



# Information Booklet 2020

BUNBURY CATHEDRAL GRAMMAR SCHOOL

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## **INFORMATION FOR NEW AND CONTINUING STUDENTS**

### **IMPORTANT NOTICE FOR FAMILIES**

All school families are required to complete the online Consent2Go documentation by **Monday, 3 February 2020**. After this date these forms will no longer be active or available, resulting in difficulties in giving permission and important medical updates, you will need to contact the School to arrange a new link.

Please phone Administration (9722 6000) if you have any further queries relating to information in this package.

### **SCHOOL FORMS TO BE COMPLETED AND RETURNED**

<b>Years</b>	<b>Required</b>	<b>Optional</b>	<b>Form</b>
7 – online completion	✓		Consent2Go online forms
9 – online completion	✓		Consent2Go online forms
10 – online completion	✓		Care Monkey online forms
All Years	✓		Consent2Go online forms
All Years		✓	Canteen Volunteer – available online
All Years		✓	Music (Instrumental) – available online
All <b>NEW</b> students		✓	Transport Assistance – Registration online. See Bus Travel Information for Day Students.

### **ADMINISTRATION OFFICE**

Administration will be closed from 4.00pm on Friday, 20 December 2019 and will re-open at 8.30am on Monday, 6 January 2020.

### **ANTI-BULLYING POLICY**

Bunbury Cathedral Grammar School aims to maintain a safe, supportive environment in which every student has the opportunity to participate freely in all the activities offered.

Every student has the right to be valued and to have their individual differences understood and appreciated. Every student has the right to enjoy their schooling. It is the responsibility of every member of the School family to help maintain such an environment.

**Bullying, in all its forms, has no place at Bunbury Cathedral Grammar School.**

A full copy of the School's Bullying policy can be requested from the Head of School's office.

### **BUS TRAVELLERS - GUIDELINES**

The attention of parents and students is drawn to the Guidelines for Bus Travellers, which outlines the requirements for students who will be travelling on buses to and from the School (see page 21, of this booklet for the Guidelines).

### **BUS TRAVEL - INFORMATION FOR DAY STUDENTS**

Students **new** to the School in 2020, and who will be travelling on the 'orange' contractor bus services as part of their trip to School (i.e. those travelling on a Buswest, Harrison's or Love's Bus Services) must have registered with the [Public Transport Authority](#) (PTA) – scroll down and click on the Apply Now button.

Public Transport Authority (orange school buses) contacts are:  
Telephone number 9326 2576 or by email [southwest@pta.wa.gov.au](mailto:southwest@pta.wa.gov.au)

This requirement does not apply to students already travelling on Swan Transit Bus Services to and from school or on local paid town services.

Parents can contact the relevant bus contractor for their area for information on School Bus Services. The following contact information for bus contractors is given:

<b>BUNBURY</b>	Including as far north as Wildflower Way, Marina Waters beyond Australind. There is also a Dalyellup service running.	Swan Transit ☎ 9796 9500
<b>COUNTRY</b>	Harvey/Boyanup/Wellington Mills/Yarloop/Dardanup/Cookernup	Love's Bus Services ☎ 9791 3133
	Myalup/Settlers/Preston Beach/Elgin/ Binningup/Donnybrook/Stratham/Capel	Buswest ☎ 9725 4470 or 9725 4456
	Stirling (South of Capel River)	Justin Harrison ☎ 0400 385 596
	Bunbury/Bridgetown	Nicholls Bus & Coach Service (Pty) Ltd ☎ 9881 1736

### **BCGS private school bus service**

Bunbury Cathedral Grammar School offers two private, direct bus services for families from the Yallingup/Dunsborough and Vasse/Busselton areas. For details, timing of the route and to download a registration form please see the School [website](#).

Daily tickets can be purchased, subject to availability. Boarding students are able to register for a regular weekly seat via the Finance Office, subject to availability. To book tickets contact (08) 9722 6014 or [accounts@bcgs.wa.edu.au](mailto:accounts@bcgs.wa.edu.au)

All Bus Services will be running from Monday, 3 February 2020.

### **BUS TRAVEL - CURRICULUM COMMITMENTS**

At certain times of the year, students are taken by bus from the School campus to venues in and around Bunbury as part of their **normal curriculum classes**, such as for Sport and Physical Education lessons (especially in Terms 1 and 4 for Physical Education lessons, or the Aquatics Option students who go either to the beach or the pool for swimming). For this bus travel we will **either** utilise one of our School buses driven by a qualified staff member **or** contract with a local bus company. In most cases the local bus company will also supply the driver, but on occasions buses are hired on a self-drive basis.

Again, only teaching staff qualified to drive the buses are involved. It is School policy to use buses with seat belts if they are available for hire. All School owned buses have seat belts fitted.

It is not School policy to notify parents or seek their permission on these occasions. However, for all other excursions, parental permission will be obtained prior to a student going on an excursion.

### **Smarrider Cards**

Students are issued with a SmartRider card for concessionary travel on bus and rail services. Continuing Secondary Students were issued with SmartRider cards last year, while students new to the Secondary School will be issued with a SmartRider card early in Term 1. These cards identify students as being eligible for student concession for bus or rail travel, they are also used as School Library cards, and they do not need to be replaced annually. Parents and students can add value to the SmartRider card (minimum amount = \$10) and use it for concessionary travel on Swan Transit (formerly Transbunbury or Bunbury City Transit) Services. If students lose a card it can be replaced, at the student's cost, through the School Administration. More information on the student SmartRider card can be obtained from the Transperth website.

## **BUS TRAVELLERS - GUIDELINES**

Please can parents or guardians discuss this with their children prior to the start of Term 1.

Students travelling on buses to and from School need to be aware that they have responsibility to behave in a way that maximises the safety and comfort of other passengers. The primary function of the bus driver is to drive the students safely. The driver's attention must not be distracted from the job in hand. Grammar School Students are expected to behave in a manner, which ensures the driver can do this, and we require full co-operation from all students. Bus travel presents an opportunity for self-discipline, self-regulation, and teamwork from all students.

All Senior Students travelling on the bus are expected to set a positive example and discourage unacceptable behaviour.

The following rules apply to travel on all buses used for school travel:

- *Students must obey the instructions of the bus driver at all times.*
- *Students must wear seat belts (when fitted to the bus) at all times for the safety of all,*
- *Students are to remain seated whilst the bus is in motion, while there are seats available.*
- *Students must only get on and off when the bus has stopped.*
- *Students are to respect the privacy and comfort of other students.*
- *Students should enjoy their music through earphones or headsets.*
- *Students are to keep their voices down and behaviour restrained.*
- *Students should follow bus rules regarding eating and drinking and leave the bus clean and free of rubbish.*
- *After alighting from the bus, students must stand back until the bus has moved away and must only cross the road when there is two-way visibility and it is clear of traffic.*
- *Primary students are to sit in the front seats. They may not stand.*
- *Senior students who accept the responsibility of leadership have the right to get on buses after the Primary students and choose seats or reserve the back seats if they wish.*
- *Where possible bags must be stored under seats or in luggage bins or, when necessary, on laps, as bags must not be left in the aisle.*
- *On regular Passenger Transport Services, public adult bus travellers are entitled to seats before students.*
- *Students should adhere to School dress regulations; paying particular attention to best presentation when in public.*
- *Before alighting from the bus, students should be unplugged from ipods or other musical devices, in order to be focused on traffic conditions and safety.*

Good behaviour and politeness is an expectation. It is a key safety issue as well as part of being a responsible citizen. Students who breach bus codes and etiquette, or behave in a way that disturbs the comfort of other students can expect disciplinary consequences, which can include being denied permission to use the bus services for a period.

