



Bayside Christian College

“Unity and Maturity in Christ”



Primary Handbook 2017

Term Dates 2017

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

Key Contacts

Absence line		5971 6798	
College office		5971 6700	info@baysidecc.vic.edu.au
Principal	Chris Prior	5971 6700	chris.prior@baysidecc.vic.edu.au
Deputy Principal	Toni Steinbergs	5971 6700	toni.steinbergs@baysidecc.vic.edu.au
Head of Primary School	Joy Plummer	5971 6704	joy.plummer@baysidecc.vic.edu.au
Prep-Year 2 Co-ordinator	Glenys Bailey	5971 6782	glenys.bailey@baysidecc.vic.edu.au
Years 3/4 Co-ordinator	Chris Elkington	5971 6763	chris.elkington@baysidecc.vic.edu.au
Years 5/6 Co-ordinator	Sara Wright	5971 6785	sara.wright@baysidecc.vic.edu.au
College Chaplain	Kathy Scott	5971 6777	k.scott@baysidecc.vic.edu.au
Community Development Officer	Ben Williams	5971 6718	ben.williams@baysidecc.vic.edu.au

Communication with the College

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

The College Day

Mondays		Tuesdays – Fridays	
School starts	8:55am	School starts	8:55am
Recess	10:50am – 11:10am	Recess	11:10am – 11:30am
Lunch	1:10pm – 1:55pm	Lunch	1:00pm – 1:45pm
School finishes	3:15pm	School finishes	3:15pm

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Principal's Welcome

Welcome to the Bayside Christian College Primary School Handbook.

Bayside Christian College is a warm and welcoming Christian school community committed to honouring God through our every practice.

Inside this handbook you will find a selection of practical information to help you as you partner with the College in the education of your children. Partnership between home and school is one of the core values of Bayside Christian College. Bayside Christian College partners with families to see students grow in their understanding of God's Word and in their commitment to serving Jesus Christ in all areas of life.

Partnership between school and home is only possible through meaningful connection and active engagement in the life of the College. In order to build connection, it is our desire to maintain continuous communication between home and school. There are countless opportunities for parents to participate in College life, from helping in the classroom, through to joining the Association.

Community is a critical component of what it means to be Christian. There are real benefits for children in seeing their parents involved in their school and its community.

I look forward to seeing you around the College as we partner in the education of your children.

Chris Prior
Principal

Bayside Christian College Purposes

Bayside Christian College is a welcoming and thriving ELC-Year 12 Christian school community set amongst the backdrop of beautiful natural flora. Established over 30 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

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 that 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

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.baysidecc.vic.edu.au/association or contact the Bayside Community Development Officer, Ben Williams (5971 6718), for more information.

Attendance/Absence

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

If you are late bringing your child to school, or if they leave early, they must be signed in or out at the College office.

Please note that the College does not encourage absence due to family holidays, as important learning is interrupted.

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. Children left unsupervised at 3:35pm will be escorted to the office, where they will need to be collected.

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.

Your Child's Responsibilities

Children are asked to take care of personal property and to know it is important to care for the property of others. They should also be able to:

- Follow directions,
- Listen carefully to instructions,
- Speak politely, using God-honouring language at all times,
- Obey instructions promptly, and
- Wait their turn.

Lunch/Snack

Healthy eating is encouraged at Bayside. We therefore have a program called 'Crunch and Sip', where children are given a small break before morning recess to eat a healthy snack and have a drink of water. Please pack for your children a piece of raw fruit or vegetable that can be eaten at their desk. For more information about Crunch and Sip see www.crunchandsip.com.au.

Your child's lunch and snack should be in a clearly-named lunch box. Clear wrap/plastic film is often difficult for young children to undo and is unnecessary rubbish. Please use small containers. Drinks must be in a clearly-named plastic container.

Peanuts and peanut products will not be sold in the canteen. However, the College cannot guarantee that there will be no trace of peanut products at the College at any

given time. It is important that students who have a peanut or other food allergy are aware of their particular allergy and take responsibility for what they consume. Parents/carers must have completed all the necessary forms to inform the College of the child's allergy and have the correct medication on site. Staff members have regular and up-to-date anaphylaxis training.

