YEAR 7 TRANSITION PACK 2027

BASS COAST COLLEGE

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Welcome

BASS COAST COLLEGE

POST PO Box 119, Wonthaggi 3995
EMAIL bass.coast.co.wonthaggi@education.vic.gov.au
WEB basscoast.vic.edu.au
ABN 64 509 695 037

Welcome to Bass Coast College!

We are delighted to be part of your child's journey into secondary school and look forward to supporting your family throughout the transition from Year 6 to Year 7.

Inside this transition document, you'll find everything you need to know to help prepare for your child's exciting start at Bass Coast College. From important dates and key information to helpful tips about starting secondary school, this guide has been designed to make the transition as smooth as possible.

Any forms that need to be completed will be provided to you separately in an enrolment pack, which will be distributed through your child's primary school.

We look forward to welcoming you and your child to Bass Coast College and are excited to see them begin this next chapter of their learning journey.

IMPORTANT DATES	
SGSMP Information Night	Monday 9th November 2026
Additional Transition Day – San Remo	Monday 7th December 2026
Statewide Transition Day – Dudley & San Remo	Tuesday 8th December 2026
Additional Transition Day - Dudley	Wednesday 9th December 2026
Year 7 First Day	Friday 29th January 2027

Yours sincerely

Jesse Boyd
DUDLEY CAMPUS PRINCIPAL

Matt Rose
SAN REMO CAMPUS PRINCIPAL

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. A hardcopy of the "Application for Permission to Travel" form will be sent home to each family or can be obtained from the General Office. Students may travel on the buses only after this form has been submitted to the school, 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 (details below)

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, 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.

Kelley Carter
Dudley Campus Bus Coordinator
Ph 5611 4000
Email: bus@wonthaggisc.vic.edu.au

Barb Lumby
San Remo Campus Bus Coordinator
ph 5610 2020
Email: bus@wonthaggisc.vic.edu.au

College Contributions & Guide

The 2027 Curriculum Contributions schedule is currently being finalised. Below is a copy of the 2026 Curriculum Contributions for your reference.

Thank you for your patience.

BASS COAST COLLEGE
2026 CURRICULUM CONTRIBUTIONS

2026 – How your contributions make a difference

Curriculum Contributions provide the resources that bring learning to life. They fund essential classroom materials, technology access, and tools that enrich every student's education and help them thrive. While these contributions are voluntary, they are a vital part of ensuring every child has what they need to succeed.

Curriculum Contributions: These contributions help cover the cost of curriculum items and activities the school considers essential for students to successfully engage with the curriculum. Each school determines which resources and programs are necessary to deliver quality teaching and learning.

Extra-Curricular Items & Activities: These are optional programs, activities, or resources that enrich and extend students' learning beyond the standard curriculum. They are offered on a user-pays basis and provide opportunities for students to further develop their skills, and experiences.

Other Contributions: These contributions help fund important projects that are not covered by Department funding, such as outdoor seating, playgrounds, walkways, and landscaping, creating better spaces for our students to learn and connect

Curriculum Contributions:	
Year 7	$360
Year 8	$360
Year 9	$360
Year 10	$340
Year 11	$300
Year 12	$300
Year 11 VM	$200
Year 12 VM	$200
FLOW Program	$120

Extra-Curricular Items & Activities:	
SGSMP (Music Program):	
Music Tuition	$330
2nd Instrument	$165
Band Only	$130
CAMPS, EVENTS, ACTIVITIES:	
Each Camp, Excursion, Activity will be individually	
costed with charges communicated at time of event	

These subjects have Camps, & will incur additional costs when scheduled throughout the year:
Year 10: Outdoor Recreation Spring or Summer; VET Sport, Aquatics & Recreation (Surfing or Rec Focus)
Year 11 & Year 12: VET Sport, Aquatics & Recreation; VET Outdoor Rec; Outdoor and Environmental Studies

PAYMENT OPTIONS

We offer a range of convenient ways to make your Curriculum Contributions:

CompassPay (Preferred method) – Pay securely via Compass portal. Fees published to your dashboard.

Direct Deposit – Transfer directly to the College's bank account. Please include your student's code in the payment description. Bank: Westpac BSB: 033-265 Account: 194569 Reference: Student code / Cont

Centrepay – If you receive Centrelink payments, you can arrange to have a fortnightly amount deducted and forwarded to the College

In Person – Pay at the General Office at any campus using cash, EFTPOS, or credit card.

FINANCIAL SUPPORT

CSEF: Hold a valid Health Care Card and be eligible for CSEF contributing to costs of Camps, Sports, or Excursions.

FINANCIAL HARDSHIP: If you're experiencing financial difficulty, please contact us. We can discuss flexible payment arrangements and available support

STATE SCHOOLS RELIEF: If eligible, we can apply to SSR to support you with Yr7 Uniform Packs, or cost of shoes and other uniform items for other year levels.

