



**BASS COAST  
COLLEGE**

**Senior Campus  
Information Book  
2024**

*‘Achieving success in a  
caring & creative environment’*

FLOW Campus  
26 McKenzie St  
WONTHAGGI

Years 7 - 10

Dudley Campus  
174 South Dudley Rd  
WONTHAGGI  
Ph 5672 0900

Years 7 - 9

San Remo Campus  
85 Potters Hill Rd  
SAN REMO  
Ph 5610 2020

Years 7 - 9

Wonthaggi Campus  
2 McKenzie St  
WONTHAGGI  
Ph 5611 4000

Years 10 - 12

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# School Profile

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## 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.

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 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 nonparticipation.

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.

The College is committed to the wellbeing of its students. To this end, a Student Wellbeing Coordinator, Mental Health Practitioner, and School Nurse 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 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.

# Meet the Wonthaggi Campus Staff

## Principals



Ross Bramley  
Campus Principal



Aaron Coyle  
Senior Programs  
Principal



Alison Gill  
Assistant Campus  
Principal

## Year Level Coordinators



Alison Gill  
Year 10



Anthony Fincher  
Year 11



Vaughan Gleeson  
Year 12



Jim Lees  
VCE VM / VET



Cameron Ritchie  
Year 10 Assistant



Jo Richards  
Year 11 Assistant



Tim Hooper  
Year 12 Assistant

## VCE Coordinator

## Careers Coordinator

## Campus Manager



Tim Hooper



Michael Owen



Jim Dalmau

## Arts Faculty



Malcolm Beasley  
KLA Leader



Steven Boon



Jamie Cummins



Tony Dal Masetto



Karyn Haig



Holly Parker  
Learning Specialist



Dani Taylor

## English Faculty



Bri Copeland



Josh Houston



Anthony Fincher



Nick Harrison  
Student Leadership  
& Enrichment



Natasha Johnstone



Cornel Laub



Kate McKittrick



Harley Spies  
Learning Specialist



Nick Wilson  
KLA Leader

## Health & PE Faculty



Kiara Brusamarello  
Trainee



Bec Blundy



Sindy Boyd



Aaron Coyle



Tim Hooper



Jim Lees



Kate Malzinkas

## Health & PE Faculty cont...



Mike McHugh



Kelly O'Neill



Travis Osmond



Jack Parsons



Saskia Schmidt  
KLA Leader



Brendan Webb  
Sports Coordinator

## Humanities Faculty



David Aird



Vaughan Gleeson



Andrew Hamilton  
KLA Leader



Liam Heys



Mitch Holmes



Glen McGinley



Mick Owen

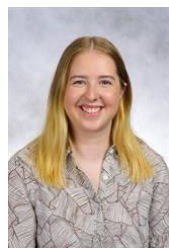


Victoria Stephens



Harry Wykes

## Languages Faculty



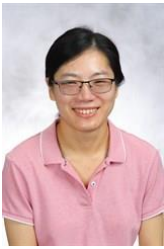
Bri Copeland



Kenji Misawa  
KLA Leader



Maths Faculty



Cassie Chen



Jim Dalmau



Peter Epifano



Kori Jones



Alan McMahon  
KLA Leader



Melodie Moltzen



Cameron Ritchie



Jo Richards



Glenn Sullivan



Georgie Wettenhall



Jacqueline Wheeler

Science Faculty



Jodi Bagley



Gary Ferteis



Alison Gill



Carolyn Hine



Catherine Pankhurst  
Lab Technician

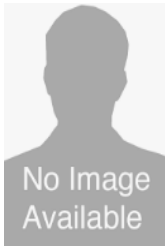


Megan Toler  
KLA Leader

Technology Faculty



Neil Austin



Marg Churchill  
Kitchen Assistant



Jacqueline Bonis



Katelyn Jones



Jake Joyce



Penny Morris  
KLA Leader



Patrish Tayler

### Whole College Leadership



Nancy Crismanich  
HR Manager



Leith Cummins  
Assistant College  
Principal



Darren Parker  
College Principal



Ange Williams  
Finance Manager

### Student Wellbeing



Karen Bateman  
Campus Wellbeing  
Coordinator



Emily O'Brien  
College Wellbeing  
Coordinator



Claudia Murray-White  
Mental Health  
Practitioner



Rhys Nayna  
First Nations  
Wellbeing Support



Brooke Walton  
Mental Health  
Practitioner



Renee Winterton  
School Nurse

### Access & Inclusion



Ainsley Battye



