

Bacchus Marsh Grammar seeks to meet the desire of the community for an independent education that is comprehensive, challenging and enriching.

The Vision

To develop as a Co-educational, Ecumenical day school that provides a quality education for students in the Outer Western area of Melbourne, which has a strong emphasis on individual care, personal development and pastoral care.

In particular, to be a school that:

- Knows the individual and is able to work with their particular strengths and weakness.
- Actively encourages students to be involved in a diverse range of curricular and co-curricular activities.
- Fosters a sense of openness, community responsibility and tolerance within students.
- Prepares students for the world after school through a conscious emphasis on “Education for Life”.
- Through its programs and teaching, supports and promotes, the principles and practice of Australian democracy, including a commitment to:
 - Elected Government
 - The role of law
 - Equal rights before the law
 - Freedom of religion
 - Freedom of speech and association
 - The values of openness and tolerance

Key Objectives

To meet the needs of the school over the next five years, seven key objectives have been developed, which again cover the key areas required to develop the school in a consistent way, consolidating our growth.

- Maintenance of an appropriate, long-term planning framework for the development of the school.
- Maintenance and development of enrolments and fundraising.
- The further development of the school’s educational programs – including development of the academic, co-curricular and personal development components of the program.
- The development of appropriate ICT capacity to support the school’s educational and administrative programs.
- The continued development of the physical facilities of the school.
- The development and maintenance of financial plans and procedures.
- The provision of a working environment that attracts and maintains high quality staff.

Mission

Bacchus Marsh Grammar seeks to meet the desire of the community for an independent education that is comprehensive, challenging and enriching.

The school aims to be a safe and caring environment which, through its programs, encourages students to be confident, self-aware, able to contribute to their personal growth and who are willing to be active and positive members of society.

With our students, we wish to encourage a strong sense of service, which sees that a commitment to inclusion and a willingness to assist others is a vital component of developing a positive character and a strong society.

The school seeks to develop a culture of achievement, which encourages staff and students to strive toward achieving their personal best.

In short, we offer and “Education for Life”.

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WELCOME TO THE JUNIOR SCHOOL COMMUNITY

On behalf of all the Junior School staff, I would like to welcome each new family to the school community. Together we will work in partnership to guide your child through an important stage of their development.

In the Junior School we foster a caring, safe and happy environment where the child's continuing desire to learn and grow is fostered and developed. Care and respect are mutual concerns for all members of the school community and these values are continuously developed.

In today's society there is a tendency to overprotect and insulate our children for as long as they will allow us to do so. It is however, of no benefit to you or your child for you to inhibit their personal growth and not allow them to develop into independent learners, who are able to make mistakes and learn by associated consequences.

Whilst parents are encouraged to participate in their child's education, through involvement in a variety of activities and events, we also expect that parents allow their child to develop as an individual. With parental support and direction, children can learn to cope in a variety of environments, to develop resiliency, enabling them to cope in the world in which we live.

Socially the school provides new and wide experiences for each child. By working together, sharing materials and fair play each child is encouraged to develop essential social skills. In the Junior School years we aim to develop independence and establish healthy routines and acceptable codes of discipline to carry each child through to their secondary years.

You will find this handbook a valuable resource however; we do not expect you to remember everything at once. Please ask questions – we are all here to help make your start in the Junior School a pleasant experience. I would like to encourage each family to foster the good communication that exists between families and the staff. Do not hesitate to contact your child's teacher or myself if you have any matters that need discussion or clarification. Good communication is a valuable key to success. We look forward to meeting all new families and getting to know you to enable us to work in partnership with your child's education.

Elizabeth O'Day
Deputy Principal
Head of the Junior School
odayl@bmg.vic.edu.au

WHOM DO I SEE?

Year Level Coordinators:

| | |
|------------|-----------------------|
| Year Prep | Mrs Vanessa Stainton |
| Year 1 | Mr Trevor Hilton |
| Year 2 | Mrs Danielle Kiriazis |
| Year 3 | Mrs Kim Blundell |
| Year 4 | Mr Brendan McLoughlin |
| Year 5 & 6 | Mr Travis Newton |

| | |
|---|----------------|
| Assistant Principal – Daily Organiser & Pastoral Care: | Mrs Jan Loftus |
| Behaviour Management | |
| Pastoral Issues | |
| Student Welfare Issues | |

| | |
|---------------------------------------|-----------------|
| Assistant Principal-Curriculum | Mrs Nici Deller |
|---------------------------------------|-----------------|

| | |
|-------------------------------------|-----------------|
| Student Support and Testing: | Mrs Wendy Green |
| Academic Support | |
| Special Needs | |
| Special Testing | |

| | |
|---|---------------------|
| Deputy Principal – Head of the Junior School | Mrs Elizabeth O'Day |
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|------------------|----------------|
| Principal | Mr Andrew Neal |
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STRUCTURE OF THE SCHOOL DAY

All Junior School Classes begin at 8.45am, Monday - Friday

| | |
|--------------------------------|------------------------|
| MONDAY BELL TIMES | |
| Morning Form Assembly | 8.45am – 9.00am |
| | |
| Year Level Assembly | 9.00am-9.20am |
| Period 1 | 9.20am – 10.05am |
| Period 2 | 10.05am – 10.50am |
| | |
| RECESS | 10.50am-11.15am |
| | |
| Period 3 | 11.15am-12.00pm |
| Period 4 | 12.00pm – 12.45pm |
| | |
| LUNCH | 12.45pm-1.30pm |
| | |
| Period 5 | 1.30pm-2.15pm |
| Period 6 | 2.15pm-3.00pm |
| | |
| Afternoon Form Assembly | 3.00pm-3.05pm |

| | |
|---|------------------------|
| PROPOSED TUESDAY-FRIDAY BELL TIMES | |
| Morning Form Assembly | 8.45am – 9.00am |
| | |
| Period 1 | 9.00am – 10.05am |
| Period 2 | 10.05am – 10.50am |
| | |
| RECESS | 10.50am-11.15am |
| | |
| Period 3 | 11.15am-12.00pm |
| Period 4 | 12.00pm – 12.45pm |
| | |
| LUNCH | 12.45pm-1.30pm |
| | |
| Period 5 | 1.30pm-2.15pm |
| Period 6 | 2.15pm-3.00pm |
| | |
| Afternoon Form Assembly | 3.00pm-3.05pm |