Uniform Policy and Price List

NOONE
BEST IN CLASS SINCE 1947

AUSWORKWEAR & SAFETY

BASS COAST COLLEGE

Bass Coast College

Pricelist Valid until 30th of June 2027

Uniform	
Dress - Blue check	$72.50
Summer Skirt - Blue check	$62.50
Winter Skirt - Royal / Navy check	$80.00
Polo - Short Sleeve, White with logo	$39.50
Polo - Short Sleeve, Navy with logo	$39.50
Polo - Long Sleeve, Ink with logo	$46.00
Sweat Top - V Neck, Navy with logo	$67.50
Shorts - 1/2 Elastic waist, Charcoal	$48.00
Trousers - 1/2 Elastic waist, Charcoal	$58.00
Shorts - Tailored, Charcoal	$55.00
Slacks - Tailored, Charcoal	$65.00
Softshell Jacket - Navy with logo	$82.50
Sport Uniform	
Polo - Short Sleeve, Ink / Red with logo	$49.00
Shorts - Microfibre, Navy	$29.95
Shorts - Microfibre with brief, Navy	$49.95
Trackpants - Navy	$59.95
Track Top - Navy / Red with logo	$62.50
Accessories	
Beanie - Navy / Red / White with pom pom	$30.00
Scarf - Navy	$12.95

Location and Trading hours

Ausworkwear & Safety Wonthaggi

15 Murray Street, Wonthaggi VIC 2995

Monday- Friday: 8.30am - 5.30pm, Saturday 9am-12.30pm

Phone 03 5672 5878

NOONE

Bass Coast College

Scan for Uniform Details

The BCC Student Dress Code Policy can be viewed here

Please see images of the BCC uniform below

Grey Trousers

Grey Shorts

Navy Polo

White Polo

Long Sleeved Polo

Summer Dress

Winter Skirt

Summer Skirt

Grey Pants

Track Top

V Neck Sweat

Softshell Jacket

Waterproof Jacket

Beanie

Track Pants

Sports Shorts

Sports Polo

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Attend Today, Achieve Tomorrow

Bass Coast College places great importance in all students being at school and on time.

School participation is important as it maximises life opportunities for young people, by providing them with education and support networks. School helps people to develop important skills, knowledge and values which set them up for further learning and participation in their community.

Daily school attendance is important for young people to succeed in education and to ensure they don't fall behind both socially and developmentally. Young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives.

School is better when they attend, missing one day a fortnight is the same as missing 4 whole weeks of school each year. Teachers and friends notice when they are away and wonder if all is okay.

Being late to school on a regular basis also has a negative effect on student's ability to engage in the classroom. Students miss out on important information and class routines. Being on time is important.

We are all human. We know that family routines are not always straightforward. We accept that students will be away, or late on the odd occasion. However, this occurring on a regular basis is not acceptable. Please notify the school of all absences.

We understand that sometimes getting your child to school may be difficult and Bass Coast College is very happy to work with you to improve your child's attendance. If you would like to discuss this further, please contact me on 5672 0900.

Yours sincerely

Jesse Boyd
Campus Principal - Dudley

Matt Rose
Campus Principal – San Remo

Learning Support Details

BASS COAST COLLEGE

POST PO Box 119, Wonthaggi 3995
EMAIL bass.coast.co.wonthaggi@education.vic.gov.au
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ABN 64 509 695 037

Grade 6/7 Transition Program
Learning Support 2027

Dear Parents/Carers of Grade 6 Students,

The information outlined below provides a timeline for the transition process for Grade 6 students who have specific learning needs.

Please read the information and contact the school if you require any further advice.

Initial Contact – End of Term 2

- Parent and Grade 6 teacher contact commences in late Term 2.
- Our new year 7's need to focus on Term 1 and past experience suggests Term 2 is better as the Grade 6 students need to focus on making a good start to their last year of primary school in Term 1.
- At times, parents as well as students are anxious, and some schools encourage very early contact. While we are happy to meet parents and visit primary schools in Term 1, we prefer to start connecting in Term 2. Anxiety can sometimes be fed by setting up special situations outside the timeline which applies to general transition.

School Tours/Transition Visits – Term 3 and Term 4

- Once the main transition process commences opportunities are made possible for DI and Learning Support Students, Education Support Staff, Parents, Well-Being Staff and Teachers.
- Special visits, timetable practice, tours, key personnel introductions, familiarisation, and safe spaces are covered.
- We often arrange short visits to the Dudley or San Remo Campuses to enable students to familiarise with the environment and meet staff.
- These usually start in Term 3 and carry over into Term 4 - this is our optimum time for these transition activities.
- Some students visit 1-2 times others may need 5-10 visits. We adapt for the individual.
- It is our belief that a happy conclusion to primary school and Grade 6 should be the number one focus.
- **Grade 6 teachers usually initiate these visits.**
- **Parents are also welcome to contact us directly.**

As part of the transition process, our Access & Inclusion Team may:

- Meet with parents/carers to discuss your child's strengths and support needs.
- Liaise with primary school staff and external professionals where appropriate.
- Conduct classroom observations at the primary school.
- Review relevant educational, wellbeing, and assessment information.
- Develop individualised transition supports and reasonable adjustments.
- Arrange additional orientation visits and familiarisation opportunities where required.
- Support students to become familiar with key staff, learning spaces, routines, and expectations.
- Collaborate with families to ensure continuity of support

Individual Transition Tours

- The Bass Coast College Access and Inclusion/Learning Support Team extends invitations for small group or individual visits during second half of the year.
- Access and Inclusion/Learning Support Parent Information sessions can also occur.
- Access and Inclusion Staff are also willing to attend the Term 4 Student Support Group meetings for funded/supported students at primary school.
- We are willing to meet with parents at the primary school or at the Dudley/San Remo Campus who have concerns about their child's learning at secondary school.

