



**Bayside Christian College**

*“Unity and Maturity in Christ”*



# **Year 7 Handbook 2017**

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## Year 7 2017 – Key Dates

Parent Information Night:	Monday 10 October 2016, 7:00-8:30pm
BBQ & Games Night:	Monday 7 November 2016, 6:30-8:30pm
Orientation Day:	Monday 28 November 2016, 8:45am-3:15pm
Chromebook Evening:	Wednesday 25 January 2017, 7:00-8:30pm
First day of school 2017:	Monday 30 January 2017, 8:45am-3:15pm
Camp – ‘Lyrebird Park’, Yellingbo:	Wednesday 8 – Friday 10 February 2017
Parent-Student-Teacher Conferences:	15-16 March & 30-31 August 2017

## Term Dates 2017

<b>Term 1</b>	Monday 30 January	to	Friday 31 March
<b>Term 2</b>	Thursday 20 April	to	Friday 30 June
<b>Term 3</b>	Thursday 20 July	to	Friday 22 September
<b>Term 4</b>	Wednesday 11 October	to	Wednesday 13 December

## Key Contacts

<b>Absence line</b>		5971 6798	
<b>College office</b>		5971 6700	<a href="mailto:info@baysidecc.vic.edu.au">info@baysidecc.vic.edu.au</a>
<b>Principal</b>	Chris Prior	5971 6700	<a href="mailto:chris.prior@baysidecc.vic.edu.au">chris.prior@baysidecc.vic.edu.au</a>
<b>Deputy Principal</b>	Toni Steinbergs	5971 6700	<a href="mailto:toni.steinbergs@baysidecc.vic.edu.au">toni.steinbergs@baysidecc.vic.edu.au</a>
<b>Head of Secondary School</b>	Shirley Patterson	5971 6734	<a href="mailto:shirley.patterson@baysidecc.vic.edu.au">shirley.patterson@baysidecc.vic.edu.au</a>
<b>Years 7/8 Co-ordinator</b>	Joel Williamson	5971 6741	<a href="mailto:joel.williamson@baysidecc.vic.edu.au">joel.williamson@baysidecc.vic.edu.au</a>
<b>College Chaplain</b>	Kathy Scott	5971 6777	<a href="mailto:k.scott@baysidecc.vic.edu.au">k.scott@baysidecc.vic.edu.au</a>
<b>Community Development Officer</b>	Ben Williams	5971 6718	<a href="mailto:ben.williams@baysidecc.vic.edu.au">ben.williams@baysidecc.vic.edu.au</a>

## Communication with the College

Reason	Person to contact	
Bus queries	Julie Rebbeck	<a href="mailto:j.rebbeck@baysidecc.vic.edu.au">j.rebbeck@baysidecc.vic.edu.au</a>
Fees	Helen Spink	<a href="mailto:accounts@baysidecc.vic.edu.au">accounts@baysidecc.vic.edu.au</a>
First Aid & Medications	Patricia Longhurst	<a href="mailto:p.longhurst@baysidecc.vic.edu.au">p.longhurst@baysidecc.vic.edu.au</a>
Library/ICT queries	Janienne Woodbridge	<a href="mailto:j.woodbridge@baysidecc.vic.edu.au">j.woodbridge@baysidecc.vic.edu.au</a>
Lost Property	College Office	<a href="mailto:info@baysidecc.vic.edu.au">info@baysidecc.vic.edu.au</a>
Music	Karen Hooper	<a href="mailto:k.hooper@baysidecc.vic.edu.au">k.hooper@baysidecc.vic.edu.au</a>
Student Behaviour (including on the bus)	Class Teacher, Year Co-ordinator, Head of School	
Uniform	Julie Rebbeck	<a href="mailto:j.rebbeck@baysidecc.vic.edu.au">j.rebbeck@baysidecc.vic.edu.au</a>
Visiting the College (Sign in & sign out procedure)	Patricia Longhurst	<a href="mailto:p.longhurst@baysidecc.vic.edu.au">p.longhurst@baysidecc.vic.edu.au</a>
Working with Children Check	Claire Dawson	<a href="mailto:claire.dawson@baysidecc.vic.edu.au">claire.dawson@baysidecc.vic.edu.au</a>

