

Bass Coast College



“Achieving success in a caring and creative environment”

**Junior Campus
Information Booklet
2024**

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All information contained in this booklet is correct as of 29/3/2023. Any charges included in this booklet are subject to change as the 2024 charges have not been set but we expect they will be in line with the 2023 charges.

School Profile

VISION

Achieving success in a caring and creative environment.

PHILOSOPHY

We believe all students can learn and that all students can be successful.
We believe that individual well-being stems from a sense of accomplishment and belonging.
We believe there are different forms of success.

MISSION

Bass Coast College seeks to create a challenging learning environment that encourages high expectations for success through instruction that caters for individual differences and learning styles. Creativity and care are pillars of our learning environment.

In addition to developing skills and knowledge, we also aim to develop:

A sense of adventure

Emotional Intelligence

An appreciation of the context of knowledge / learning

Respect for self and others

Team skills

Problem solving skills

Aspiration

Responsibility

Organisational skills

Resilience

Genuine empathy for our students is central to our practice. An understanding of them and their personal circumstances is essential in a holistic approach to their learning.

PROFILE

Located in the Inner Gippsland Area of DET's South East Victoria Region, Bass Coast College is a Year 7-12 Multi campus school of around 1610 students. The Dudley Campus (Years 7 to 9) and the Wonthaggi Campus (Years 10 to 12) are situated four kilometres apart. The San Remo Campus (Years 7 to 9) opened at the start of 2022. Bass Coast College also offers a fourth option of the FLOW Campus (Flexible Learning Option Wonthaggi) for students with specific challenges affecting their education.

The College draws its students from nine feeder schools located in the Bass Coast Shire.

The Shire encompasses a large rural and coastal area centred around Wonthaggi, Inverloch, Grantville, Corinella, Coronet Bay and Phillip Island. Over half of the student population travel to the school by bus. There is one major private school in the area and no other Government secondary schools. The College is located in the rapidly growing Bass Coast Shire.

The current staffing levels comprise approximately 168 teachers and 57 non-teaching staff.

School Profile cont.....

Bass Coast College recognises that students have different needs, abilities, interests and ambitions and that its students are drawn from a wide range of socio-economic backgrounds.

These differences are catered for through the development of a comprehensive curriculum that extends and challenges students to realize their full potential. Sequential courses of study are provided for Years 7 to 10 in each of the Key Learning Domains.

This is achieved using core units at Year 7 and Year 8 and a mixture of core and elective subjects at Years 9 and 10. With a large Year 11 and Year 12 student population, the College is able to offer a broad range of Victorian Certificate of Education (VCE) units and has a strong commitment to the new Vocational Major (VM) certificate. Additionally, there is an Outreach program that supports approximately 15 students each year who have extreme mental health conditions that place them "at risk" of non-participation.

The College continues to develop its enrichment and consolidation programs. Students in Years 10 and 11 have the opportunity to accelerate through the VCE by taking higher-level units than is the norm for their age cohort.

A very successful Select Entry Accelerated Learning (SEAL) program operates at the Dudley and San Remo Campuses.

College staff conduct a range of quality curriculum and co-curricular programs across all campuses. The College has a tradition of student participation and success in the Performing Arts. The College is a member school of the South Gippsland Schools Music Program and currently has around 100 students involved in the program. Bass Coast College regularly enjoys sporting success at local, state and national levels. An ADVANCE program (based on surf lifesaving) also operates at the College. Participation in Human Powered Vehicle events is also an established part of the College's co-curricular program. An annual Human Powered Vehicle Grand Prix is a major feature of the local community calendar.

The College is committed to the welfare of its students. To this end, a Student Welfare Coordinator, Mental Health Practitioner, school nurse and Chaplain are based at each campus, along with Careers counselling available at all campuses.

The staff at Bass Coast College are dedicated professional educators who place importance on quality teaching and professional development. The College provides a caring, supportive environment whilst also encouraging teamwork, leadership and a sense of belonging.

Students are encouraged to develop leadership skills through the Mentor Group Program, the Student Representative Council and as elected student leaders.

Extensive recreational, sporting and educational facilities are available. These include a sports stadium (Wonthaggi Campus) and gymnasium (at the junior campuses), library, canteen, computer centres, theatre/drama room, courts and oval or playing fields at each campus.

The College also enjoys access to extensive community recreational facilities, local beaches and coastal reserves.

The extensive grounds and buildings are well maintained and attractive. The College continues to focus on upgrading facilities and grounds.

Bass Coast College has **zero tolerance** for child abuse. We have a number of policies, and strategies in place to support a child-safe environment. These include a College wide Behaviour Management Plan, school wide Positive Behaviour Support and ready to learn programs, Child Safety policies and Responding to and Reporting Obligations Policy and Procedures, and a school Code of Conduct. If you would like to view these or discuss these with anyone, please contact the school's Child Safety Officer – Principal Darren Parker.