The transition process for all Grade 6 students – Term 4

- We visit each primary school for an "information sharing transition visit" in Term 3 as well as running supplementary transition visits for students with particular needs.
- Primary schools are very conscientious in alerting us to families and students requiring support and in passing on important information to support a positive transition.
- Confidential learning profiles are created for all Access and Inclusion and Learning Support Students to assist student introduction and transition.
- The confidential learning profiles are for staff at the school to guide their teaching and learning as well as promote an awareness of learning needs.
- Members of the Access and Inclusion Team at Bass Coast College as well as Well-Being Staff gather very specific information on individual students and plan a tailored transition.

Regards,

Annmarie Harvey Access & Inclusion Coordinator Dudley Campus P: (03) 03 5672 0900 **E:** Annmarie.harvey@education.vic.gov.au	**Vera Pyne** Access & Inclusion Coordinator San Remo Campus P: (03) 5610 2020 E: Vera.pyne@education.vic.gov.au

Edunet – Computer & Bring Your Own Device Details

Bass Coast College
Dudley/San Remo/Wonthaggi Campus
Bring Your Own Device (BYOD) 2027

COMPUTER REQUIREMENTS FOR STUDENTS IN 2027

Bass Coast College has a BYOD policy for all students across the College. There are significant educational benefits for students to be able to combine digital technology learning with the more 'traditional' learning methods. A significant investment in recent infrastructure work means that we now have high quality structures and teaching practice in place to support a BYOD program. **It is not a requirement that students have their own portable device; however it is highly recommended.**

The BYOD arrangement will also enable students to use resources from home, as they will be able access learning tasks and other information through our online Compass Management System.

Important note: *Smart phones and tablets are inappropriate devices for the majority of educational purposes: laptops or netbooks are the preferred devices.*

Computers purchased through Bass Coast College:

BCC has organized a number of brand-new purchase options from the Edunet group.

Edunet is a supplier to many schools, and they express a commitment to providing good quality student notebooks at affordable prices. They support our hardware at every stage of the process and pride themselves on high quality service. The school receives no commission from parents, nor the company, for using this service.

The online ordering portal is accessible only through the College website via basscoastcollege.technologyportal.com.au

We have selected devices that meet the school's requirements, including touch screen capabilities; and all come with warranties. The devices on the portal have price points ranging from $920 - $2255. The details of these options are on the Laptop Portal on the school website.

Warranty Information (Purchased through Edunet)

Devices purchased through edunet have a 3 year warranty which is enforced by BCC to ensure that your child is covered for as long as possible for their device. The Advantage of purchasing the device through edunet means you get in school support from qualified edunet support staff. All warranty repairs take place at school and generally in a few days from the issue being reported.

New Lenovo education warranty: One huge advantage of purchasing a Lenovo device through Edunet, as of August 2024 the devices now include accidental damage cover as part of the warranty.

Please be advised that due to global hardware supply shortages and chipset constraints supplies have impacted our technology partners, device availability and pricing is expected to fluctuate throughout 2027.

Thank you for your patience and understanding as we navigate these industry shortages to ensure the best value for our families.

Computers not purchased through Bass Coast College:

Computers not purchased through BCC can either be Windows or Mac operating systems. However, they need to meet some minimum requirements to connect to the school eduSTAR wireless network and perform daily tasks in the classroom, these are:

The **minimum** requirements are:

- **Operating System:** Minimum, Windows 11. Mac OSX 15 and above.
- **Processor:** Minimum – Intel 13th Gen or higher.
- **Memory (RAM):** Minimum – 8GB or higher.
- **Hard Drive:** Minimum - 128GB or higher.
- **Battery Life:** Minimum – 6HRS or higher.

Please Note:

If the computer does not meet these requirements BCC cannot guarantee that it will perform daily classroom tasks or connect to the school network adequately.

Chromebooks are NOT recommended, as they do not run the software required for school.

Bass Coast College
Dudley/San Remo/Wonthaggi Campus
Bring Your Own Device (BYOD) 2027

Because of warranty provisions of purchased computers, support from the school IT Department may be restricted. We will provide assistance with technical issues, such as ensuring that the student's device connects to the wi-fi network and all available services such as email and printing. The IT Department will not undertake mechanical repairs. All devices should be under warranty, so any technical faults will be addressed under the terms of the warranty, meaning that parents/families are responsible for having devices repaired.

All computers on the school network need to have an antivirus protection installed, BCC can provide an antivirus for Windows and Mac computers, it is **NOT** required to be purchased.

Microsoft Office is required to be able to complete school tasks on the student computer, BCC can install this on student laptops for free, it is **NOT** required to be purchased.

Most full-size laptops battery life last for approximately 3 hours. BCC recommends a netbook or ultrabook which have a longer life battery.