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## Welcome to Year 7 at Bayside Christian College

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

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

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

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

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

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

## Bayside Christian College Purposes

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

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

## ***Vision***

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

## ***Motto***

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

## **Bayside's Christian Distinctive**

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

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

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

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

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

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

## **Christian Education for Christian Families**

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

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

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

See [www.baysideecc.vic.edu.au/association](http://www.baysideecc.vic.edu.au/association) or contact the Bayside Community Development Officer, Ben Williams (5971 6718), for more information about Association membership.

## Secondary School Expectation Statements

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The following expectation statements are designed to help students and are located in Secondary School classrooms.

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

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

In the Secondary School, students are expected to:

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

## The Top 20 for Year 7

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### 1. Curriculum

All Year 7 students undertake a core curriculum program in the following subjects:

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

Students will also choose 6 electives from the following available selection:

- Art
- Design Technology
- Food Technology
- Information Communication Technology
- Music
- Outdoor & Environmental Studies
- Performing Arts
- Visual Communication Design

## 2. Orientation

Students will participate in Orientation Day on Monday 28 November 2016. In addition to this, orientation sessions will run for up to two full days at the start of the 2017 school year. These sessions will cover topics including:

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

Parents and students will also attend a Chromebook Collection and Information Evening to be held on Wednesday 25 January 2017. Relevant ICT documentation will need to be returned prior to the night in order to collect the Chromebook.

## 3. Timetable

- A 10-day cycle will be followed.
- Each period is 45 minutes in duration (Monday is 40 minutes per period).
- Assembly is held on Monday mornings – blazers must be worn.
- Recess is 20 minutes long and lunch is 45 minutes long.
- Students begin each day in Home Group at 8:45am.
- Students are to arrive punctually to all classes and bring all necessary books and equipment.

## 4. Bell Times

To accommodate Monday morning assembly, the bell times are different to the rest of the week.

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

## **5. First Day**

Year 7 students will meet in B Block (near the basketball courts) at 8:45am on Monday 30 January 2017.

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

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

Students will be issued a locker with a combination lock on the first day. Students are expected to keep their lockers locked when unattended. We strongly advise that the combination is not shared with anyone.

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

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

Bags are not permitted in classrooms and must be placed in pigeonholes provided.

## **7. Diary**

Students will be provided with a paper diary. It is expected that students will enter homework as directed by their teachers and that parents will sign-off on this homework each week. Students should take their diary to every class.

## **8. Camp**

The dates for the Year 7 camp are Wednesday 8 – Friday 10 February 2017. Students will receive information regarding the camp during the first week of Term 1. Year 7s attend camp at 'Lyrebird Park', Yellingbo.

The focus of the Year 7 program is orientation and teamwork. Camping programs are a vital part of the personal development curriculum. All students are expected to attend.

Parents/carers are expected to ensure the College holds up to date information on their children's health and medical requirements, including allergies/medical alerts, and particularly anaphylaxis. Students with individual dietary requirements can be accommodated.

## **9. Resource Requirements**

The Chromebook program will utilise mostly electronic texts, with some hardcopy textbooks still required for Maths, English and Physical Education. We have purchased an e-bundle package for each student containing the majority of required textbooks. The \$100 cost of the bundle has been added to your fee account for your convenience.

The College distributes booklists to families in October-November.

## **10. Uniform**

Students will need a summer uniform, a winter uniform, and a sports uniform. Please take care that correct uniform is purchased. Where non-logoed items are purchased from other suppliers, please ensure that all the requirements of colour and design are met.

Uniform items are purchased through:

Hip Pocket Mornington  
2/14 Progress Street, Mornington 3931  
5976 3257  
<http://hippocketmornington.com.au>

Complete uniform details can be found in the Dress Code Handbook available either on the College website or hardcopy by request from the College office.