TERM DATES 2017

Term 1 2017

| | |
|---|---|
| Staff Day – <i>ALL Staff Commence</i> | Monday 30 January |
| Yr 12 Day Camp | Tuesday 31 January |
| Yr 12 Classes Commence | Wednesday 1 February |
| Yr 7 Classes Commence | Wednesday 1 February |
| Prep Commence | Wednesday 1 February |
| Prep Reception Commence | Wednesday 1 February [8:45am to 12:45pm] |
| Yr 1 – 6 & Yr 8 – Yr 11 Commence | Thursday 2 February |
| Labour Day | Monday 13 March |
| End of Term 1 | Friday 31 March |
| <i>** Good Friday – Friday 14 April, Easter Monday 17 April, Easter Tuesday 18 April **</i> | |

Term 2 2017

| | |
|--------------------------------------|----------------------------------|
| Staff & Students Commence | Wednesday 19 April |
| ANZAC Day | Tuesday 25 April |
| Queen's Birthday | Monday 12 June |
| End of Term 2 | Friday 23 June |
| Staff Week | Monday 26 June to Friday 30 June |
| Year 10 Work Experience Week | Monday 26 June to Friday 30 June |

Term 3 2017

| | |
|---|--|
| Staff Commence (Staff Professional Development) | Monday 17 July |
| Students Commence | Tuesday 18 July |
| Mid-Term Break | Friday 11 August (<i>no students – whole school</i>) |
| End of Term 3 | Friday 22 September |

Term 4 2017

| | |
|---------------------------------|---|
| Staff Commence | Monday 9 October |
| Year 12 Examinations | Monday 9 October (<i>externally supervised at school</i>) |
| Students Commence | Tuesday 10 October |
| Mid-Term Break | Monday 6 November |
| Melbourne Cup | Tuesday 7 November |
| Senior Students Study Day | Tuesday 21 November (<i>Senior School ONLY</i>) |
| End of Term (Years 9-11) | Monday 11 December |
| End of Term (Years 5-8) | Tuesday 12 December |
| End of Term (Prep - 4) | Wednesday 13 December |
| Staff Day | Thursday 14 December |
| Staff Day | Friday 15 December |

PREP PARENT READING INFORMATION NIGHT

When: Monday 20 February 2017

- The different reading strategies that students need to use.
- Useful prompts that will help your child in developing these strategies consistently.
- The importance of promoting reading for understanding rather than decoding.
- The importance of the reading log book.
- Fun and effective ways to read with your child.

READING PRACTICAL WORKSHOPS

When: Tuesday 28 February 2017 (Prep Demonstration)

Recommended for potential Prep parent helpers

Wednesday 1 March 2017 (Year 1 Demonstration)

Thursday 2 March 2017 (Year 2 Demonstration)

If you are unable to attend a specific year level demonstration, please feel free to attend any of the other available dates.

Location: to be advised

Agenda items for the workshops:

- Ask any questions about difficulties you might experience when reading with your child.
- Explore the different three reading strategies further and learn how to prompt your child to promote reading for understanding.
- Discuss the importance of reading the same book for multiple nights.
- Look at the difference between fluent, phrased and expressive reading.
- Learn to recognise what 'good reading' sounds like.
- Hand out practical tips and seeing a teacher model the prompts.

STARTING TIMES FOR THE BEGINNING OF THE 2017 SCHOOL YEAR

Prep Reception

All Prep Reception students 2017 commence school on **Wednesday 1 February 2017** .

Students in this level will attend school from **8.45am – 12.45pm** for the first week of school.

From Monday 6th February, Prep Reception students will attend school from 8.45am-3.05pm.

Year Prep

All Prep students 2017 commence school on **Wednesday 1 February 2017 and will attend full days from 8.45am -3.05pm each day.**

Year 1 –Year 6

All students in Year One to Year Six 2016 will begin their school year on **Thursday 2 February** from 8.45am-3.05pm.

REPORTS AND PARENT/TEACHER INTERVIEWS

Detailed written reports are issued twice a year, in June and December. These reports evaluate each student in a comprehensive manner in all curriculum areas.

Parent/Teacher Interviews are conducted in first and third term. The proposed dates for these interviews in 2017 are:

Term 1 Wednesday 1 March 2017 and Thursday 2 March 2017

Term 3 Wednesday 26 July 2017 and Thursday 27 July 2017

Please check the Bacchus Marsh Grammar Weekly for confirmation of these dates.

Parents should always feel free to communicate any concerns regarding the progress of their child at school at any time. It is advisable to give prior notice to teachers if an interview is requested as staff are frequently involved in meetings after school. Please note that first thing in the morning is not an appropriate time to see teachers with issues of concern unless prior arrangements have been made directly with the teacher involved. Matters of urgent concern should be directed to the Deputy Principal and Head of the Junior School, Mrs Elizabeth O'Day.

STUDENT ABSENCES & LATENESS

Parents are asked to telephone the Student Administration office on 5366 4888, if their child is sick or will be absent from school. Parents in the Junior School will be contacted after three days of absence if notification is not received. Please supply your child's class teacher with a written note explaining any absence once your child returns to school. Students who arrive late to school must personally report to the Main Administration office to obtain a late pass before going to class.