## **DEPUTY HEAD (WELLBEING)**

## **CAMP DATES**

The dates for the School Year camps during Semester 1, 2020 are detailed below.

Years 1, 2, 3, 6, 8	Semester 2
Year 4	Tuesday, 1 April to Friday, 3 April
Year 5	Tuesday, 11 February to Friday, 14 February
Year 7	Tuesday, 4 February to Friday, 7 February
Year 9	Sunday, 22 March to Friday, 27 March
Year 10	Tuesday, 31 March April to Thursday, 9 April *

\* Students will be returning to School from Camp on Thursday, 9 April and at that time they are free to start their Term 1 holiday. If you have any queries, please do not hesitate to contact Mrs Leonie Sutherland [leonie.sutherland@bcgs.wa.edu.au](mailto:leonie.sutherland@bcgs.wa.edu.au) as early as possible. CareMonkey – Outward Bound online medical and consent forms will be live in January 2020 and the School will be sending a link to parents.

Please note that Year camps are compulsory, and students need the written permission of the Head of Primary or Head of Secondary before not attending a camp. **PLEASE** can all parents complete and return their camp forms to Administration by the stipulated date. Camp forms are in addition to the School's Medical Information Forms.

CAMP	INFORMATION EVENING	PRE-CAMP REQUIREMENTS
Year 7	The afternoon of Monday, 3 February in the Year 7 Centre	Consent2Go permission; Sleeping bag
Year 9	Monday, 24 February in the Chapel at 5.00pm.	Consent2Go permission; Students need a current tetanus immunisation
Year 10	Monday, 16 March in the Chapel at 5.00pm	CareMonkey permission; Students need a current tetanus immunisation.

## **CANTEEN**

The Canteen operates every day of the school year with a manager, part time assistant and volunteers. In this day of the working parent, there is a constant need for new helpers. If you can spare some time to assist, we would love to hear from you.

Your assistance would be required from 8:30am to 1:00pm, with your lunch supplied as well as a cuppa as the need arises. You may wish to help one day per term or more, that's entirely up to you. If you cannot help at this stage, please pop in for a cuppa and if you are a volunteer already, we thank you for your support and you do NOT need to fill out the online form.

The Canteen cannot serve your children if we do not have the necessary assistance to enable us to function efficiently, so we ask you to please consider this request and complete the online form as soon as possible. Thank you in anticipation and we look forward to seeing you.

Any parent who is able to provide assistance in the Canteen, even for just one day per term, is encouraged to volunteer. Please click on the link to complete the [Volunteer Form](#).

Canteen Manager: Mrs Lorell McNaughton

Phone: 9722 6136

## **CHURCH SERVICES - ANGLICAN PARISH OF GELORUP**

The local Anglican Church Services will continue without a break throughout the holiday period at 9.30am in the Chapel of St Francis and St Clare, the School Chapel. This year, a Christmas Eve Family Service, with a blessing of the crib and a Eucharist will be held in the Chapel at 6.30pm. There will also be a Eucharist service on Christmas morning at 9.30am. All families are welcome to attend these services.

## **CLOSED CIRCUIT TELEVISION**

As part of the School's vision to create a safe community, the School makes use of a Closed Circuit Television (CCTV) network that records the School's entrances and the Boarding precinct. Video Management Software (VMS) provides the CCTV network user interface and allows storage on an existing Storage Area Network (SAN) and retrieval of recorded data. The primary purpose for the collection of this information is the protection of staff and students in the School and in the Boarding precinct. The secondary purpose is the protection of School assets.

The objectives of the CCTV network are to:

- Deter unwarranted access to the school grounds.
- Discourage undesirable activities on the school grounds.
- Improve the safety and security of both staff and students.
- Improve public perception of the school's security.
- Record evidential data and provide a means of retrieval where necessary.
- Provide a means of remote, real-time monitoring of the school grounds.

Cameras are not used in areas or at times when staff or students have a reasonable expectation of privacy.

CCTV in the Boarding precinct is directed at access points to the area and outside entrances to the area and to the outside of individual units. There are no cameras inside boarding residences or boarding buildings.

CCTV feed will not be routinely monitored and recorded feed will only be accessed by the Head of School, or his authorised representative, to assist in post-event investigation or potentially as evidence. Disclosure of recordings will be on a need-to-know basis, in order to comply with the School's policy objectives.

All complaints will be dealt with in accordance with in accordance with POL-253 Complaints Policy Part A and POL-227 Privacy Policy.

## **CLOTHING SHOP & UNIFORM GUIDELINES**

Please can all parents ensure that student's uniform items meet acceptable standards for the start of 2020. Students need correctly sized garments. Jumpers may not have frayed cuffs and shorts and trousers need the correct belt, as sold through the Clothing Shop. Parents and students are reminded that girls' dresses must be long enough to reach close to the knee when a student is standing, and boys' shorts need to be worn above the knee. The Clothing Shop will not sell dresses or shorts which do not meet these guidelines.

Boys and girls are expected to return to school with an appropriate hair style. The School has an expectation of a conservative style. Hair needs to be well groomed, off the face, tied at the back if shoulder length and naturally coloured.

The Clothing Shop will be open for extended hours during the school holidays and during Week 1, Term 1.

Opening hours to accept second hand clothing for re-sale:

Wednesday, 22 January 2020 | 10.00am to 3.00pm

Please note that clothing must be in good condition and freshly laundered. Blazers must be dry-cleaned.



General Clothing Shop trading hours and days:

Wednesday, 29 January 2020	10.00am to 3.00pm
Thursday, 30 January 2020	10.00am to 3.00pm
Monday, 3 February 2020	10.00am to 3.00pm
Tuesday, 4 February 2020	12.30pm to 4.30pm
Wednesday, 5 February 2020	8.00am to 10.30am
Thursday, 6 February 2020	12.30pm to 4.30pm

Normal hours during term time:

Monday	12.30pm to 4.30pm
Wednesday	8.00am to 10.30am
Thursday	12.30pm to 4.30pm

The Clothing Shop is happy to assist with other related enquiries via email at [uniforms@bcqs.wa.edu.au](mailto:uniforms@bcqs.wa.edu.au) or telephone 9722 6165.

### **Clothing Shop**

The Clothing Shop is located on Campus as part of the Eric Speed Early Childhood Centre on Speed Retreat (off Jenour Court) and offers a complete range of new and second-hand uniform items. The Clothing Shop operates on Monday and Thursday from 12.30pm to 4.30pm and Wednesday from 8.00am to 10.30am during Term time and at additional times during the school holidays. These times are advertised in the School's fortnightly newsletter.

Clothing Shop Manager: Mrs Gwenda Panizza

Phone: 9722 6165

### **Naming Uniform Items**

Families are asked to ensure that every item of clothing is clearly marked with the name of the current owner, using sewn on tapes or laundry marker pen. All shoes and other items must also be clearly and indelibly marked inside each article. The Clothing Shop can provide families with sources for sew-on name tags.

### **Standard of Uniform**

The School uniform is to be worn by all students, both while they are at School and when travelling to and from School. The School has both a summer and winter uniform for boys and girls. Summer uniforms are worn during Terms 1 and 4, while winter uniforms are worn during Terms 2 and 3. Secondary Day students are required to wear their blazers as they travel to and from School in Terms 2 and 3. The School uniform must be worn correctly at all times. Shoes must be polished and clothing must be clean and in good condition.

### **Parents & Friends' Association Merchandise**

The P&F have a range of School merchandise for sale in the Clothing Shop including school backpacks and trolley bags, water bottles, thermal mugs, umbrellas and gym sacks.

