



From the Principal

I would like to take this opportunity to thank our students, staff and wider School Community for their perseverance, patience and understanding as we move through this challenging time.

I will continue to update you with information as it becomes available from the Department of Health and Human Services (DHHS). The school will continue to communicate via email to parents, with main communications added to the school website and to the myBMG Parent Portal.

Welcome to our new Head of Junior School (Prep to Year 4)- Maddingley



It is with great pleasure that I introduce our new Head of Junior School at the Maddingley Campus, Lisa Foster.

Lisa has an expansive teaching career which has seen her teach and lead in Queensland, the Northern Territory and Victoria. She completed a Bachelor of Science at the University of Queensland, majoring in Psychology. Lisa then completed a Graduate Diploma of Teaching through the Queensland University of Technology and began her teaching career in suburban Brisbane. Later in her career, Lisa completed a Masters of Education in Leadership and Management, again through the Queensland University of Technology, graduating as the Dux of this course and recipient of the ACEL award for Excellence.

After a number of years teaching Prep to Year 3 in Brisbane and remote western Queensland, Lisa became a Small School Principal, spending three years in a small town, gaining strong academic results for her students. Her success as Principal and selection as one of Queensland's top 50 school leaders enabled her to then spend two years working successfully within the Department building the capacity of aspiring Principals and school leadership teams to strategically improve student outcomes. Missing the magic of schools and students, Lisa transitioned back into a Prep to Year 6 school as Deputy Principal, leading the implementation of a pedagogical model in a large Darwin primary school before moving to Melbourne in 2018.

From the Principal continued.....

Lisa joins us from the State education system where she was most recently the Assistant Principal - Director of Teaching and Learning Excellence Prep to Year 9 in Melbourne's west. She believes in creating a positive and engaging learning environment that ensures students are valued and supported to achieve their maximum potential.

As the Head of Junior School for Maddingley, her focus is continuing to implement evidence-based teaching practice that support all students to have the confidence and ambition to achieve excellence.

Mr Andrew A. Neal – Principal

Prep to Year 4 update – Maddingley and Woodlea

We are so very proud of the Prep to Year 4 students, teachers and families for their resilience and adaptability as we dive back into remote learning. Prep to Year 4 did not waste a minute in further developing their word recognition and phonological awareness. Families may have heard the Soundwaves chants ringing through their houses as students sang their phonemes with matching actions.

At Bacchus Marsh Grammar, we explicitly and systematically teach students how sounds (phonemes) are represented by letter/s (graphemes) to form written words. A grapheme can be a single letter or a combination of letters. A single-letter grapheme is called a graph, /c/ as in **cat**; a two-letter grapheme is called a digraph, /ch/ as in **cheese** and a three-letter grapheme is called a trigraph, /dge/ as in **hedge**.

Our student's sound knowledge is regularly assessed at Bacchus Marsh Grammar, and this helps teachers provide students with differentiated support to meet each student's needs.

You can assist your Prep to Year 4 children by helping them identify the sounds in common household words. Ask - how many sounds in 'fridge'? They should be able to segment the word /f/ /r/ /i/ /dge/ - 4 sounds! What about 'couch'?

The more students practise the ability to segment words, the better their reading and writing skills will become as they will more automatically recognise the phonemes and associated graphemes.

Thank you for your unrelenting support of your students, both during remote learning and when we are back at school.

Mrs Danielle Copeman – Head of Woodlea Campus and Mrs Lisa Foster – Head of Junior School: Maddingley Campus

Teaching and Learning update

It has been heartening to see our school community come together at this time. Teachers are making a great effort to engage students in remote learning under enormous difficulty and your support at home has been greatly appreciated. It certainly has been a team effort.

Homework

Student engagement and wellbeing is a priority during this period of isolation. We would therefore encourage parents and students to be flexible in their expectations for homework until we return onsite and to a sense of normality.