Students who are collected early during the school day must be signed out at the Main Administration office before leaving for the day.

STUDENT DIARIES

The school diary is used by all students and is each student's main organisational tool and mode of communication between home and school. In the lower grades, the class teacher checks diaries, both in the morning and afternoon. In the upper years, diaries are checked daily. Students need to be encouraged to notify teachers if parents have used the diary to communicate with the teacher. Parents are asked to sign student diaries, as a minimum requirement, on a weekly basis.

Please read your child's diary for the following:

1. Information about Bacchus Marsh Grammar School, including the school song, some school policies, rules and responsibilities.
2. Uniform Regulations
3. Your child's class timetable.
4. Daily homework tasks.
5. Incidental notes from staff.

If the diary is lost, the student must purchase a new school diary from the Main Administration office immediately.

HOMEWORK

Students are expected to complete a set amount of homework each night. Even from the early school years it is important to develop good habits in regards to homework.

The amount of time set aside for homework varies with the age of your child. Throughout the Junior School years, it is important to your child's development that reading forms a significant component of homework expectations each night, including weekend reading.

Starting Semester Two, **Prep Reception** students are expected to spend time reading each day and learning weekly word lists.

Year Prep students are expected to spend time reading each day and learning the 'Magic 100 Words'. During Semester One they will also have Mathematics homework and in Semester Two this will change to sentence writing. On occasions other work may be set to complete over a specified period of time.

Year 1/2 students are expected to spend approximately ten to fifteen minutes reading each night, as well as practising the spelling of weekly spelling words. Throughout the week, Numeracy and Literacy homework will be provided on an alternating basis. In most cases, set homework is linked to the subjects being studied during the school week in order to support and consolidate the learning taking place in the classroom.

Students who do not complete the set homework will be asked to complete the task(s) during recess or lunch.

If homework is incomplete, without parental notification, on a regular basis the classroom teacher will contact parents to discuss this.

Year 3 /4 students are expected to spend thirty minutes on set homework each night, Monday through Thursday. Additionally they are required to read for at least ten minutes per day, including weekends where possible. Class teachers will notify parents of the specific subject areas to be covered each night, however, reading, spelling and times tables are expected to be completed on a nightly basis. Reading is a very important aspect of homework at this level and it is expected that students record their reading in the Reading Diary provided.

- o If homework is incomplete without parent notification, then the student's school diary will be stamped.
- o Students will be asked to complete their homework during recess or lunch.
- o If the diary is stamped **five times** in one term, the student will receive a homework detention with their Year Level Coordinator.
- o If a student receives three homework detentions, they will be sent to the Junior School Principal.

Year 5/6 students are expected to spend forty-five minutes on homework each night, Monday through Thursday. Class teachers will notify parents of the specific subject areas to be covered each night. Occasionally, work will be set to be completed on the weekend.

Students are required to record homework in their diary during morning or afternoon Tutor Group. The students use a study planner which is a record of student homework for home use. This will assist parents in knowing what homework has been set, due dates and also to aid in developing good time management for the completion of homework.

At Years 5 & 6, students who do not complete their homework must either:

- Have an explanation note in their diary for the class teacher.
- Complete assigned homework at either recess or lunchtime on the follow day.
- A red stamp will be received in the homework book indicating that work has not been submitted. Two stamps in one week results in a lunchtime detention. Four stamps in one term results in a playground withdrawal.

A parent meeting will be required if a student consistently has issues with homework, to establish work routines, to enable the child to more effectively meet requirements.

CHROMEBOOKS

Chromebooks are allocated to each student from Years 5 to 12. They are responsible for their care, for ensuring that they are properly charged for each day, and that they are brought to school each day.

The Chromebooks are essential to the learning processes that occur at the school. Thus, any student without a Chromebook at school will be given one to hire, at a charge, as well as being treated as a discipline issue.

All students in Year Prep to Year 4 have access to Chromebooks. During the course of the school year in Year 4, students will earn their Chromebook license, which will enable them to begin taking their Chromebook home.

CURRICULUM

Year 2

Performing Arts

Students will focus on extending their knowledge and abilities in the areas of dance and drama. Students will explore a range of body movements, learn to choreograph sequences, enjoy structured dance classes and prepare performances for assemblies or concerts. Students will also develop their individual drama skills, exploring role play, group activities and partner work which they will share with their peers.

Music

Year 2 classroom music is offered for one semester, and allows students to experience music in a variety of contexts. Students explore singing, notating and recognising rhythms, creative movement and listening to and analysing music. Year 2 students also learn about various instruments. There is a strong emphasis on practical skills and performance, and the

classes work towards presenting fun and engaging performance items each semester. Students are also encouraged to join the Year 2-4 choir, Suzuki Strings or Junior Orchestra as a co-curricular music option to further enjoy the activity of group music making.



Year 3

Performing Arts

Students will participate in a class drama production. They will explore script reading, character development, performance skills and staging. Students will be encouraged to audition for a role in order to develop their individual drama skills. Students will also participate in a multicultural dance unit focusing on different countries from around the world. Classes will prepare performances for assemblies or concerts when required.

Music

Year 3 classroom music is offered for one semester, and allows students to experience music in a variety of contexts. Students explore singing, notating and recognising rhythms (Kodaly and western note names), dynamics, composition, treble clef music staff and Australian Music. There is a strong emphasis on practical skills and performance, and the classes work towards presenting fun and engaging performance items each semester. Students are also encouraged to join the Year 2-4 choir, Suzuki Strings or Junior Orchestra as a co-curricular music option to further enjoy the activity of group music making.



Year 4

Performing Arts

Students will extend their skills and knowledge of performing arts by immersing themselves in a range of dance and drama units working both with their peers and individually. A focus will be showcasing the talents of students, bringing out their creativity, building self-esteem, fostering team-work, awareness of others, leadership skills, pride in themselves and their peers with performances at assemblies or concerts when required.