### **Backpack or Trolley Bag**

The School recommends that parents purchase an appropriately sized backpack or trolley bag to minimise the likelihood of neck or back pain. The backpack should be worn appropriately and packed properly with a load which is not excessive for it to be effective. Bunbury Cathedral Grammar School backpacks or trolley bags are compulsory for all students.

## Girls Clothing List

Kindergarten & Pre-Primary		
BCGS Sports shirt White socks BCGS backpack or trolley bag	BCGS Navy shorts BCGS <b>Primary</b> tracksuit BCGS Parka *	BCGS <b>Primary</b> Hat Sports shoes or navy sandals #
Primary (Years 1 to 6)		
SUMMER	WINTER	SPORTSWEAR
BCGS dress (see point 6) * Navy garberdine Shorts * BCGS Striped Shirt BCGS socks #* BCGS jumper Sandals – Clarks/Harrison “Bump” navy or whisky (available in child sizes 10-5 only) # Black lace-up polishable college shoes (see point 5) Hair ribbons (navy, gold or BCGS check) BCGS backpack or trolley bag  <b>Best Wear</b> As per Winter Best Wear requirements	BCGS skirt (see point 6) White blouse BCGS tie (Years 3-6) BCGS socks BCGS jumper # Black lace-up polishable college shoes (see point 5) * Tights (navy) worn without socks Hair ribbons (navy, gold) BCGS pants * BCGS parka * BCGS scarf * BCGS backpack or trolley bag  <b>Best Wear</b> As above (BCGS skirt or pants with BCGS socks. No tights) BCGS tie (Years 1-6)	BCGS sports shorts BCGS sports shirt BCGS House sports shirt White sports socks (plain) BCGS Primary sports hat BCGS Primary tracksuit (Years 1-6) Sports shoes * BCGS Secondary tracksuit (Year 6) # Navy bathers (required for School team)
Secondary – Years 7 to 12		
SUMMER	WINTER	SPORTSWEAR
BCGS dress (see point 6) * Navy garberdine Shorts * BCGS Striped Shirt BCGS socks * BCGS jumper * BCGS blazer #* Sandals – Clarks/Harrison “Bump” in navy or whisky (available in child sizes 10-5 only) # Black lace-up polishable college shoes (see point 5) Hair ribbons (navy, gold or BCGS check) BCGS backpack or trolley bag  <b>Best Wear</b> As per Winter Best Wear requirements	BCGS skirt (see point 6) White blouse BCGS tie BCGS socks BCGS blazer * BCGS pants * BCGS scarf * BCGS jumper # Black lace-up polishable college shoes (see point 5) * Tights (navy) worn without socks Hair ribbons (navy or gold) BCGS backpack or trolley bag  <b>Best Wear</b> As above (BCGS skirt or pants with BCGS socks. No tights)	BCGS sports shorts BCGS sports shirt BCGS House sports shirt White sports socks (plain) BCGS Secondary sports hat BCGS Secondary tracksuit Sports shoes Navy bathers (required for School team)

**Key:** \*Optional, #Not available through the Clothing Shop.

1. School colours are blue and gold. All items of clothing that are specifically BCGS clothing should be purchased from the **School Clothing Shop** in order to maintain uniformity. Both new and second-hand items of clothing are available.
2. **Best Wear** must be worn by all students on special occasions.

3. **Blazers are a compulsory** item for all Secondary students from Years 7-12 inclusive.
4. Students who participate in School sporting teams will require the team uniform. This is provided by the School on loan.
5. **Black shoes** - Lace-up, plain, all black, polishable, college style shoes (eg Clarks). Note: Coloured stitching, coloured laces and metal finishes are not permitted. All shoes must be clearly and indelibly marked inside each shoe. **Boots are not permitted.**
6. All girls' **dresses and skirts must be knee length** (ie within 3cm of the knee when standing). The Clothing Shop will not sell dresses or skirts to any student who does not conform to these guidelines.

**Every item of clothing MUST be clearly marked with sew on tapes or laundry marker pen. All shoes must be clearly and indelibly marked inside each shoe. NB: All items for laundering must be colourfast.**

<b>Boys Clothing List</b>
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Kindergarten & Pre-Primary		
BCGS sports shirt White socks BCGS backpack or trolley bag	BCGS navy shorts BCGS <b>Primary</b> tracksuit BCGS Parka *	BCGS <b>Primary</b> hat sports shoes or navy sandals #
Primary (Years 1 to 6)		
SUMMER	WINTER	SPORTSWEAR
Navy garberdine shorts BCGS Striped shirts BCGS socks * BCGS jumper #* Sandals – Clarks/ Harrison “Bump” and Airflex “Tramp” in navy or whisky (available in child sizes 10-5 only) # Black lace-up polishable college shoes (see point 5) BCGS backpack or trolley bag  <b>Best Wear</b> Grey melange trousers White shirt * BCGS tie (Years 1-6) # BCGS socks # BCGS jumper Black lace-up polishable college shoes (see point 5)	Grey melange trousers White shirt BCGS tie (Years 3-6) BCGS socks BCGS jumper * BCGS parka * BCGS scarf # Black lace-up polishable college shoes (see point 5) BCGS backpack or trolley bag  <b>Best Wear</b> Grey melange trousers White shirt BCGS tie (Years 1-6) BCGS socks BCGS jumper Black lace-up polishable college shoes (see point 5)	BCGS sports shirt BCGS House sports shirt BCGS navy sports shorts * BCGS football socks White sports socks (plain) BCGS Primary sports hat BCGS Primary tracksuit (Years 1-6) # Sports shoes * BCGS Secondary tracksuit (Year 6) # Navy bathers (required for School team)

**Key:** \*Optional, #Not available through the Clothing Shop.

Secondary – Years 7 to 12		
SUMMER	WINTER	SPORTSWEAR
Navy garberdine shorts OR grey melange trousers Grey or black belt-plain BCGS striped shirt BCGS socks # Black lace-up polishable college shoes (see point 5) * BCGS jumper * BCGS blazer BCGS backpack or trolley bag  <b>Best Wear</b> Grey melange trousers Grey or black belt-plain White short sleeved shirt BCGS tie BCGS blazer BCGS socks # Black lace-up polishable college shoes (see point 5)	Grey melange trousers Grey or black belt-plain White short sleeved shirt BCGS tie BCGS socks BCGS blazer # Black lace-up polishable college shoes (see point 5) * BCGS jumper * BCGS scarf BCGS backpack or trolley bag  <b>Best Wear</b> Grey melange trousers Grey or black belt-plain White short sleeved shirt BCGS tie BCGS blazer BCGS socks # Black lace-up polishable college shoes (see point 5)	BCGS sports shirt BCGS House sports shirt BCGS navy sports shorts White sports socks (plain) BCGS Secondary sports hat BCGS Secondary tracksuit # Sports shoes #* Navy bathers (required for School team) * BCGS football socks

**Key:** \*Optional, #Not available through the Clothing Shop.

1. School colours are blue and gold. All items of clothing that are specifically BCGS clothing should be purchased from the **School Clothing Shop** in order to maintain uniformity. Both new and second-hand items of clothing are available.
2. **Best Wear** must be worn by all students on special occasions.
3. **Blazers are a compulsory** item for all Secondary students from Years 7-12 inclusive.
4. Students who participate in School sporting teams will require the team uniform. This is provided by the School on loan.
5. **Black shoes** - Lace-up, plain, all black, polishable, college style shoes (eg Clarks - Please note: coloured stitching, coloured laces and metal finishes are not permitted). All shoes must be clearly and indelibly marked inside each shoe. **Boots are not permitted.**
6. The length of the **boys' shorts must be such that the knee is clearly visible** when shorts are worn. Shorts and trousers with the facility to be worn with a belt must be worn with a school regulation belt, available from the Clothing Shop or sold with the shorts. Shorts and trousers must not be worn at "half mast". The Clothing Shop will not sell over-sized shorts or trousers which do not conform with these guidelines.

