



School Handbook 2024

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 **Tuesday, 30 January 2024**. After this date these forms will no longer be active or available, resulting in difficulties in giving permission and important medical updates, and you will need to contact the School to arrange for a new link to be sent out.

Please phone Administration (08 9722 6000) if you have any further queries relating to information in this package.

SCHOOL FORMS TO BE COMPLETED AND RETURNED

Years	Required	Optional	Form
7 Term 1 camp – online	✓		Consent2Go online forms
9 Term 1 camp – online	✓		Consent2Go online forms
10 Term 1 camp – online	✓		Operoo online forms
All Years	✓		Consent2Go online forms
All Years		✓	Canteen Volunteer – available online
All Years		✓	Music (Instrumental) – available online
All NEW students		✓	Transport Assistance – Registration online. See Bus Travel Information for Day Students.

ADMINISTRATION OFFICE

Administration and Finance Offices opening times:

Monday to Thursday, 8.30am – 4.30pm

Friday, 8.30am – 4.00pm

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, harassment and other forms of peer-to-peer abuse have 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.

ATTENDANCE AT SCHOOL

The School day for students starts at 8.30am and formally concludes at 3.20pm.

Regular attendance is an important prerequisite for students to obtain the best possible outcomes from their education in the academic, social, co-curricular and spiritual dimensions of the School - it is also a legal requirement (see Education Act 1999). The School has a responsibility to monitor if all registered students attend school regularly and that all absences from school are explained. Parents or guardians can complete an absence form on the School website [here](#), send an email to studentservices@bcgs.wa.edu.au or phone Student Services in Secondary on 9722 6000 or Primary on 9722 6100.

Regular attendance is defined as 90% attendance as a minimum, or absence for five or less days per 10-week term, or one day of absence per fortnight.

The School asks families to make holiday travel arrangements outside of the scheduled school terms, avoiding disruption to the learning and homework routines of their children. While we cannot legally give permission for an extended absence, parents should always inform the School in writing (the Head of Secondary for Secondary students, or the Head of Primary for Primary students) well in advance of when they are planning to take their children out of school for an extended period (five school days or more).

The School keeps a daily record of student attendance on the Student Management System, SEQTA. In addition, the School permanently retains all notes, emails, SMS messages and written copies of telephone messages from parents that explain a student absence.

BUS TRAVELLERS - GUIDELINES

Please refer 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 5 of this booklet for the Guidelines).

BUS TRAVEL - INFORMATION FOR DAY STUDENTS

Students new to the School in 2024 who are from rural areas and students with special needs are entitled to free bus services to and from school. These services are the responsibility of School Bus Services (SBS) and all applications for travel on these buses need to go through School Bus Services. Forms and contact information are available on the School Bus Services website here:

[SBS website](#)

Please contact the relevant SBS Office for your area:

- Greater Bunbury/Capel /Donnybrook: (08) 9326 2576
- Harvey: (08) 9326 2963
- Collie: (08) 9326 2063
- Busselton/Margaret River: (08) 9326 2784
- Dunsborough: (08) 9326 2784

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

BCGS private school bus service

Bunbury Cathedral Grammar School offers three private, direct bus services for families from the Yallingup/Dunsborough and Busselton, Vasse/Capel areas.

For full details and registration for the service, 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 email bus@bcgs.wa.edu.au.

New Private Bus Service for 2024 – Australind/Eaton

Timings and bookings for this new service will be available in early 2024. Cost for travel on this service will be \$290 per child per term.

All BCGS Bus Services will be running from Monday, 29 January 2024.

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). For this bus travel we will **either** utilise one of our School buses driven by a qualified staff member **or** contract 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. All School owned buses have seat belts fitted, and it is School policy to use buses with seat belts if they are available for hire.

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.

SmartRider Cards

Students are issued with a SmartRider card for concessionary travel on bus and rail services. Continuing Secondary School 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 Trans Bunbury 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

Can parents or guardians please discuss the following 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 a 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 at 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 Secondary School 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, and are not to 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/Phones 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.