“Achieving success in a caring and creative environment”

Key Personnel Positions 2024

College Principal	Darren Parker
Assistant College Principal	Leith Cummins

	DUDLEY CAMPUS	SAN REMO CAMPUS
Campus Principal	Matt Rose (Acting)	Emma Harris
Assistant Campus Principal	Phil De Salvo	
Campus Manager	Wayne Rhodes	Nick Sibly
Year Level Co-ordinators	Sam Martin Brad Porter Jesse Boyd	Andrew Hay Claire O'Brien Antonio Castello
Assistant Year Level Co-ordinators	Nick Pocknee Stuart Darlow Charlene Harris	Lauren Lees Iain Balmer Remi D'Agostin
Student Welfare	Jay Martin	Jo Beasley/Marg O'Donnell
PSD Co-ordinators	Sindy Boyd	Penelope Gordon

College Council

The College Council, consisting of elected parents, elected teachers and co-opted members, meets regularly to determine the policies for the College, and to provide assistance and advice to the Principal.

To assist the operation of the council, there are several sub-committees where parents and students are encouraged to be involved. Some of the committees are: Curriculum, Resources and special purpose committees such as Uniform.

Parent/Carer Involvement

All parents/carers are encouraged to be involved in their child's education. All students need the active encouragement and support of their parents. Parents are encouraged to contact the College if they have concerns or wish to discuss any aspects of their child's education.

The contribution of parents/carers is an important part of the development of Bass Coast College.

College Contributions

Note: Charges for 2024 have not been finalised at the time of printing this booklet.

The following information is supplied to give you an indication of costs applicable to each year level for students enrolled in 2023.

Curriculum Contributions:

<u>Year 7</u>	<u>\$340</u>
<u>Year 8</u>	<u>\$340</u>
<u>Year 9</u>	<u>\$340</u>
<u>Year 10</u>	<u>\$320</u>
<u>Year 11</u>	<u>\$280</u>
<u>Year 12</u>	<u>\$280</u>
<u>Year 11 VCAL</u>	<u>\$180</u>
<u>Year 12 VCAL</u>	<u>\$180</u>
<u>FLOW Program</u>	<u>\$50</u>

Extra-Curriculum Items & Activities:

<u>Year 9 Advance</u>	<u>\$80p/s</u>
<u>Year 10,11 & 12</u>	
<u>Outdoor Education</u>	<u>\$100p/s</u>
<u>Sport & Rec</u>	<u>\$100p/s</u>
<u>Advance</u>	<u>\$100p/s</u>
<u>Advance Surfing</u>	<u>\$100p/s</u>

Extra-Curricular Items & Activities:

<u>SGSMP: Music Tuition</u>	<u>\$308</u>
<u>Instrument Hire</u>	<u>\$150</u>
<u>2nd Instrument</u>	<u>\$154</u>
<u>Band Only</u>	<u>\$121</u>
<u>SPORT TRANSPORT: Per event</u>	<u>\$12</u>
<u>CAMPS: Year 7</u>	<u>\$270</u>
<u>Year 8</u>	<u>\$360^</u>
<u>Year 9 - Rawson Village</u>	<u>\$345</u>
<u>Year 9 - Summit</u>	<u>\$400^</u>
<u>Year 12 - Tertiary Camp</u>	<u>\$325</u>

EXCURSIONS: varies per event

p/s - per semester

^ - approximate cost only

Curriculum Contributions: are voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum. It is at a school's discretion to determine whether an item or activity is necessary for delivering the Curriculum.

Extra-Curricular Items & Activities: items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum. These are provided to students on a user pays basis.

Other Contributions: Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose. In 2024 we aim to raise enough funds to go towards:

Dudley Campus – Outdoor Seating & Landscaping, San Remo Campus – Playground, Wonthaggi Campus – Undercover Walkways

Payment Methods & Support Options

In Person – Curriculum contributions can be paid at the General Office at either Campus by Cash, Cheque, Eftpos or Credit Card.

Direct Deposit – When direct depositing into the College's bank account please ensure your students code is in the description. Bank: Westpac BSB: 033-265 Account Number: 194569
Reference: students code / contribution

CompassPay – Curriculum contributions can be paid via the Compass portal.

Centrepay – If you are the recipient of Centrelink payments you can arrange to have a fortnightly amount deducted from your payment and forwarded to the College.

CSEF – Parents with a valid Health Care Card are eligible for \$225 per student to assist with Camps, Sports or Excursions.

Financial Hardship – Parents experiencing financial hardship should contact the school for information on assistance available.

College Contributions explained

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

Excursions

A number of subjects may offer excursions to bring a practical perspective to topics taught during the course of the year. The cost of some excursions can be quite prohibitive (some can cost over \$80 per head), which makes them unaffordable for some students.

Bass Coast College encourages 100% participation in all our excursions because we recognise the benefits and enjoyment that excursions can bring to learning.