College hats must be worn *every* day in Terms 1 and 4 during recess and lunch time. If students forget their hats they must stay under cover during these times.

Second-hand uniform items may be purchased from the College second-hand uniform shop. The shop is located in F4 (near Primary playground). Check with the shop for opening hours during school term. The shop can be contacted on 5971 6746.

## **11. PE Uniform**

Students in Years 7-10 are able to wear the PE uniform all day on the day of their timetabled PE lessons, including to and from the College.

Students also wear the PE uniform for Outdoor and Environmental Studies lessons but are required to travel to and from the College in their formal uniform, and change into their PE uniform at the beginning of the lesson.

## **12. Communication with Teachers**

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

Your child's Home Group or subject teacher should be the first point of contact for clarifying information or communicating minor concerns. Should any serious concerns arise please address them to Joel Williamson (Years 7/8 Co-ordinator) or Shirley Patterson (Head of Secondary School).

Contact details are listed on the inside cover of this handbook.

## **13. Mobile Telephones**

Students may not use their own mobile phones (or iPods) or have them switched on during the school day.

Students may make telephone calls through the College office. Permission must first be sought from administration staff. Students are not permitted to make or receive personal i.e. non-emergency phone calls at the College.

## **14. Attendance/Absence**

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

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

**Absence Line: 5971 6798**

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

Students arriving late or leaving early must enter arrival/departure times onto the sign-in/sign-out register located at the College office.

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

## **15. Interviews & Reports**

Throughout the year there will be occasions for both formal and informal meetings with staff members.

The dates of Parent-Student-Teacher Conferences for 2017 are 15-16 March and 30-31 August.

Should you wish to see a staff member at any time, please telephone or email the teacher to arrange an appointment.

### **Reporting**

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

#### **1. Assessment**

Each teacher will place between 2-6 assessment tasks on Edumate, allowing students and parents to view beforehand the major assessment tasks (and due dates) for the semester. When a student has completed a task the teacher will mark the work using a feedback cycle.

This cycle:

1. Identifies what the student is doing well.
2. Notes one/two key areas where the student can make improvements.
3. Provides some specific advice on how to make these improvements.
4. Students will then respond to the questions/prompts posed by the teacher, evaluating their own work and work habits. At this stage, the student's grade is released. Regular feedback comments will be posted on Edumate in the student's portal. Parents have complete access to this information through their parent login details. It might be a beneficial activity to do this at home with your child. Other feedback is given to students in class through assessment rubrics, checklists and other forms of teacher comments.

## 2. Reporting

At the end of each semester, students receive a report which indicates their progress for the semester. Year 7 teachers will work together to create an individual and meaningful comment on each student that reflects upon their personal learning, characteristics or strategies employed, activities undertaken, and provides encouragement and suggestions for future learning. These reports will also include a page for each subject, indicating student outcomes, assessment tasks and skills and attitudes to learning.

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

## 3. Parent-Student-Teacher Conferences

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

**Rationale:** Parental involvement in student education helps shape the child's self-concept as a learner. Conferencing and communicating in this manner enables students and parents to take their place alongside educators in the schooling process, allowing students to set authentic and realistic learning goals in agreement with the teacher and supported by their parents.

### 16. Bus Travel

Families that intend to use bus travel are to speak with College Registrar, Julie Rebbeck (5971 6709), who will be able to assist with this.

### 17. First Aid/Illness

The College encourages the practice of keeping children home who are unwell. Illnesses can spread quickly within a school setting, and children usually find it quite difficult to engage with their learning when they are unwell.

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

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

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

## **18. Canteen**

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

## **19. Homework**

There will be approximately one hour of homework each day (Monday to Thursday).

It is essential in Year 7 that sound homework habits are developed.

Every student is expected to use their diary to record homework as soon as it is given to them, so that it is available for easy reference at home. Parents are encouraged to use the student diary and Edumate to keep informed of homework and assignments.

If there are special circumstances that have prevented a student from completing their homework, then parents and students should email explaining the situation to the subject teacher concerned.

Remember there are 3 steps to homework success:

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

## **20. Contact Details**

It is very important that parents/carers notify the College office of any change in home address, email or telephone contact details.