DIRECTOR OF STUDENTS (SECONDARY)

CAMP DATES

Compulsory camps and excursions are held for students from Pre-primary to Year 10. The objectives of the camps vary, but they have both educational and social outcomes. The Primary camps are arranged to develop a sense of community among the group. The length of the Primary Camps varies according to the age of the students.

The dates for the School Year camps during Semester 1, 2024 are detailed below.

Year 1 & 2	Thursday, 10 October 2024 to Friday, 11 October 2024
Year 3	Tuesday, 28 May 2024 to Thursday, 30 May 2024
Year 4	Tuesday, 25 June 2024 to Friday, 28 June 2024
Year 5	Tuesday, 6 February 2024 to Friday, 9 February 2024
Year 6	Friday, 9 August 2024 to Friday, 16 August 2024
Year 7	Wednesday, 31 January 2024 to Friday, 2 February 2024
Year 8	Monday, 26 August 2024 to Friday, 30 August 2024
Year 9	Sunday, 21 April 2024 to Friday, 26 April 2024
Year 10	Monday, 18 March 2024 to Wednesday, 27 March 2024

If you have any queries regarding Year 10 Outward Bound Camp, please do not hesitate to contact Mrs Jocelyn Lockhart Jocelyn.lockhart@bcgs.wa.edu.au as early as possible. Operoo – Outward Bound online medical and consent forms will be live in January 2024 and the School will be sending a link to parents.

Please note that Year camps are compulsory, and students need to attain 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 10	Thursday, 22 February in the Chapel at 5.00pm	Operoo permission; Students need a current tetanus immunisation.

CANTEEN

The Canteen operates every day of the school year with a manager and volunteers. With much of our parent community at work during school hours, 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 between the hours of 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, and that is entirely up to you.

Please click on the link to complete the [Volunteer 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. If you cannot help at this stage, please still feel free to pop in for a cuppa. If you're a volunteer already, thank you for your support and you do NOT need to fill out the online form.

Canteen Manager: Mrs Lorell McNaughton

Phone: 9722 6136

CHURCH SERVICES - ANGLICAN PARISH OF GELORUP

The Chapel of St Francis and St Clare is home to the local Anglican Parish, with services held each Sunday at 9.30am.

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 schoolgrounds
- Discourage undesirable activities on the schoolgrounds
- 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 schoolgrounds

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 POL-253 Complaints Policy Part A and POL-227 Privacy Policy.

CLOTHING SHOP and UNIFORM GUIDELINES

Clothing Shop

The Clothing Shop offers an exclusive range of new and second-hand Bunbury Cathedral Grammar School uniform articles. The Clothing Shop is located on campus, as part of the Eric Speed Early Childhood Centre. The entrance is accessible via Speed Retreat (off Jenour Court). [Download the map here](#).

The Clothing Shop operates on Monday and Thursday from 12.30pm to 4.30pm, on 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 Michaela Hales

Phone: 9722 6165

The uniform requirements for all students, including requirements for Boarding, can be found by selecting the link *2024 Clothing List* on the School website here: [Clothing Shop](#). The School has a summer and winter uniform for boys and girls. Summer uniforms are worn during Terms 1 and 4, and winter uniforms are worn during Terms 2 and 3.

The shop accepts My Student Account (MSA), Visa, Mastercard, and EFTPOS.

Parents are requested to ensure that student's uniform items meet acceptable standards for the start of 2024. Students need correctly sized garments, and jumpers may *not* have frayed cuffs. 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 fit guidelines.

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

January Operating Hours

New families are invited to book an appointment via our [online booking form here](#).

Current families are invited to purchase uniform at the below times:

Monday, 22 January	10.00am to 3.00pm
Wednesday, 24 January	10.00am to 3.00pm
Monday, 29 January	10.00am to 3.00pm

No second-hand uniforms will be accepted during the January operating hours.

Normal hours during term time:

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

Second-hand Clothing

A great range of quality, second-hand uniforms are available to purchase from the Clothing Shop. Second-hand clothing is sold on behalf of current and former parents of the school, in accordance with the following conditions:

All clothing drop offs MUST include a completed copy of the [Second Hand Clothing Sales Form](#). For sanitary reasons, bathers, hats, socks or tights, bags and hair accessories will not be accepted by the Clothing Shop for sale as sold as second-hand articles.