**Every item of clothing MUST be clearly marked with sewn on tapes or laundry marker pen. All shoes must be clearly and indelibly marked inside each shoe. NB: All items for laundering must be colourfast.**

## Requirements For Boarding

### BOYS

#### Non Uniform Clothing

Please refer to the 'dress' code in the Boarding Handbook: Collared shirts or "respectable" T-shirts, trousers, shorts/boardshorts, "respectable" jeans, sandals, shoes or thongs, 3 pairs casual socks.

#### School Uniform

- 1 BCGS blazer
  - 3 - 4 White shirts (Winter)
  - 3-4 BCGS striped shirts (Summer)
  - 5 pairs BCGS socks
  - 1 BCGS tie
  - 3 Grey or Navy Blue garberdine shorts
  - 2 Grey melange trousers
  - # 1 Grey or black belt (plain)
  - 1 pair black lace-up polishable shoes
  - \* 1 BCGS jumper
  - \* 1 BCGS scarf
- #### Sports Wear
- 1 BCGS sports shirt
  - 1 pair BCGS sports shorts
  - 1 BCGS House sports shirt
  - 2 pairs white sports socks
  - 1 BCGS tracksuit
  - 1 BCGS sports hat
  - # 1 pair sport shoes
  - # 1 pair navy bathers (required for school team)

#### Underclothing/ Nightwear

- 2 pairs summer pyjamas
- 5 pairs briefs
- \* 2 pairs winter pyjamas
- \* 1 pair slippers/ugg boots

#### Linen

- 2 bath towels
- 3 - 4 pillowcases
- Doona and doona cover OR blankets
- 2 sets single summer weight sheets
- Linen bag
- Pillow(s)
- 1 beach towel
- 2 face washers
- 2 sets flannelette sheets (winter)

#### Sundries

- 3 pairs shoe laces
- Coat hangers (minimum 12)
- BCGS backpack or trolley bag
- Overnight bag
- Hairbrush/comb
- Handkerchiefs
- Laundry powder
- Thongs
- Insect repellent
- Hat
- Laundry bag (for socks/underwear)
- Desk lamp
- Shoe cleaning outfit in a container
- Sunscreen (maximum protection)
- Mending kit with spare name tapes
- Toilet bag and all personal toiletries
- \* Sleeping bag
- \* Umbrella

**Key:** \*Optional, #Not available through the Clothing Shop.

## GIRLS

### Non Uniform Clothing

Please refer to the 'dress' code in the Boarding Handbook: Dresses, skirts and tops, "respectable" jeans, sandals, shoes or thongs, shorts, 3 pairs casual socks.

### School Uniform

2 BCGS dresses  
 1 BCGS skirt (winter)  
 3 - 4 White blouses  
 1 BCGS blazer  
 5 pairs BCGS socks  
 1 BCGS tie

# 1 pair black lace-up polishable shoes  
 \* 1 BCGS pants  
 \* 1 BCGS jumper  
 \* 1 BCGS scarf  
 \* Pantyhose/tights (beige)

### Sports Wear

1 BCGS sports shirt  
 1 pair BCGS sports shorts  
 1 BCGS House sports shirt  
 2 pairs white sports socks  
 1 BCGS tracksuit  
 1 BCGS sports hat

# 1 pair sports shoes  
 # 1 pair navy bathers (required for school team)

### Underclothing/ Nightwear

5 pairs briefs  
 2 pairs summer pyjamas  
 \* 2 pairs winter pyjamas  
 \* 1 pair slippers/Ugg boots

### Linen

2 bath towels  
 3 - 4 pillowcases  
 Doona and doona cover OR blankets  
 2 sets single summer weight sheets  
 Linen bag  
 Pillow(s)  
 1 beach towel  
 \* 2 face washers  
 \* 3 sets flannelette sheets (winter)

### Sundries

3 pairs shoe laces  
 Coat hangers (minimum 12)  
 BCGS backpack or trolley bag  
 Overnight bag  
 Hairbrush/comb  
 Handkerchiefs  
 Laundry powder  
 Thongs  
 Insect repellent  
 Hat  
 Laundry bag (for socks/underwear)  
 Desk lamp  
 Shoe cleaning outfit in a container  
 Sunscreen (maximum protection)  
 Mending kit with spare name tapes  
 Toilet bag and all personal toiletries  
 \* Sleeping bag  
 \* Umbrella

**Key:** \*Optional, #Not available through the Clothing Shop.

## **CONFIDENTIAL AND MEDICAL INFORMATION FOR 2020**

Students' medical details will be collected and updated via Consent2Go. Parents will be emailed a profile update link early in the school year, requesting that students' information is checked and updated as necessary. It is vital that the School has an up to date Anaphylaxis ASCIA Action Plan for your child which must be signed by your GP for 2020. If personal or medical details change during the year please inform Administration as soon as possible to request a new Consent2Go profile update link.

Consent2Go is also used for all our excursions, incursions and camps. Email invitations for students to attend these events will be sent as required during the year. These emails will also invite parents to check and confirm that all personal and medical details are correct.

Please also see information regarding Confidential Personal Information on Page 15 under National Reporting on Schooling in Australia.

## **CONTACT NUMBERS**

For your reference, listed below are School contact numbers:

Administration and Secondary Office	9722 6000
Email	<a href="mailto:administration@bcgs.wa.edu.au">administration@bcgs.wa.edu.au</a>
Website	<a href="http://www.bcgs.wa.edu.au">www.bcgs.wa.edu.au</a>
Primary Office	9722 6100 – Primary parents are encouraged to use this direct line
Boarding Parents – June Reilly	9722 6151
Boarding Parents – Marie Palmer	9722 6155
Clothing Shop	9722 6165

## **DRIVERS - STUDENTS**

Please note, subject to written permission from their parents, students must apply for permission from the Head of Secondary to drive to and from and park at the School. They may only carry passengers if written permission from both sets of parents involved has been received by the School and the Head of Secondary has then authorised the student to drive to and from School. Further information can be obtained from Administration. Students are asked to park in the designated parking areas and also to ensure their 'P' plates and Drive to School permits are displayed at all times.

## **ENROLMENTS – FUTURE STUDENTS**

Parents are encouraged to advise other family members and their friends who have been considering enrolling their children at the School, to contact our Enrolments Office to discuss available places, no matter how far ahead they are looking. Demand for places continues to be strong in most Year levels.

In addition to long term boarding the following boarding services are available for students in Year 7 to Year 12.

### **Short Term Boarding**

Short Term Boarding (minimum of two weeks) is available to Day students in Years 7 to 12. Families should contact the Enrolment Office to advise of nominated dates of stay and to confirm if a place is available.

### **Grammar Stopover and Grammar Sleepover**

For information regarding the Grammar Stopover and Grammar Sleepover options, please contact Enrolments by email [enrol@bcgs.wa.edu.au](mailto:enrol@bcgs.wa.edu.au) or telephone 08-9722 6000.



