kitty

Mobile phones are great for communicating with mum and dad and for helping you feel safe if you are not home, but there are some things you can learn to help keep you safe

- Only give your phone number to friends or family.
- Do not respond to offensive or inappropriate text (sms) messages – show the message to your mum and dad.
- If you call someone other than a friend, make sure you use caller ID blocking to hide your number.
- Never reply to a text (sms) message if you do not know who sent it.
- Keep your phone in a safe place, do not carry it around in public places.
- Learn about the safety features on your phone.
- Do not give out your friend's numbers to anyone without their permission.
- Do not send inappropriate pictures to your friends.
- Never use your mobile phone inappropriately at school – ask mum and dad to check your school's policy about mobile phone usage.

Did you know that you can be bullied with a mobile phone?

What are some of the signs that you are being bullied?

- Abusive verbal messages.
- Threatening texts.
- Mobile phone theft.
- Taking photos or video without permission.