Families must provide and keep updated the contact details for two emergency contacts in case parents/carers are unable to be contacted.

## **General Secondary School Information**

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### **Anaphylaxis**

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

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

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

### ***Asthma Management***

Students who have asthma must have appropriate medication at all times. An Asthma Action Plan must be completed and signed by both the parent/carer and the child's doctor. This signed plan must be returned to the College office. Asthma Action Plans are displayed in staff only areas for staff to access.

### ***Before & After School Supervision***

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

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

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

After School Care is provided at Bayside Christian College from 3:15-6:00pm by 3C Kidz Care. For more information contact 3C Kidz Care on 8790 3921 or [3ckidzcare@caseycc.org.au](mailto:3ckidzcare@caseycc.org.au).

### ***Behaviour Management***

A high standard of personal responsibility and behaviour is expected of students at Bayside Christian College. The Behaviour Management Chart is attached to the end of this Handbook.

The behaviour policy of the College is restorative. This helps children to understand how they can and should make things right.

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

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

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

### ***Bullying***

Bullying is considered a very serious matter at Bayside Christian College. Parents are asked to notify their child's Home Group Teacher or the Years 7/8 Co-ordinator, Joel Williamson, if a concern over bullying arises.

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

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

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

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

When parking at the 'drop off zone', please adhere to the time restriction to allow all parents/carers to use this area.

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

The staff car park is for staff car parking only.

### ***College Chaplain***

Kathy Scott is our College Chaplain. The College has a set of protocols and procedures in place for student counselling with the Chaplain. Parents requiring more information about this should contact the College office or Mrs Scott directly (5971 6777).

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

### ***College Fees***

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

The Fees Schedule for the following year's fees and charges is finalised in Term 4 of each year, and is emailed to all families at this time.

Individual fees statements will be mailed out to families in early December, along with payment options and due dates. Each family must complete and return an annual fee payment arrangement form outlining their payment plan at the beginning of each year.

A variety of subsidies are available, and anyone with a Health Care Card should provide a copy of it to the Finance Office.

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

### ***Custody of Children***

The College must be made aware of any court orders that relate to the care of children. This is necessary to ensure that the child is always in the care of the parent given the authority. The College treats all such cases confidentially. Please let office staff know if court orders have expired.

## **Curriculum**

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

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

- Stems from and upholds biblical principles,
- Incorporates the best educational methods available, and
- Allows for individual care and attention for each student.

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

## **Edumate**

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

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

Using Edumate, you will also be able to track the assignments your child has been set, read teachers' comments about your child's efforts, and gain an overall awareness of your child's ongoing progress.

You will receive individual login details once the school year begins. Each family will only be able to see their own children's details.

In addition, students will have access to Google Drive for storage of College work. Teachers may also use Google Classroom for the delivery of student resources and assessment.

## **Emergency Procedures**

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

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

### ***Home Group***

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

### ***Parent Etiquette***

Parents are required to sign themselves in at the College office should they visit the College outside of the normal drop off/collection times.

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

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

Parents/carers are welcome to attend assemblies at the College.

### ***eSmart***

Bayside Christian College upholds the values of the eSmart Framework. eSmart is an initiative of the Alannah and Madeline Foundation. eSmart values assist students to act safely and responsibly online and reduces the risk of exposure to inappropriate images and content as well as cyberbullying, identity theft and online predation. It is an expectation that all students will be familiar with the College eSmart values and uphold these values.

### ***Insurance***

Bayside Christian College has appropriate student accident insurance. This covers students if injury occurs through an accident while at the College or on an excursion, including camps. This cover does not include sickness or disease. More information can be obtained from the College office.

### ***Working Bees***

The College holds a Saturday morning Working Bee at least once each term. Working Bees are a great way to meet new families and contribute to the upkeep of our College.