For this reason, we subsidise most excursions and cap the cost at a maximum of \$20 to give every student the opportunity to attend. This subsidy comes from the Equity Funding under the current Gonski Funding Initiative and the College Contributions.

Music Levy

The South Gippsland Schools Music Program (SGSMP) is a Music Education Program in South Gippsland developed as a part of a co-operative plan, in which classroom music and instrumental music are integrated as a total concept.

The Program is staffed by music teachers who are able to implement appropriate courses of study in both classroom and instrumental programs.

High priority has been given to developing performing groups in music ensembles, bands, choirs and opportunities to enjoy the benefit of shared musical performance. The Secondary College Schools included in the SGSMP are Korumburra, Leongatha, Mirboo North, Foster and Wonthaggi.

Estimated Annual fees for 2024 are below:

Standard Charge – One instrumental lesson and one or more bands per week	\$308.00
Standard Charge—Second instrument lesson	\$154.00
Band Only	\$121.00
Instrumental Hire for the year (if applicable)	\$150.00

Attendance

Punctuality and regularity of attendance are essential.

Whenever students are absent the parent / guardian need to either.

- Log on to the Compass Student Management system (with the login and password given to you at the start of Year 7) and record your child's absence
- Telephone the Dudley Campus on 5672 0900, or San Remo Campus on 5610 2020, before 10am, indicating the pupil's name, home group, and reason for the absence

This is an important communication between the home and the school and a compulsory government requirement.

Canteen

Our canteen sells predominately nutritious food because we believe that it is our responsibility to ensure our students are offered what is best for their health and wellbeing.

We do not sell unhealthy drinks, chocolate or confectionary. Most of our hot food is cooked on site and includes pasta bake, toasted sandwiches and pizza rolls.

It is highly recommended that parents support our approach and only supply healthy food from home, wrapped in paper rather than plastic.

Communications

Students and Parents are kept informed of current events at all times. Information is disseminated by the following methods:

- To students:**
- (a) Compass/Compass Newsfeeds - **should be read by every student every day**
 - (b) announcements at assembly's
 - (c) announcements over the public address system

To parents and students:

- (a) Compass Newsfeed – Important information for parents is posted regularly
- (b) Personal letters to parents/carers, either email or post form
- (c) Special notes which are emailed to parents or issued to students to take home to parents e.g. information evenings.
- (d) Text messages

As the Compass Newsfeed is our major method of communication with parents, we ask that all parents download the Compass app and activate the notifications so that you are aware of all school news items.

As email is another method of our communication with parents, it is vital that parents notify the staff in the general office of any changes that occur to their email addresses.

Parents who require information on any matter should feel free to contact the school at any time during the school day.

Parent inquires may be made through any campus office -

Dudley Campus - 5672 0900 **San Remo Campus** – 5610 2020 **Wonthaggi Campus** – 5611 4000

Parent/Teacher Contact & Reports

Bass Coast College values the use of Personal Learning Reports (PLRs) for students. These reports are completed at about six-week intervals and will provide a moving snapshot of the development of your child's personal learning skillset. **These reports do not report on Academic progress.** There will be four cycles of these reports each year and they will be available through the online Compass Student Management system which parents and carers are given access to via a username and password.

The PLRs report on Behaviour, Effort, and attitude to learning. Teachers report on a rubric that can be viewed on our school web site under the parent resource section. A good to average student can expect to get a rating of "developing" with "developed" and "well developed" for more advanced students. On the lower end of the scale are the rating of "needs attention". Students receive a score out of ten for each subject and this is averaged to give an overall score for the cycle. The Compass Student Management system tracks these reports so parents will see this regular feedback on students learning behaviours.

Parents/Carers will also receive two end of semester reports from the College that report on academic progress. These reports provide communication between teachers and parents/carers and are written to indicate student progress and to assist with further development. They are not intended to be used as references for job applications.

Parent/Teacher/Student Conferences take place at the end of Term 1 and Term 3 so that student progress can be discussed. These Parent/Teacher/Student Conferences are conducted either face to face or remotely online using Teams (instructions will be provided). We urge all parents/carers to access these interviews and strongly encourage students to attend. Information regarding the online booking system will be forwarded to families prior to the Parent/Teacher/Student Conferences.

The Compass Student Management system has made it possible for teachers to send an email to parents/carers. Many of our staff now use this system to keep in contact. Please ensure that the school has your email address if you want teachers to be able to keep in contact with you.

Parents/Carers are invited to contact the Sub School Coordinator at any time to discuss the progress of their child. Those parents/carers wishing to contact individual teachers can do so through the front office of the respective campus.

Buses

Students from outlying areas have the services of twenty five bus lines which cover a very wide area. Where students travel more than 4.8 kilometres to reach the school bus a conveyance allowance may be payable to parents. The appropriate application form can be obtained from the General Office.