Lunch orders are available from the College canteen. Menus and pricelists are updated regularly and can be found on the College website. Orders can be written on a brown paper bag with the money securely wrapped and placed inside the bag, and given to the class teacher at the start of the school day. Lunch orders will be delivered to the child's classroom at the beginning of lunchtime.

Birthdays

Birthdays can be celebrated at Bayside, however, due to individual class needs, it is best to check with your class teacher with any celebration ideas before the day.

Class Photographs

Individual and class photographs are taken on a yearly basis, and sibling photographs are an additional option. Ordering information is sent home prior to photo day. The 2017 photo day is scheduled for May.

Primary Swimming Program

Bayside Christian College Primary students participate in an intensive swimming program. This program is built into the fee structure and is not an additional cost to parents. The program usually takes place in Term 3.

Textbooks & Stationery

Textbooks and stationery needs are ordered through Champion Education. The College distributes booklists to families in October-November. Orders can be completed online or returned to Champion or the College. Orders can be delivered to your home address or collected from a central site as listed on the booklist.

Champion Education can be contacted at www.champion.com.au and 1300 433 982.

Behaviour Management

We believe that high standards of behaviour enable effective learning to take place. The College follows a Behaviour Management Policy to help students become responsible for their actions and the consequences of them.

Each Primary class has the same classroom rules. At the start of each day, the children's names are placed on a card that reads 'Making Good Choices'. If a child chooses consistent inappropriate behaviour, the following is the procedure:

- First reminder
- Second reminder – think time
- Remove to the buddy class

- Remove to the Co-ordinator.

If a student's behaviour continues to be inappropriate, or for actions deemed 'serious misconduct', a student can be issued with a 'yellow card', resulting in a lunchtime detention. Parents will be notified by phone. 'Amber cards' are issued for more severe behavioural choices, which result in an after school detention. Parents are notified via a phone call, and an after school detention slip will be sent home to be signed and returned to the class teacher. After school detentions are on a Wednesday from 3:30-4:30pm. The Behaviour Management Chart is attached to the end of this Handbook.

Students and classes are given 'rewards' for good behaviour in a variety of ways suitable to the age and interests of the class, such as house points, stickers, certificates, DOJO points etc.

Teachers apply a positive, consistent and fair approach in implementing behaviour management procedures at Bayside. The support of parents, teachers and students is needed to ensure the development of self-disciplined students.

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

Playground Boundaries

Primary playground (in front of Prep – Year 2 classrooms)	Prep – Year 6
Playground next to basketball courts	Years 3 – 6
Basketball courts	Years 3 – 6
Oval	Years 3 – 6
Library (second half of lunch)	Prep – Year 6
Secondary classrooms and V block	Out of bounds

Other out of bounds areas are clearly signposted.

Awards

We like to celebrate and acknowledge students who exhibit behaviours and attitudes that are reflective of our College values e.g. discipleship, servanthood, kindness etc. Acknowledgement will sometimes be in the form of certificates, which are presented in our weekly Primary assembly, and in other reward procedures.

Students who consistently display Bayside's core values may be selected for an award at our end of year Primary Celebration Evening.

Lost Property

Students are expected to look after their own property. Every effort will be made to return lost items if they are named. All unnamed clothing or other articles will be put in the lost property bin. At the end of each term, unnamed items will be offered for sale at the College second-hand uniform shop.

Please label every item of clothing, footwear, lunch boxes and drink bottles.

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.

On the days your child has Physical Education, they may come to the College in their sports uniform. On all non-sport days students must be in correct summer or winter uniform.

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.

College Communications

Email

Email is a key communication tool used at the College as it ensures that important information does not 'get lost' at the bottom of schoolbags. Please ensure the College has your current email address at all times, and inform the College office of any changes.

Our Head of Primary School sends an email to parents of Primary students twice a term, which gives information about upcoming events and other things happening in the Primary School. A separate email with key dates is sent at the start of each term.

Newsletters

Newsletters are produced fortnightly during term. Parents/carers will receive an email containing a link to the newsletter each time it is ready for viewing. Please read newsletters as they keep the community in touch with important College information, and they highlight College events.

