



# Primary Handbook

2025



Bayside  
Christian  
College

*"Unity and Maturity in Christ"*



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## 2025 Term Dates

<b>Term One</b>	Wednesday 29 January	to	Friday 4 April
<b>Term Two</b>	Wednesday 23 April	to	Friday 4 July
<b>Term Three</b>	Monday 28 July	to	Friday 19 September
<b>Term Four</b>	Tuesday 7 October	to	Thursday 11 December

## Primary School Contacts

Contact	Name/Number	Email
<b>Absence Line</b>	03 5971 6798	<a href="mailto:absences@baysidecc.vic.edu.au">absences@baysidecc.vic.edu.au</a>
<b>College Reception</b>	03 5971 6700	<a href="mailto:reception@baysidecc.vic.edu.au">reception@baysidecc.vic.edu.au</a>
<b>Principal</b>	Mr Andrew Manning	<a href="mailto:andrew.manning@baysidecc.vic.edu.au">andrew.manning@baysidecc.vic.edu.au</a>
<b>Deputy Principal</b>	Mrs Toni Steinbergs	<a href="mailto:toni.steinbergs@baysidecc.vic.edu.au">toni.steinbergs@baysidecc.vic.edu.au</a>
<b>Head of Primary School</b>	Mrs Danielle Lupi	<a href="mailto:danielle.lupi@baysidecc.vic.edu.au">danielle.lupi@baysidecc.vic.edu.au</a>
<b>Prep-Year 2 Coordinator</b>	Mrs Donna Martin	<a href="mailto:donna.martin@baysidecc.vic.edu.au">donna.martin@baysidecc.vic.edu.au</a>
<b>Years 3/4 Coordinator</b>	Mrs Sarah Cave	<a href="mailto:sarah.cave@baysidecc.vic.edu.au">sarah.cave@baysidecc.vic.edu.au</a>
<b>Years 5/6 Coordinator</b>	Mr Justyn Mether	<a href="mailto:justyn.mether@baysidecc.vic.edu.au">justyn.mether@baysidecc.vic.edu.au</a>

## Primary Bell Times

Period	Start	End
Before School Playground	8:30 am	8:55 am
<b>Primary Start</b>	<b>8:55 am</b>	
Period 1	9:05 am	9:55 am
Period 2	9:55 am	10:45 am
<b>Recess</b>	<b>10:45 am</b>	<b>11:10 am</b>
Period 3	11:10 am	12:00 am
Period 4	12:00 am	12:50 pm
<b>Lunch</b>	<b>12:50 pm</b>	<b>1:35 pm</b>
Period 5	1:35 pm	2:25 pm
Period 6	2:25 pm	3:15 pm
<b>Primary End</b>	<b>3:15 pm</b>	
After School Playground	3:15 pm	3:35 pm

# Attendance & Supervision

## Marking of the Roll

The College is required by law to maintain accurate attendance details. The class teacher will mark the roll first thing every morning and throughout the day.

If your child will be absent due to illness, medical appointments or for any other reasons, please ring or email the Absence Line:

**Absence Line: 5971 6798**  
**absences@baysidecc.vic.edu.au**

An excused absence pertains to health, medical, legal, or family reasons. Students arriving late or leaving early must sign in/out at Reception.

## Student Supervision

Staff are rostered on morning and afternoon playground supervision duties. Morning playground supervision commences at **8:35 am** and afternoon playground supervision concludes at **3:35 pm**.

## Playground Boundaries

Area	Year Levels
Primary playground (in front of Prep-Year 2 classrooms)	Prep-Year 6
Primary Gym	Prep-Year 6
Basketball courts	Years 3-6
Oval	Years 3-6
Oval – during lunchtime (from Term Two onwards)	Prep
Oval – during lunchtime	Years 1/2
Library – during lunchtime (from Term Two onwards)	Prep
Library - during lunchtime	Years 1-6
Secondary classrooms	Out of bounds

Parents/carers are responsible for supervising their children outside designated duty times.

Please ensure you drop off/collect your children within the designated duty times.

Any Primary student not collected at **3:35 pm** will be taken to College Reception. If you are running late, please call Reception to inform the College and arrange suitable supervision.

## Outside School Hours Care

Camp Australia provides before and after school care at Bayside Christian College from **7:00 am - 9:00 am** and **3:15 pm-6:00 pm**.

You can access further information on Camp Australia and how to book via the Parent Portal on the College website.