Most retail computers have a 1-year warranty. It will be up to parents whether they extend the manufacturer's warranty.

Ownership

- The device is owned by the parents/student but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but maybe publicly accessed as part of learning programs.

Software and access

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device if using the Apple store.
- The school will provide access to most of the software required by students via our technicians and/or eduStar www.edustar.vic.edu.au/catalogue/Pages/SoftwareHome.aspx. There is no cost for this access.

School support will be provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school, student email accounts
- all school-based software and associated issues with school applications
- hardware issues on devices purchased through school or school portal.
- some hardware issues on externally purchased devices (out of warranty, at the technician's discretion)

Support **will not** be provided for:

- out of school networks, the internet, printers, or other devices not used in school
- personal email accounts and settings
- software issues arising from not using recommended software
- some hardware issues (warranty repairs must be completed by manufacturer).

Damage or loss of equipment

- Parents are responsible for making sure the device is covered under insurance, so that it can be replaced if lost or damaged.
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced/repaired.

Student responsibilities

- bringing portable devices fully charged, with power adaptor, to school every day
- ensuring the device has appropriate virus protection
- backing up data securely including copying local data files to the network at all times
- carrying their device in an appropriate protective case at all times
- adhering to the school's Acceptable Use Agreement when using the machine, both at home and at school. The acceptable use policy and agreement is to be found on the school's website. http://www.basscoast.vic.edu.au

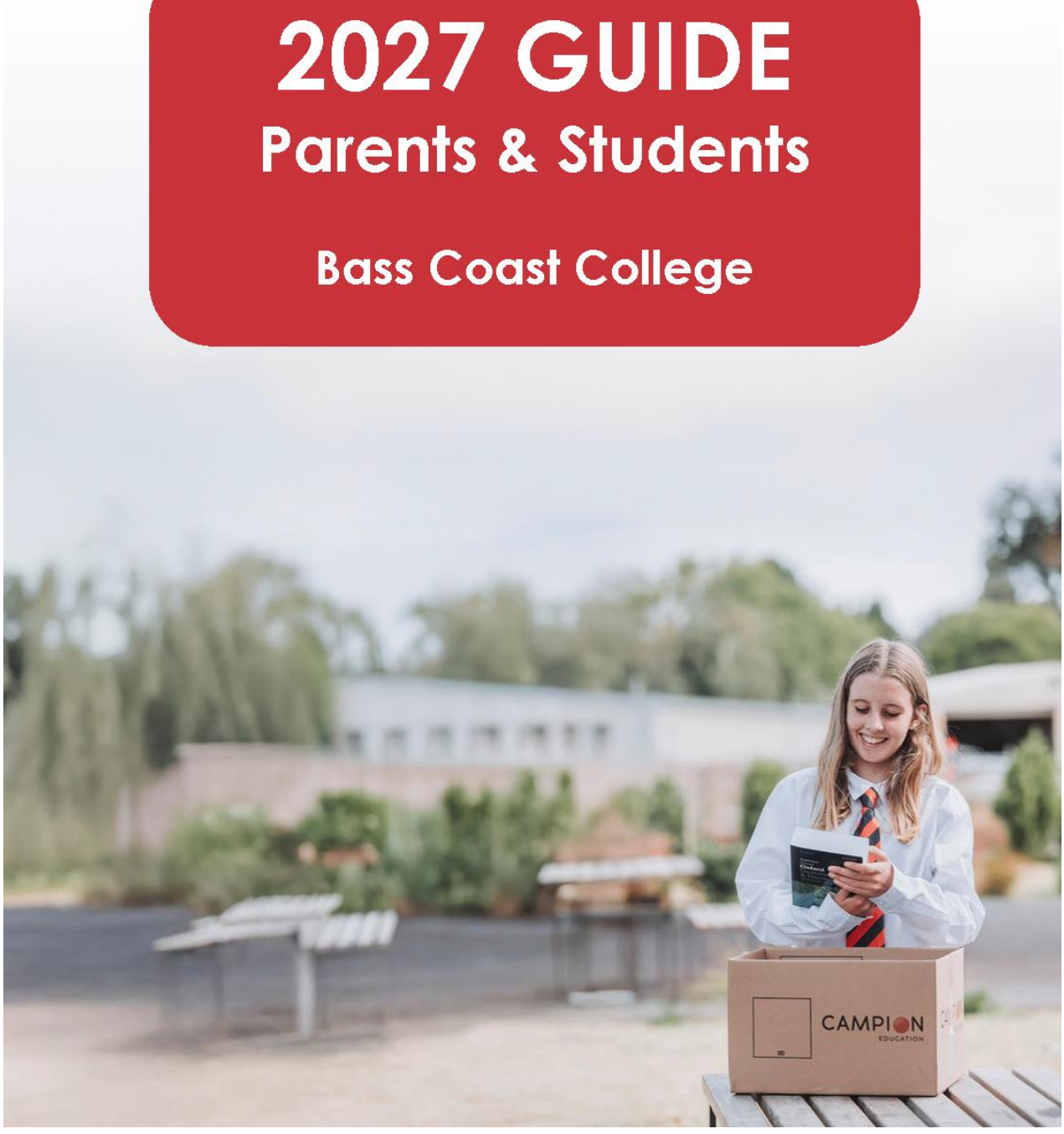
If you need any information or support to make your decision, please do not hesitate to contact the school IT Department on 5672 0900 Dudley, 5610 2020 San Remo, 5611 4000 Wonthaggi.

