



# Secondary 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

## Contacts

Contact	Name/Number	Email
<b>Absence Line</b>	5971 6798	<a href="mailto:absences@baysidecc.vic.edu.au">absences@baysidecc.vic.edu.au</a>
<b>College Reception (South)</b>	5971 6700	<a href="mailto:reception@baysidecc.vic.edu.au">reception@baysidecc.vic.edu.au</a>
<b>College Reception (North)</b>	5971 6800	<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 Secondary</b>	Mr James Kumnick	<a href="mailto:james.kumnick@baysidecc.vic.edu.au">james.kumnick@baysidecc.vic.edu.au</a>
<b>VCE Coordinator</b>	Mr Chay Williamson	<a href="mailto:chay.williamson@baysidecc.vic.edu.au">chay.williamson@baysidecc.vic.edu.au</a>
<b>VCE VM Coordinator</b>	Mr Ken Berry	<a href="mailto:ken.berry@baysidecc.vic.edu.au">ken.berry@baysidecc.vic.edu.au</a>
<b>Years 10-12 Coordinators</b>	Mr Chris Alley Miss Amy Partridge	<a href="mailto:chris.alley@baysidecc.vic.edu.au">chris.alley@baysidecc.vic.edu.au</a> <a href="mailto:amy.partridge@baysidecc.vic.edu.au">amy.partridge@baysidecc.vic.edu.au</a>
<b>Years 7-9 Coordinators</b>	Miss Paris Farr Mr Jay Johnstone	<a href="mailto:paris.farr@baysidecc.vic.edu.au">paris.farr@baysidecc.vic.edu.au</a> <a href="mailto:jay.johnstone@bayside.vic.edu.au">jay.johnstone@bayside.vic.edu.au</a>
<b>Careers &amp; Pathways Coordinator</b>	Ms Michelle Smith	<a href="mailto:michelle.smith@baysidecc.vic.edu.au">michelle.smith@baysidecc.vic.edu.au</a>

## Secondary Bell Times

Period	Start	End
Before School	8:30am	8:45am
<b>START</b>	<b>8:45am</b>	<b>9:05am</b>
Period 1	9:05am	9:55am
Period 2	9:55am	10:45am
<b>RECESS</b>	<b>10:45am</b>	<b>11:10am</b>
Period 3	11:10am	12:00am
Period 4	12:00am	12:50pm
<b>LUNCH</b>	<b>12:50pm</b>	<b>1:35pm</b>
Period 5	1:35pm	2:25pm
Period 6	2:25pm	3:15pm
<b>FINISH</b>	<b>3:15pm</b>	

# Welcome

We welcome you and your child to the Secondary School of Bayside Christian College. We look forward to working in partnership with you to ensure that your child's educational experience is nurturing and successful, and that God's purposes and plans for your child become clearer as they grow and mature.

Through the Secondary School years, young adolescents undergo a myriad of changes; physical, emotional, social and intellectual development all occurs simultaneously. Identity begins to form as young people journey toward adulthood, and it is essential through this time that a nurturing learning environment is maintained, enabling students to flourish and reach for their best.

Our staff are committed to every student, and it is the sincere desire and prayer of each teacher that all students will reach their highest possible potential. Teachers help students to identify their God-given gifts and abilities, encouraging and assisting them in their development.

Students develop their knowledge, understanding, skills and character through a rich and engaging core curriculum. Our choice-based elective program provides students with the opportunity to further develop their individual gifts and interests.

Our Homegroup and pastoral care system provides students with additional support, maintaining a measure of accountability. It also helps to ensure that students start each day with routine, prayer, and organise their time effectively.

We invite you as parents/carers to partner with our staff in promoting the holistic development of your children.

***As you read through this Handbook, Parents are encouraged to contact the relevant Year Level Coordinator should they have any queries or concerns or to access policies referred to in this document.***



# A-Z General Information

## 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 College of the student's allergies and of any formal diagnosis, either at enrolment or at diagnosis. A completed Emergency Procedure Plan (EPP) 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 EPP including, if relevant, administering an adrenaline auto-injector as per instructions.