# Restorative Practice

## Awards

The College likes to celebrate and acknowledge students who exhibit behaviours and attitudes that reflect 'The Bayside Way'.

Acknowledgement will sometimes be in the form of certificates presented in the Primary assemblies or in class.

## The Bayside Way

The behaviour of Bayside students is guided by our 'Four Expectations': Respect, Responsibility, Maximise Learning, and Kindness which make up 'The Bayside Way'. A high standard of personal responsibility and behaviour is expected of students at Bayside Christian College to enable effective learning to take place.

The College follows a Behaviour Engagement Policy to help students become responsible for their actions and the consequences of them. The Behaviour Engagement Policy of the College is restorative in nature, with the aim of helping to repair relationships where necessary and see a positive change in student behaviour.

This means that students are expected to exhibit behaviour that shows that they can respect themselves and others, take responsibility for their own behaviour and property, make the most of every opportunity to learn, and to show kindness to others. When a student is not meeting these expectations, then they are supported to learn from what they have done.

Relationships need to be restored, strategies and habits developed so that the student can meet the expectations of 'The Bayside Way' and students learn how they can and should make things right. If a child chooses consistent inappropriate behaviour in class, the following is the procedure:

- First reminder
- Think time
- Remove to the buddy class
- Remove to the Coordinator

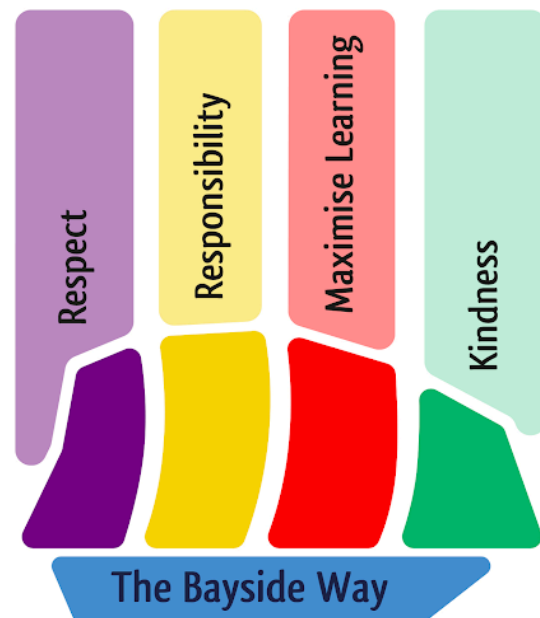
If a student's behaviour continues to be inappropriate, or for actions deemed 'serious misconduct', a student will need to learn from their behaviour with a series of consequences, considering the context of the situation.

Students may be involved in some restorative action, an informal teacher meeting, or a more formal supported withdrawal at lunchtime. Parents will be notified by phone if inappropriate behaviour reaches a lunchtime supported withdrawal.

In the rare event of more serious instances of inappropriate behaviour, the student may be assigned an at-home detention. Parents will be informed. Before the student can return to the College, a restorative meeting with the Head of Primary will be required.

Teachers apply a positive, consistent and fair approach in implementing behaviour management procedures at Bayside with the emphasis on students being expected to follow 'The Bayside Way'.

The support of parents, teachers and students is vital to ensure the development of these expectations.



## Behaviour Management & Parents/Carers

If your child comes home from school and has had an issue with another student, please inform the class teacher or Coordinator for the incident to be investigated. Parents/carers are respectfully asked not to approach another student or parent to try to solve a behaviour management issue but to refer it to staff. If students have any major behavioural incidents at school, teachers will inform parents about their child's involvement. Every endeavour is made to investigate all student's versions of events. For privacy reasons, parents will only be informed of the follow-ups that relate to their own child.

# Communications

## Academic Reports

Each student will receive two academic reports per year, at the conclusion of Semester 1 and Semester 2. These will be available via the College's Student Management System. Reports can be downloaded as a PDF file and saved to your computer and/or printed.

## Communication Bag/Student Diary

Students in Prep-Year 2 use a 'communication bag' to communicate between home and school. Teachers get students to place notices and other information in the bags, so please check these each night.

Wordlists (Prep), and take home reading folders, diaries and reading books (Prep-Year 2) will also be brought to and from school in the communication bag.

Students in Years 3-6 have a student diary, which is used to record reading habits, homework, parent/teacher notes, activities and events.

## Email

Email is a key communication tool used at the College as it ensures that important information does not 'get lost' at the bottom of school bags.