Communication Bag/Student Diary

Students in Prep-Year 2 use a 'communication bag' to communicate between home and school. Teachers place notices and other information in the bags, so please check these nightly. Wordlists (Prep) and take home reading folders, diaries and reading books (Prep-Year 2) will also be brought to and from school in the communication bag.

Students in Years 3-6 have a student diary, which is used to record reading habits, parent/teacher notes, and activities and events.

Assemblies

The Primary School holds an assembly each Monday from 2:30-3:10pm, except when there is a whole College assembly on a Monday morning. Parents/carers are welcome to attend assemblies at the College.

Parent-Teacher Conferences

Parents/carers and teachers are partners in each child's education, and parents/carers are encouraged to communicate honestly and regularly. If you wish to speak with the teacher, please email or ring to arrange a suitable time to meet. Please be aware that due to yard duty commitments and after school staff meetings, the teacher may not be able to meet with you immediately.

The College holds formal Parent-Teacher Conferences each semester. Bookings for these sessions are made through an online booking system, allowing parents/carers to nominate a time of their choosing. Information about Parent-Teacher Conferences will be sent to families prior to the event.

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

Academic Reports

Each student will receive two academic reports per year, at the conclusion of Semester 1 and Semester 2. These will be available via the College's school management system *Edumate*. Reports can be downloaded as a PDF file and saved to your computer and/or printed.

Parent Participation

Parent participation is a great way to watch your child at work, meet new friends, play a more active role in your child's education, and to find out more about how your child learns.

There are a variety of ways to become involved and many of the programs offered at Bayside Christian College require parental support. There will be a training program early in the year for parents/carers, grandparents, and other family members who wish to help in the classroom.

Please note that teachers may not accept offers to help without prior notification as per College policy. Helpers *must* sign themselves in at the College office in accordance with Emergency Management Procedures.

Parents who wish to assist in the classroom or attend excursions are encouraged to obtain a Working with Children Check. The process takes several weeks, so it is worth applying in advance of the school year. See www.workingwithchildren.vic.gov.au for application information.

Bayside Christian College is committed to the safety and wellbeing of all children and young people. All volunteers at Bayside Christian College are required to abide by the College Child Safety Code of Conduct.

Class Carer

Primary teachers will invite a parent in each class to be a 'Class Carer'. The role involves prayer support for the class and teacher, occasional pastoral support for families within the class, and to organise a social activity for the class once a term.

Please note that parents/carers are responsible for the care of their children whilst attending an activity outside of class time organised by the Class Carer.

Student Learning

The Primary School curriculum is presented through a Christian worldview and aligns with the government-mandated Australian Curriculum. The teachers at Bayside aim to facilitate opportunities for understanding across the curriculum so that students can progress to the best of their ability. The Primary School partners with parents/carers to help students discover and develop their God-given gifts and talents. Teachers differentiate their programs to accommodate the different learning rates, abilities and styles in each of their classrooms.

Reading & Writing

Teachers in the Primary School support students to read using a number of strategies and programs. Students in Prep-Year 2 are provided with leveled readers. Students move onto the Accelerated Reader program in Years 3-6 as they are deemed ready for this progression.

Students will regularly bring home 'take home books' that are at the level of each student's reading ability. Please involve yourself with the reading of these books and discuss the stories with your children to foster the love of reading. Students will also be expected to record their reading habits in a reader log or student diary.

Specialist Subjects

Primary students participate in 'specialist' subject classes throughout the week, including:

- Art
- Information Technology (IT)
- Music
- Language (Indonesian)
- Physical Education
- Library

Physical Education

Primary students have weekly Physical Education lessons, and during Years 5 and 6 will participate in interschool sporting events.

Students will also have opportunities to be involved and compete in a variety of College sporting events, including a swimming carnival, cross country and athletics carnival, and may go on to compete at higher levels. There are opportunities for students to win their way through wider levels of competition at zone and state level.

The College has three sporting houses:

- Conquerors (yellow),

- Believers (green),
- Overcomers (red).