Penny Gordon  
College Coordinator



Ange Jobe



Shari Johnson



David Macdonald



Melinda Menz



Cheryl Nelson  
Campus Coordinator



Jay Nelson



Emma O'Halloran

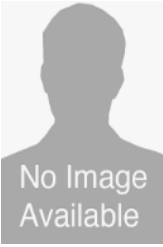


Darcy Parker



Renae Scotern

### Administration Team General Office



Sarah Coleman



Jo Cahill



Nicole Garratt  
Office Manager



Sheridan Goldsmith



Lisa Occhipinti



Karen Wheeler

### Administration Team Support



Nicole Bramley  
VASS Coordinator



Kelley Carter  
HR/Finance Support



Jacqui O'Connell  
Operations Manager



Penny Witherden  
Bus Coordinator

### IT Support



Michael Hancock



Alistair Lowe  
Manager



Yuki Warnakulasuriya

### Library



Wendy Ashmore

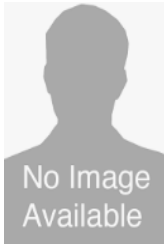


Anna Gebhardt  
Manager

### Canteen



Rachel Fraser



Nadia Taylor



Bronwyn Shaw  
Manager

### Grounds & Maintenance



Darren Martin  
Manager



Jay Cole

## Communications

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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) Compass Chronicle entries
- (d) Special notes which are emailed to parents or issued to students to take home to parents
- (e) Local newspapers to advertise upcoming events e.g. information evenings.
- (f) 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 General Office of the school at any time during the school day.

### Compass School Management System

As **Compass School Manager** is our major communication tool with students and their families. it is particularly important that you become familiar with its use.

Compass is accessible through our school website <https://basscoast.vic.edu.au/>. There is also a **COMPASS APP** available to provide direct access from your Apple or Android phone or tablet through the iTunes store or Google Play (search for “compass school manager”).

Using the parent portal you will be able to:

- Access your child's Personal Learning Reports (PLR's) and Semester Reports
- Book your Parent/Student/Teacher conferences
- View up to date class and school attendance information (including timetables)
- Monitor your child's homework and assessment tasks
- Approve/enter upcoming or past absences for your student
- Approve and pay (if applicable) for upcoming excursions, events and curriculum contributions
- Access information regarding upcoming events and news
- Access the school calendar
- Update your registered mobile number details (used for SMS alerts) and your email address

Login details are emailed to families upon your student commencing school.

## Parent/Teacher Contact and 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.

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. The PTS 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 PTS Conferences.

Parents/Carers are invited to contact the Year Level Coordinator at any time to discuss the progress of their child. Those parents/carers wishing to contact individual teachers can do so through the General Office of their respective campus.

## 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 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.

# School Day to Day Operations

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## Attendance

Punctuality and regularity of attendance are essential.

Whenever students are absent the parent / guardian needs to either:

- Log on to the Compass Student Management system to record the absence
- Telephone the Wonthaggi General Office on 5611 4000, 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

All students undertaking Units 1 & 2 and Units 3 & 4 studies must demonstrate a minimum of 90% attendance in each of their subjects. Please see page 29 for the VCE Attendance Policy