CAMPION EDUCATION

2027 GUIDE

Parents & Students

Bass Coast College



CAMPION EDUCATION

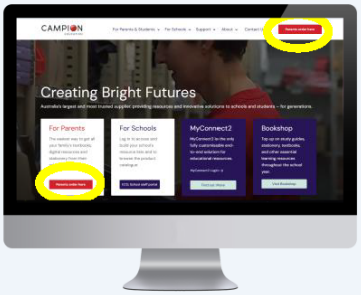
ORDERING ONLINE

How To Order Online

Your school has partnered with Campion for learning resources. The Campion list will show you the exact items your child requires for their year at school.

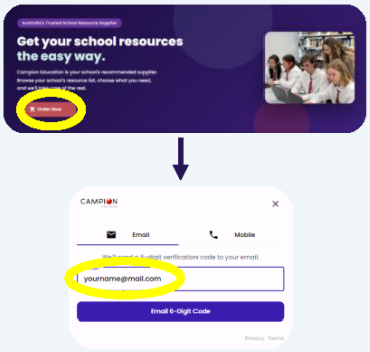
STEP 1

Go to campion.com.au
Click 'Parents order here'



STEP 2

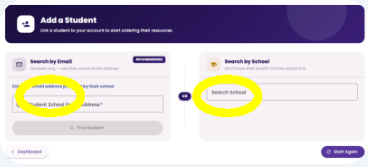
Click Order Now
Type your email or mobile to get a code to login



STEP 3

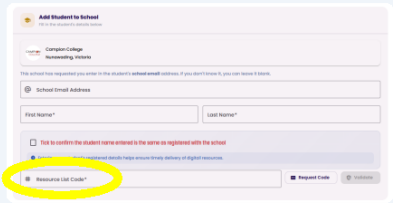
Add your child's school email **or** search for their school if you don't have their email

If your child is already registered with Campion, this step will be skipped – go to step 5.



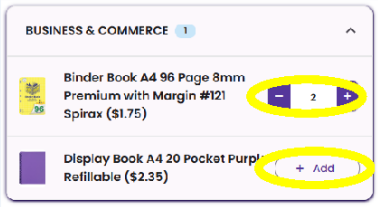
STEP 4

Add your child's details. If you don't know their school email address, don't worry – you can leave that blank.
Add the unique Resource List Code **X7RF** to bring up their list



STEP 5

Select the resources from the drop-down lists and click through to finalise your cart.



STEP 6

Select your delivery method and complete transaction.

Delivery Before Cutoff:
Order by 13 December 2026 for delivery to your nominated home address

Delivery After Cutoff:
Orders made after cutoff will have an increased delivery cost and can't be guaranteed to arrive prior to school starting

Don't forget to order between 16th Nov & 13 Dec 2026 using your unique code: X7RF

Campion Education is an Australian family owned company

Proudly supporting alannah & madeline foundation

Campion Education is an environmentally conscious business. campion.com.au/environment

CAMPION EDUCATION

SUPPORT

Support for Parents

Customer Care

Contact our Australian-based call centre via phone or email

1300 433 982

help@campion.com.au

Retail Locations

Visit any of retail locations for in-person ordering, service and support

campion.com.au/locations

Or scan the QR code above

FAQs & Information

Information on key questions on all Campion related services

campion.com.au/support

Or scan the QR code above

Video Guides

Step-by-step guides on ordering, using codes, MyConnect2 and more

campion.com.au/guides

Or scan the QR code above

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CAMPION EDUCATION

FAQs

Frequently Asked Questions

When will my order be delivered?

Delivery before cutoff: if you ordered prior to your school's order-by date, delivery for available items is scheduled for late January before school starts, or earlier.
Standard delivery: If you ordered express delivery after the cutoff, we will get your parcel including all available items handed over to Australia Post as soon as we can, generally within three days.

Can I combine delivery costs for multiple children?

At Campion, each child's order is packed separately by year level to keep items accurate, avoid mix-ups, and deliver faster – and it means you don't have to sort out which books belong to which child at home. Because orders are processed individually, we are unfortunately not able to combine delivery costs. To keep delivery as affordable as possible, we recommend ordering by your school's order-by date.

Can I go in store to order and pick up my child's resources?

Absolutely – if you prefer, you can visit a local Campion store to pick up resources for your child/ren. We also have Click & Collect options available for some stores at certain times of the season; if available you will see this option via the *Checkout* page on the online ordering site.

How can I set up my child's digital resources?

If you have selected digital resources in your Campion order, we will send a follow up email outlining the steps to activate and access that digital resource; the process will vary based on whether your child's school uses MyConnect2 or not. For more information, please go to: Ordering & Accessing Digital Products on the Campion website or scan the adjacent QR code.