Online Ordering

Parents can select to order uniform items online and nominate if these will be collected in person at the Clothing shop, or request to have them delivered to Primary or Secondary administration for collection by the student. Online ordering of uniform items is available via [My Student Account](#) - please select the Clothing Shop when you access My Student Account.

The Clothing Shop is happy to assist with other related enquiries via email at uniforms@bcqs.wa.edu.au or telephone 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.

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 that is not excessive. Bunbury Cathedral Grammar School backpacks or trolley bags are compulsory for all students.

COMPLAINTS AND FEEDBACK

The School welcomes feedback and suggestions from our community. We also appreciate positive feedback and will share this with the relevant parties. Concerns or complaints that are raised are taken seriously and addressed through the School's complaint handling process. Please refer [here](#) for the complete policy.

A complaint is a statement of dissatisfaction with a particular situation, whether related to the School's educational services, programs beyond the classroom, boarding or operations more broadly, including the Complaint Handling process itself.

Many causes for concern can be handled and resolved quickly and effectively in an informal discussion with appropriate staff. The School encourages that, where appropriate, concerns are raised directly with the member of staff involved. Staff are required to note any issues or concerns in the School's Learning Management System (SEQTA). The Head of School undertakes a regular analysis of complaints to identify any systemic issues or trends/patterns to inform our commitment to continuous improvement (Principle 9 of the National Principles for Child Safe Organisations). The School will use this information to refine our services and enhance the safety and wellbeing of our students.

Where you have not been able to resolve a concern or complaint through an informal approach to the member of staff directly involved, or if you would prefer to register a concern or complaint more formally, you can do so by any of the following avenues:

- Using the [FEEDBACK](#) option on the School's website
- Sending an email to complaints@bcgs.wa.edu.au
- Writing a letter to the School addressed to 'The Complaints Manager'
- A phone call to the School to the Classroom teacher, Year Group Co-ordinator, Head of House, Director of Students, Residential Boarding Supervisor, Head of Primary/Secondary/Boarding

'The Director General of the Department of Education is responsible for ensuring that the school observes the registration standards, including the standard about its complaints handling system. Any student, parent or community member is entitled to contact the Director General with concerns about how the school has dealt with a complaint. Information is available on the Department of Education website (<https://www.education.wa.edu.au/>). While the Director General may consider whether the school has breached the registration standards, they do not have power to intervene in a complaint or override the school's decision.'

The School confirms that no one will be penalised or suffer adverse consequences for making a complaint.

CONFIDENTIAL AND MEDICAL INFORMATION FOR 2024

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 2024. 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 17 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	administration@bcgs.wa.edu.au
Website	www.bcgs.wa.edu.au
Primary Office	9722 6100 – Primary parents are encouraged to use this direct line
Boarding - Mr Justin Forbes	0417 185 780
Clothing Shop	9722 6165

DRIVERS - STUDENTS

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. Students 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 park and drive to and from School. A copy of the students' driver's license is also required. Further information and an application form can be obtained from Administration or on the School website [here](#). Students are asked to park in the designated parking areas and to ensure their 'P' plates and Drive to School permits are always displayed.

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 on (08) 9722 6000 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 on (08) 9722 6000 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 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. 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' notice of a withdrawal is given, a fee may be incurred.

For full details of respective programs, please visit our website or contact beforeandafterschoolcare@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 at beforeandafterschoolcare@bcgs.wa.edu.au.

FIRST DAY ARRANGEMENTS – Tuesday, 30 January 2024

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, 30 January 2024 at 8.30am
- 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 regarding parking. The Eric Speed Early Childhood Centre carpark caters for families in Kindergarten, Pre-primary, and Year 1. The Irene Bourne Centre carpark and the Primary Sports Oval adjacent to it, off Jenour Court caters for families with children in Year 2 to Year 6.