Music

Year 4 classroom music is offered for one semester, and allows students to experience music in a variety of contexts. The course enables students to look at topics covered in Year 3 music, with a natural progression of difficulty. Students explore singing, notating and recognising rhythms (Kodaly and western note names), dynamics, composition, treble clef music staff and Australian Music. There is a strong emphasis on practical skills and performance, and the classes work towards presenting fun and engaging performance items each semester. Students are also encouraged to join the Year 2-4 choir, Suzuki Strings or Junior Orchestra as a co-curricular music option to further enjoy the activity of group music making.

Information Technology/Asian Studies

Year 4 classes for Information Technology and Asian Studies will be semesterised to enable student to have a 90-minute period per week for one semester in these subjects. Staff believe that this will provide the students with more effective teaching time in each subject. The amount of time allocated to these subjects has not altered rather the manner in which the program will be delivered. Information Technology skill development is also incorporated into other areas of the Year 4 curriculum.

Year 5 & 6

Staughton Vale Campus and Program

Based 20 minutes away from the Maddingley Campus and located on the fringe of the Brisbane Ranges National Park is a purpose built facility called the Staughton Vale Campus. Situated on over 200 undulating acres of fertile pastures, orchards, dams and natural forest this campus will be used to enhance the learning experiences of all students. It will also heighten their relationship and understanding of their own impact on their local natural environment and wider role as a global environmental citizen.

Program

Learning experiences and key skills gained in the Middle Year levels of schooling, that is between Grade 5 to Year 8, are vital in the determination of a students' future success in education and life.

Therefore, as part of a program all Grade 6 and Year 8 students will travel to the Staughton Vale Campus and other nearby locations once every 3 weeks. They will continue to do this for the entire academic year. In total, this will equate to approximately 12 whole day visits per student per year.

A dedicated and highly trained staff team will challenge and motivate all students in the program with a strong emphasis placed on the enhancing key learning skills of all students. It is also important to note that all classes from Prep to 12 will access the Staughton Vale Campus for a variety of excursions and learning activities throughout their education journey.



Curriculum

The program is a new initiative of the School, and is being introduced to enhance and benefit the learning outcomes of students. The program will also aim to develop the key transdisciplinary skills of thinking, social, communication and research skills. At the Campus students are immersed in rich learning experiences that are integrated and support the curriculum taught in their respective year levels at the Maddingley Campus.

The main focus of the program is;

- To integrate key curriculum skills and practical application elements of the subject areas of Science, History and Geography within a farming and environmental context.
- To incorporate key thinking skills and practical elements to enhance the learning experiences in curriculum areas that include The Arts, Outdoor and Environmental Studies, Technology and Physical Education.
- To promote the and instil the character based skills of respect, resilience and perseverance through the design and implementation of unique learning experiences.

Students in Year 5 and 6 will, as part of their curriculum, have the following subjects by Semester:

- Art/Music
- Information Technology/ Technology and Design

This will replace the current Year 5 and 6 Elective program. Classes will operate as a 90 minute block, weekly, for one semester.

PHYSICAL EDUCATION/SPORT AWARDS

Junior School Age Group Champion Criteria

Students may compete in two individual races and one relay. Strong athletes should compete in their correct age group and their strongest events to ensure they have the best opportunity to gain Age Group Champion.

Should students compete in more events than two individual races, only their nominated events will count towards Age Group Champion.

On the day, if students are already competing in two events and then fill in for other students, only the events they were nominated for prior to the day will count toward Age Group Champion.

Age Group Champion points will be awarded according to fastest times not necessarily finishing place if there is an "A" and a "B" section.

The age in which students compete in is determined by the age they turn this year (2017) i.e. if they turn 12 this year, and then they compete in the 12/13 year old age group.

JUNIOR SCHOOL COLOURS

Junior School Colours will be awarded to students in Year 6.

Students who are awarded Junior School Colours must meet the following criteria:

General Conduct – All students awarded Junior School Colours must have demonstrated a high level of co-operation, responsibility and care to other members of the school.

In addition, they must meet one of the following criteria:

Leadership – The student has exhibited, through their involvement in school activities, a high level of organisational and leadership ability, and has displayed a positive influence on peers and other members of the Junior School student body.

Sport – The student has represented the school in at least two sports at the inter-school level.

Academic – The student has been awarded a prize for academic merit during Year 6, and/or the student has been awarded Distinction/High Distinction in at least two external testing activities. The student has achieved 90% and above on curriculum testing in the classroom.

Outstanding Effort- The student consistently works to the best of their ability in areas of the curriculum.

Book Work and Presentation-The student produces excellent quality and presentation of work in all areas of the curriculum.

Community / Service – The student has made a significant contribution to the Junior School Student Representative Council and Social Service Programme of the Junior School and the Junior School Peer Support Program.

Performing Arts – The student has taken a leadership role or made a significant contribution to the Junior School Performing Arts Program.

Visual Arts-The student has made significant contribution through external projects and competitions and exhibit a passion for this curriculum area.

JUNIOR SCHOOL COLOURS AWARD

Junior School Colours will be awarded and presented to students at Junior School assemblies at times designated in the Grammar Weekly. Recipients of this award will also be acknowledged through the Grammar Weekly.

Year 6 students, who are awarded their Junior School colours, will receive a Junior School Colour badge. A strip of black and gold braid is to be sewn across the top of their blazer pocket in recognition of their Junior School Colours award.

HUBS PROGRAMS

The Learning Hub-3.05pm-5.30pm Monday - Friday

Bacchus Marsh Grammar operates a program to cater for students from 3.05pm-5.30pm each night Monday to Friday. This program is called The Learning Hub. Students will be given a snack and a drink on arrival. All students attending the program are expected to

complete their homework as part of the program, with the exception of nights when students participate in The Sports Hub program. Please refer to the 2017 Business notice for all associated costs with this program.