## Bell Times

8:50 am	Bell	Student Preparation for the day
8:55 am	Music on	Students move to Unit 1
9:00 am	Bell	Start of Unit 1
10:00 am	Bell	End of Unit 1 / Start of Unit 2
11:00 am	Bell	End of Unit 2 / Start of Break 1
11:40 am	Music on	Prepare for Unit 3
11:45 am	Bell	Start of Unit 3
12:45 pm	Bell	End of Unit 3 / Start of Unit 4
1:45 pm	Bell	End of Unit 4 / Start of Break 2
2:25 pm	Music on	Prepare for Unit 5
2:30 pm	Bell	Start of Unit 5
3:30 pm	Bell	End of the day

## Bring Your Own Device (BYOD) Policy 2024 in Brief

Bass Coast College students are required to provide their own Personal Learning Device. Many educational benefits arise from students using their own devices at the Wonthaggi Campus and it is a requirement that students bring a fully charged device to school every day. Smart phones and tablets are inappropriate devices for the majority of educational purposes, as a consequence, laptops or netbooks are the preferred device.

It is up to individual families to decide which devices suit their child's requirements. Please check the full BYOD policy or speak to our IT technicians to help with this decision. Computers can be purchased through the school, via the ordering portal on our website. Computers not purchased through the school must meet minimum requirements in order to connect to the school wireless network and perform the necessary tasks.

The full BYOD policy is available on the school website, which includes information on how to order a computer through the school, or the minimum requirements if you are purchasing your own device.

## Buses

Students who live more than 4.8km from the school may be eligible for travel on the School Bus Network. 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, (also available via the General Office), and approved by the Bus Coordinator. Parents/Carers will be notified on approval.

Drivers are instructed not to carry students 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

A bus pass will only be issued for students who need to get off their bus at a different stop.

- A bus pass **MUST** be requested by a parent/carer **before 1pm** on the day of travel
- Bus passes are **NOT** available for travel to friends houses, social activities, sporting events or employment
- Any student attempting to travel without an eligible bus pass, will be denied entry on the bus and will need to arrange alternate transport
- The School Bus Network is purely for eligible students to travel to and from home to school.
- If a bus pass is required, please contact the Bus Coordinator – Penny Witherden on ph 5672 0906, or via email [bus@wonthaggisc.vic.edu.au](mailto:bus@wonthaggisc.vic.edu.au)

### Shuttle Bus

There is Shuttle Bus service that runs between the Dudley and Wonthaggi campuses. It is only available to students who are part of the School Bus Network. These are students who have been approved to catch the School Bus from home to school and live more than 4.8km from the school. Students who live within 4.8km of the school, are not able to use this service. Unfortunately, as of Term 1 2024, there is no capacity to accommodate non-eligible students on the shuttle bus service.

### Town Bus

Students living closer than 4.8 kilometres from the school may use the fare-paying town service. This is a bus that is run independently by Harleys Bus Lines and has a cost of \$1.50 per trip, this service is not part of the School Bus Network.

## Canteen

The Wonthaggi Campus canteen is open before school, at recess and at lunch time. All students must place an order for lunch items, order forms are available at the canteen and can be filled out before school or at recess. The canteen accepts cash and credit cards.

## Careers Resource Centre

The Careers Coordinator is available for individual or group counselling of students. Parents are very welcome to use this service and should telephone to make an appointment prior to coming to the school.

Throughout the year, guest speakers are invited to the school to talk on employment prospects and courses at TAFE institutes or universities. All students in Year 10 do work experience in Term 2. Year 11 students may choose to undertake work experience in Semester 1. Year 11 work experience is organised and granted on an individual basis.

## Cars (Student)

### Responsibilities

Students who drive their car to school are adults and are expected to cooperate with the College in maintaining the good order of the school. Students are required to provide the Year Level Coordinator with registration details of the car being driven and a signed agreement (available at the General Office) outlining the responsibilities of the driver must be submitted.

A student with permission to travel to and from school by car must not transport another student without that student's parent/carer permission. Students must not use their cars during breaks.

Student car parking is behind the Stadium, or outside of the school grounds in McKenzie Street.

### Sanctions

A student's travel arrangements may be restricted if they travel in a car or transport a student in a car without parent/carer permission. Parent/carer will be notified.