All Primary Students – Kindergarten to Year 6

- i. On the first day of Term 1 (Tuesday, 30 January 2024), children in Kindergarten, Pre-primary and Year 1 are to be taken straight to the Eric Speed Early Childhood Centre. All the children in Years 2 to 6 are asked to make their way directly to their classroom as soon as they arrive. If parents are unsure where to go, please make your way to the Primary Office where staff will be on hand to assist you.
- ii. All Primary students should bring their lunch, a drink, and a hat (named) 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, 30 January 2024, 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 Day late in 2023.

STARTING WELL DAY - NEW SECONDARY STUDENTS

An Orientation Day for all Year 7 students and all other students **new** to the Secondary School will take place on **Monday, 29 January 2024**, the day before the usual school program begins. The day will begin at 9.00am in the Secondary School Quadrangle.

MUSIC (INSTRUMENTAL) PROGRAM APPLICATION FORMS

Application forms to take part in the Music Program in 2024, 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 2024** 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 SUNDOWNER

All Primary and Secondary parents are invited to the Parents and Friends' Association Welcome Sundowner on Thursday, 1 February 2024 at 5.00pm in the Tony Brooker Pavilion. Tickets can be booked on the School website.

The date for the first meeting of the P&F for 2024 is yet to be confirmed, however it will be held 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 – 2024

For safety reasons, parents are asked not to use the Administration carpark for pick-up 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 15 of this booklet)

Parents are also asked to observe the sign posted speed limit of 25kmph when entering and exiting the School grounds.

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 Week 1 and 2 only (30 January to 2 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.

Afternoon

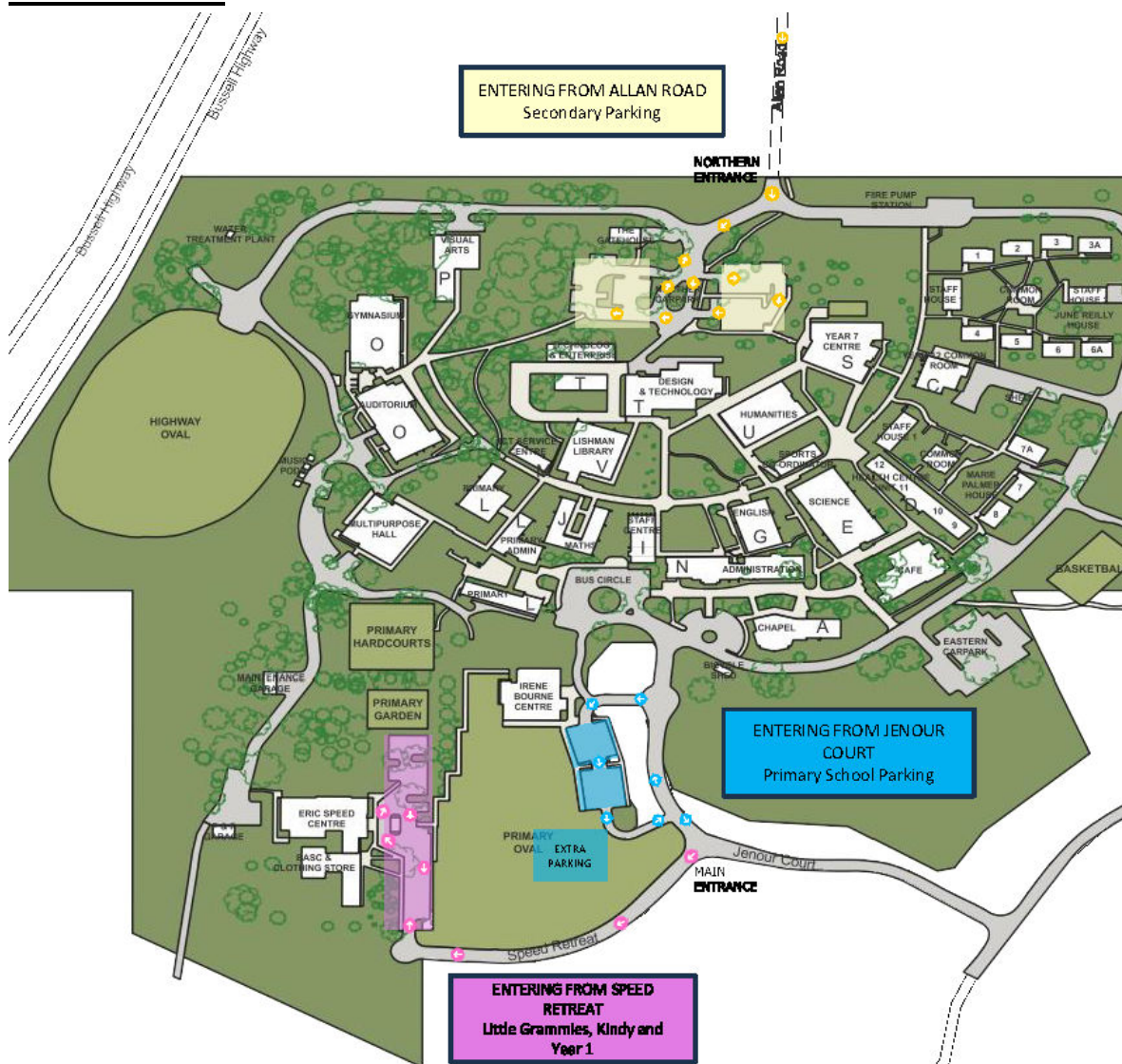
Because all buses leave at the same time (3.30pm), the Southern Entrance (off Jenour Court) is NOT available for student pick up between 3.00pm and 3.45pm. **For safety reasons, parents are asked not to park in Jenour Court outside the gates at the Southern entrance to the School**