Please ensure the College has your current email address at all times, and inform College Reception of any changes.

The Head of Primary sends emails with information about upcoming events and other things happening across the Primary School.

Key dates are sent out via email at the start of each term in a document called 'Dates for the Fridge'.

Coordinators and classroom teachers send out regular emails informing you of information specific to your child's class.

## Newsletter

The Connect College Newsletter is produced monthly during school terms. Parents/carers will receive an email containing a link to the newsletter each time it is ready for viewing.

Please read the newsletters as they keep the community in touch with important information and highlight College events.

## Social Media

The College has official Facebook (@baysideecc) and Instagram (@baysideccvic) accounts along with a private Bayside Community Group. The community group was established for parents, carers and community members to chat about College-related topics. Please feel free to follow and join these accounts.

## Parent-Teacher Conferences

Parents and teachers work together as partners in each child's education, and open, regular communication from parents is strongly encouraged. If you wish to speak with a teacher, please email or call to arrange a suitable time to meet.

Please be aware that due to yard duty commitments and after school staff meetings, teachers may not be able to meet with parents immediately.

***The College holds formal Parent-Teacher Conferences in the first and third term.***

Bookings for these sessions are made through an online booking system, allowing parents/carers to nominate a time of their choosing. Information about Parent-Teacher Conferences will be emailed to families prior to the event.



# Curriculum

## Partnering with Parents

The Primary School curriculum is presented through a Christian worldview and aligns with the government-mandated Australian Curriculum.

The teachers at Bayside aim to facilitate opportunities for understanding across the curriculum so that students can progress to the best of their ability.

Bayside partners with parents/carers to help students discover and develop their God-given gifts and talents. Teachers differentiate their programs to accommodate the different learning rates, abilities and styles in each of their classrooms.

## Assessment

Accurate and comprehensive assessment of student performance is critical for promoting open communication, guiding student learning, setting future goals, and identifying areas of exceptional achievement and those needing further support.

Students will take part in diagnostic assessments at the start of each school year to help teachers tailor curriculum planning and instructional strategies. These assessments may be administered individually or within a group setting.

Assessment is an ongoing process that encompasses formative, summative, and daily informal observations, along with periodic formal evaluations, to provide a clear picture of each student's learning progress.

## NAPLAN

Students in Years 3, 5, 7 and 9 participate in the government-mandated National Assessment Program – Literacy and Numeracy (NAPLAN). NAPLAN tests skills in literacy and numeracy, and is made up of tests in the four areas of Reading, Writing, Language and Numeracy.

Teachers support students in preparing for assessments by familiarising them with the test format. However, we believe that the comprehensive curriculum at Bayside is the most effective way to develop strong literacy and numeracy skills.

## Learning Support

Learning Support teachers provide advice to teachers and parents about the needs of children and how to support them at school. Learning Assistants work closely with teachers to provide targeted support, helping individual students or small groups engage fully in classroom activities. Their role includes offering personalised assistance, reinforcing lesson content, and ensuring that students of varying abilities can actively participate and succeed in their learning experiences.

## Homework

Homework is given to students to train them in purposeful study habits, to consolidate learning taught in everyday lessons, and to communicate with parents/carers the types of work undertaken in the classroom. Individual teachers may vary the approach to homework tasks. The following time schedule serves as a guideline:

Year Level	Guide for Monday to Thursday	Purpose
Prep – Year 2	10 – 20 minutes of set homework* Should include: home reading (5-10 mins), sight and/or spelling words, Big Talk, maths tasks.	Consolidates skills that are being taught and/or enables students and parents to share the learning that is happening in the class.
Years 3 - 4	20 - 30 minutes of set homework* Should include: home reading (15+ mins), Big Talk, spelling words, Mathematics revision. This may include projects or tasks related to class topics.	Consolidates and revises skills that are being taught and/or enables students and parents to share the learning that is happening in the class.
Years 5 - 6	30 - 40 minutes of set homework* Should include: home reading (20 + mins), Math facts, research, spelling, completion of unfinished class work. This may include projects or tasks related to class topics.	Consolidates and revises skills that are being taught and/or enables students and parents to share the learning that is happening in the class.

## Love of Literacy

Reading is one of the most important skills for a child's development, and reading together with your child offers numerous benefits. It strengthens literacy skills, enhances vocabulary, and fosters a love for learning. Sharing this daily activity not only improves comprehension and writing but also builds a lifelong habit of reading.