The Sports Hub-3.05pm-4.30pm Monday - Thursday

The Sports Hub operates four afternoons per week during each school term with the exception of Term One where the program begins week three, Monday 13th February 2017. Students must be collected promptly at 4.30pm. Students not collected at this time will be sent to The Learning Hub program and there will be a cost incurred for this care. The Sports Hub is proposed to operate Monday to Thursday afternoon from 3.05p.m. – 4.30p.m. There are costs associated with this program. Please refer to the 2017 Business Notice.

The CLUB Hub-3.05pm-4.00pm

The purpose of the Clubs Program in the Junior School is to further enhance the physical activity levels of students as well as providing opportunities for junior students to participate in organised and competitive sport as regularly as possible. Sports offered in 2017 will include Netball, Basketball, Triathlon and Equestrian.

CLUB Hub is designed to provide training for sports which parents are responsible to take students to participate in. These sports often operate on weekends. Students compete in Bacchus Marsh Grammar school teams.

There are some levies associated with this program. Please refer to the 2017 Business notice. Further information regarding this is available from Mrs Peterken at school on 5366 4800 or Email: school@bmg.vic.edu.au

EXTRA-CURRICULAR ACTIVITIES

A booklet outlining a comprehensive range of co-curricular activities will be distributed in Term One, 2016. The additional classes offered will range from enrichment and support in core curriculum areas, to stimulating and fun activities in a broad range of specialist subjects that are available to Junior School students. In some cases the curriculum is designed to cater for specific needs and as such participation is based on teacher selection. There will be a diverse range of choice for students to make regarding participation in both lunchtime and after school activities that will be provided.

MUSIC

Instrumental Music Lessons

Students are encouraged to learn a musical instrument. These lessons are available during the school day and tuition fees are in addition to the school fees. The Music Handbook/Enrolment form is available on the Bacchus Marsh Grammar website at www.bmg.vic.edu.au or by contacting the Music Secretary, Mrs Fran Raynor in Student Administration. Please note that the cut-off date for enrolment into the 2017 instrumental Music Program is 28th October 2016.

Please refer to the 2017 Business Notice for all fees and charges associated with the Instrumental Music Program.

Year 2-4 Choir

This choir is available to Year 2, 3 and 4 students as a co-curricular option. Students who are interested meet weekly and perform at various functions during the course of the school year. It is compulsory for students involved in the choir to attend and perform at official school functions when invited. Throughout the year, the 2-4 Choir may be invited to perform at events such as eisteddfods, A.G.M, Instrumental concert series and assemblies. The year 2-4 Choir will rehearse each Tuesday at lunchtime.

Year 5-7 Choir

This ensemble is available to Year 5, 6 and 7 students as a co-curricular option, and involves a combination of dancing and singing. The group rehearse and perform a mixture of contemporary repertoire and also repertoire from Musicals. It is compulsory for students involved in the 5-7 choir to attend and perform at official school functions when invited. Throughout the year, 5-7 choir may participate in various eisteddfods, most notably, the Royal South Street Eisteddfod, A.G.M and Instrumental concert series. The 5-7 choir rehearses each Thursday at lunchtime.

Junior Stage Band

The Junior Stage Band is for Year 4, 5 and 6 students and is also open to Senior School students who play one of the following instruments:

Woodwind - Flute, Saxophone, Clarinet

Brass - Trumpet, Trombone

Rhythm Section - Piano/Keyboard, Guitar, Bass Guitar, Drums/Percussion.

The Junior Stage Band rehearses on Monday lunchtimes each week and they play a selection of well-known blues, jazz, R&B and contemporary repertoire. In order to participate in this band, students must have been learning their instrument for at least one year and it is necessary for them to continue instrumental lessons for the duration of their participation in the Band. The Junior Stage Band will perform at a variety of events throughout the school year including the Instrumental Concert Series and Assemblies as well as other informal formal opportunities.

Junior Orchestra

The Junior Orchestra is available for Junior School students who play a String, Woodwind, Brass or Percussion instrument. The Junior Orchestra rehearses on Monday each week from 3:20 - 4:20pm and they will play a selection of contemporary and traditional repertoire. In order to participate in this ensemble, students must have been learning their instrument for at least one year and it is recommended for them to continue instrumental lessons for the duration of their participation in the ensemble. The Junior Orchestra performs at a variety of events throughout the school year including the Instrumental Concert Series and Assemblies as well as other informal performance opportunities.

Prep-1 Choir

This Prep-1 choir is available to Prep and Year 1 students as a co-curricular option. Students who are interested meet weekly and perform at various functions during the course of the school year. The focus is on encouraging students to learn to enjoy singing. Simple choreography is also often incorporated into performances. The Prep-1 choir rehearse during lunchtime on Fridays.

Suzuki Strings

The Suzuki Strings is available to any junior students currently learning a string instrument. This ensemble rehearses each Monday lunchtime from 12:50 – 1:20pm and they play a selection of contemporary and traditional repertoire with a focus on having fun. Note reading is not essential. It is recommended that students have instrumental lessons for the duration of their participation in the ensemble to maximise their opportunity within the group. Suzuki Strings perform at a variety of events throughout the school year including the Instrumental Concert Series and Assemblies.

INTERNATIONAL STUDY TOUR OPPORTUNITY/SISTER SCHOOL

Loc Tho Pagoda and Orphanage and Charity School, Nha Trang, Vietnam

We have established links with the Loc Tho Pagoda, and Orphanage and Charity School, Nha Trang, Vietnam. Students are able to visit and participate in the school day whilst in Nha Trang. The school also holds a fundraising day in August to support the Orphanage and Charity School.