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 to not 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 24 of this Handbook. 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.bcgs.wa.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 the Head of School at headofschool@bcgs.wa.edu.au for any requests for information related to the Privacy Act.

SCHOOL BALL (Year 11 and 12 students)

The Student Executive Ball will be held on Saturday, 23 March 2024 at the Mantra Lighthouse Hotel.

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 1 swimming program on the following days:

Year 12	Monday, 5 February	Year 9	Tuesday, 30 January
Year 11	Wednesday, 31 January	Year 8	Thursday, 1 February
Year 10	Wednesday, 31 January	Year 7	Monday, 5 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 Courses 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 that if a specific size or colour and/or brand is stated, you purchase exactly that size and/or colour and/or brand.

SUBJECT SELECTION - SECONDARY STUDENTS

The 2024 timetable has been constructed and course selections finalised. Any requests for changes need to be directed to Mr David White - Director of Studies by email (david.white@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

Secondary Interhouse Swimming Carnival	Tuesday, 5 March 2024
Primary Interhouse Swimming Carnival	Friday, 8 March 2024
Primary Interschool SWPCA Co-Ed Swimming Carnival	Dates to be confirmed
ACC Secondary Swimming Carnival	Tuesday, 19 March 2024

SWIMMING TRAINING

Primary

Swimming training for Primary is offered on:

Monday	4.00pm to 5.00pm
Tuesday	4.00pm to 5.00pm
Wednesday	4.00pm to 5.00pm

Parents are responsible for transporting students to and from the South West Sports Centre, located at Hay Park in Bunbury.

Mrs Kate Holdman and Mr Kelby Murray will be the Primary School Coaches, and training for Primary students will start on Monday, 6 February 2024 at 4.00pm and continue until the end of Term 1. Students who would like to join swimming in Term 1 will need to see Mr Murray or Mrs Holdman. 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 occurs after an assessment by the Primary Coaches. It is also dependant on lane space and availability in the Secondary squad, in consultation with Miss Natalie Ferrier, Swimming Co-ordinator and Coach.

Secondary

Training for Secondary students is conducted on two mornings per week (Tuesday and Thursday) from 6.00am - 7.30am at the SWSC, and starts on Thursday, 1 February 2024. The School bus transports all students back to the School after training.

Training is available to all students who can proficiently swim 100m without stopping, as well as demonstrate effective use of all swimming strokes (excluding butterfly). This is a safety requirement, as it is a development swim squad focusing on competitive strokes.

Pool entry is \$5.90 per student per visit, plus additional costs per term/semester to cover lane hire for the Swimming Squad. Application letters for consideration are to be submitted to the Administration office and students will be contacted by Miss Natalie Ferrier- Swimming Co-ordinator and Coach.