Primary School teachers support students' reading development through a variety of strategies and programs. For students in Prep to Year 2, levelled readers, including decodable books, are provided to build foundational reading skills. As students progress and demonstrate readiness, they transition to the Accelerated Reader program in Years 3 to 6.

Students will regularly bring home "take-home books" matched to their individual reading levels. We encourage parents to actively engage in the reading process by discussing the stories with their children to further nurture a love of reading and strengthen comprehension. Students are also expected to record their reading habits in a reader log or student diary, reinforcing the importance of daily reading practice.

Students are encouraged to regularly borrow books from both the school and community libraries.

## Love of Numeracy

At Bayside, Primary Numeracy is about building strong foundations in mathematics through engaging and meaningful learning experiences. We foster number sense and fluency by encouraging students to explore concepts through open-ended activities, problem-solving tasks, and hands-on experiences. By promoting critical and creative thinking, students learn to approach challenges with confidence and curiosity.

Our approach emphasises real-life, authentic learning, helping children see the relevance of maths in everyday tasks like reading the time, measuring ingredients while cooking or counting and learning times tables. Students work in collaborative settings and benefit from differentiated groupings, ensuring that every child is challenged at their level while developing important social and teamwork skills.

Research shows that children who are fluent in Mathematics perform better in other academic areas, develop stronger problem-solving skills, and are more confident learners overall. Making Maths a daily part of your child's routine is essential to building these lifelong skills.

## House Carnivals

Students will also have opportunities to be involved and compete in a variety of College sporting events, including a swimming carnival, cross country and athletics carnival, and may go on to compete at higher levels.

There are opportunities for students to win their way through wider levels of competition at zone and state level.

The College has three sporting houses:

- Conquerors (yellow)
- Believers (green)
- Overcomers (red).

## Specialist Subjects

Primary students participate in 'specialist' subject classes throughout the week, including:

- Visual Art
- LOTE (Indonesian) Years 1-6
- STEM
- Music & Performing Arts
- Physical Education

# Extra-Curricular

## Bike Education

Years 5/6 students participate in Bike Education in Semester Two.

## Camps

Annual camps are held for students in Years 3/4 and Years 5/6, providing children with an opportunity to further develop their friendships and learning outside of the classroom. The College alternates camp locations.

A pre-camp program runs in Prep-Year 2. Prep students attend the Prep Student Dinner. The Year 1 students participate in an Activity Day and Dinner. The Year 2 students participate in an Activity Day, Dinner and Sleepover at the College.

As camp activities contribute to the student's overall development and are an integral part of the school curriculum, attendance is compulsory for all students.

Parents/carers are expected to provide the College with up-to-date information on their children's health and medical requirements, including allergies/medical alerts, and particularly anaphylaxis.

All reasonable steps will be taken to accommodate students with individual dietary requirements and medical conditions.

Parents/carers who attend a College camp or excursion are required to hold a valid Working with Children Check, and to have signed the Child Safety Volunteer Agreement.

## Incursions & Excursions

Bayside students will take part in incursions and excursions to enhance their learning.

Parents/carers will be informed of all excursions via email and/or letter home prior to the event.

A notification will be sent to parents to give approval for each excursion via the Student Management System closer to the event.

## Jogging Club

An optional Jogging Club is conducted on the oval during Monday lunch and before school Friday for Primary School students to run or walk laps. Parents are welcome to join their children in running or walking laps on Friday mornings.

## Music Tuition

The College facilitates private music tuition for students who wish to undertake instrumental music or voice tuition. Sessions are conducted during the College day on an individual or group basis by experienced music tuition teachers.

Payment is made directly to the instrumental or voice teacher. Enrolment forms are available from the College website or by contacting College Reception.

Parents are to notify their child's private music tuition teacher if their child is absent.

## Swimming Program

Bayside Christian College Primary School students participate in an intensive swimming program. This program is built into the fee structure and is not an additional cost to parents.

# Health Matters

## Illness

Please keep your unwell children at home as they usually find it quite difficult to engage with their learning and illnesses can spread quickly within a school setting.

## First Aid

Students who are unwell should discuss this with their teacher prior to going to the sickbay. If the student requires First Aid they should visit the Student Health Coordinator at College Reception.

If your child is sick or injured at school, the College Student Health Coordinator will administer First Aid and make a decision about contacting you or your nominated emergency contact if you are not available. If you are contacted, please make arrangements to collect your child promptly.