Students may travel on the buses only after an "Application for permission to travel" form has been submitted to the school and approved by the Bus Coordinator. Parents/Carers will be notified on approval.

Pupils living closer than 4.8 kilometres may use the fare-paying town service.

Drivers are instructed not to carry pupils whose behaviour is unsatisfactory until a definite assurance is given that there will be an improvement. In cases of extreme misbehaviour a pupil may be suspended from use of the bus service.

Bus Passes- These will only be issued for students who need to get off their bus at a different stop.

Passes will only be issued if your child has a signed note indicating the destination, acceptable reason, date and student name. Due to buses being filled to capacity, no other students can be granted a bus pass.

Lockers

Lockers are available for all students. All possessions, bags and books must be stored in the locker. Large sums of money and other valuables should not be brought to school or should be handed into the office for safekeeping.

The College will supply students with a sturdy lock. The padlocks are combination locks with a master key held by the Year Level Coordinators. Lockers and locks are distributed on the first day of Term 1. If a student misplaces their lock they will be required to purchase a new lock from the General Office.

Leaving the School Grounds

Students are not permitted to leave the school unless a written request from the parents/carers is received and a pass is issued. The Campus Principal has the right to deny any request they feel is unwarranted.

We would like to ask parents to please try to avoid arranging appointments that will require pick-ups during class times to minimize this disruption to their child's learning.

We are aware that, at times, it is unavoidable to achieve this and ask that if your child does need to leave class that you supply a note to excuse them. We would appreciate your support in this matter so that office staff do not need to make announcements or make class visits, which can negatively impact on lessons.

Sickness and Accident

Accidents and sickness of a minor nature may be treated at the school. In some instances staff may decide that the student is too ill to remain at school. Parents / Carers will then be contacted and asked to collect the student.

In cases of serious illness or accident, the local ambulance service is called. The ambulance officer will then decide whether the student requires further treatment either from the local clinic or the hospital. If the student leaves the school in the ambulance, parents are notified as soon as possible. In this situation the cost of the ambulance is met by the parents. For this reason we advise parents to join the Ambulance Victoria.

Several companies have accident insurance policies available to cover students.

Note: It is important that parents give to the school the name, address and telephone number of someone who can take responsibility for an ill or injured student in the event of our not being able to contact a parent/carer.

Homework Policy

Rationale:

Homework helps students to optimise their learning by complementing classroom learning, fostering good study habits, and providing an opportunity for students to be responsible for their own learning.

Aims:

- To support and extend classroom learning.
 - To develop positive study habits to prepare the students for future learning.
- To develop a responsibility for organisation and self-learning.

Implementation:

- The homework policy is available through the school web site.
 - Any homework that is set will be appropriate to each student's learning needs.
- Each set task will be purposeful, meaningful, and relevant to the current classroom curriculum. All homework activities may be assessed with feedback and support provided by teachers.

(Year 7 – Year 9)

Homework will consist mainly of:

- Any work not completed in class.
- Independent reading on a daily basis and weekly spelling words in **English**.
- Weekly **Maths** homework plus a maximum of one Maths assignment each term.
- Research, project and assignment work in Humanities, Science and Health classes.

The **total homework load** per student will generally be between **60 and 90 minutes per week at Year 7**, increasing to between **90 and 120 minutes per week at Year 9**.

(Year 10 – Year 12)

Homework will consist mainly of:

- Reading, research, assignments, assessments tasks and independent projects.
- Homework schedules will be discussed within each class. Parents may discuss homework issues with the class teacher or year level coordinator.

Students will be provided with formal opportunities to build organisation and planning skills, through development of individual work plans and working with teachers.

Senior students, especially those studying their VCE, will be expected to complete schoolwork over the summer break that is set as part of the Headstart Program.

In order to achieve maximum success, the following expectations are generally accepted state-wide:

Year 10 - In **core subject's** teachers will generally expect 50-70 minutes of homework per week. In **elective subject's** teachers will set additional tasks, revision or continuation work as necessary, not exceeding 60 minutes per week.

Year 11 - In **each subject** teachers will generally expect a minimum of 80-100 minutes of homework per week.

Year 12 - In **each subject** teachers will generally expect a minimum of 120-180 minutes of homework per week.

At peak times (e.g., prior to exams and major assessment tasks) homework may increase. Teachers may be available at lunchtime and (occasionally) after-school, to assist students with homework.

It is commonplace for teachers to assign unfinished classroom activities as homework tasks.

Due Date Policy

Classroom teachers will give students the due dates of all course work in writing on the assignment via Compass lesson plan. Students are expected to meet all 'due date' requirements and submit all work set for them by their teachers. Failure to submit work by the set time will result in the student receiving a reduction in assessment in the subject/s in which the work was not submitted.

If a student is absent on the day work is due, submission of that work can occur on the next school day they attend.