## **Out Of School Care**

Before School Care: Opens at 7.00am

After School Care: Closes at 6.00pm

This service is available for students from Pre-Kindergarten to Year 6 students. Families are required to register for all services. Both casual and regular bookings are accepted, but a minimum of 24 hours notice is required. If less than 24 hours of withdrawal is given, a fee may be incurred. For full details of respective programs, please visit our website or contact [Brooke.Paans@bcgs.wa.edu.au](mailto:Brooke.Paans@bcgs.wa.edu.au)

## **Vacation Care**

The School provides Vacation Care for children from Kindergarten to Year 7 in the Term 1, 2 and 3 holiday breaks. Families are required to register before the program commences and with at least 48 hours notice to ensure that places are available. For further information please contact Before and After School Care.

## **FIRST DAY ARRANGEMENTS – Tuesday, 4 February 2020**

### **Kindergarten Students**

Kindergarten students enjoy a staggered start to their first week of school, enjoying half-day sessions in either the morning or afternoon. Information has already been sent home to parents of Kindergarten students with further details. Parents of Kindergarten students are to take their children directly to the Eric Speed Early Childhood Centre.

### **Pre-primary to Year 6 Students**

- i. School starts for Pre-primary to Year 6 students on Tuesday, 4 February 2020 at 8.40am.
- ii. School formally concludes each day at 3.20pm for these students.
- iii. Students travelling by bus are supervised by the Duty teachers while they are boarding their buses.
- iv. Parents who bring their children to School by car or who collect them in the afternoon are asked to refer to the section in this Information Booklet regarding parking. The Eric Speed Early Childhood Centre carpark caters for families in Kindergarten and Pre-primary and Years 1 to 2. The Irene Bourne Centre carpark and the Primary Sports Oval adjacent to it, off Jenour Court cater for families with children in Year 3 to Year 6.

### **All Primary Students – Kindergarten to Year 6**

- i. On the first day of Term 1 (Tuesday, 4 February 2020) children in Kindergarten, Pre-primary and Years 1 to 2 are to be taken straight to the Eric Speed Early Childhood Centre. All the children in Years 3 to 6 are asked to come to the Primary Multi-purpose Hall as soon as they arrive. Student leaders and some Primary staff will help to direct parents on the day. Students new to the School will be given name tags and will be greeted and taken to their classes by teachers and student leaders.
- ii. All Primary students should bring their lunch, a drink and a hat on the first day. **School hats** must be worn at recess and lunch times.
- iii. Stationery as specified on the lists available on the School website should be brought to School on the first day.

### **New Secondary Students**

When bringing your son or daughter to School by car on Tuesday, 4 February 2020, please park in the Northern (Technology) carpark. Students are asked to make their way to the grassed quadrangle adjacent to the Administration building. Once at the quadrangle, students should locate the appropriate House area, and their Head of House, who should be well known to them after the Orientation Days.

## **STARTING WELL DAY - NEW SECONDARY STUDENTS**

An Orientation Day for all students new to the Secondary School will take place on **Monday, 3 February 2020**, the day before the usual school program begins. The day will begin at 9.15am.



**All Year 10 students also start on Monday, 3 February 2020, completing a starting well program and welcome to Senior Secondary.**

### **MUSIC (INSTRUMENTAL) PROGRAM APPLICATION FORMS**

Application forms to take part in the Music Program in 2020 and further information regarding next year's instrumental tuition program can be found on the [website](#).

### **NATIONAL REPORTING ON SCHOOLING IN AUSTRALIA**

*The National Goals for Schooling in the Twenty First Century*, which were endorsed by all Education Ministers, provide the framework for nationally comparable reporting by all government and non-government education authorities on student outcomes from schooling. The attention of parents with **students new to the School in 2020** is drawn to the *Information for Parents* handout, regarding the National Reporting requirements for schools in collecting information on students' background characteristics. Information collected will be used for assessment and reporting purposes, as required by the Federal Government.

This is also a prerequisite for the School to qualify for Federal Government funding. The School will be requesting an update to the Confidential Personal Information for each student at the start of the year through Consent2Go. Parents will be emailed a profile update link early in the school year, requesting that students' information is checked and updated as necessary. **Please take the time to read and update the Confidential Personal Information online.**

### **PARENTS & FRIENDS' ASSOCIATION - WELCOME MORNING TEA & FIRST MEETING FOR 2020**

Parents are reminded of the Parents and Friends' Association Welcome Morning Tea, which will be held in the Café at 8.30am on Tuesday, 4 February 2020.

The first meeting of the P&F for the year will be held on Monday, 10 February 2020 at 2.00pm in the Bovell Meeting Room, which is in the School Chapel building.

All parents, and especially new parents, are invited to attend both functions.

### **PARKING AND SET DOWN/PICK UP ARRANGEMENTS – 2020**

**For safety reasons, parents are asked not to use the Administration carpark for pickup and drop-off, as this is a dedicated bus zone and turning circle. Both Northern carparks are available for this purpose. (See Map on Page 7 of this booklet)**

School formally concludes each day at 3.20pm for all students in Kindergarten to Year 12.

We ask that parents are punctual in collecting their children and that they vacate the carpark as soon as they have picked up the students, making room for others to use the parking spaces.

### **Arrangements for Parents of Kindergarten to Year 2 Students**

#### **Morning**

Please use the Speed Retreat entrance, park in the Eric Speed Early Childhood Centre carpark and walk your child/children to their classrooms. In the interests of safety at the start of the school year, please note for Weeks 1 and 2 only (5 February - 15 February), the 'Kiss and Drop' facility **WILL NOT** be available. These young children should always be accompanied when crossing the carpark via the marked pedestrian crossing and should only enter or leave their parent's vehicle when it is parked in one of the marked car bays.

#### **Afternoon**

Please park in the Eric Speed Centre carpark and collect your child/children.

## **Arrangements for Parents of Years 3 - 6**

### **Morning and Afternoon**

Please use the Jenour Court entrance, park in the Irene Bourne Centre carpark, or on the grassed area provided for parking adjacent to the Irene Bourne Centre carpark.

## **Arrangements for Secondary Students**

### **Morning**

Cars approaching from the North are asked to use the Frances/Allen Road Entrance.