The school's current expectations for homework are that every child is reading daily, ideally for a minimum of 20 minutes. It can be fiction, non-fiction, whatever is engaging. For our youngest readers, this time can include being read to by a family member. The research is clear about the many positive impacts of a regular reading routine, including on academic achievement across the board. The other important benefit at this time is that students are having some 'screen free' time which we know is also essential for health and wellbeing.

Semester One Reports

As Mr Neal communicated at the end of Term 2, our usual reporting schedule was impacted by Lockdown 4.0 and it was the intention to have the Semester One reports available within the first few weeks of this term. With the unexpected closure of the school, including for all of our support staff, there are further challenges in delivering these reports. Please be assured that we are endeavouring to make these available within the coming weeks and we thank you for your patience.

As always, if you require support with your child's wellbeing or engagement, please get in contact with the school.

Mrs Emma Kannar - Assistant Principal - Teaching & Learning

Support for parents and families

Mental health resources

Term 3 has commenced under very challenging circumstances and we understand that this may be having an impact on the mental health of all members of our learning community. The state government website, [coronavirus.vic.gov.au](https://www.coronavirus.vic.gov.au), offers a range of resources to support mental health as well as other aspects of your family life. They suggest that parents can support their children and young people in the following ways:

- Discuss COVID-19 in an open and honest way that they will understand.
- Talk about the facts in an age-appropriate way without causing alarm.
- Listen to any questions they may have and let them know it is normal to feel worried or concerned.
- Limit exposure to the news and other media for young children and encourage teenagers to limit their exposure or turn it off completely.

We also offer a wide range of resources you may find helpful via our 'Remote Learning Resources' and 'Wellbeing' links on School Box – accessible for parents via myBMG Parent Portal.

All our students are being offered a range of resources to support their wellbeing. We encourage parents of students in Years 5 to 12 to discuss the links on the Wellbeing Resource Boards they have been sent as a way of beginning a conversation around wellbeing.

Consent Webinar

Thank you to those parents who took the opportunity to engage with the webinar on Consent held on Monday evening. The slides which were referred to during this session are now available to access via the myBMG Parent Portal under Documents/Senior School/All Senior School.

Please make contact with your child's Tutor Group Teacher, Year Level Coordinator or the Student Wellbeing Team if you have any concerns about the wellbeing of your child.

Student Wellbeing Team

Senior School News

This term has surely not started how we intended! However, we do know that we have been here before, and we can get through this challenge. In doing so, lessons continue, learning goes on and we all get a chance to continue to develop our zoom skills!

A reminder to all students and their families to make sure students attend Tutor Group so they can check-in with their Tutor Teachers, this is an important way for staff and students to connect during remote learning. Students should reach out to their Tutor Teacher or Year Level Coordinator if they feel they need any support.

I encourage all the Senior Students to try and use the following mantra to help get them through the next few weeks: "Be kind, be helpful and be patient", especially when they are helping their parents and teachers deal with their ITC issues!

Stay safe and we look forward to when we can all be back together in the classroom.

Mrs Erin Thornton – Head of Senior School

Commonwealth School Data Collection Notice

Please find this Notice at the end of the newsletter and linked to the [school website](#).

ICAS Assessments 2021 – Years 2 to 10

For those families interested in registering their child/ren for ICAS Assessments 2021, information was distributed on 22 June via Edsmart email notification. You can also access the letter and relevant BMG booking code via the myBMG Parent Portal under Documents/Whole School/General Forms. Booking windows will begin closing from 1 August.

More information relating to subject sitting dates will be available in the coming weeks.

Mrs Casey Ryder

Literacy Week Monday 30 August- Friday 3 September

Literacy Week 2021 planning is in full swing! Teaching staff are organising some wonderful events for the school community. Please see below for a sneak peek at some upcoming Literacy Week events. More details will follow, so keep your eyes peeled on all school publications!

Our mascot for this year's event is: RABBIT- *Read A Book Because It's Terrific!* Congratulations to Anirvan Kaur 6WA for the naming of this year's mascot.