TERM DATES – 2024

Term One – Lent Term

Monday, 29 January 2024	New Secondary Students' Starting Well Day, All Year 7, Boarding students return from 3.30pm
Tuesday, 30 January 2024	Start of Term 1
Monday, 4 March 2024	Mid-Term break (Labor Day)
Tuesday, 5 March 2024	Secondary Interhouse Swimming Carnival
Friday, 8 March 2024	Primary Interhouse Swimming Carnival
Wednesday, 28 March 2024	Last day of Term 1

Term Two – Easter Term

Sunday, 14 April 2024	Boarding students return 5.00pm
Monday, 15 April 2024	Start of Term 2
Thursday, 25 April 2024	ANZAC Day (Public Holiday)
Thursday, 2 May 2024	Whole School Cross Country
Friday, 31 May 2024	Boarders' Long Weekend; Mid-Term Break
Monday, 3 June 2024	WA Day (Public Holiday); Mid-Term Break
Friday, 28 June 2024	Last day of Term 2

Term Three – Pentecost Term

Sunday, 21 July 2024	Boarding students return 5.00pm
Monday, 22 July 2024	Start of Term 3
Friday 16 - Monday 19 August	Mid term break – Boarding students return Monday evening
Thursday, 22 August	Secondary Interhouse Athletics Carnival
Friday, 20 September 2024	Last day of Term 3

Term Four – Advent Term

Sunday, 6 October 2024	Boarding students return 5.00pm
Monday, 7 October 2024	Start of Term 4
Friday, 18 October 2024	Year 12 Final Day
Monday, 28 October 2024	Written WACE Examinations start
Friday, 6 December 2024	Last day of Term 4; Secondary Presentation Events

Notes:

- i. The last day of each term or the day prior to a Boarders' Long Weekend will be a full school day
- ii. The Easter weekend coincides with the 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 and make note of them. 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 username 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 student's 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.

CONTEXTUAL AND ORGANISATIONAL INFORMATION

BUNBURY CATHEDRAL GRAMMAR SCHOOL'S MISSION STATEMENT

To provide excellence in all-round education within a unique environment by:

- Promoting best practice in pastoral, academic and co-curricular programs
- Creating a caring, stimulating, structured and Christian setting; and
- Encouraging all students to use all their gifts to flourish to achieve their potential

The Visitor

Bunbury Cathedral Grammar School is an Anglican School and, therefore, must uphold the beliefs and values of the Anglican Church. Consequently, the official Visitor - who may exercise his privilege and inspect the School at any time - is the Anglican Bishop of Bunbury, The Right Reverend Dr Ian Coutts.

The Board of Governors

The Board includes members who have been appointed by the Bishop and the Diocese of Bunbury, the Parents and Friends' Association and the Old Grammarians' Association. Its role is to determine the overall policies for management of the School, by the Head of School and its staff, to ensure the financial viability of the School and to plan for its future.

The Head of School

The Head of School, who is appointed by the Board of Governors, is the Chief Executive Officer of the School and implements the decisions of the Board. The Head of School, Mr Matthew O'Brien, is responsible for the School's daily management.

School Executive

The School Executive comprises of Heads of Secondary and Primary as well as Deputy Heads and has a collective wealth of learning and leading experience. Most importantly, they are dedicated to ensuring students of the South West have access to the best education and work closely with teaching and support staff to ensure our wellbeing and learning environments meet the highest standards.

Please follow this [link](#) to read about our School's leaders.

POSITION STATEMENT CONCERNING RELIGIOUS AND PHILOSOPHICAL STUDIES AND OTHER FAITHS

Bunbury Cathedral Grammar School welcomes people of all or no faith. Nevertheless, as a school founded in the Anglican Tradition, students will encounter particular aspects of Anglican culture as they progress through the School. These include:

- A willingness to talk about God, Jesus, and the Holy Spirit
- Prayer
- Exposure to the scriptures and the main themes of the Christian faith
- Exposure to the beliefs of some non-Christian faiths in our community
- Worship - often in the form of Eucharist (Holy Communion)
- Philosophical inquiry into the nature of faith, science, the arts, and meaningful living
- Discussions about the Spiritual nature of life

These encounters occur both formally and informally as part of the School's ethos. Prayers said at mealtimes may be informal, whereas classroom lessons in Religious and Philosophical studies are formal.