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Secondary School Immunisation Program

Collection statement

Dear parent/guardian

The Secondary School Immunisation Program offers free National Immunisation Program schedule vaccines to all eligible Year 7 and Year 10 students.

Year 7 students

- Diphtheria-tetanus-pertussis (whooping cough)
- Human papillomavirus (HPV)

Your local council will work with your child's school to implement the immunisation program and will inform you of the steps you need to take. The Public Health and Wellbeing Regulations 2019 <http://classic.austlii.edu.au/au/legis/vic/consol_reg/phawr2019331/s112.html> authorises secondary schools to provide their local council with student and parent/guardian contact information for any student scheduled to receive a vaccination. This information is only used to assist local councils to follow-up parents/guardians of students with incomplete or missing immunisation consent forms.

Every day vaccination saves lives and makes it possible for Victorians to live free from the illness and disability caused by many infectious diseases.

For further information please go to the following links:

- Privacy – Privacy and information sharing policy
- Immunisation in Secondary Schools <https://www.betterhealth.vic.gov.au/health/healthyliving/immunisation-in-secondary-schools>
- The Public Health and Wellbeing Regulations 2019 <http://classic.austlii.edu.au/au/legis/vic/consol_reg/phawr2019331/s112.html>

From your Principal

Mr Jesse Boyd
Bass Coast College – Dudley
03 5672 0900

Mr Matt Rose
Bass Coast College – San Remo
03 5610 2020

VICTORIA State Government | Department of Health

Frequently Asked Questions:

What information is given to local council?

The school provides the following basic student and parent/guardian contact information to the local council immunisation service:

- student name
- date of birth
- gender
- year level and class group
- parent/guardian contact details
- language(s) spoken at home.

Why does the school provide this information?

- To improve communication with parents/guardians regarding their child's vaccination needs.
- To ensure all eligible students are offered the opportunity to access free vaccinations at school.
- To reduce the administrative burden on school staff to follow-up consent forms.
- To eliminate manual data entry processes.

What do I need to do?

1. Your local council will provide you with important vaccine-related information, along with either a hard copy or a link to an online consent portal. Please read through the information and complete all sections, regardless of whether you grant or decline consent.
2. Provide your consent online, such as through the CIRV portal, or return the hard copy immunisation consent form. Consent forms (either online or hard copy) should be completed, regardless of whether consent has been granted or declined.
3. Your information will be provided to Bass Coast Shire Council in March. If you do not wish for your details to be provided, please advise the school in writing before the last school day in February.

To receive this document in an accessible format email Immunisation Unit <immunisation@health.vic.gov.au>
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Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.
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Available at Secondary school immunisation program - Resources for secondary schools and councils <https://www.health.vic.gov.au/immunisation/secondary-school-immunisation-program>

Privacy Collection Notice

Information for students, parents and carers

The Department of Education (the department) values your privacy and is committed to protecting the personal and health information that schools collect.

All school staff must comply with Victorian privacy law and the Schools' Privacy Policy. This notice explains how the department, including Victorian government schools (schools), handles personal and health information. On occasion, specific consent will be sought for the collection and use of information, for example, for a student to receive a health service. Our schools are also required by legislation, such as the *Education and Training Reform Act 2006*, to collect some of this information.

Throughout this notice, 'staff' includes principals, teachers, student support service officers, youth workers, social workers, nurses and any other allied health practitioners, and all other employees, contractors, volunteers and service providers of the school and the department.

On enrolment, and during the ordinary course of a student's attendance at a school, schools will collect information about students and their families for the following purposes:

- educating students
- supporting students' social and emotional wellbeing, and health
- fulfilling legal obligations, including duty of care, anti-discrimination law and occupational health and safety law
- communicating and engaging with parents
- student administration
- school management
- supporting policy in relation to student education and wellbeing.

If this information is not collected, schools may be unable to provide optimal education or support to students or fulfil legal obligations.

For example, our schools rely on parents to provide **health information** about any medical condition or disability that their child has, medication their child may take while at school, any known allergies and contact details of their child's doctor. If parents do not provide all relevant health information, this may put their child's health at risk.

Our schools also require current, relevant information about all **parents and carers** so that schools can take account of safety concerns that affect their children. Parents should provide schools with copies of all current parenting plans and court orders about or that affect their children and provide updated copies when they change.

When parents enrol their child in primary school, they will be asked to provide personal and health information in several ways, including via the Enrolment Form, the School Entrance Health Questionnaire (SEHQ) and the Early Childhood Intervention Service (ECIS) Transition Form.

The **Enrolment Form** is used to collect information that is essential for the purposes listed above, and requests information such as:

- **Emergency contacts –** Individuals parents nominate for a school to contact during an emergency. Parents should ensure that their nominated emergency contact agrees to their contact details being

provided to the school and that they understand their details may be disclosed by the department if lawful, e.g. in the case of emergency communications relating to bush fires or floods.

- **Student background information –** Information about country of birth, Aboriginal or Torres Strait Islander origin, language spoken at home and parent occupation. This information enables the department to allocate appropriate resources to schools. The department also uses this information to plan for future educational needs in Victoria and shares some information with the Commonwealth government to monitor, plan and allocate resources.
- **Immunisation status –** This assists schools to manage health risks and legal obligations. The department may also provide this information to the Department of Health and Department of Families, Fairness and Housing to assess immunisation rates in Victoria, but not in a way which identifies students.
- **Visa status –** This is required to process a student's enrolment.