## Detention

Detentions will be given to students as a consequence for negative behaviour, at lunch time or after school by the class teacher, a member of the Coordination Team, Campus Manager or Campus Principal. Parents will be notified in advance when an after school detention is imposed.

## Library

The Wonthaggi Campus library is open 8:00am - 4:00pm Monday to Thursday and 8:30am - 4:00pm Friday.

The library houses a variety of resources, including books, kits, newspapers, digital cameras and periodicals. The library also houses a collection of DVD's and library staff maintain Clickview (a database of over 1,500 films and documentaries) that are accessible to students via the school intranet on any computer in the school.

Printers and photocopiers are accessible and there are computers and net-books available for student use.

Students are expected to work quietly and respect the rights of others.

Remember the library staff are there to help you, please don't hesitate to ask.

## 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. It is recommended that students purchase a lock for their locker. Students can purchase a lock from the General Office that will fit on the Wonthaggi Campus lockers.

## Lunch Passes / Street Access

Year 12 students have access to the street during breaks, without parental permission. Year 10 and 11 students are able to have access to the street to attend to important personal business only. On these rare occasions, students must bring a note, with the reason clearly stated, that has been signed by their parent/carer with a contact phone number. A pass will then be provided by the relevant Year Level Coordinator.

- These passes do not enable students to purchase lunch off-campus.
- Students are not permitted to leave the school grounds at any other time.
- Bus travellers are not permitted to go down the street before school.



## Mobile Phones

### Responsibilities

Students are to behave in accordance with state law which disallows students accessing or using their mobile phones from 9.00am (beginning of the school day) until 3.30pm (end of the school day). The state law also applies to students during school camps, excursions and extra curricular activities.

It is recommended students do not bring their phones to school. If students deem it necessary to bring their phone to school, it is their responsibility to ensure their phone is secure in the office safe or their own secured locker.

The DET does not hold insurance for personal property brought to schools and it will not pay for any loss or damage to such property.

### Sanctions

A student's phone will be confiscated if the student accesses their phone between 9.00am and 3.30pm. Parents will be required to retrieve their child's phone if repeated offences occur.

## Property

- Students are to demonstrate care and honesty in regard to all property belonging to the school and the property of other students.
- Students riding their bicycle to school are to secure their bicycle to the bicycle rack.
- Students are not to graffiti any school property or any property belonging to others.
- Personal items of value should not be brought to school. Students are responsible for any personal item of value they may choose to bring to school.
- Students do not have access to a locker other than the one assigned to them. Each student is responsible for the condition of their assigned locker. Lockers are to be used before and after school and at recess and lunchtime only.
- Property should not be used without the owner's permission.
- Students are not to leave any valuables in their bags.
- Mobile phones and headphones are not permitted to be used between 9.00am and 3.30pm.

## Student Accident Insurance Arrangements

The Department does not provide personal accident insurance for students. Parents and guardians are generally responsible for paying the cost of medical treatment for injured students, including any transport costs, unless the injury is caused by negligence (carelessness) of a Department or School Council employee or volunteer. In the past, some families have organised accident insurance through private agencies. These agencies often contact the College and we would be happy to pass on this information if you are interested.

## Student Leaders

The position of student leader at Bass Coast College is an opportunity for students to make a positive contribution to the life of the College.

### Role

- Work as a team, supporting each other in their duties.
- Behave in a manner which shows respect for the position and the College, and which provides a role model for other students at Bass Coast College.
- Represent the students of the college at official functions when needed.
- Entertain and assist visitors to the school

- Represent the students of the college at meetings with local, state and commonwealth politicians when needed
- Assist in the organization and running of the Talented Students Concert
- Assist in running student assemblies
- Represent the student body at College Council
- Offer the Campus Administration advice on student related matters when needed.
- Actively liaise with teaching staff and administration to suggest improvements in any respect to College life.

Student Leaders are appointed annually through a written application and interview process.