## Ambulance

An ambulance will be called in cases of serious accident or illness to a student while at school or on an excursion or camp at the cost of the parent/carer. Costs associated with obtaining medical assistance or treatment (including transportation costs) will be forwarded to the parent/carer.

## Head Injuries

Any knock to the head that causes lumps, bruises, cuts or more severe injuries is classified as a head injury. Should this occur, the parent/carer or emergency contact person of a child with a head injury will be asked to collect their child and will be recommended to seek advice from a medical practitioner.

## Asthma

Students who have asthma must have appropriate medication at all times. An Asthma Action Plan must be completed and signed by both the parent/carer and the child's doctor every year. This signed plan must be supplied to the Student Health Coordinator.

## Medications

There are occasions when parents/carers need the Student Health Coordinator to give prescribed medicine to their children.

Parents/carers should supply such medications in the original bottle or container that lists the name of the child, the dose, and the time the medication is to be administered.

A Medication Authorisation Form will need to be completed by the parent/carer if a child requires medication such as Ventolin, Panadol, Nurofen or any other medication i.e. antibiotics, while attending the College. Medication Authorisation Forms are available under College Policies on the website.

Medicine submitted to the Student Health Coordinator by parents/carers must be in its original packaging with original dosage label that is legible. The label must include the child's name, dosage and time of administration.

The Student Health Coordinator must be notified when the first dose of a new medication is administered. The Student Health Coordinator will not administer the first dose of a new medication to a student in case of an allergic reaction.

For students requiring the regular administration of medication at school, a 'Medication Log' will be kept. All medication needs to be handed into the Student Health Coordinator at College Reception. The only exception is for students who are able to self-administer Ventolin.

## Infectious Diseases

Principals are required to exclude students according to the school exclusion table under the Health (Infectious Diseases) Regulations 2001 (Vic). Relevant diseases and their exclusion times are listed at <https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table>

## Head Lice

Head lice are a common problem among young children and can be caught by any child, so there is no need for embarrassment if your child comes home with head lice. It is vital to inform the College if you find head lice in your child/ren's hair, along with close friends, in order to treat the problem.

The College will send a general note or email out to parents/carers of a class where head lice has been detected asking all families to be vigilant and treat if necessary.

Treatment includes commercial treatment products, and inspecting and removing lice and eggs from the hair. If detected while at school, students will be sent home and should not return until treatment has occurred.

## Anaphylaxis

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school-aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Parents/carers of a student at risk of anaphylaxis are responsible for informing the Student Health Coordinator at College Reception of the student's allergies and of any formal diagnosis, either at enrolment or at diagnosis. A completed Anaphylaxis Action Plan must be provided to the College.

In the event that a student at risk of anaphylaxis has a reaction, during class or other supervised College activity (e.g. excursion or sports day), the supervising staff member will follow the student's Anaphylaxis Action Plan including, if relevant, administering an adrenaline auto-injector as per instructions.

## Lunch Boxes

Your child's lunch and snack should be in a clearly-named lunch box. Clear wrap/plastic film is often difficult for young children to undo and is unnecessary rubbish. As we are a school community that also takes care of the environment, the Primary School students are encouraged to bring all their food for the day in reusable containers.

Drinks must be in a clearly-named drink bottle. Students are not to bring glass containers to school.

### Crunch and Sip

Healthy eating is encouraged at Bayside. We have a program called 'Crunch and Sip', where children are given a small break before morning recess to eat a healthy snack and have a drink of water. Please pack for your children a piece of raw fruit or vegetable that can be eaten at their desk.

### Nut-Free

In the interests of taking care of our students with anaphylaxis, the College requests parents/carers not supply any food items containing nuts or nut products.

Peanuts and peanut products are not sold in the canteen. However, the College cannot guarantee that there will be no trace of peanut products at the College at any given time.

It is important that students who have a peanut or other food allergy are aware of their particular allergy and take responsibility for what they consume.

## Lunch Orders

Lunch orders are available from the College canteen. The canteen's trading days, menu and price lists are regularly updated on the College website. Lunch orders can be written on a brown paper bag with the money securely wrapped and placed inside, and given to the class teacher at the start of the school day. Lunch orders will be delivered to the child's classroom at the beginning of lunchtime.

# Parent Partnership

## Assemblies

The Primary School holds regular fortnightly assemblies on a Friday from **2:30 pm to 3:10 pm**. Whole-School Worship Services are held twice a term on a Tuesday morning. The dates of assemblies will be communicated at the beginning of each term.

Parents/carers are welcome to attend both Whole-School Worship Services and Primary assemblies.