Due Date Deadlines

Students who fail to meet a due date will be reminded that their work is overdue and it remains their responsibility to ensure that the required work is submitted promptly. Due dates are provided and visible to parents on Compass Learning Tasks. Assignments that are not created as Compass Learning Tasks will have a due date listed on the assignment. Parents/Carers are asked to monitor learning tasks and assignment due dates and reinforce the importance of meeting deadlines with their child.

Note: (a) work which meets the due date will be able to access the full extent of grading.
(b) work which is submitted late after the due date will receive a reduced grade.
(c) work which is late, can only be submitted through negotiation with the classroom teacher.

Extensions of Time

- If students know of an upcoming absence from school eg. Family holiday, they must make special arrangements with the teacher concerned.
- An extension of time will be given to students who have experienced problems that are outside their control eg. illness, family crisis etc.
- All computer work must be backed up. Computer failure cannot be used as a reason for an extension time.
- An extension of time must be requested no later than one full school day prior to the submission date. In exceptional circumstances this may be varied by the classroom teacher.
- An alternative task may be given to a student who is granted an extension by the classroom teacher.
- The classroom teacher is responsible for granting an extension of time. If an extension of time is refused the student may appeal the decision to the Sub School Coordinator or the Campus Principal.

Authentication

- All work needs to be the student's own eg; Large pieces of work from an encyclopaedia or the internet are not acceptable.
- Where possible, students must supply evidence of progress towards their final submission. Where appropriate students must include a list of references/resources.
- Students should complete most of the drafting process during class time.
- Teachers reserve the right to question students about the content of their work when authentication is in doubt.
- If two or more students are involved in an authentication problem all participants may receive a grade of unsatisfactory.

Parents should be contacted if the problem cannot be easily resolved.

Due Date Policy cont...

Policy on Plagiarism and Collusion

The work that students complete must be their own and not the result of cheating, plagiarism or collusion (undue outside assistance).

Plagiarism occurs when a student passes off information as the student's own work or copies without recognising the original author.

Collusion occurs when a student obtains the agreement of another person for cheating purposes with the intent of gaining an advantage in submitting an assignment or other work.

Consequences:

Students who cheat by committing plagiarism or collusion will be subject to disciplinary action which may take the form of:

- a written or verbal reprimand by the teacher
- making alternative arrangements for assessments
- failure of the assessment task

Right of Appeal:

Students who believe these consequences are unfair may take the matter to the Campus Principal.

Uniform Policy

PURPOSE

The purpose of the Student Dress Code is to outline Bass Coast College's requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes.

This dress code has been developed by Bass Coast College's School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Student Dress Code aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Bass Coast College's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities.
- reduce student competition on the basis of clothing

Enhance the profile and identity of the school and its students within the wider community.

The School Council has developed a dress code that we believe provides a range of choices for students and is cost effective for families.

SCOPE

Students are expected to comply with this Student Dress Code while traveling to and from school, during school hours and when attending school activities.

UNIFORM AND APPEARANCE

The full list of Bass Coast College's compulsory school uniform items are available at Appendix A to this policy.

General appearance

While at school, travelling to or from school or participating in school activities, Example School students must comply with the following:

- Uniforms must be clean and in good repair

[Additional layers of clothing may be worn underneath the uniform for added warmth, provided these undergarments are completely hidden.](#)

Hair and Sun safety

Hair shoulder length or longer must be tied back during practical activities for student safety.

As we are a secondary school, we expect students to take responsibility for being sun smart by wearing a school hat during outdoor activities or staying in the shade, if they are not wearing sunscreen.

Students are permitted to wear sunglasses during outdoor activities. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible.

Uniform Policy cont.....

PURCHASE OF UNIFORMS

Uniform items can be purchased from Totally Workwear Wonthaggi.

Support for families experiencing difficulty

Please contact the Wellbeing Coordinator to discuss support that we may be able to provide to families experiencing difficulty meeting uniform costs, including information about eligibility for uniform support through State Schools' Relief. Further information about State Schools' Relief is also available on their website: <https://www.ssr.net.au>

IMPLEMENTATION

Bass Coast College will ensure that this Student Dress Code is communicated to all families and students through our website, transition information and Compass. We will assist students who may be experiencing difficulties complying with this policy where possible.

Students wearing non-compliant uniform items may be asked to change into a compliant item of clothing provided by the school.

Parents/carers are requested to provide a note to the school if their child is out of uniform. A uniform pass will be issued to the student.

If non-compliance with the dress code becomes a continued occurrence, the Principal will be informed and a phone call home may be required. In this event, the school will continue to work with the student and family to support compliance.

EXEMPTIONS TO STUDENT DRESS CODE

We recognise that there may be situations where the application of this dress code may affect students unequally.

Students and their parents or carers may apply either in writing or in person to the Principal for an exemption to this Student Dress Code if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic, or cultural beliefs or background.
- the student has a particular disability or health condition that requires an exemption from the dress code.
- the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code.