It is desirable that all students embrace these encounters as part of a well-rounded education, and that they develop a well-informed appreciation of religion as an aspect of humanity.

As not all parents have a Christian or Anglican background, the School has adopted an inclusive approach to its Religious and Philosophical studies program. Students are invited to explore Anglicanism and other faiths as phenomena in the world. Students are not asked to adopt a faith unless it is their clear desire to do so, but all students are expected to attend School worship services and Religious and Philosophical studies classes.

Nevertheless, some parents of other faiths may desire a modified program for their child. Where this is the case, students will be expected to study alternative materials, concurrent with their Religious and Philosophical studies classes. It is the parents' responsibility to provide these materials. Similarly, parents may arrange concurrent alternative worship in consultation with the School. For example, parents who are of the Muslim faith may conduct prayers with their child in a separate prayer-room at the same time as a chapel service. It would be the parents' responsibility to be the supervisors of this. Alternatively, parents may sit at the back of the Chapel to share the worship experience their child is having.

In all cases, the School Chaplain and Religious and Philosophical studies teachers will be available to make an arrangement which maximises the student's exposure to religion without compromising their particular faith.

RULES AND REGULATIONS

Students are expected to take care of themselves, to respect the rights of others to privacy and dignity, and to accept the responsibilities which are associated with their own rights. Bullying, intimidation, harassment, discrimination, and racial vilification of any kind is not acceptable. A breach of these rules would be viewed very seriously and would be likely to at least result in a period of suspension and may result in a student being withdrawn from the School.

1. Relationships

A healthy, natural atmosphere is a major attraction of a co-educational school. Both platonic and emotional relationships between the students will inevitably develop, but:

- i. No physical contact of an intimate nature is allowed at School, at School functions, on School camps or on School excursions.
- ii. No student may enter the sleeping accommodation of another student in Boarding, while on camp or at any other School function.
- iii. When on camp, or as Boarders, students are not allowed to leave their sleeping quarters without staff permission after they have gone to bed at night until morning wake up call, unless there is an emergency.

2. Illegal and Harmful Drugs

- i. The possession, supply, trade and/or use of illegal or harmful drugs, or pharmaceutical drugs, including psychoactive stimulant drugs, for non-medical purposes, including for sport, while in Boarding, at School, travelling to and from School, on School camps or at other School functions, is strictly forbidden. For Boarding students this includes when on leave from Boarding.
- ii. The possession of drug taking implements while in Boarding, at School, travelling to and from School, on School camps or at other School functions, is strictly forbidden. For Boarding students this includes when on leave from Boarding.

3. Other Rules

- i. Students must not smoke or vape, or be in possession of tobacco or e-cigarettes at School, at School functions, on School camps or on School excursions.
- ii. Students may not drink alcohol at School, at School functions, on School camps, on School excursions, or attend School functions under the influence of alcohol. They should not be in possession of alcohol or empty containers which have held alcoholic beverages.
- iii. Students may not bring any dangerous weapon to School, School camp or excursion.
- iv. Students may not chew gum at School, on School camp or excursion or when in School uniform beyond the School.
- v. Students are required to maintain an acceptable standard of personal cleanliness.

4. Presentation Guidelines

Please [click here](#) to view the expectations of the School with regards to presentation.

POSITIVE BEHAVIOUR

All students at Bunbury Cathedral Grammar School have the right to feel safe, valued and respected. Diversity is understood and valued, and students are informed of their rights and participate in decisions about issues which affect them. We expect all students to give of their best effort in their learning and to expect students to respect the opportunity for all students to learn. These expectations are reflected in the Rights and Responsibilities below:

RIGHTS AND RESPONSIBILITIES

Students have the right to:

- Feel safe.
- Feel proud of being part of the BCGS community.
- Feel informed and included about their rights and decisions which affect them
- Learn and be challenged.
- Expect property to be safe.
- Feel valued, respected and included.