## Student Wellbeing

The provision of Wellbeing is essential to students' sense of self-worth and the development of their identity and in the achievement of the goals of the school. It fosters the personal and social development of the individual and it is a prerequisite for students to be in an effective learning situation.

Student Wellbeing is integral to all aspects of school life at Bass Coast College. We aim to ensure that a safe and supportive environment and culture is created and maintained so that the experience of teaching and learning is enhanced for all students. There is a Student Wellbeing Coordinator and Mental Health Practitioner at each campus, and visiting student support services across the Whole College, which is overseen by the Whole College Student Wellbeing Team Leader.

The monitoring and support of student wellbeing is the responsibility of all staff members. Where possible, low-level concerns can be managed within the class environment. Referrals for non-urgent concerns (medium level) can take place via Compass Chronicles, 'Student Referral to Wellbeing'. It is important that concerns of an urgent nature (high level) are communicated directly to the Student Wellbeing Coordinator. These referral pathways ensure that all student wellbeing concerns can be effectively supported and prioritised.

### 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 wellbeing 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 Wellbeing Team

The Student Wellbeing 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 Wellbeing 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 Wellbeing Team at any time, while Year Level Coordinators and other staff may also refer students who are experiencing difficulties. The Wellbeing 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 Wellbeing Team.

## School Houses

Students at Bass Coast College are placed into a house at the time of their enrolment. Teachers are allocated to a house upon employment. The four houses are named after sporting identities who attended the former Wonthaggi High School and Wonthaggi Tech School that later merged to become Wonthaggi Secondary College now renamed Bass Coast College. Students compete for their house at the school athletics carnival held at the Dudley Campus in February; the school swimming carnival, held at the Korumburra Outdoor Pool in February; and the school cross country, held at the Wonthaggi Wetlands in May.

Berry Yellow	Garnham Blue	Lovett Red	Luke Green
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## Student Leadership Program

The Bass Coast College Student Leadership Program is designed to provide opportunities for students to develop appropriate attitudes and skills and gain leadership experience in order to lead, organise, motivate, encourage and support other students in activities which increase their involvement in College life, and enables them to become active members of the College and broader community.

The SLP is supervised by the Student Leadership & Enrichment Coordinator at each campus. In recent years the SLP has taken a much more prominent role in representing student views in the decision-making process at the College. The SLP works closely with the College Administration to address student problems, and to improve the College generally.

## Term Dates for 2024

Term	Start Date	Finish Date
Term 1	Monday 29 <sup>th</sup> January - staff return (PFD*) Tuesday 30 <sup>st</sup> January - students in Years 7, 10, 11, & 12 return Wednesday 31 <sup>st</sup> January all students return	Thursday 28 <sup>th</sup> March
Term 2	Monday 15 <sup>th</sup> April	Friday 28 <sup>th</sup> June
Term 3	Monday 15 <sup>th</sup> July	Friday 20 <sup>th</sup> September
Term 4	Monday 7 <sup>th</sup> October	Friday 20 <sup>th</sup> December

\*PFD – Pupil Free Day

## What Should You Do If.....

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### You are out of uniform

Students not in full uniform need to seek a uniform pass from the Year Level Coordinator at the start of the school day. They should bring a note from home explaining the reason for being out of uniform when they report to the Year Level Coordinator. The student will receive a uniform slip that they must present to their teacher upon entering class and it will be recorded on the school's Compass Management System. Students out of uniform without a note from home must also report to the Year Level Coordinator. Please refer to the Uniform Policy for full uniform details.

### You are late

Students who arrive at the College late must sign in on the Compass Kiosk located in the General Office and provide a note from a parent/carer detailing the reason for the lateness.

### You need to leave the grounds at lunchtime

Year 12 students have access to the street at lunchtime.

Year 10 and 11 students are able to have access to the street to attend to important personal business only. On those days, students must bring a note with the reason clearly stated, that has been signed by their parent/carer with a contact phone number. A pass will then be provided by the relevant Year Level Coordinator.