When the Principal receives a request for an exemption, they will:

- consider the grounds for the exemption request.
- explain the process to the student and/or their parents/carers.
- encourage the student and/or their parents/carers to support their application with evidence.

The Principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers.

Uniform Policy cont.....

CONCERNS ABOUT THIS STUDENT DRESS CODE

Bass Coast College welcomes feedback from the school community in relation to this Student Dress Code. If you have a concern or complaint about the Student Dress Code, further information about raising a concern or complaint is available in our school's *Parent Complaint Policy*, available on the school website.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Discussed in student forums
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- Bass Coast College SunSmart Policy
- Bass Coast College Parent Complaint Policy
- Student Wellbeing and Engagement Policy
- Department of Education and Training [Student Dress Code](#)
- Department of Education and Training [Student Engagement policies and guidelines](#)

Uniform Price List

APPENDIX A: BASS COAST COLLEGE 2023/24 UNIFORM PRICE

All uniform items are available to be purchased from Totally Workwear Wonthaggi

UNIFORM ITEMS		COST
UNISEX JUMPERS (80% wool 20% nylon)		
	Size 10-16	\$77
	Size 18-22	\$87
	Size 24-28	\$90

UNIFORM ITEMS		COST
BOYS CHARCOAL GREY TROUSERS	Tailored Waist	\$68 - \$72
	Elastic Waist	\$58

BOYS CHARCOAL GREY SHORTS	Tailored Waist	\$48
	Elastic Waist	\$48

UNISEX V NECK WINDCHEATER	\$58
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SUMMER DRESS	\$70
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WSC JACKET	\$72
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SUMMER SKIRT	\$59
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WINTER SKIRT	\$77
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POLO SHIRT (short sleeve)	White/Blue	\$38
	(long sleeve)	\$46

GIRLS CHARCOAL GREY TROUSERS	\$60 - \$64.50
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PE/ SPORTS POLO	\$49
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GIRLS CHARCOAL GREY SHORTS	\$48-
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PE/ SPORTS SHORTS	\$38
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PE/ SPORT TRACKSUIT	Top Only	\$58
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	Bottom Only	\$50
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*****Prices subject to change*****

Student Management and Welfare

Year Level Coordinators

Each year level will be administered by the Year Level Coordinator and an assistant who work closely with all subject teachers. The Coordination Team are responsible for arranging courses, monitoring student progress, organizing reports, supervising Year Level camps and activities. Discipline and welfare of the level is also handled by the Coordination Team.

Parents who have queries regarding any aspects of their child's school life are encouraged to contact the Coordination Team, who will then take the matter up with all people concerned.

Student Welfare Team

The Student Welfare Team has been set up to facilitate the school's objective of promoting a caring atmosphere in which every child can express a feeling of self-worth and belonging. The Welfare Team recognise that all students are unique individuals, entitled to equal opportunity and continuing support to enable them to realise their fullest possible development.

The Welfare Team are able to offer help and support to students who have problems which may affect their education. Problems dealt with could range from difficulty coping with a new school, to relationship problems with family, friends and teachers.

Students and parents are welcome to contact the Welfare team at any time, while Sub school Co-ordinators and other staff may also refer students who are experiencing difficulties. The Welfare Team would then initiate discussion with all parties concerned including school support services in an attempt to alleviate the problem.

Inquiries regarding financial assistance for low income families and Austudy should also be directed to the Welfare Team.

School Policies

The DET has policies on many issues. Bass Coast College uses these policies to guide its operations and procedures. In some areas we consider it important we have our own policies. These are generally where more specific detail is required than what is in Government policy, or where the DET leaves certain decisions up to the school.

Student Behaviour Management

	BASS COAST COLLEGE
TO BE A GOOD LEARNER	BE RESPECTFUL
	BE SAFE
	BE RESPONSIBLE

	OUR CLASS RULES
TO BE A GOOD LEARNER	<ul style="list-style-type: none"> - We will respect the space & belongings of all others - Respect the learning of others - Respect all people
	<ul style="list-style-type: none"> - Follow all adult instructions - Use equipment for its intended purpose - Move with care and awareness
	<ul style="list-style-type: none"> - Bring what is needed to each class - Take responsibility for your own learning - Demonstrate positive behaviour

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CONSEQUENCES
BE A GOOD LEARNER
<i>Respect Safety Responsibility</i>
REMINDER <small>(Explicit expectations outlined and behaviour addressed)</small>
MOVED TO A DIFFERENT SEAT 'MOVED TO HELP YOU WITH YOUR LEARNING' <small>(Grey Compass entry required)</small>
REMOVAL FROM CLASS (5 minutes maximum) LEARNER REFLECTS <small>(Yellow Compass entry required)</small>
NEGOTIATED RE-ENTRY (by the classroom teacher) RESTORATIVE CONVERSATION <small>(Yellow Compass entry is required)</small>
SUB SCHOOL TEAM WITH WORK TO COMPLETE <small>(Yellow Compass entry required - another student is sent later to check that they have arrived)</small>
PRINCIPAL TEAM <small>(Red Compass entry required - escalation to Campus Principal)</small>

Shared values regarding the physical operation of classes policy

Staff are expected to follow these procedures as it is important that we have a united and consistent approach to what we expect from our peers and students.