Assessment

Accurate and comprehensive assessment of student performance aids in establishing open communication, guides student learning, assists in establishing future direction, and helps to identify areas of exemplary performance, as well as those areas in need of support and assistance.

At the beginning of each school year, students will be involved in benchmark testing to guide the teacher in the curriculum and teaching practices for the year. This testing may occur one-on-one or within the class group.

Assessment is both an on-going daily, informal part of teaching, and also something done from time to time as a 'spot check' to gain formal evidence of learning.

Learning Support

The College engages specialised learning support staff to assist students who need a little extra help with their learning, or where students have been diagnosed with learning disorders. Learning support assistants may work in the classroom with individual students or in small groups. Government financial assistance is available for students who meet certain criteria.

Homework

Homework is given to students to train them in purposeful study habits, to consolidate learning taught in everyday lessons, and to communicate with parents/carers the types of work undertaken in the classroom. Individual teachers may vary the approach to homework tasks.

The following time schedule serves as a guideline:

Year level	Guide
Prep-Year 2	10 - 30 minutes set homework school weekdays May include: home reading, spelling words, times tables, number facts
Years 3 & 4	15 - 30 minutes set homework school weekdays May include: home reading, spelling words, times tables, divisions
Years 5 & 6	30-45 minutes set homework school weekdays May include: daily independent reading, class work extension, projects and assignments, essays and research

NAPLAN

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

- Reading
- Writing

- Language conventions (spelling, grammar and punctuation)
- Numeracy

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

Music Tuition

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

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

Incursions, Excursions & Camps

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

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

Annual camps are held for students in Years 3/4 and Years 5/6, providing children with an opportunity to further develop their friendships and learning outside of the classroom. The College alternates camp locations. In 2017, Years 3/4 students will go to Camp Manyung at Mount Eliza, and the Years 5/6 students will go on City Camp, both in Term 3.

As camp activities contribute to the student's overall development and are an integral part of the school curriculum, attendance is compulsory for all students.

Parents/carers are expected to 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.

A pre-camp program runs in Prep to Year 2. Prep students attend the Prep dinner. The Year 1 students participate in an Activity Day and Dinner. The Year 2 students participate in an Activity Day, Dinner and Sleepover.

Health Matters

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.

Medications

There are occasions when parents/carers need teachers to give prescribed medicine to their children. Parents/carers should supply such medications in a clearly marked container that lists the name of the child, the dose, and the time the medication is to be given. Parents/carers should discuss with their child's class teacher how best to store the medication at school.

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.

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.

Head Lice

Head lice are a common problem among young children. Head lice can be caught by any child, so there is no need for embarrassment if your child comes home with head lice. It is vital to inform the College if you find head lice in your children's hair, along with close friends, in order to treat the problem.

The College will send a general note out to parents/carers of a class where head lice has been detected asking all families to be vigilant and treat if necessary.

Treatment includes commercial treatment products, and inspecting and removing lice and eggs from the hair. If detected while at school, students will be sent home and should not return until treatment has occurred.

Infectious Diseases

Principals are required to exclude students according to the school exclusion table under the Health (Infectious Diseases) Regulations 2001 (Vic). Relevant diseases and their exclusion times are listed at the following website:

<https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

General College Information

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.

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.

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 will also 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@baysidecc.vic.edu.au.

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.

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.

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.

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

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.

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.

eSmart works alongside the Kidsmatter program, which is a mental health and wellbeing framework for Primary schools.

Fundraising

Bayside Christian College has a fundraising policy and procedure. Parents/carers and students who have fundraising ideas should discuss these ideas with the Community Development Officer, Ben Williams (5971 6718).

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.

Pets on College Property

In the interest of the safety and welfare of the whole College community, no pets are permitted on College property at any time, unless they are registered guide/assistance dogs under the control of their owners. Although it is lovely to see your beautiful animals, and apart from the health and safety concerns, there are students who are frightened of dogs or who have allergies to them.

Exceptions to this rule, such as where a student would like to bring a pet for 'show and tell', must be requested and approved by the class teacher in advance.

Snakes

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

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

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

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

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 Map