## Bayside Family Network

The Bayside Family Network is the College community care and support arm of Bayside Christian College.

Established in 2018, the Bayside Family Network engages with the College community to connect, build and support families. We do this by creating opportunities for parents/carers, staff and the broader College community to connect with one another and build solid relationships in a Christ-centred environment.

The Network currently provides care and support to both Bayside Christian College staff and families through the following programs:

- Playgroup
- Prayer Group
- Educational Workshops
- Meals Program
- Class Carer Support
- Uniform Exchange

The network operates within the policies of the College and is accountable to the Board. Parents/carers who take on organisational responsibilities for the Network are required to be members of the College Association.

## Class Carers

At the beginning of each school year, a parent/carer will be assigned to your class as a 'Class Carer'. The role involves prayer support for the class and teacher, occasional pastoral support for families within the class, and to organise a social activity for the class once a term. A WhatsApp group link is sent to parents/carers to join a closed chat group set up for each class.

Please note that parents/carers are responsible for the care of their children whilst attending an activity outside of class time organised by the Class Carer.

## Parent Code of Conduct

Parents are required to sign themselves in at the College Reception, should they visit the College outside of the normal drop off/collection times. This ensures we know who is on site in case of an emergency or emergency drill. In such cases, parents/carers who are on site are to follow the directions of nominated safety wardens.

The College greatly values relationships with its parents and actively encourages parental involvement in College activities. The College recognises that parents have the primary responsibility, before God, for training and nurturing their children.

Parents/carers should be mindful that certain etiquette needs to be observed for classes to operate effectively. Parents are to refrain from entering classrooms without first visiting the College Reception for permission.

## Parent Participation

Parent participation is a great way to watch your child at work, meet new friends, play a more active role in your child's education, and to find out more about how your child learns.

There are a variety of ways to become involved, and many of the programs require parental support. Classroom training programs are provided for parents/carers who wish to help.

In order to comply with the College Child Protection Policy, parents who wish to assist in the classroom or attend excursions are required to complete the Volunteer Induction Form and hold a Working with Children Check. The Check process takes several weeks, so it is worth applying in advance of the school year.

Bayside Christian College is committed to the safety and wellbeing of all children and young people. All volunteers at Bayside Christian College are required to abide by the College Child Safety Code of Conduct, and to sign the Child Safety Volunteer Agreement.

Please note that teachers may not accept offers to help from parents/carers who have not completed the Volunteer Induction and registered their Working With Children credentials.

All classroom helpers must sign in and out at College Reception in accordance with Emergency Management Procedures.

# Student Welfare

## Bikes, Skateboards & Scooters

In the interest of community safety, students are not permitted to ride bikes, scooters, skateboards, rollerblades etc. on College property unless it is part of a structured College activity.

Students must dismount at the gates when entering College property and walk their bike or carry their scooter or skateboard along a pathway to the designated storage area, where they are advised to padlock their bike or store their scooter or skateboard at their own risk.

## Car Park

The car parking area of the College is a major risk to children, parents/carers and staff, and strict guidelines are in place to minimise risk.

Parents/carers are asked to observe the following rules when dropping off and picking up their children:

- Restrict driving speed to **5 km/h** through the car park
- Use the crossings at all times to cross the road
- Wait for the crossing duty staff to direct you across the road (**8:35 am to 8:55 am** and **3:15 pm to 3:35 pm** only)
- Be aware of pedestrians
- Show courtesy and consideration for other drivers; be cautious and alert
- Do not allow children to play/bounce balls when near or crossing the road
- Wait for the crossing supervisor's safety whistle before crossing the road
- Only drop off or collect children from the kerb in the designated zones, or park in a marked space
- Follow painted marking and signs

When waiting at the 'drop off zone', please adhere to the time restriction to allow all parents/carers to use this area. Drivers must remain in vehicles and continue moving forward as able.

Please remember that children follow our lead, so if parents/carers and staff are consistent in their road/car parking habits, then children also will develop good road habits.

***The staff car park is for staff car parking only.***

## Chaplaincy

The function of the College chaplain is to support and encourage students in their spiritual development and journey.

## Child Safety

Bayside is committed to the safety and wellbeing of all our students. This will be the primary focus of our care and decision-making.

***Bayside Christian College has zero tolerance for child abuse.***

Bayside Christian College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of children with a disability, Aboriginal children and children from culturally and/or linguistically diverse backgrounds.