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.

## Asthma Management

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 College Office.

## Attendance/Absences

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

If your child will be absent due to illness, appointments or for other reasons, please ring the College Absence Line and leave a message:

**Absence Line: 5971 6798**

**[absences@baysidecc.vic.edu.au](mailto:absences@baysidecc.vic.edu.au)**

An excused absence is one pertaining to health, medical, legal or family reasons. Students arriving late or leaving early must sign-in and out at College Reception.

If you choose to holiday during school term, staff may not be able to make alternative arrangements for assessment items. If an extended absence is required, in addition to notifying Reception, it is advised students and parents communicate directly with individual teachers concerning work missed.

## 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:

- Fortnightly Prayer Group
- Educational Workshops
- Guest Speaker Events
- 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.

## Behaviour Expectations

The behaviour of Bayside students is guided by four behavioural expectations that make up 'The Bayside Way': Respect, Responsibility, Maximise Learning, and Kindness.

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.



## 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.

## Bullying

Bullying is considered a very serious matter at Bayside Christian College. Parents are asked to notify their child's Homegroup Teacher or Year Level Coordinator if a concern over bullying arises. If you become aware of or are the victim of cyberbullying, please contact your Year Level Coordinator and Head of Secondary immediately.

## Bus Travel

Bayside operates two morning and afternoon bus routes. The Northern bus commences at Seaford Station and services parts of Carrum Downs, Langwarrin, Botanic Ridge, Cranbourne South, Pearcedale and Baxter. The Southern bus services parts of Mount Eliza, Mornington, Bittern, Hastings, Tyabb and Somerville.

Annual and morning/afternoon passes are available. Single trip tickets can also be purchased at the College office. Families intending to use the College bus service are to speak with the College Registrar, Cindy Reed, who will be able to assist.

## Camps & Excursions

Bayside students will take part in excursions to enhance their learning. Parents/carers are often invited to attend these events. Parents/carers who attend a College camp or excursion are required to hold a valid Working with Children Check and sign the Child Safety Volunteer Agreement.

Excursions are considered a compulsory component of the education programs of the College. For each excursion parents will be informed of the nature of the event, the location, requirements and any other relevant information.

For safety, permission must be given for each excursion. This gives parents/carers the opportunity to note any special circumstances, medications or changes to emergency contacts for a given event.

Parents/carers should log in to their parent portal to acknowledge and give permission.

Annual camps are held for students in each Secondary year level during the last week of Term one. 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 should log in to their parent portal to acknowledge and give permission.

## Canteen

The canteen's trading days, menu and price lists are regularly updated on the College website.

Secondary student lunch orders can be written on a paper bag and handed into College Reception before recess. Please ensure that all money is securely enclosed.

## 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 students:

- Restrict driving speed to 5 km/h
- Use the crossings at all times to cross the road
- Wait for the crossing duty staff to direct you across the road (8:35-8:55 am & 3:15-3:35 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 markings 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.



## Chaplain

The function of the College chaplain is to support and encourage students in their spiritual development and journey. Should students wish to meet with the Chaplain, they can email or talk with the Chaplain directly to find a time to meet. The Chaplain will ensure that when they meet, students will not be absent from class for an assessment task or something that cannot be caught up.

## Child Safety

Bayside Christian College is committed to the safety and wellbeing of all children and young people. 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 Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Bayside Christian 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.

## 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.

## Communication with Teachers

Teachers can be contacted by either telephone or email. Teachers may not be able to speak with parents immediately due to teaching commitments and scheduled meetings, however they will respond to phone messages in a timely manner. One of the most efficient and preferred ways to contact a teacher is through email. Please contact the College Office for urgent matters.