Prep to Year 6

Students in Prep to Year 6 are invited to participate in the **RABBIT Colouring Competition**. RABBIT is the official mascot for BMG Literacy Week. A colouring competition winner will be announced at each year level at both Maddingley and Woodlea campuses. All entries are due by Wednesday 18 August. For students who have access to a printer, you may wish to complete your entry during online learning. Access the colouring competition page via Schoolbox. Hard copies of will be available to all students upon our return to face-to-face learning. Entries can be submitted to your class teacher.

Years 2 to 8

Students in Years 2 to 8 are invited to participate in the **Short Story Competition**. The theme is 'A surprise in the cupboard under the stairs'. All entries are due by Thursday 12 August. Entries may be typed or handwritten but must be submitted as a hard copy. There are great prizes to be won. All entries can be submitted via the entry box in Reception.

Years 5 to 12

Students in Years 5 to 12 are invited to participate in a **Poetry Competition**. The theme is 'Old Worlds, New Worlds, Other Worlds'. All entries are due by Thursday 12 August 12. One poem per entrant allowed. Entries may be typed or handwritten. There are great prizes to be won and will be awarded for students in Years 5 to 8 and Years 9 to 12. All entries can be submitted via the entry box in Reception.

Whole school

Students are invited to **dress up** as their favourite literary character on Thursday 2 September. Students should bring a gold coin donation, with all funds going to a selected charity.

There will also be numerous activities throughout the week organised by the Literacy Leaders, teachers and the Literacy Week Committee. These activities will be held during lunchtimes. All details will be delivered daily via school news on Schoolbox.

Literacy Week Committee

Communication

At this time, the main communication for parents/guardians will be from the Principal's Office (via Mrs Michelle Graham) and Class or Tutor Group Teachers.

There has been some inconsistency with receipt of emails (please also check 'junk mail'). Information can also be accessed via the myBMG Parent Portal - Documents/Whole School/ COVID-19 School Communication.

Please ensure you have updated your email address via the myBMG Parent Portal.

If you need to contact particular departments of the school, please see details below:

Accounts Receivable/Fees queries

Any school fee related queries can be emailed to: accountsrec@bmg.vic.edu.au.

Student ICT issues

Student ICT related issues can be logged with our ICT team by emailing servicedesk@bmg.vic.edu.au. Please ensure you include student name and ID number with as much detail as possible on the ICT issue.

Student Absentees

Student absences can continue to be registered via the main absentee lines:

Maddingley Campus

Absentee Line 5366 4888 or Absentee Email – maddingley_absentees@bmg.vic.edu.au

Woodlea Campus

Absentee Line 5366 4988 or Absentee Email – woodlea_absentees@bmg.vic.edu.au

School Photo update

School Photos which were rescheduled for early this term will be postponed. There will be a number of activities that will be rescheduled, with student assessments and classes taking priority. Additionally, with this delay in taking the remainder of the School Photos and the BMG sibling portraits across both campuses, Arthur Reed will be delayed in releasing the photos already taken in Term 2. The school community will be kept up to date via the weekly newsletter.

School Photos to be rescheduled:

Maddingley Campus

Classes 5A, 5B, 6A, 6B, 6C, 6D, 6E, Maddingley Middle School Leadership Groups and BMG Sibling Portraits.

Woodlea Campus

Prep to Year 8 including, Woodlea Leadership Groups and BMG Sibling Portraits.

Mrs Cathy Perconte – Events and Community Development Coordinator

Financial Arrangements

We recognise that a number of our families have been financially impacted by the current stay-at-home restrictions and some families may need greater flexibility to be applied to payment plan arrangements for School Fees in the coming weeks.

We invite any family who is experiencing financial hardship at this time to get in touch to explore what alternative arrangements may be possible. The Accounts Receivable team can be contacted by email accountsrec@bmg.vic.edu.au

Mrs Kylie Cooper – School Accountant

Conveyance Allowance

Families in rural and regional Victoria can get help with the cost of transporting their children to their nearest school or campus.

This is known as the Conveyance Allowance.

The Conveyance Allowance is available to students travelling by:

- public transport
- private car
- private bus if their nearest school is not serviced by a free school bus.