Every person involved in the College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

## Custody of Children

The College must be made aware of any court orders that relate to the care of children. This is necessary to ensure that the child is always in the care of the parent/carer given the authority. The College treats all such cases confidentially. Please notify the College Reception if court orders have expired or changed.

## Digital Wellbeing

The Qustodio Parent app is available to all College families to help parents/carer promote healthy digital habits and ensure a secure and safe online environment for your child.

The platform's tools offer insights and visibility, empowering parents/carers to better understand their child's interactions with their school device and other personal devices (conditions apply).

Information about Qustodio will be sent to families at the start of the school year with information on how to register and start using this valuable tool.

## Emergency Procedures

The College maintains a current Emergency Management Plan (EMP) that contains the four components of preparedness, prevention, response and recovery. Emergency arrangements are tested at least twice yearly to ensure that procedures work and that everyone learns emergency protocols.

Staff receive specific training in emergency bushfire procedures, and two bushfire drills are conducted each year.

Please note that in a bushfire emergency, the gates will be closed and no person will be permitted in or out of the College, unless the decision to evacuate is made.

It is important for parents/carers to trust the emergency plans that the College has in place and not drive to the College, as the road outside the College must be kept clear for emergency vehicles.

## eSmart

Bayside Christian College is an eSmart School and upholds the values of the eSmart Framework. eSmart is an initiative of the Alannah and Madeline Foundation.

eSmart values assist students to act safely and responsibly online, and reduce the risk of exposure to inappropriate images and content as well as cyberbullying, identity theft and online predation.

It is an expectation that all students will be familiar with the College eSmart values and uphold them. Our College eSmart values are to 'Care for and Respect Everyone' (C.A.R.E.).

All Years 3-6 students must complete the Primary ICT Quiz and Agreement on CANVAS, the Student Learning Management System, at the beginning of each school year.

## Insurance

Bayside Christian College has an appropriate school student accident insurance policy. This covers students if injury occurs through an accident while at the College or on an excursion, including camps. This cover does not include sickness or disease.

The College also holds a separate school travel insurance policy. More information about either policy can be obtained from College Reception.

## Family Zone

Family Zone (also known as 'Qustodio') is a cyber safety solution that protects children on the internet, on student and personal devices (including mobile phones), at home, at school, and everywhere in between.

Family Zone provides parents with visibility, and allows them to manage their children's online activity, with ongoing support from a team of leading cyber experts.

The College wants to ensure that students are protected on the internet, no matter what device they are on or what source of internet they are using. The College has arranged for parents to have access to Family Zone's Mobile Zone app in which parents can choose to protect the devices children access at home.

You can access Family Zone via the Parent Portal on the College website. For help with Family Zone please contact their Support Team, [support@familyzone.com](mailto:support@familyzone.com) or call **1300 398 326**.

## Pets on College Property

In the interest of the safety and welfare of the whole College community, no family pets are permitted on College property at any time, unless they are registered guide/assistance/therapy dogs under the control of their owners, or the approved and trained school therapy dog.

Exceptions to this rule, such as where a student would like to bring a pet for 'show and tell', must be requested and approved by the class teacher in advance.





## Student Wellbeing

Bayside Christian College Primary School focuses on building a sense of belonging and inclusion through Social and Emotional Learning (SEL), working authentically with families, and endeavouring to support all students.

Primary classes engage in programs such as Bounce Back, You Can Do It and Buddies.

The College's Wellbeing Mentor provides students and members of the community with pastoral support and guidance to assist them to effectively access and engage in their learning.

The Wellbeing Mentor will also have a range of lunchtime activities and opportunities to meet and support students.

## Snakes

Bayside is located in a bush setting where snakes are likely to inhabit. Snakes are most prevalent in the warmer months (Terms 1&4) but could be encountered on any day at any time of the year.

Unprovoked, snakes rarely attack humans and are generally shy and timid animals that will avoid conflict if given the opportunity. It is recommended that particular care be taken in warm weather, near long grass, hollow logs, water or rocks in sunny positions.

Snakes are protected under the Wildlife Act 1975, and should not be harmed or killed. Bites can occur if people try to kill snakes.

The College has a snake policy, which, among other things, includes teaching students to practise snake bite prevention behaviours while at the College.



# Uniform & Equipment

## College Uniform

Students are required to wear the College uniform. If for any reason a student is wearing the incorrect uniform, a note or email of explanation should be provided to the classroom teacher.