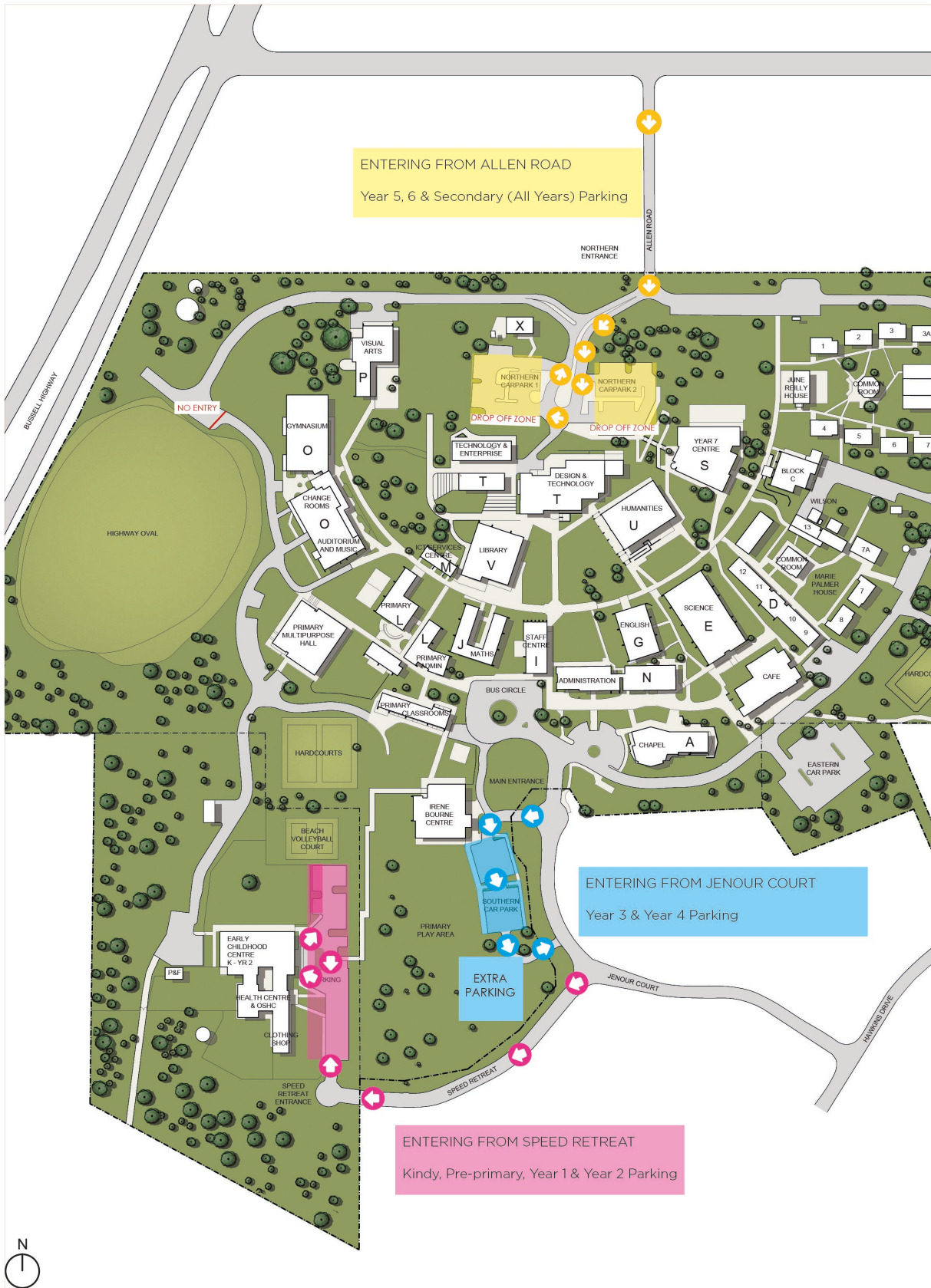
### **Afternoons**

Because all buses leave at the same time (3.30pm), the Southern Entrance (off Jenour Court) is NOT available for student pick up between 3.00pm and 3.45pm. **For safety reasons, parents are asked not to park in Jenour Court outside the gates at the Southern entrance to the School and are warned that doing so may incur a Shire of Capel Parking Infringement Notice and fine. Please do not walk across the bus roundabout area when picking up your children.** Parents collecting Primary and Secondary students are asked to use the Northern Parking Area 2 and not to linger in the carpark once they have collected their children safely. By vacating the car park promptly, congestion will be relieved for other parents waiting to collect their children.

### **Clothing Shop Parking**

Parking for parents attending the Clothing Shop is available in the Eric Speed Early Childhood Centre carpark, off Speed Retreat.

# PARKING MAP



## **PRIVACY POLICY**

The School's "Standard Collection Notice" is located on Page 22 of this booklet. Each year we circulate this to current parents to meet the requirements of the Commonwealth Privacy Act. This is part of the School's Privacy Policy which is located on the School's website ([www.bcgswa.edu.au](http://www.bcgswa.edu.au)). All parents are asked to carefully read the "Standard Collection Notice" and to consult the School's Privacy Policy if necessary. Please contact Mr Giles, Head of School in writing for any requests for information related to the Privacy Act.

## **SCHOOL BALL**

The Student Executive Ball will be held on Saturday, 8 February at the South West Italian Club.

## **SPORTS UNIFORM FOR THE START OF TERM 1**

### **Secondary Students**

Students will need bathers, towels, School hats, shorts, House or School sports shirts and thongs or joggers for the Term One swimming program on the following days:

<b>Year 12</b>	Monday, 10 February	<b>Year 9</b>	Wednesday, 5 February
<b>Year 11</b>	Tuesday, 4 February	<b>Year 8</b>	Friday, 7 February
<b>Year 10</b>	Wednesday, 5 February and Friday, 7 February	<b>Year 7</b>	Monday, 4 February

Please note that for girls' one piece bathers suitable for active participation in the swimming program are preferable; skimpy bikinis are not suitable; however, two piece sports bathers as worn by competitors in triathlons are acceptable. Both boys and girls may wear board shorts for swimming activities.

### **Primary Students**

#### **Kindergarten to Year 6**

Students wear sports clothes on Physical Education and Sport days.

## **STATIONERY AND TEXTBOOKS**

**Secondary students** are asked to start school with items of stationery as specified on the [stationery list](#). Textbooks will be issued as part of the School's Book Loan Scheme in the first week of Term 1 and are collected back at the end of the year. These include some textbooks and subject based equipment which will be charged to parents' accounts. However, most books for secondary students are issued through the Book Loan Scheme

The following additional notes may be helpful:

- Home Study Diaries are supplied free of charge by the School.
- Wherever possible all items brought to School should be clearly marked with the student's name.
- Please see note below regarding calculators.

### **Calculators**

Years 7 & 8	Students in Years 7 and 8 will need a scientific calculator. We use the Sharp EL 531 XHB-WH.
Year 9	Students in Year 9 will need their scientific calculator from Year 8.
Year 10	Students will need a Casio Class Pad 400 graphics calculator if they are doing 10 Course 1 or 10 Course 2. Students should retain their scientific calculator. Students in 10 Course 3 need only a scientific calculator.
Years 11 & 12	Senior Secondary School students in Mathematics Methods, Specialist and Applications need a Casio Class Pad 400 graphics calculator and a scientific calculator. Students in Mathematics Essential will only need the scientific calculators which they used in Year 10.

Both the Sharp EL 531 XHB-WH and the Casio Class Pad 400 calculators are available to purchase from the Clothing Shop.

## Primary Students

A stationery list is available on the School's website for all continuing and new students (K to 6). All items of stationery, as detailed on the lists should be brought to school on the first day. Please ensure if a specific size or colour and/or brand is stated, it must be that size and/or colour and/or brand.

## **SUBJECT SELECTION - SECONDARY STUDENTS**

The 2020 timetable has been constructed and course selections finalised. Any requests for changes need to be directed to Mrs Katherine Chiera, Deputy Head (Academic), by email ([kathy.chiera@bcgs.wa.edu.au](mailto:kathy.chiera@bcgs.wa.edu.au)) or in writing. Please be aware that some classes are full and students may need to be placed on a waiting list.

## **SWIMMING CARNIVALS AT THE SOUTH WEST SPORTS CENTRE**

Primary Interhouse Swimming Carnival	Friday, 28 February
Secondary Interhouse Swimming Carnival	Wednesday, 4 March
ACC Secondary Swimming Carnival	Monday, 23 March
Primary Interschool SWPCA Co-Ed Swimming Carnival	Thursday, 26 March

## **SWIMMING TRAINING**

### Primary

Swimming training for Primary is offered on:

Monday	4.00pm to 5.00pm	Advanced and Beginners
Tuesday	4.00pm to 5.00pm	Beginners
Wednesday	4.00pm to 5.00pm	Advanced

Parents are responsible for transporting student to and from the South West Sports Centre, Hay Park.

Mr Kelby Murray will be the Primary School Coach and training for Primary students will start on Monday, 10 February 2020, at 4.30pm. There is no swimming in the last week of term. Students wanting to join swimming in Term 1 need to see Mr Murray. The Primary swimming sessions are available to all students from Year 3 to Year 6 who have attained the swimming Level 5 or higher. The program is designed to offer students the opportunity to improve their swimming fitness and technical skills.