The Conveyance Allowance is a contribution towards transport costs and is not intended to cover the full cost of transporting children to and from school.

Eligibility

The conveyance allowance is available to families who meet certain criteria.

Students attending a school must:

- attend their nearest government or non-government school/campus appropriate to their year level at which admission is permissible;
- be enrolled at a school/campus outside Melbourne's metropolitan conveyance boundary for 3 or more days per week;
- reside 4.8km or more by the shortest practicable route from that school/campus; and
- be of school age at the time of application and reside in Victoria.

Please note that a Private Bus or Private Car conveyance allowance is not available if the journey could have been made using a free school bus or public transport service.

Following a recent decision by the Student Transport Unit of the Education Department, it appears that there may be some movement in the way the Department makes a judgement on what is the nearest appropriate school.

Conveyance Allowance continued.....

If your decision to send your children to Bacchus Marsh Grammar was because you felt that it was the nearest appropriate school that both respected ecumenical values and did not require your child to participate in religious instruction or religious celebration, then you may (subject to other Conveyance Allowance rules) be eligible for the Conveyance Allowance.

If this statement applies to you, whilst I can make no guarantees, I believe it in your interest to submit a Conveyance Allowance Application for 2021.

Application forms are available from the main office and from the Parent Portal. The application should be **accompanied by a simple letter** stating the reason that you believe Bacchus Marsh Grammar is the nearest appropriate school because of its values and its lack of a requirement to participate in religious instruction or religious celebration of any particular faith.

Please note: if you have already submitted an application for 2021, you are not required to complete another application unless your details have changed. For more information on the Conveyance Allowance, please refer to the School's [Business Notice](#).

Please contact Suzanne Pollard if you have any questions.

Mrs Suzanne Pollard – School Administration Assistant

Early Learning Centre, Woodlea

Expressions of Interest for 2023 4-5 year old Kindergarten program will be **closing shortly**.

If any current families have a child they have not registered for our 2023 Kindergarten program, please visit the school website - <https://www.bmg.vic.edu.au/learning-teaching/elc/> to download and complete our Registration of Interest and email to the address on the back of the form.

Please note you must complete a Prep Registration of Interest prior to submitting the ELC form.

As from 2022 our Centre will be located on the Woodlea Campus site on Frontier Avenue.

Mrs Kerry Osborn – Director of Early Learning Services

Regular Contacts

Student Absentees

Maddingley Campus

Absentee Line 5366 4888 or Absentee Email – maddingley_absentees@bmg.vic.edu.au

Woodlea Campus

Absentee Line 5366 4988 or Absentee Email – woodlea_absentees@bmg.vic.edu.au

Maddingley Campus

South Maddingley Road
Bacchus Marsh VIC 3340

P +61 3 5366 4800

F +61 3 5366 4850

Woodlea Campus

111 Frontier Avenue
Aintree VIC 3336

P +61 3 5366 4900

F +61 3 5366 4950

Woodlea Early Learning Centre

5-7 Quarry Road
Aintree VIC 3336

P +61 3 5366 4999

General School Email: school@bmg.vic.edu.au

School Website: www.bmg.vic.edu.au

Commonwealth School Data Collection Notice



Australian Government
Department of Education, Skills and Employment

Dear parent/guardian

Commonwealth School Data Collection Notice

The Australian Government Department of Education, Skills and Employment (the department) would like to advise all parents and guardians that it collects certain information about your child's school, its staff, and student body.

Why is this information collected?

This information is collected by the department in accordance with the *Australian Education Act 2013* (the Act) and the *Australian Education Regulation 2013* (the Regulation). The Act and the Regulation require the legal entity responsible for the administration of the school (the Approved Authority) to provide certain information to the department. The department collects this information to:

- Ensure the provision of Australian Government funding to schools is properly calculated and appropriately managed.
- Conduct research, statistical analysis and develop school education policy for the Australian Government.
- Meet national and international reporting obligations on school students in Australia.
- Publish and provide information about schools to the public.

How is information collected?

Information is provided to the department by a school or their approved authority via various data collections on the [SchoolsHUB website](#).