We are proposing to offer a study tour to Vietnam for students in Year 6 2017. Expressions of interest forms have been distributed and selection will be based on set criteria at the discretion of the School Principal, Mr Neal and the Deputy Principal, Head of the Junior School, Mrs Elizabeth O'Day, as to the students selected to attend. If you did not attend the information evening but would like information, please make contact with me at school on 5366 4800.

The school has a payment plan for parents who wish to send their child on the study tour. More information will be distributed as it becomes available. Parents are able to pay the cost of the study tour in a series of five payments on a monthly basis.

CAMPS AND EXCURSIONS

Excursions and Incursions

All classes in the Junior School participate in excursions, and incursions, related to curriculum studies. Venues include the Melbourne Aquarium, IMAX Theatre, Botanical Gardens, Royal Melbourne Zoo, Museums, Scienceworks, Captain's Cooks Cottage, farm visits and local sites. Incursions include performances by Musical in a Day, Brainstorm Productions, local community groups, dance and performing groups and others as determined by the curriculum. **Please note that due to the school farm opportunities, excursion and camp programs may change and are subject to alteration.**

Camps' and Excursions Program 2017

The Camps' program is sequential, with age appropriate challenges and experiences and providing transitional pathways into the Senior School Camps and Outdoor Education program.

All associated costs are included within the fee structure.

Prep Reception

Full day excursion to the Children's Farm in Diggers Rest.

Prep

Full day excursion to Werribee Zoo

Year One

Full day excursions to Scienceworks

Day Camp at Lake Dewar Camp

Year Two

Two day/one night at Lady Northcote Camp, Bacchus Marsh. Introduction to initiative and environmental activities.

Full day excursion to the Melbourne Aquarium

Year Three

Three days/two nights experience at Mt Evelyn Recreational Camp near Lilydale.

Introduction to wildlife studies and environmental activities.

Full day excursion to Eureka Skydeck, Melbourne.

Year Four

Three days/two nights Camp Wyuna, Queenscliff. This camp caters for experiences at the Marine Discovery Centre, The Maritime Museum, a Marine Biology Cruise, Dune and Rock Pool exploration, Initiative and Rope Course and a visit to the Fort of Queenscliff.

Full day excursion to the Royal Melbourne Zoo

Year Five

Three days/two nights at Lake Dewar. This camp is an outdoor education camp.

Field Trip associated with Environmental Science and other Integrated Curriculum.

Day excursion to Sovereign Hill

Year Six

Three days/two nights YMCA camp at Anglesea. This camp is operated by Go Ride a Wave. Students are involved in Water Awareness and Water Safety activities, body boarding and surfing.

Full day excursion to Lerderderg Gorge to study water quality and biological habitats.

PERSONAL PROGRAMS

The **Year Five and Year 6 girls** attend one session relevant to the child's level of personal development. This session is designed to introduce the girls to relevant body changes they may be about to experience, and to assist the girls in dealing with this stage of their physical and mental development. It focuses specifically on menstruation. The Year Five and six girls' session is run by our School Nurse, Jo Stanley.

YOUNG LEADER'S FOUNDATION

Selected Year Six Leaders attend the National Young Leader's day in Melbourne. This event is one of the largest and most significant youth events in Australia.

The National Young Leaders' Day aims to challenge students to reach their own personal goals as well as motivating them to achieve the goals of those they are already leading. The purpose of this day is to have a positive impact on the lives of student leaders so they will in turn be more able to make a positive impact in the lives of their fellow students and the whole school community.

LEADERSHIP OPPORTUNITIES IN YEAR 6, 2017

Students in Year 6 are able to apply for positions of leadership in the following areas:

1. Junior School Captains and Vice Captains
2. House Captain, House Vice Captain
3. Junior School Student Representative President, Vice President and Member
4. Performing Arts Captain
5. Music Captain, Band Captain
6. Bus Captain
7. Chess Captain
8. Science and Environment Captain
9. Library Captain

BUS TRAVEL

The school has an extensive bus network servicing Ballan, Greendale, Bacchus Marsh, Melton, Balliang, Bullengarook, Hopetoun Park, Werribee, Hoppers Crossing, Point Cook, Caroline Springs, Taylors Hill, Watergardens and Sunbury. Senior students are given the responsibility of ensuring that the bus journey is a pleasant one for the students. This responsibility is taken very seriously. Prep Reception and Prep students are supported through the school peer support program. One of the Junior School teacher's aides collects Prep and Year One students at the end of the school day and ensures that they are on their bus prior to the Senior School dismissal bell at 3.15pm. If you would like any further information on how the bus network is managed, please contact the Bus Coordinator on 5366 4800.

Student Bus Travel Code of Conduct

The purpose of this code is to ensure safe and comfortable travel for all.

This Code is applicable to all students (Primary and Secondary) who travel to and/or from school on a designated school bus.

At all times while travelling by school bus, students must abide by the following rules and conduct requirements. All students **must**:-

1. **Behave** in a safe, responsible and respectful manner – ensuring that behaviours and noise levels are not uncomfortable to other passengers.
2. **At all times** remain **properly** seated while bus is in motion.
3. **Not** eat food (including chewing gum) or consume drinks (other than water) on the bus.
4. **Not** sit on armrests, kneel or place feet on the seats.
5. **Not** draw on, damage or deface any article in or on the bus.
6. **Not** use offensive or indecent language.
7. **Not** throw any article in or from the bus.
8. **Not** spit or fight.
9. **Not** distract the driver while the bus is in motion, unless there is a serious reason to do so such as requesting a stop or an emergency situation.
10. **Not** make inappropriate and/or rude gestures to pedestrians and/or the general public.
11. **Not** yell at or out to pedestrians and/or the general public.

Note: - These requirements are mandatory for the safety and comfort of all students while travelling to and from school.