Your child's Homegroup or subject teacher should be the first point of contact for clarifying

information or communicating minor concerns. Should any serious concerns arise please contact your child's Coordinator and Head of Secondary.

## Curriculum

The Secondary curriculum complies with the Australian Curriculum and is designed to ensure that students are nurtured and developed academically, physically, emotionally, socially and spiritually.

The College seeks to achieve these objectives by providing curricula that:

- Stem from and uphold Biblical principles,
- Incorporate the best educational methods available, and
- Allow for individual care and attention for each student.

The College offers a wide range of subjects for students at all levels. While it matches appropriate government guidelines and requirements, the content is presented from a Biblical perspective, ensuring a distinctly Christian curriculum.

## 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 Office if court orders have expired or changed.

## Electronic Diary

Secondary students utilise Google Calendar as their electronic diary. This can be synced with the Learning Management System, Canvas, which can pull across some due dates and information.

It is expected that students will maintain up-to-date records of their assessments and meetings, and to enter homework as directed by their teachers.

## 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 a year 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.

## 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 Fee Schedule for the following year's fees is finalised by the College Board early in Term 4 each year and is emailed to families at this time.

Individual fee statements are mailed out to families in Term 4 of the previous year, along with payment options and due dates. Each family must complete and return an electronic annual Fee Payment Arrangement form in November, outlining their payment plan for the following year's fees. Fees are due a term in advance and Term 1 is due early to mid-December of the previous calendar year. Early bird discounts are available for some payment options.

Questions regarding fees can be sent to the Finance Manager [finance@baysidecc.vic.edu.au](mailto:finance@baysidecc.vic.edu.au).

## First Aid/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.

If your child is sick or injured at school, the College will administer First Aid and make a decision about contacting you or your nominated emergency contact if you are not available. Students who are unwell should discuss this with their teacher prior to going to the sickbay. Students who require First Aid should see College Office staff.

An ambulance will be called in cases of serious accident or illness to a student while at school or on an excursion or camp.

Any knock to the head that causes lumps, bruises, cuts or more severe injuries is classified as a head injury. In accordance with the College First Aid Policy, 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.

## Home Room

The first 20 minutes of the day (8:45 - 9:05 am) will be spent in the Home Room with a designated Homegroup teacher. The class will address any housekeeping and participate in prayer, Bible readings and discussions.

## Information Communication Technology

### eLearning

Online resources have become an integral element of the information base required for learning. At Bayside Christian College, we endeavour to provide the best possible information sources for our students and, as such, we embrace the best of what the online world has to offer.

At the same time, we recognise that there are some risks for inappropriate material and actions occurring online. As part of our Christian worldview, we believe that it is important to equip our students to be discerning digital citizens.

A number of digital discipleship elements are incorporated into our eLearning. These include such practices as ICT agreements, ICT orientation sessions, eSmart sessions as part of Resiliency Days or special events, and taking classroom opportunities to speak Christian values into our technology use.

### Family Zone

Family Zone is a cyber safety solution that protects children on the internet, on any device, wherever they are; 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'.

Bayside Christian 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. We have therefore arranged for parents to have access to Family Zone's app.

For more information, or to watch the 'Getting Started' webinar recording, head to [www.familyzone.com/baysidecc](http://www.familyzone.com/baysidecc)

For help with Family Zone please contact their Support Team, [support@familyzone.com](mailto:support@familyzone.com) or call 1300 398 326.

### 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.).

### **Chromebooks and Macbooks**

Students in Years 7-9 enter the Chromebook and Years 10-12 the Macbook programs under a College lease arrangement. These devices provide access to our learning management system, Canvas, where students submit their work. Students also access any e-texts from their booklist and utilise the Google suite of programs via these devices.

As parent partnership in student learning is valued at Bayside Christian College, parents are given their own login, enabling them to access due dates, curriculum, grades and feedback.

As most courses that Years 7 and 8 students undertake utilise Canvas, lessons and content are usually accessible from home in cases of unexpected absence.