Aims

To foster greater support and cooperation among staff

To present a consistent approach to the general management of students

To give students a strong and consistent message concerning our expectations

Commencement of Classes

Punctuality and Respect

- Teachers and students to be on time to all classes
- Students late to class, a note is to be provided. Lateness to be dealt with by the classroom Teacher.
- Persistent lateness to be referred to Year Level Coordinators and recorded on Compass.

Communication, Consistency and Consequences

- Students to line up quietly outside room
- Students to enter and stand behind chairs
- Students to be seated, place resources on table and listen to teacher's instructions
- Students arrive to class in time
- If a student needs to leave class briefly, the student must have a teacher's lanyard

Acceptable Behaviour and Consequences (as per Behaviour Management Plan)

- Explain to students if behaviour is unacceptable and why, in simple terms
- Move student to another position if poor behaviour persists. Reinforce school beliefs and values and how we want the class to operate
- Student may be given a second warning or sent out of the room for a short period of time, to fill out a 'reflection sheet'. Only **one** student should be placed in the corridor at any one time.
- The teacher speaks to the student outside the classroom and negotiates their return to class.
- If the student returns and continues to behave poorly the following procedure should be followed:

For all Students

- Send the student to the Year Level Coordinators' classroom or office.
- If the Year Level Coordinators are not available, the student is to report to the Campus Principal, Student Welfare Coordinator or Campus Manager.
- The aim is to negotiate their return to class. If this is not possible the student may be sent home.
 - **Teacher to ensure details are recorded on Compass**
 - **Teachers to send a note with the student listing the time**
 - **Teachers to ensure that follow up occurs**
 - **Teachers can contact parents if necessary**
- In some extreme cases students may need to be sent out of class immediately. Send to appropriate Year Level Coordinator, Assistant Year Level Coordinator or Campus Principal.
- Students must only be permitted to go to toilet/lockers when essential – use lanyard.

Mobile Phone Policy

We recognise that mobile phones are an important means of communication. However, they can easily be improperly used, lost, or damaged and therefore in line with the Department of Education and training policies, BCC has prohibited students to have their phone in their possession at school.

Mobile phones can be a major distraction to the student's learning, therefore our policy states that phones brought to school must be switched off and stored securely during the school day.

There are times when it is genuinely appropriate and beneficial for students to have access to a mobile phone before and after school. If a student needs to contact a relative, friend, employer, or other person they must speak to the General Office to seek permission to use the **school** phone.

If a student has a mobile phone in their possession, they will be instructed to hand it to the General Office staff, and it will be stored in the school safe. On the first occasion the student will have their phone returned at the end of the school day.

For any further occurrences, the student's parent/carer will be contacted to collect the phone. The student will also be required to hand their phone into the General Office at the start of each day.

It is important that students display courtesy, consideration, and respect for others whenever they are using a mobile phone. Disciplinary action will be taken against any student who uses a mobile phone to **bully, cyber bully** or **harass** another person.

Students should ensure that they are aware that mobile phones are brought to school at the owners' risk.

In phone cameras are not to be used anywhere a normal camera would be considered inappropriate. Appropriate action will be taken against any student who photographs and films other students without their consent.

The DET does not hold insurance for personal property brought to schools and it will generally not pay for any loss or damage to such property. Staff and students should be discouraged from bringing any unnecessary or particularly valuable items to school (*Circular 038/2005*).

The Principal may revoke a student's privilege of bringing a mobile phone to school.

Curriculum

The College provides booklets giving detailed information on the subjects offered. New students to Year 7 and 8 are given a prospectus outlining the course of study.

Students entering Year 9 are given a prospectus outlining all subjects. This allows students to make informed choices when selecting their course of study.

YEAR 7 AND 8

Key Learning Area		Year 7 Unit Allocation	Year 8 Unit Allocation
Mathematics		4	4.5
English		4	4.5
Science		3	3
Humanities		3	4
Arts and Design/ Technology	Music	1.5	-
	Art/Sculpture	2	-
	Textiles	1.5	-
	Wood	2	-
	Drama	-	1.5
	Visual Communication	-	1.5
	Food Technology	-	1.5
	Metals	-	1.5
Language		3	2 (Literacy+/ Numeracy+)
STEAM	IT: Digital Communication	1	-
	Mechanisms/Systems	1	-
	Coding/Robotics	-	1
	CAD	-	1
Health & Phys Ed	Health & PE	4	4
Total number of units per week:		30	30

Curriculum cont..

YEAR 9

Students must cover the following areas of study.