All schools may use departmental systems and online tools such as apps and other software to effectively collect and manage information about students and families for the purposes listed above.

When schools use these online tools, they take steps to ensure that student information is secure. If parents or carers have any concerns about the use of these online tools, please contact the school.

School staff will only share student and family information with other school staff who need to know to enable them to educate or support the student as described above. Information will only be shared outside the school (and outside the department) as required or authorised by law, including where sharing is required to meet duty of care, anti-discrimination, occupational health and safety, and child wellbeing and safety obligations. The information collected will not be disclosed beyond the school and department without parent consent unless such disclosure is lawful.

When a student transfers to another school (including Catholic, independent and interstate), personal and/or health information about that student may be transferred to the next school. Transferring this information is in the best interests of the student and assists the next school to provide the best possible education and support to the student. For further detail about how and what level of information is provided to the next school, refer to the: Enrolment: Student transfers between schools

Schools only provide school reports and ordinary school communications to students, parents, carers or others who have a legal right to that information. Requests for access to other student information or by others must be made by lodging a Freedom of Information (FOI) application.

To update student or family information, parents should contact their school.

For more information about how schools and the department collect and manage personal and health information, or how to access personal and health information held by a school about you or your child, refer to the: Schools' Privacy Policy

Last updated 31 Jan. 23

SCHOOLS' PRIVACY POLICY

INFORMATION FOR PARENTS

The Schools' Privacy Policy informs the school community that information about students can be shared to fulfil the schools' core functions of educating and supporting our students.

The Schools' Privacy Policy establishes a clarified 'need to know' framework, where school staff share information about students with other staff who need to know as part of their role. This is consistent with Victorian privacy law.

Who does the policy apply to?

The policy applies to all central, regional and school staff including principals, teachers, visiting teachers, administration staff, social workers, wellbeing staff, youth workers, nurses, Student Support Service officers (SSSOs) and all other allied health practitioners. This means the 'need to know' framework below also applies to all school staff, whether employees, service providers (contractors) and agents (whether paid or unpaid) of the Department.

Need to know

All school staff can, and must, share information about a student with other staff who 'need to know' that information to enable the school to:

- **educate** the student (including to plan for individual needs or address barriers to learning)
- **support** the student's social and emotional wellbeing and health
- fulfil legal obligations, including to:
  - take reasonable steps to reduce the risk of **reasonably foreseeable harm** to the student, other students, staff or visitors (duty of care)
  - make **reasonable adjustments** for a student's disability (anti-discrimination law)
  - provide **a safe and secure workplace** (occupational health and safety law).

Please note: the Child and Family Violence Information Sharing Schemes allow prescribed organisations to share confidential information with each other to promote the wellbeing or safety of children, or to assess or manage family violence risk. Victorian schools and a range of other Victorian services fall under these schemes. For more information, refer to: https://www.vic.gov.au/information-sharing-schemes-and-the-maram-framework.

Who decides who 'needs to know'?

Subject to the principal's direction, each staff member decides who needs to know specific, relevant information about a student, based on the 'need to know' framework.

Sharing relevant information with other staff who 'need to know' is very different from idle conversation or gossip.

School staff are entrusted with a large amount of important information about students. Staff must treat all such personal and health information sensitively and respectfully, and not share it other than on this 'need to know' basis.

What information and records can be transferred to a student's next school?

When a student has been accepted at, and is transferring to or from, another school (Victorian government, non-government and/or interstate), the current school transfers information about the student to the new school. This information may include copies of the student's school records, including any health, wellbeing or safety related information.

Parental consent is not required to transfer this information between Victorian government schools but must be obtained when the student is transferring to or from Victorian non-government schools, including Catholic schools or interstate schools.

Principals (or authorised representatives) determine what information to provide to the next school based on the 'need to know' framework:

What information does the next school 'need to know' to properly educate or support the student, and fulfil the school's legal obligations?

'NEED TO KNOW' framework

Duty of care

A school's duty of care to students means that a principal or other member of the leadership team needs to know about any **reasonably foreseeable risk of harm** to **anyone** because of the student's behaviour, disability, family circumstances or any other relevant circumstances related to the student.

So, for example, if there is a reasonably foreseeable risk to anyone because the student:

- displays violent behaviours
- is a victim or perpetrator of bullying, assault or age-inappropriate sexualised behaviours
- has emotional, wellbeing or self-harm issues

then staff must **tell the principal** (or other member of the school leadership team).

The principal will then share relevant information with any other staff member that needs to know because they work with, or supervise, the student. Staff must provide the principal with enough relevant information required to adequately fulfil their own duty of care – so that the principal can fulfil their duty of care too.

Importantly, when there is a reasonably foreseeable risk of harm, staff should act on that information and share the information with other staff who 'need to know', even if the student or parent asks that information not be shared.