The Out of Uniform Guidelines in the College Uniform Policy will apply to students who come to school out of uniform and without a note from home.

***Students will need a Standard Uniform and a PE uniform.***

All uniform items can be purchased through the College uniform supplier, Dobsons, which has a uniform shop at the College.

The shop is open at select times during school term and extended hours during peak periods.

Online ordering, home delivery and click and collect facilities are also available. See the College website for further details.

Where non-logoed items are purchased from other suppliers, please ensure that all colour and design requirements are met. Complete uniform details can be found in the College Uniform Policy, available from the College website.

On the days your child has Physical Education, they may come to the College in their sports uniform. On all non-sport days, students must be wearing the Standard Uniform.

Students are required to wear a College hat for all outside activities during Terms 1&4. If appropriate hats are not worn, then students must remain in a designated shaded area.

Hair longer than the base of the collar must be tied back neatly. All hair-ties should be solid College colours – navy, maroon, white or black.

Families wishing to purchase, sell or swap items of second-hand uniform are welcome to use the official Facebook Group located below:

## Student Property

Please label **every** item of clothing, footwear, lunch boxes and drink bottles.

Students are expected to look after their own property. Every effort will be made to return lost items if they are named. All unnamed clothing or other articles will be put in the **red lost property bins**, which are cleared at the end of each term.

Primary School students are strongly encouraged to leave at home all items of a valuable nature, including smartwatches, mobile phones etc.

## Mobile Phones

Primary School students are discouraged from bringing mobile phones to school. If a child needs to have a phone for communication with parents outside of school hours, the device is to be kept in the student's school bag at all times. The student is responsible for the safe-keeping of the device.

## Smartwatches

Primary School students are discouraged from wearing smartwatches to school. If a child does come to school wearing a smartwatch, they are prohibited from using the device within school hours. The student is responsible for the safe-keeping of the device.

## Textbooks, Stationery & Other Supplies

Stationery and other supplies for Primary School students are purchased in bulk by the College and distributed to students. There is no additional cost to families. Each student will need to supply a box of tissues, library bag and art smock.



# General Information

## Birthdays

Birthdays can be celebrated at school, however, due to individual class needs, it is best to check with your class teacher in reference to any celebration ideas before the day.

## Bus Travel

Bayside operates two morning and afternoon bus routes. Annual and morning/afternoon passes are available. Single trip tickets can be purchased. Please contact College Reception for ticket sales and further information on the service.

## Class Photographs

Individual and class photographs are taken on a yearly basis, and sibling photographs are an additional option. Ordering information is sent home prior to photo day. For privacy reasons, class photographs are not to be posted to social media.

## Policies & Procedures

The College has developed a set of policies and procedures to guide the College in its operations. Relevant policies and procedures to parents/carers can be accessed through the College website, including:

- Child Safety and Wellbeing
- Child Safety Code of Conduct
- Child Safety Volunteer Agreement
- Complaints and Grievances
- Cybersafety
- ELC Policies and Procedures
- Mandatory Reporting
- Primary School Class Carer Policy
- Privacy Policy
- Student Images Policy
- Enrolment Policy
- Terms of Enrolment

## Student Management System

The College is currently in the process of transitioning Student Management Systems from Sentral. The current system can be accessed via the Parent Portal on the website.

Sentral provides students and families access to:

- The College calendar with all relevant events including sporting events, excursions, evening events etc.
- Fee account history and balance (forthcoming)
- Student details
- Class/subject teachers
- Attendance details
- PDF copies of semester academic reports
- Medical details.
- Parents/carers will only be able to see their own children's details.

## Fees

Bayside Christian College is a fee-paying school. Enrolment at the College therefore carries with it the undertaking by parents/carers to take on their share of the costs of education by paying the appropriate fees. Outstanding fees are pursued as a matter of justice to other families.

The Schedule of Fees and Charges document for the following year's fees structure is finalised by the College Board at the end of Term Three each year and is emailed to families at this time.

Individual fee statements are mailed out to families in early November, along with payment options and due dates. Each family must complete and return an annual Fee Payment Arrangement form by early December, outlining their payment plan for the following year's fees.

Fees are due a term in advance. This means all payment options start in early to mid-December to ensure families are a term in advance by the start of Term One.

Significant early bird discounts are available for selected payment options when fees are received by mid-December.

Questions regarding fees can be emailed to the Finance team [accounts@baysidecc.vic.edu.au](mailto:accounts@baysidecc.vic.edu.au)

# College Map