CORE: English
Mathematics
Humanities
Science
Health & Physical Education
Alternative PE – Advance (Life Saving)

Students can apply to participate in the Advanced program. This replaces the regular Year 9 PE Program. Advance is a 2-year program run over Years 9 and 10. A selection process applies.

ELECTIVES:

Arts and Design/Technology: e.g. Woodwork, Metalwork, Textiles, Home Economics

STEAM: e.g. Robotics, IT, CAD (Computer Animated Design)

LOTE: Japanese

CAPABILITIES:

The Victorian Curriculum includes 4 capabilities, Critical and Creative Thinking, Personal and Social, Intercultural and Ethical.

These capabilities cover essential 21st century skills and are explicitly taught across 2-year bands throughout the various subject areas.

Selected Entry Accelerated Learning (SEAL)

Bass Coast College is committed to providing a curriculum that caters for the needs of all students. Our aim is to provide every child with a challenging and satisfying learning experience. As the main provider of secondary education in the Bass Coast Shire, Bass Coast College, with very large student population, is in the fortunate position of being able to staff and resource a diverse curriculum.

It is in this context that Bass Coast College has responded to the needs of high achieving and highly motivated young people.

SEAL (Select Entry Accelerated Learning): One class in each year level class (at each junior campus) is accelerated in Japanese, English, Maths, Science and Humanities. Entry to this program is via interview and testing by the University of New South Wales. This group stays together until Year 10.

At Year 10, there are advanced units of study available in core subjects. Year 10 and 11 students also have access to the study of VCE units. An increasing number of students take advantage of this opportunity.

All students need assistance to reach their potential. Bass Coast College aims to develop a whole-school approach to their education, one where curriculum provision and teaching strategies aim to develop the giftedness of all students.

If you have any questions or require further information on any of the programs mentioned above, please contact the Co-ordinator of the SEAL program at either Dudley or San Remo Campus.

Program for students requiring additional assistance

Year 7 :

Support is offered to students who are experiencing literacy problems. Staff are equipped with strategies to assist all student with literacy support.

Select Entry Literacy program (SELP) is offered at Year 7 where a Home Group is chosen to receive additional literacy support in all core subjects.

Year 8 & 9:

Students with literacy and numeracy problems will be catered for through the differentiation of classwork. Opportunities for further support will be supplied through programs such as team teaching and combined classes.

Sports Program

School sport at the College is divided into two categories - house and interschool. House sports are held in swimming, athletics and cross country. The emphasis is on participation; non-competitive students are encouraged to take part in novelty events.

The College is a member of the Victorian State Secondary Schools Sports Association (VSSSA) and consequently is affiliated with sport at the South Gippsland, Regional and State levels. Individuals and teams can pursue sporting excellence to the highest level - State Championships.

Interschool (South Gippsland) sport through this membership structure can be divided into different categories. Individual sports include cross country, running, swimming, golf, athletics, clay shooting, and surfing.

Team sports are offered during the summer and winter seasons. Summer team sports include badminton, table tennis, squash, volleyball, softball, cricket and tennis. Winter sports offered include hockey, soccer, netball, football and basketball.

Age categories for the team sports are Year 7, Year 8, Intermediate (Years 9 and 10) and Senior (Years 11 and 12).

Please note that sport transport costs are subsidised by the College.



Camps /Excursions Program

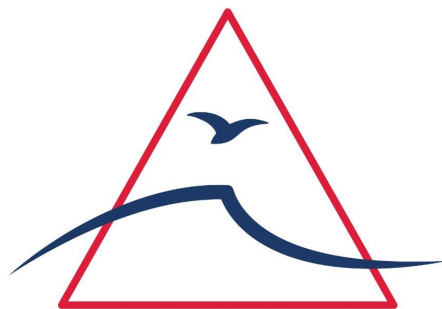
Each year level has a Camps/Excursions Program designed for students' needs, interests and capabilities. The school regards these activities as being an integral part of the students' education and everyone is encouraged to participate.

The College owns an extensive range of camping and adventure equipment including bicycles, trailers, tents, cooking utensils and canoes.

Year 7's have an orientation camp in March. Year 8 and 9 Camps are considered during the year. In addition, students are encouraged to participate in full and half day excursions, theatre, and cinema trips. Adventure camps and day excursions are conducted, involving canoeing, bicycle riding and surfing.

Parents are given all information regarding the camps/excursions offered throughout the year. To ensure bookings and staffing can be organized a firm acceptance and a deposit will be required. Parents who are unable to afford the cost should contact the Sub School Co-ordinators, Student Welfare Co-ordinator or the Business Manager.

Note; The school welcomes parent participation in these activities, in fact, the total program is almost impossible to staff without some help from parents. If you can be of assistance, please contact your child's Sub School Co-ordinator. Your assistance will be greatly appreciated.



Bass Coast College

“Achieving Success in a caring and creative environment”