### **Sentral**

The College is currently in the process of transitioning Student Management Systems from Sentral to XUNO. Sentral is the College's web-based school management database. It gives students and families access to:

- The College calendar with all relevant events including sporting events, excursions, evening events etc.
- Fee account history and balance
- Student details including class/subject teachers, Attendance, Academic reports and Medical details

The current system can be accessed via the Parent Portal on the website.

## **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 the College Office.

## **Inter School Sport**

Interschool sport is offered through Southern Independent Schools (SIS). Tournaments involve a variety of seasonal sports, as well as inter school competitions in swimming, cross country and athletics. All students have the opportunity to try out for the above teams, with the majority of

students competing in interschool sport in some capacity throughout the year.

## **Lost 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.

## **Mobile Phones**

Students are not permitted to use their mobile phones or have them switched on during the school day. They must remain in lockers during school hours. As such, students are to contact parents/carers through the College Office.

Permission must first be sought from administration staff. Students are not permitted to make or receive social i.e. non-emergency phone calls at the College.

## **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/voice teacher. Enrolment forms are available from the College website or by contacting the College Office.

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

## **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
- Numeracy

Teachers assist students in preparing for the testing to enable them to become familiar with the format, but believe that the well-rounded curriculum offered at Bayside is the best way to develop literacy and numeracy skills.

## Parent Etiquette

Parents are required to sign themselves in at 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 College Reception for permission. Parents are to also refrain from entering the staff room.

Parents/carers are welcome to attend whole-school assemblies at the College, usually held on a Tuesday morning.

## 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. Express permission must be granted for pets to attend by the Head of Secondary for any learning purposes.

## 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, or upon request.

## Reports

At the end of each semester, students receive a report which indicates their progress for the semester. Teachers will reflect upon personal learning, characteristics or strategies employed, activities undertaken, and provide encouragement and suggestions for future learning. Reports will record progress for each subject, indicating student outcomes and skills and attitudes to learning.

## Parent-Teacher Conferences

Parent-Teacher Conferences are held each semester via face-to-face interviews or video conferences. All Secondary students are expected to attend with their parents/carers. These interviews present an opportunity to discuss specific feedback, review and set goals, and most importantly, celebrate student learning and effort.

Conferencing and communicating in this manner enables students and parents to take their place alongside teachers in the schooling process, allowing authentic and realistic learning goals to be set with the input of all parties, and the support of both teachers and parents/carers.

## Reporting & Assessment

Teachers provide a semester overview of assessment items and due dates on the learning management system CANVAS. This platform provides students and parents with a plan for the major assessment tasks and due dates for each subject.

Student feedback is reported in an ongoing and progressive manner through CANVAS. Both students and parents have access to the platform to observe the ongoing progress prior to receiving the end of semester reports. Feedback from teacher to student will be given both verbally and electronically through Canvas during the learning process of many assignments.

When a student has completed a task, the teacher will mark the work using a feedback cycle which:

- identifies what the student is doing well;
- notes key areas where the student can make improvements;
- provides some specific advice on how to make these improvements;
- requests students to respond to the questions/prompts posed by the teacher, evaluating their own work and work habits;

## Reports

At the end of each semester, students receive a report which indicates their progress for the semester. Reports record progress for each subject, indicating student outcomes and skills and attitudes to learning.

College reports are available online through Sentral at the end of each semester. Throughout the term, students are provided with written feedback from the class teacher on assessment items through Canvas. Using Canvas, parents are also able to track the assignments your child has been set, read teachers' comments about your child's efforts and gain an overall awareness of your child's ongoing progress.

## Security of Belongings

Secondary students will be issued a locker with a combination lock on the first day each year. Students are expected to keep their lockers locked when unattended. The combination is not to be shared with anyone.

Lockers are to be kept in an orderly manner. Students are not permitted at their lockers in between periods.