These passes do not enable students to purchase lunch off-campus.  
Students are not permitted to leave the school grounds at any other time.  
Bus travellers are not permitted to go down the street before school.

### You have an appointment

Parents are requested where possible to arrange appointments and commitments outside College hours. If it is necessary to leave school to attend an appointment that cannot be scheduled outside of school hours, a student must present a signed note with a contact phone number to their Year Level Coordinator before leaving the grounds. Students must sign out on the kiosk located in the General Office prior to leaving. If the student is returning to school after the appointment, they must sign back in at the General Office.

### You are absent

Students returning from an absence must present a signed note of explanation to the General Office upon their return. Absences can also be entered directly onto the schools Compass Management System or by phoning the General Office.

Unexplained absences at the start of the school day will result in a text message alert being sent to parents/carers.

\* also note the VCE Attendance Policy

### You are being bullied

Students can report any instances of bullying:

- (i) to the Year Level Coordinator, Student Wellbeing Coordinator, Classroom Teacher, Assistant or Campus Principal
- (ii) by sending an email to [reportabully@wonthaggisc.vic.edu.au](mailto:reportabully@wonthaggisc.vic.edu.au)

# College Contributions

## 2024 Curriculum Contributions

<u>Curriculum Contributions:</u>	<u>Extra-Curriculum Items &amp; Activities:</u>	<u>Extra-Curricular Items &amp; Activities:</u>
Year 7 \$340	Year 9 Advance \$100p/s	SGSMP: Music Tuition \$308
Year 8 \$340	Year 10,11 & 12	Instrument Hire \$150
Year 9 \$340	Outdoor Education \$100p/s	2nd Instrument \$154
Year 10 \$320	Sport & Rec \$100p/s	Band Only \$121
Year 11 \$280	Advance \$100p/s	SPORT TRANSPORT: Per event \$12
Year 12 \$280	Advance Surfing \$100p/s	CAMPS: Year 7 \$290
Year 11 VCAL \$180		Year 12 - Tertiary Camp \$325
Year 12 VCAL \$180		
FLOW Program \$100		

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.

## Parent Payment Policy



# 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.

# Policies

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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. Please note that the following is a selection of College Policies. The full range of the College policies can be accessed via our website <https://basscoast.vic.edu.au/>

## Due Date Policy

Classroom teachers will give students the due dates of all course work in writing. Students are expected to meet all 'due date' requirements and submit all work set for them by their teachers. Specific Due date policies are available at each campus.

## 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 in order to prepare the students for future learning.
- To develop a responsibility for organisation and self-learning.

### Implementation

- The homework policy will be available through the school web site. A copy will be given to Year 11 and 12 students to put in their homework planners and it will be printed in the Year 7 to 10 homework planners.
- All students will be expected to carry and care for their homework planners.
- Any homework that is set will be appropriate to each student's learning needs.
- Each set task must be purposeful, meaningful and relevant to the current classroom curriculum. All homework activities may be assessed with feedback and support provided by teachers.

### Middle Years (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.

Through the use of planners, teachers and students will coordinate to avoid excessive workload.

### Senior Years (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 school work 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 statewide:

- Yr 10 - In core subjects teachers will generally expect 50-70 minutes of homework per week. In elective subjects teachers will set additional tasks, revision or continuation work as necessary, not exceeding 60 minutes per week.
- Yr 11 - In each subject teachers will generally expect a minimum of 80-100 minutes of homework per week.
- Yr 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.

## No Smoking / No Vaping Policy

In line with Government Policy, smoking and vaping are not permitted on the Dudley, San Remo, FLOW or Wonthaggi Campus.

## Student Dress Code

### 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.

### **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 a departure 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.

**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.

The summer or winter uniform may be worn at any time of the year. All students will be encouraged to wear hats during Terms 1 & 4.