The Primary coaches may identify particularly strong and dedicated swimmers capable to join the Secondary morning swimming sessions. This is by invitation only and after an assessment by the Primary Coaches. It is also dependant on lane space and availability in the Secondary squad, in consultation with Bob Marshall - Swimming Co-ordinator & Coach.

### Secondary

Training for Secondary students is conducted on two mornings per week (Tuesday and Thursday), 6.00am - 7.30am, at the SWSC and starts on Tuesday, 4 February 2020. The School bus transports all students back to the School after training.

Training is available for all students, regardless of swimming ability. The program is intended to offer the students an opportunity to get fit, whilst improving their technical skills.

Pool entry is \$5.30 per student per visit, plus \$75.00 per term (\$150.00 per semester) to cover lane hire for the Swimming Squad. **Please note there are limited spaces available in the squad.** Application letters for consideration are to be submitted to the Administration office and students will be contacted by Bob Marshall.



## **TERM DATES – 2020**

### **Term One – Lent Term**

Monday, 3 February	New Secondary Students' Starting Well Day, All Year 7 and Year 10 students, Boarding students return from 3.30pm
Tuesday, 4 February	Start of Term 1
Friday, 28 February	Primary Interhouse Swimming Carnival
Friday, 28 February to Monday, 2 March	Mid-Term break (including Labor Day)
Wednesday, 4 March	Secondary Interhouse Swimming Carnival
Thursday, 9 April	Last day of Term 1

### **Term Two – Easter Term**

Monday, 27 April	Boarding students return 5.00pm
Tuesday, 28 April	Start of Term 2
Monday, 4 May	Interhouse Cross Country Carnival
Friday, 29 May to Monday, 1 June	Mid-term break (including Western Australia Day)
Friday, 3 July	Last day of Term 2

### **Term Three – Pentecost Term**

Sunday, 26 July	Boarding students return 5.00pm
Monday, 27 July	Start of Term 3
Friday, 28 August to Monday, 31 August	Mid-term break – Boarding students return Monday evening
Wednesday, 2 September	Secondary Interhouse Athletics Carnival
Friday, 25 September	Last day of term 3

### **Term Four – Advent Term**

Sunday, 11 October	Boarding students return 5.00pm
Monday, 12 October	Start of Term 4
Wednesday, 21 October	Final Year 12 Day
Monday, 2 November	Written WACE Examinations start
Friday, 11 December	Last day of Term 4 and Speech Day

#### **Notes:**

- i. The last day of each term or the day prior to a Boarders' Long Weekend will be full school days.
- ii. The Easter weekend coincides with the commencement of the end of Term 1 break.
- iii. Boarding Houses are closed during term breaks and mid-term weekends. Parents/Guardians are expected to make suitable arrangements for Boarding students who are not returning home for a term break.
- iv. Whenever possible, Boarding students should make travel arrangements that allow them to fulfill their School commitments, including weekend sporting fixtures.

Parents are asked to examine these dates very carefully. It is most important that students are not withdrawn from school early at the end of term and that all students are present on the first day of each term. Permission for early departure and late arrival should be sought from the Head of Secondary or the Head of Primary. Please refer to the online calendar throughout the year for changes.

## **STANDARD COLLECTION NOTICE**

### **(Appendix 1, Privacy Policy)**

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be provided in written form or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the related educational activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require that certain information is to be collected and disclosed. These include the Education Acts and Public Health and Protection Laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. In applying for enrolment at this school you agree that we may collect personal information, including sensitive information, about your son/daughter from his/her previous school(s). If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.
6. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a student to another school. Disclosure would include to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, coaches and volunteers
7. The School occasionally uses contractors to assist the School in its functions and makes available the services of contractors to the parents of students, such as Music Specialists or Sports Coaches and discloses relevant and personal information to these contractors to enable them to meet their obligations. This may extend to disclosing sensitive information regarding a student.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians.
9. The School may store personal information in the 'cloud' which may mean that the information resides on servers that are situated outside the borders of Australia.
10. Parents or students may seek access to personal information collected about them and their son/daughter by contacting the School. However, there will be occasions when access is denied. Such occasions would include, but are not limited to, where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student or where students have provided information in confidence.
11. The School's Privacy Policy also sets out how you may register a complaint about an alleged breach of privacy and how the School will deal with such a complaint.
12. The School from time to time engages in fundraising activities. Information received from you may be used to make a fundraising or donation appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities but it would be used solely for that purpose. If you do not agree to this, you must advise us now. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
13. On occasions information such as academic, cultural or sporting achievements, student activities and similar news is published in School Newsletters and Magazines and on our website. Photographs of student activities such as sporting activities, camps and excursion may be taken for publication in the School Newsletters and Magazines and on our website. The School will obtain separate permissions from the students' parent or guardian prior to publication.
14. We may include your contact details in a class list and School directory. If you do not agree to this, you must advise us now.
15. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
16. We request that you advise the School as soon as possible if there is any change to the personal information, which you have provided to the School.

### **HEAD OF SCHOOL**

## **INFORMATION TECHNOLOGY USAGE POLICY**

### **Secondary Students**

To participate fully in our educational program, students must understand that the use of computers and access to the Internet from Bunbury Cathedral Grammar School must be in support of educational research and learning and that they agree to the following conditions:

1. While at School, or in Boarding, students will only access the internet through the School's network (i.e. not through a mobile phone provider or other non-School internet connection). This ensures that all School internet traffic is monitored by the School's filters. **Wi-fi must not be disabled and student devices must remain connected to the School's network at all times.**
2. Students will not access any web page content, computer files, social media, or other materials accessible with the internet or the School network that would be considered offensive in the judgement of the School.
3. Students will be courteous and use appropriate language in all digital communication. Students will refrain from using obscene, harassing or abusive language and will report any cases of such usage against them to their teacher, Head of House or the School Leadership Team.
4. Students accept responsibility in regard to copyright protected material. Therefore, they will not download and redistribute any content (software, games, music, graphics, videos or text) unless authorised to do so by the copyright owner (usually the person or organisation that created the material).
5. Students will not bring unauthorised material from home to store on their School account.
6. Students will not bring into School any inappropriate "foreign" software or load such software onto the School system or their school owned device. In particular, this applies to any "key logging" or "hacking" applications or software.
7. Students understand that plagiarism (presenting someone else's work as their own) is unacceptable. Therefore, they will list any downloaded material used in the preparation of assignments in a bibliography and clearly indicate where material has been directly quoted or copied from another source.
8. Students will not reveal personal information including names, addresses, personal photographs, credit card details and telephone numbers of their own or others via the Internet or School network.
9. Boarders are only permitted to use the School's email system (i.e. they may not use services such as gmail, iCloud, etc.). Year 12 Boarders may set up an individual web accessible email account for the purpose of transition beyond school, in consultation with ICT Services and Boarding Staff.
10. Students understand the content of emails sent and received on the School Network may be examined by the School. Email is neither private nor secret; it cannot be used to abuse, defame, harass or discriminate against other people, nor can it be used to send or receive inappropriate material.
11. Students will not access, modify, copy or interfere with folders or files held on the School network other than their own work files or those that have been specified by their teacher as accessible. Students will only use the school network and/or their school owned device by logging on under their own username and password
12. Students may not visit social media sites, chat rooms or electronic messaging when using the School network during School hours.
13. If students violate any of the terms of this policy, they will be denied access to School computers and/or the Internet for a time to be determined by the School and may face further disciplinary action as determined by the School.



## **Primary Students: Kindergarten to Year 6**

Students agree to use the internet in a responsible manner, but if students find themselves in unsuitable locations they will immediately click on HOME or turn the monitor off and inform the teacher.