NORMALLY: Non-compliance of any of the above rules will result in the following:

First offence – Written warning to parents

Second offence – Withdrawal of travel rights for three days

Third offence – Total and permanent withdrawal of travel rights

Note:

If the incident or incidents are deemed by school management to be of a more serious nature, withdrawal of travel rights will occur immediately.

School sanctions, i.e. detentions, suspension, etc..., will also apply to any/all bus incidents

Safety: - Students are reminded not to cross the road in front of or directly behind the bus after alighting at the bus stop. Students should wait until the bus has cleared the stop and have clear vision in both directions before crossing.

The initial response to any misbehaviour is for the student to be issued with a notice/sticker in their diary as they leave the bus. This notice/sticker will state that the student has been reported to have been misbehaving and may not travel on the bus until contact has been made with Bacchus Marsh Grammar. On completion of the journey, contact is then made with Bacchus Marsh Grammar of the incident. Upon prompt investigation of the incident an initial response to any student that misbehaves is that a first warning notice will be posted home to parents.

Safety tips for Bus Travel

Children should learn to:

- Stand a safe distance back from the curb when waiting for a bus.
- When waiting for the bus it is important not to push or crowd forward as the vehicle comes to a stop, as people may trip or be pushed in front of or into the approaching vehicle.
- Move towards the bus only when it has stopped and the doors have opened.
- Stay in the same seat with bags under their seat when on the bus.

- Follow the instructions of the driver.
- Sit quietly on the bus and not distract the bus driver.
- Sit quietly and not engage in behaviour that will disturb and attract the attention of other passengers.
- Not harass other passengers.
- Keep all body parts inside the bus.
- Only move from the seat when the bus has stopped.
- Once off the bus, if students need to cross the road, wait for the bus to leave and only cross when it is safe.

Parents should:

- Drop off or wait for their child on the same side of the road as the bus stop.
- Park away from the designated bus stop area.
- Contact Mr. Richardson or Mrs. O’Day if their child has complained about the behaviour of other students or if they have a query about their child's behaviour.
- Not approach another child to question or challenge their bus behaviour. Please report any concerns to Mr. Richardson or Mrs. O’Day to enable the issue to be resolved at a school level.
- Talk to drivers or the bus company if their child has complained about the behaviour of other students or if they have a query about their child's behaviour.

THE CANTEEN

The Canteen is open daily at recess and lunchtime. It is highly recommended that students have only a limited amount of money to spend at the canteen. Emergency lunches are available, with the money to be brought to school the following day or paid through the Qkr! By MasterCard App

Menus

Menus and Online Ordering (Qkr! by MasterCard App) information can be found on the school website.

- Online/Lunch Order Menu
- Over the Counter Purchases – Junior School

Gluten Free - Please note that gluten free options are now available to order online and over the counter.

Junior School Lunch Ordering Procedure

Lunches can be ordered online through the Qkr! app, or by writing an order on a plain bag, with correct cash inside. (Please note: Lunch bags will no longer be provided by the School) Each Junior School Class has a lunch basket in their classroom in which students place their completed lunch orders. Junior classes send baskets with Canteen Monitors to the canteen by 9.30 a.m. daily.

Lunch orders are filled and then placed back into these baskets for collection from the canteen counter by Canteen Monitors prior to lunch.

All written orders must include:

- Student Name
- Tutor Group
- Items Ordered

- Amount of Cash Included in bag

NUTS AND NUT PRODUCTS

At Bacchus Marsh Grammar, we have a growing number of students who have been identified with anaphylaxis, a severe allergic reaction particularly to nuts and nut products. In the interest of the safety of all students in our school, it is necessary that we ban students from bringing peanut butter sandwiches/rolls/biscuits and snack bags of nuts to school for snack or lunch. It would also be appreciated if parents could be careful in selecting food with nuts listed as an ingredient for their child's lunchbox.

PETS AND SCHOOL

Due to the growing number of students who have been identified with allergies to animals students are not permitted to bring animals to school for show and tell. Staff will organise animals to be brought to school in a safe manner if they are required for demonstration in a particular curriculum area.

BIRTHDAYS AND CLASS PARTIES

Due to the number of students with allergies, we do not allow students to share food. Class parties are conducted in a controlled environment where students may eat their own lunch with their school buddy. Children often like to bring something to share with their friends/class to celebrate their birthday. Chupa Chups are recommended as children are able to safely have these. If you bring cakes, cup cakes are the easiest for distribution but they must be accompanied with an ingredients list. Your cooperation with this matter is appreciated.

UNIFORM REQUIREMENTS

Uniform and jewellery requirements are detailed in the school diary. Please refer to this for any information relating to uniform. The official school uniform is the winter uniform, however, students may choose to wear the summer uniform in Terms 1 and 4. Where the weather is forecast to exceed 25 degrees, students may choose to wear their full summer uniform.

Students in Prep – Year 4 are required to wear their jumper to and from school when in winter uniform.

Blazers are a compulsory item for students from Year 5 – Year 12. Where the weather is forecast to exceed 30 degrees, students may choose not to wear their blazer.

SPORTS UNIFORM

Students in Year 5 and Year 6 are required to change at school for Sport. Each student in Year 5 and Year 6 is required to have a Bacchus Marsh Grammar sports bag to carry uniform

to and from school on this day. Currently, students in Year 3 and 4 wear their sports uniform to and from school on sport day.

Students in Prep/Reception to Year 6 wear their sports uniform to and from school on their designated Physical Education day. Parents will be made aware of their child's Physical Education day at the beginning of the 2017 school year.

Please note that it is preferred that the sport runners predominately reflect school colours of blue, black, gold, white.