ITEM	TYPE/BRAND/DESCRIPTION	AVAILABLE FROM	NOTES
Summer Dress		Totally Workwear with logo	Polo shirts can be worn with the summer dress. Dress should be ‘knee length.’
Summer Skirt	Same fabric as dress	Totally Workwear with logo	Skirt should be ‘knee length.’
Winter Skirt	Heavy, navy blue pleated	Totally Workwear with logo	Skirt should be ‘knee length.’
Shorts	Plain dark grey	Totally Workwear with logo or any other supplier without logo	No visible branding
Pants	Plain dark grey	Totally Workwear with logo or any other supplier without logo	Must be dark grey in colour. No jeans, denim or tracksuit pants
Polo Shirt	Plain, long or short sleeved navy or white with logo/patch	Totally Workwear with logo. Other supplier with logo patch	
Windcheater or Jumper	BCC	Totally Workwear with logo	
College Summer Jacket	BCC	Totally Workwear with logo	College jacket can be worn as alternative to BCC windcheater or jumper
Advance Top			Worn by participants of the Advance Program only.

**PE/SPORTS UNIFORM**

ITEM	TYPE/BRAND/DESCRIPTION	AVAILABLE FROM	NOTES
Sports Polo Shirt	Short sleeved Blue & red with logo	Totally Workwear with logo	
Sports Shorts	Plain navy with logo	Totally Workwear with logo or other supplier	Minimal visible branding
Change of shoes	Any coloured sports shoes	Any supplier	

**ACCESSORIES**

ITEM	TYPE/BRAND/DESCRIPTION	AVAILABLE FROM	NOTES
Shoes	Plain black shoes with plain black laces. No colour trim or logo's accepted on any shoes.	Any supplier	Flat, no high heels. Lower than ankle length. No open toe shoes, sandals, thongs, scuffs, hightops or boots. Flat, no high heels
Hats/beanie	Sun hat – bucket or brimmed, any brand. Baseball cap.	Any supplier	Not to be worn in class or corridors. Minimal visible branding
Scarf	Navy blue only	Any supplier	
Head wear	Navy blue only	Any supplier	This includes headbands or headwear worn as part of cultural/religious beliefs
Jewellery	Minimal jewellery		Final decision rests with the teacher. Students may be asked to remove jewellery based on safety concerns
Makeup	Minimal makeup		
Socks	Plain white socks or black socks	Any supplier	
Tights	Plain navy blue / black	Any supplier	To be worn with winter uniform only. Tights are to be in good condition. Only black socks to be worn over tights.

**Sports and PE Uniform**

- A change of clothes and shoes must be brought for Physical Education.

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**Exclusions**

- No jackets, other than the school jacket, are to be worn.
- Boxer shorts must not be seen at or below the hemline of the school dress or shorts.
- No bare mid riffs.
- No visible coloured T-shirt or T-shirts with logos are to be worn under the polo shirt.

## VCE Policy in Brief

Bass Coast College's VCE philosophy is to provide equal access and opportunity for success to all students undertaking a VCE program of study. The College aims to offer a broad range of studies and to encourage students to strive for excellence within their studies. We aim to prepare students for post-school study, employment and participation in a global community. All Year 11 and 12 students are engaged in courses which lead to the Victorian Certificate of Education (VCE) or the VCE Vocational Major (VCE VM) issued by the Victorian Curriculum and Assessment Authority (VCAA). In most areas, the College is bound by VCAA regulations and these have to be more formally implemented than the school rules that students have experienced in earlier years.

We request that parents and students are aware of the rules, regulations and responsibilities outlined in the BCC VCE Policy. This policy has been developed in line with the requirements of the Victorian Curriculum and Assessment Authority (VCAA).

Students are made aware of crucial aspects of the policy during Enrichment classes in the first few weeks of Term 1 and have been given the opportunity to access further information if desired. Aspects covered include;

- VCE Satisfactory completion requirements
- Assessment types and requirements
- Timing of Assessment
- Attendance rules requirements
- Rescheduling of SACs / SATs
- VCE Scoring (Study Scores and the ATAR)
- SAC / SAT Statistical Moderation
- Scaling of Study Scores

The full policy document can be accessed via Compass School Documents or via the BCC Website.