Only locks provided by the College are to be used on lockers. Locks remain the property of the College. Students will be charged for any damage to lockers or for the loss and replacement of a lock. Bags are not permitted in classrooms and must be placed in lockers or on the hooks provided.

## Snakes

Bayside is located in a bush setting where snakes are likely to inhabit. Snakes are most prevalent in the warmer months (September to April) but could be encountered on a sunny 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.

## Student Drivers

All students who gain a driver's licence during Secondary must follow the conditions as set out in the Bayside Christian College Student Driver Policy.

The Student Driver Application Form must be completed before students may drive on the College grounds after gaining their licences. A Student Passenger Application Form must also be completed for all passengers of student drivers. Both forms are available in the Student Portal of the College website and are to be completed and submitted to the 10-12 Coordinator.

## Student Expectations

All students are expected to operate according to the Bayside Way and expected to show respect for self and others in all they say and do, to take responsibility for their actions and their learning, to

maximise their learning opportunities and to show kindness to all of God's creation. Secondary students are expected to:

- Be well organised;
- Have a proactive approach to learning;
- Participate in class discussions;
- Collaborate with peers in group work; and
- Punctually submit work.

VCE and VCE-VM students at the College will be expected to give special attention to:

- Seek to serve others for the better discovery and nurture of their own gifts;
- Be excellent role models for both younger students and peers by exhibiting respectful behaviours and maturity at all times;
- Wear the correct uniform at the College and at related functions and excursions;
- Be punctual at all times to Homegroup and classes including study periods;
- Make wise and diligent use of study periods;
- Show the utmost respect and courtesy to all members of staff, visitors and parents;
- Take a prominent role in combined College events such as assemblies and sports;
- Respect others' property and privacy in the study rooms at all times. Students who do not conform to this expectation will lose the privilege of using the study room; and
- Commit to completing set work and participating in private study.

## Student Supervision

Staff are rostered on morning and afternoon supervision duties. Morning supervision commences at 8:35am and afternoon supervision concludes at 3:35pm. Parents/carers are responsible for the supervision of their children outside designated duty times.

Please ensure you drop off/collect your children within the designated duty times. The College will make contact with parents/carers of children who are consistently dropped off or collected outside of these times.

## Textbooks & Stationery

Parents/carers are able to purchase required Secondary textbooks through the College's supplier, Champion Education. As teachers plan carefully the requirements for each class, it is expected that all students have the necessary texts to enable consistency and effective implementation of planned programs.

The College distributes book lists to families at the end of Term 4 for the following year. Orders can be submitted online via the Champion website or returned to College Reception by the end of Term.

Orders can also be delivered to the address parents/carers provide to Champion (delivery fee

applies), alternatively parents/carers can shop face-to-face at Campion.

Campion Education can be contacted at [www.campion.com.au](http://www.campion.com.au) and 1300 433 982.

Families are required to supply Secondary students with a pencil case and its contents, however stationery items such as exercise books, display books and folders are included in tuition fees and therefore supplied by the College.

## Timetable

- A 10-day cycle is used with Week A and B
- Students begin each day in Homegroup from 8:45 am to 9:05 am
- Secondary assemblies are held on Tuesday mornings during period one.
- There are six (6) periods in a school day.
- A period is 50 minutes in duration. Recess break is 25 minutes and Lunch time is 45 minutes.
- Students are to arrive punctually to all classes and bring all necessary books, personal computing devices and equipment.

## 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 Homegroup 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 PE 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 [Buy, Swap and Sell Facebook Group](#).

## Wellbeing

The College's Wellbeing Mentor provides students and members of the community with pastoral support and guidance. The Wellbeing Mentor can assist students in effectively accessing and engaging in their learning. Students wishing to meet with the Wellbeing Mentor should make an appointment.

The Wellbeing Mentor will then check with the student's teacher to ensure that the student will not be absent from class for an assessment task or something that cannot be caught up. The Wellbeing Mentor will also have a range of lunchtime activities and opportunities to meet and support students.



# College Map