BACCHUS MARSH GRAMMAR UNIFORM OUTLETS

Uniforms are available for purchase:

On campus at Bacchus Marsh Grammar

Monday and Friday: 12.30pm to 4.30pm Wednesday: 8.00am to 12pm

Phone/Fax: 5367 4072

Rushfords – Shop 1/13 Barnes Place, Werribee [*change of location*]

Mon-Fri: 9.00am to 5.30pm

Sat: 9.00am to 1.00pm

Phone: 03 9741 3211

Email: rushfords@noone.com.au

CHRISTMAS/NEW YEAR TRADING HOURS – ON CAMPUS SHOP

Wednesday 7 December 8:00am - 12noon

Last trading day at Bacchus Marsh Grammar for 2016

January Hours

Thursday 12 January 9:00am – 4:00pm [booklist collection day]

Friday 13 January 9:00am – 4:00pm [booklist collection day]

Monday 23 January 10:00am – 2:00pm

Wednesday 25 January 10:00am – 2:00pm

Friday 27 January 10:00am – 2:00pm

Monday 30 January 10:00am – 2:00pm

February

Wednesday 1 February 8:00am – 12 noon Resume normal trading hours

PARENTAL INVOLVEMENT

Within the Junior School, parents are encouraged to become involved in their child's learning. This can be achieved in a variety of ways to suit the age of your child. **Parents who wish to help out in and about the school must have a current Working with Children Check and be registered at the school administration office.**

At school, parents can help by:

- Hearing reading.
- Supervising mathematical related activities.
- Revising sounds with individuals or small groups.
- Assisting with art and craft.
- Assisting with cooking activities.
- Utilising skills as a guest speaker.
- Supervision on excursions.
- Assisting at sporting events.

At home, parents can help by:

- Encouraging an interest in books by reading to and listening to your child daily.
- Assisting in the learning of weekly spelling words.
- Providing direction and encouragement with homework to enable the development of independence as your child grows.

There is an expected level of confidentiality when assisting with children that must be adhered to at all times. If you believe there is a matter to be attended to with a particular child's reading then the appropriate person to inform is the child's class teacher. It is never appropriate to discuss a child's progress amongst the parent body whilst dropping off or waiting to collect children at the end of the day.

FUN AND EFFECTIVE WAYS TO READ WITH YOUR CHILD

1. Choose a quiet time

Set aside a quiet time with no distractions. Ten to fifteen minutes is usually long enough.

2. Make reading enjoyable

Sit with your child and say how much you enjoy reading together. Talk about 'story time' as being the favourite part of the day. Try not to pressure your child if he or she is reluctant. If your child loses interest then do something else and finish the reader later.

3. Maintain the flow

When your child mispronounces a word do not interrupt immediately to allow for self-correction. If they do not self-correct, reread what your child has read and ask "Does that make sense?" and discuss. If your child encounters an uncommon or difficult word, it is better to tell them the word to maintain the flow rather than insist they sound it out. If your child does try to 'sound out' words, encourage the use of letter sounds rather than 'alphabet names'

4. Be Positive

If your child attempts an unknown word, praise your child's effort! Don't say "No. That's wrong", but try something like 'Let's read it together' and point to the words as you say them. Boost your child's confidence with constant praise for even the smallest achievement.

5. Success is the key

Parents anxious for a child to progress can mistakenly give a child a book that is too difficult. This can have the opposite effect to your child's reading progress. Until your child has built up his or her confidence, it is better to keep to easier books. Struggling with a book with many unknown words is pointless. Fluency, phrasing and expression are lost, text cannot be understood and children can easily become reluctant readers. Don't compare your child's performance with that of friends or relatives as every child progresses at their own rate.

6. Visit the library

Surround your child with books. Try to have books in your home for your child to read. Books can be expensive but they can be the treat instead of an 'ice-cream'. If he or she likes a book, find another book with a similar subject or by the same author. Use the local library and librarian, as they are marvellous resources.

7. Regular practise

Try to read with your child on most school days. 'Little and often' is best. Read the same book for multiple nights. This will give your child the opportunity to practise fluent, phrased and expressive reading. Once your child can read, have him or her read aloud to you every day and take turns. Your child will be given a book from school to read, however, keep your own book supply because children need a wider exposure.

8. Communicate

Your child will receive a reading diary from school. Try to communicate regularly with positive comments and any concerns. Your child will then know that you are interested in their progress and that you value reading. When reading books, help your child make connections between what he or she reads in books and what happens in life. If you're reading a book about a family, for example, talk about how what happens in the story is the same or different from what happens in your family.

9. Talk about the books

There is more to being a good reader than just being able to read the words accurately. Just as important is being able to understand what has been read. Always talk to your child about what the book might be about before you read it. Look at the pictures, the cover and the title. Ask "What do you think this story is about?" Go through the book page by page and talk about the picture and the words or ideas that might be in the book. After reading the book, ask questions. You will be able to see how well they have understood the story and you will help them to develop good comprehension skills.

10. Variety is important

Children need to experience a variety of reading materials like picture books, comics, magazines, poems, newspapers, diaries, atlases, maps, instructions, recipes and letters.

BACCHUS MARSH GRAMMAR

South Maddingley Road
Bacchus Marsh, 3340

Postal Address:
P.O. Box 214
Bacchus Marsh, 3340

Telephone: 5366 4800
Absentee only: 5366 4888
Facsimile: 5366 4850
Email: school@bmg.vic.edu.au
Website: www.bmg.vic.edu.au

MRS ELIZABETH O'DAY
Deputy Principal
Head of the Junior School
odayl@bmg.vic.edu.au

Important Dates to Remember:

Student Book Collection 2017

Wilson Hall

Thursday 12 January: 9.30am to 3:00pm

Friday 13 January: 9.30am to 3:00pm

First Day Term 1

Prep Reception and Prep Wednesday 1 February 2017

Year 1-Year 6 Thursday 2 February 2017

Uniform Shop - On Campus at Bacchus Marsh Grammar
As published in this Handbook