In undertaking the VCE / VCE VM at Bass Coast College, students are required to formally agree to the regulations outlined in the BCC VCE Policy.

Further distribution of essential VCE information is conducted through various channels;

- Curriculum and assessment information is initially published in the Senior Programs Handbook.
- These are distributed online (with hard copies available) during the previous year course selection process.
- Exposure and interpretation is conducted face-to-face as a component of the Pathways Program.
- Key school-based assessment procedures and timelines are communicated again to students and parents during VCE information presentations.
- Students are reminded of key procedures and timelines individually during BOOST session year level assemblies at relevant times throughout the year.

## VCE Attendance Policy

### Attendance Requirements

Students at Bass Coast College are required to attend all timetabled classes so that learning and teaching opportunities can be maximised. The necessity for regular attendance is also for legal requirements and essential for authentication purposes and maintaining regular progress in all units.

All students undertaking Units 1 & 2 and Units 3 & 4 studies must demonstrate a minimum of 90% attendance in each of their subjects in order to receive ‘Satisfactory’ for their outcomes, unless they have medical certification or Special Provision. Should a student’s attendance fall below 90% the College may assign N for one or more outcomes and thus the unit. Teachers should notify the Year12 Coordination Team if they are concerned about a student’s attendance.

Reasons for absences fall into two groups, Approved and Unapproved. For each unit, no more than 10% of classes can be missed for unapproved reasons (see below). Parent permission for an absence may explain an absence but does not necessarily make it an ‘approved’ absence.

APPROVED	UNAPPROVED
<ul style="list-style-type: none"> <li>• College sanctioned event (inc. sport)</li> <li>• Illness – <i>medical certificate</i></li> <li>• Funeral – <i>funeral notice</i></li> <li>• Job Interview – <i>letter from employer</i></li> <li>• Medical / Dental appointment – <i>certificate of attendance</i></li> <li>• Counselling Appointment – <i>attendance note</i></li> <li>• Court appointments – <i>letter from court</i></li> <li>• License testing - <i>receipt</i></li> <li>• Elite sporting representation – <i>proof of representation</i></li> <li>• External VET attendance</li> <li>• Year 12 Examinations</li> </ul>	<ul style="list-style-type: none"> <li>• Driving lessons</li> <li>• Holidays</li> <li>• Personal issues (without further explanation)</li> <li>• “Family commitments”</li> <li>• Catching up on SACs / SATs / work from other subjects</li> <li>• Part time work commitments</li> <li>• Sleeping in, missing bus, car issues</li> <li>• Supporting upset friends</li> <li>• Timetable mix-ups</li> <li>• Deb hair – trials, “Mad Mondays”</li> <li>• Parent ringing to approve</li> </ul>

Students are required to indicate to their teachers any upcoming known absences. Students are expected to make up work that has been missed due to these events.

On resumption of study following an absence, explanation should be provided by the student’s family or guardian, together with other relevant documents (see above). If a SAC has been missed, the application for special consideration (Rescheduled SAC – Appendix 1) should be submitted.

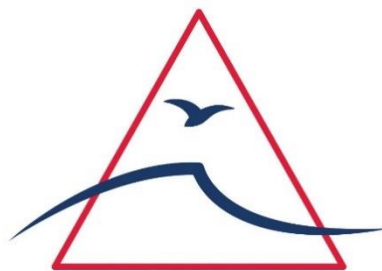
It may be possible for students to redeem unapproved absences by attending lunchtime or after school classes.

### Late Arrival/Early Leaving

All students are required to be at the College at the commencement of the day, whether or not they have timetable classes.

- Year 11 students are required to stay at school for the whole day.
- Year 12 students are able to leave the school grounds during recess and lunch breaks

Students will not be able to leave school during study units. Library or other break-out spaces should be used for private or group study.



A digital version of this book is available on the BCC website [basscoast.vic.edu.au](http://basscoast.vic.edu.au) or on Compass/School Documentation