What information is collected?

Each data collection fulfils a separate reporting requirement. The data collections conducted through SchoolsHUB are:

- **The Student Residential Address and Other Information Collection (Address collection)** provides student residential addresses (excluding student names), and the names and addresses of parents/guardians of students for eligible full or part-time primary and secondary students enrolled at most non-government schools.
- **The Financial Accountability (FA)** assurance activity is done to certify that the financial assistance provided by the Australian Government for schools has been spent or committed to be spent to provide school education.
- **The Financial Questionnaire (FQ)** reports the income, expenditure, assets and liabilities from all non-government Australian schools receiving Australian Government recurrent grant funding.
- **Student Attendance (STATS)** provides a school's student attendance rate data by grade, gender and indigeneity from non-government schools for full-time students in Years 1 to 10 attending regular and special schools.
- **The Non-Government Schools Census (Census)** provides information about the number and characteristics of the school's staff and student body during a specific reference period. Characteristics include student year level and workload, Aboriginal and Torres Strait Islander staff and students, students with disability, students receiving distance education, boarding students, and overseas students. The names of students and staff are not collected, apart from

the name, position and contact details of the staff member nominated as the primary contact for the annual census.

- **Census Special Circumstances Applications** may also be made by schools to include a student/s who did not attend during the Census reference period but otherwise meets Census eligibility requirements. Schools will provide the department with information and documents about the student demonstrating their eligibility. The department does not require information that personally identifies a student and asks schools to de-identify any documents before providing them.

How will the information be used and disclosed?

Some of the information collected by the department from schools in accordance with the Act and the Regulation, may be 'personal information' for the purposes of the *Privacy Act 1988* (Privacy Act). Personal information is protected by law, including under the Privacy Act. Any use or disclosure of your personal information must occur in accordance with the Regulation. Personal information is information or an opinion about an identifiable individual. Personal information includes an individual's name and contact details.

Personal information collected by the department may be used or disclosed for the following:

- Used by the department to review school funding calculations and develop school education policy.
- Used or disclosed where it is otherwise required or authorised by law, including under the Act or Regulation, or otherwise permitted under the Privacy Act.
- Disclosed to the Australian Bureau of Statistics to calculate your non-government school community's capacity to contribute to the costs of schooling (Address collection only).
- Disclosed to the Australian Curriculum Assessment and Reporting Authority (ACARA) to publish on the [My School website](#) and include as high-level data for ACARA's National Report on Schooling in Australia and the Productivity Commission Report on Government Services (Census and STATS only).
- Disclosed to state and territory education departments and authorities in accordance with the Act.
- Disclosed to a contracted auditor where the department decides to audit or verify the information provided by an approved authority about a school. The contracted auditor may use previously collected information or request access to individual student records for comparison purposes. The contractors may pass this information onto officers within the department, if there is a discrepancy in the data provided by the school and the school's records and further investigation is required. The contracted auditor must handle personal information in accordance with the Privacy Act.
- Disclosed to its service providers for the purposes of the provision of information and communications technology (ICT) support services to the department.
- Other than in exceptional circumstances (for example, investigation of fraud relating to overseas students), the department does not disclose any of the personal information collected to overseas recipients.

For more information about how the department handles personal information, please review the department's [privacy policy](#).

Protecting your child's privacy

When student information is provided to the department by schools or approved authorities, the department requests that the information must not explicitly identify any student. For example,

student names or student identifiers are not provided. To help protect your child's privacy, we support schools to submit their reporting requirements using de-identified records.

In limited cases, even without student names or identifiers, a student may be reasonably identifiable from the information provided (for example, because of the small size of a particular school). In this event, the disclosure of such personal information to the department by a school, and the collection of that personal information by the department, are both required and authorised by law for the purposes of the Privacy Act.

What do you need to do?

You do not need to do anything. Your school is responsible for providing the requested information to the department.

Want more information?

Your school can provide information about data provided for your child. To find out more about school data collections and reporting, visit [SchoolsHUB](#).