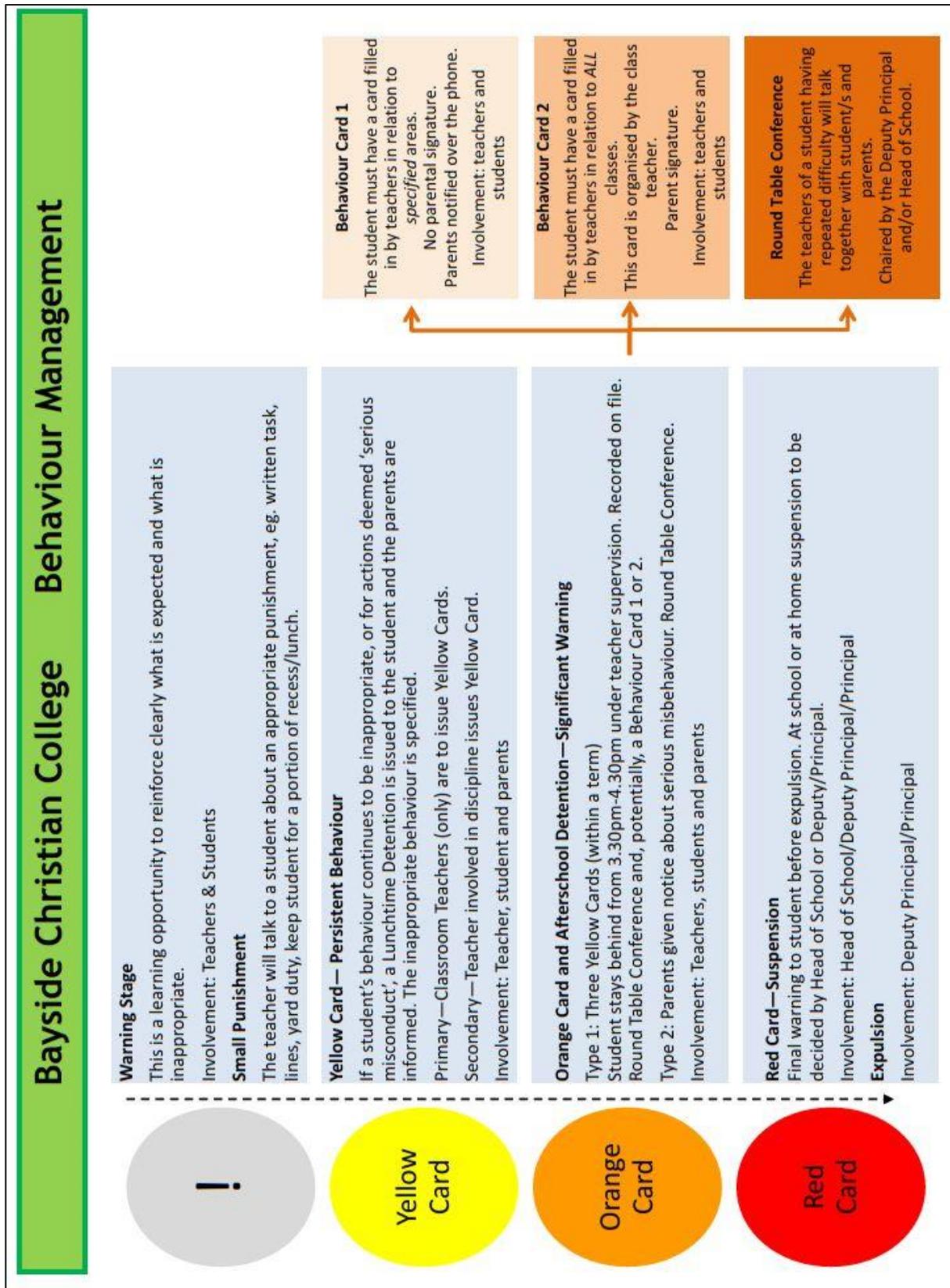
Working Bee dates are advertised in our fortnightly newsletter.

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

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

- Enrolment Policy
- Homework Policy
- Fees Policy
- Behaviour Management Policy and Procedure
- Volunteer Work and Working Bee Procedure.

# Behaviour Management Chart



# College Map