When using the Internet at Bunbury Cathedral Grammar School students will:

1. Only work on the web for purposes specified by their teacher.
2. Not give out personal information such as their surname, address, telephone number, parents' work address/telephone number.
3. Not access, modify, copy or interfere with folders or files held on the School network other than their own work files or those that have been specified by their teacher as accessible. Students will only use the School network by logging on under their own user name and password.
4. Never send a person their picture without first checking with their teacher.
5. Always have their teacher's permission before sending e-mail.
6. Compose e-mail messages using only language they understand is acceptable in their school.
7. Not respond to any messages that are unpleasant or that make students feel uncomfortable in any way. It is not the students' fault if they get a message like that.
8. Not use material from other websites unless they have permission from the person who created the material. If students are unsure they must check with the teacher.
9. Not use the internet or email to frighten or annoy another person.
10. Follow School guidelines and procedures when preparing materials for publication on the web.
11. Not use the internet when at School other than when using the School's devices under the supervision of a staff member. Students are not allowed to access the internet during the school day using their mobile phone.

If students break any of the terms of this policy, they will be denied access to school devices and/or the internet for a time to be determined by the School. They may also face further disciplinary action as determined by the School.

## **2020 FEES AND CHARGES**

THE DETAILS OF OUR FEES & CHARGES SCHEDULE FORM PART OF THE OFFER/ACCEPTANCE CONTRACT SIGNED BY PARENTS.

THE BOARD OF GOVERNORS RESERVES THE RIGHT TO ALTER FEES & CHARGES AS CIRCUMSTANCES REQUIRE AND TO PASS ON ANY GST THAT MAY APPLY.

A copy of our Annual Fees & Charges can be accessed on our School website under Enrolments in the Tuition and Fees section or at <http://www.bcgs.wa.edu.au/enrolments/fees>.

### **Insurance**

**ACCIDENT** - The School maintains a Group Student Accident Insurance Policy. This policy provides cover for Personal Injury to students and is subject to certain terms, exclusions, conditions and limitations. A Schedule of Events and Compensation is available from the Assistant Bursar (Finance).

**TRAVEL** – The School maintains a Travel Insurance Policy. This policy provides cover for School related travel inclusive of tours, excursions and Round Square exchanges. Information is available from the Assistant Bursar (Finance).

**PROPERTY** - Personal property (including laptop computers, mobile phones, handheld computers and music players) of students is not insured by the School against loss or damage. However, many householders' policies give a limited cover for the property of a householder and dependants while the property is temporarily removed from the home to another location. Parents are advised to examine their policies and, if in doubt, check with their insurance company.

## **2020 EXTRA SUBJECTS (EXTERNAL PROVIDERS)**

Tennis classes will be available in 2020 through an external provider. (Music lessons are the subject of separate correspondence).

Parents who wish to enrol children are asked to visit the [Tennis Excellence](#) website. Places are very limited in some classes and will be allocated on a 'first in, first enrolled' basis. Parents are also asked to note the conditions under which students at this school are enrolled in extra subjects.

Tennis lessons are available for both Primary and Secondary students. For more information, please contact Andrew Woodward by email on [andrew@tennisexcellence.com.au](mailto:andrew@tennisexcellence.com.au).

### **Notes:**

- 1 Tennis lessons are held on site.
- 2 Tennis classes are offered in Terms 1 and 4 only.

### **Conditions**

- 1 The School, acting in its capacity as an agent between teacher and parents, ensures private teachers have suitable qualifications and experience and will offer a service congruent with the ethos of the School.
- 2 Fees are set by the external provider, who also administers attendance and payment. Payment is to be made directly to the provider.
- 3 Unless otherwise specified, students are enrolled for a term. During a term, students will only be permitted to withdraw by negotiation with the provider. Fees are payable in advance by the term and refunds will not be given unless the external provider concerned is prepared to forego the amount paid. Any alternative arrangements are to be made directly with the provider.
- 4 Attendance at lessons is compulsory. Absence for reasons other than illness must be authorised in advance by the external provider concerned. Refunds are not given for missed lessons.
- 5 Students must be properly equipped for lessons. They will be advised of requirements at the beginning of the year. Providers may refuse to teach a student who is inadequately equipped.

## **CLUB ACTIVITIES**

There are a number of club activities in which students may be involved. Costs will vary depending on the nature of the activity. We anticipate the following clubs/activity classes will be offered during 2020. Interested students should contact the staff member responsible for the activity to gain further information.

### **Primary Activities**

The Primary School run different clubs during Terms 1 to 4. These clubs are generally held from 3.30pm to 4.30pm and commence in Week 2 of each term. Information regarding the types of clubs available, and the days that they are run, are sent home at the beginning of each term.

#### **Art Club (Years 7 – 12)**

The club operates one afternoon per week, 3.30 to 4.30pm.

Cost: Nil

Contact: Ms Caroline Cooper

#### **Writers' Club (Years 8 -12)**

This group meets weekly over lunch and provides the opportunity for students who have advanced writing and thinking skills, to share their ideas with their peers, to extend their writing competencies and to participate in regional, state and national writing competitions. Further information will be available early in Term 1 next year.

Cost: Nil

Contact: Mrs Tina Maree

### **Debating/Public Speaking (Years 7 - 12)**

The School is involved in Public Speaking competitions and debating, where available Participants meet for training and preparation opportunities to enter such events. These events are advertised within the School, as they arise.

Cost: Nil Contact: Mr Steven Spottiswood

### **Duke of Edinburgh Award Scheme (Years 9 – 12)**

This award is available to all students from Year 9 onwards. The award scheme is internationally recognised. Students record achievements in four areas against a set of personally set targets. The areas are Expeditions, Community Service, Skills and Physical Recreation.

Cost: \$140.00 Bronze Award Contact: Mr Leon Maag  
\$160.00 Silver Award  
\$185.00 Gold Award

### **Fine Woodworking and Metalwork**

An afterschool workshop class is offered through the Design & Technology Centre. A minimum of 10 and a maximum of 16 students are enrolled for the class. Lessons will run on Tuesday, Wednesday and Thursday evenings. Students are expected to enrol for a semester period of time as a minimum. Students in Year 11 and Year 12 studying workshop-based subjects will have access to the workshop after School on these evenings at no cost.

Cost: \$200.00 per semester (Year 7 to Year 10) Contact: Mr John Poller

### **Scuba Club (Years 10 – 12)**

The Club organises dives and dive courses through a local dive company. Optional dive trips are also organised on weekends and during some school holidays.

Cost: On application Contact: Mr Robert Brooksbank

### **Swimming Squad - Primary (Years 3 - 6)**

Students must have attained a minimum of Level 5 in Vac Swim to attend. The squad trains on three afternoon per week.

Monday	4.00pm to 5.00pm	Mrs Holdman and Mr Murray
Tuesday	4.00pm to 5.00pm	Mr Murray
Wednesday	4.00pm to 5.00pm	Mrs Holdman and Mr Murray

Cost: \$120.00 per semester Contact: Mr Kelby Murray

### **Swimming Squad - Secondary (Years 7 - 12)**

The Secondary Swim Squad trains three mornings each week. Students must have attained a minimum of Level 5 in Vac Swim to attend.

Cost: \$150.00 per semester Contact: Mr Robert Marshall

### **Tournament of Minds – Secondary (Years 7 - 10)**

A creative problem-solving program dealing with open ended challenges in the areas of Language and Literature, Social Sciences, Mathematics and Engineering, and Applied Technology.

Time: Terms 2 and 3  
Cost: Nil Contact: Mrs Naomi Smith