Anti-discrimination law

A school's obligation to provide **reasonable adjustments** for students with disabilities (regardless of whether they are eligible under the Program for Students with Disabilities) means that relevant information about a student's disability and their needs must be shared with all staff who work with or supervise that student.

This is required to enable the school to make properly informed decisions about what adjustments are reasonable, and then to implement those adjustments.

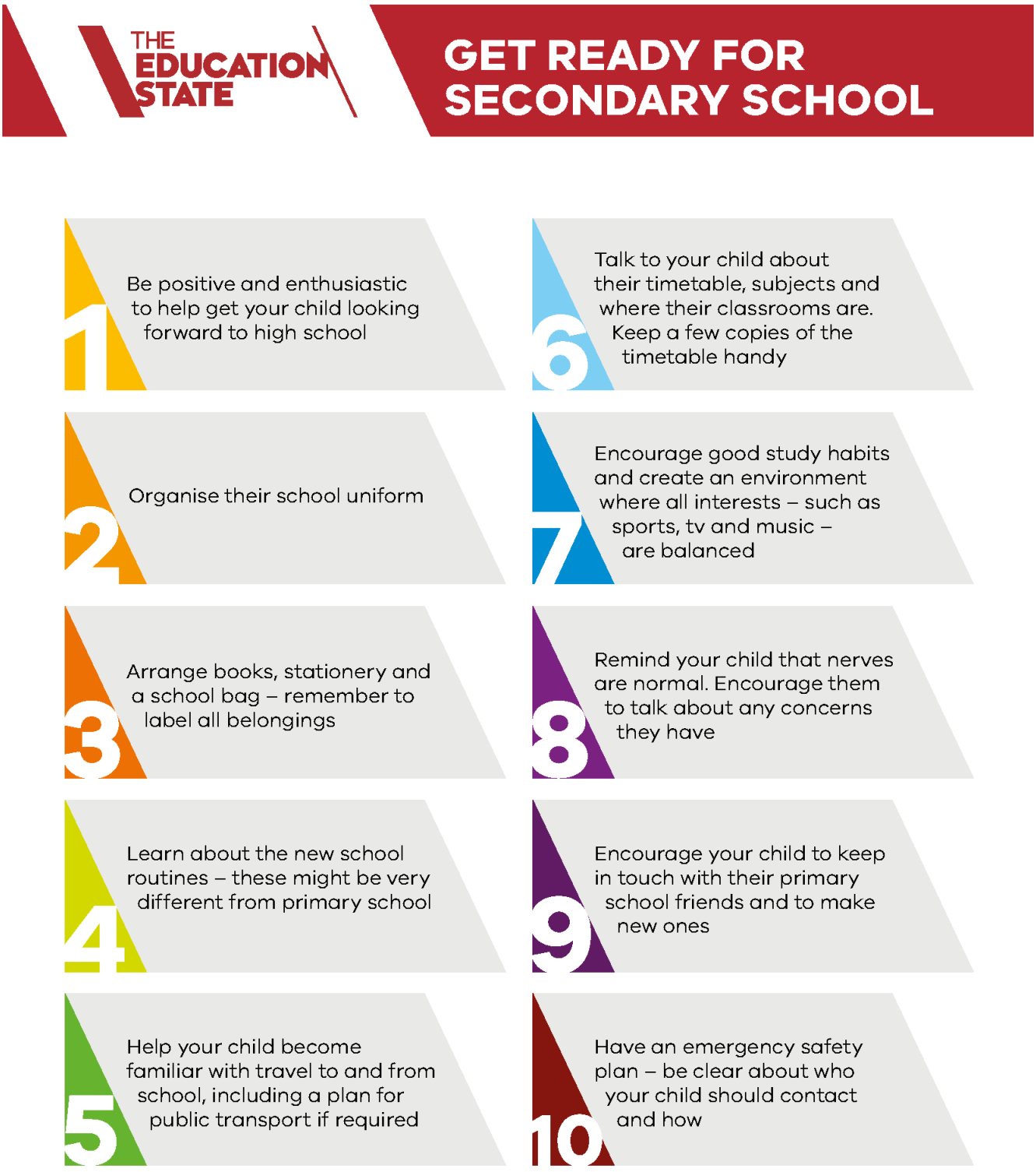
This may also be required to meet the duty of care to that student (for example, a student with a medical condition who may require treatment).

This means that relevant information must be shared with all staff who work with or supervise that student, to enable them to:

- understand the student's disability and how it affects their learning and social or emotional wellbeing
- implement reasonable adjustments at school, including understanding all recommendations made by the student's treating practitioners.

The relevant school policies are followed by school staff when engaging with parents, such as wellbeing and behaviour policies. Go to your school's website for relevant policies.

School staff are available to provide further information about school policies and handling of personal information or contact the DET Privacy Officer at privacy@education.vic.gov.au.



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VICTORIA State Government | Education and Training

Lost Property

BASS COAST COLLEGE

All lost property items will be held for 1 Term. **Please clearly mark your child's possessions** to assist with their return.

For health and safety reasons perishable food/drink and toiletry items will be disposed of.

The office will attempt to contact identifiable owners. Items which are not collected within the specified time frame will be disposed, recycled or offered to a local charity.

Unclaimed cash will be donated to charity.