The above rights imply certain responsibilities – students have a responsibility to:

- Ensure the safety of yourself and other people, in person and online.
- Respect and value all people, showing kindness.
- Respect diversity
- Ensure that all students have the maximum opportunity to learn.
- Care for our own and other people's property.

To support these Rights and to highlight student Responsibilities, there are some common Rules which help to guide student behaviour in the classroom.

All students should:

1. Bring appropriate equipment for each lesson
2. Enter the room in an appropriate manner and prepare for the lesson
3. Recognise that the teacher is best qualified to make judgements as to what is most effective educationally and to follow their instructions
4. Be quiet and pay attention when the teacher is ready to commence the lesson
5. Attempt to do their best work
6. Respect the learning environment of all members of the class
7. Respect the point of view and right to express it of all members of the class
8. Leave the room neat and tidy for the next users

The School promotes positive behaviour through teaching and modelling expected behaviours, acknowledging positive behaviours within the whole school community, and promoting 'The Grammar Way' which encompasses the expectations in this document.

When a student does not meet these expectations the Wellbeing staff work with the student to discuss the concerns and give the student strategies to make the required changes to behaviour. Students are given the opportunity and guidance to 'get things right'.

Should more significant concerns arise or persist, a Wellbeing Adjustment Plan may be developed with the student and parent/carer, to support the student to modify behaviour.

Should this intervention be unsuccessful the Head of House and Director of Students may invoke a loss of privileges for that student to support the student to modify their behaviour.

The Loss of Privileges (LOP) works as a broader whole-school Positive Behaviour Support approach and encourages students to maintain expected standards of engagement and behaviour. The policy is underpinned by our Positive Behaviour Matrix which is based on our school values and clearly describes the behavioural expectations at Bunbury Cathedral Grammar School.

All students commence with all privileges offered at the beginning of each school year.

These privileges relate to activities that could be considered 'extra-curricular'. That is activities which are offered as enrichment or reward activities beyond the normal teaching and learning and co-curricular educational programs. Students who maintain their privileges through meeting school expectations, are eligible to participate fully in school incursions, excursions, representing the school, social events, and reward activities.

Bunbury Grammar School students will maintain their privileges by demonstrating:

- Displaying effort and commitment to their learning through the completion of course requirements in accordance with subject outlines
- Positive behaviour (in accordance with the Positive Behaviour Expectations)
- Meeting the requirements of the school's dress code
- Making every effort to maximise their learning by maintaining a satisfactory level of attendance and punctuality
- Responding constructively to support to modify behaviour where issues have arisen

Parents/Carers support students by:

- Ensuring regular attendance at school and working alongside the school where difficulties arise
- Encouraging and supporting engagement in learning
- Working collaboratively with the School to resolve any concerns that may impact on a student's progress and achievement

LOSS OF PRIVILEGES

If a student is identified as being at risk of losing privileges, this will be communicated to the student and their parent/carer.

Support and intervention strategies will be planned, documented and applied in collaboration with the student and the parent/caregiver. If there is limited or no response to planned supports and interventions, the student may lose their privileges to attend extra-curricular activities.

Loss of privileges is applied automatically when a student is suspended for any serious breach of school discipline.

It may also be applied for significant events where suspension was considered.

The period of Loss of Privileges will be applied for a minimum of 3 weeks at the discretion of the relevant Head of House, in consultation with the Director of Students and Head of Secondary. Heads of Faculty can also request, via Heads of House, that a student loses privileges should they believe the student is not meeting the academic requirements within their Learning Area.

When a student loses their privileges:

- A formal notification will be provided to the student and their parent/caregiver

- Ongoing support will be provided to the student to assist them to regain privileges

A student who has lost their privileges will not be permitted to participate in extra-curricular activities. In exceptional circumstances the Head of School or Head of Secondary may choose to exclude students from participating in co-curricular activities for a period of time.

Privileges lost will include all activities in the following extra-curricular areas:

- Social Events (School Ball, year group activities)
- School excursions that do not affect student learning
- School representation at Competitions and Carnivals
- Tours (Intrastate, Interstate, and International)
- Other activities (non-compulsory subject-based events)

REGAINING PRIVILEGES

Students will be counselled and given targets to enable them to regain their privileges.

All privileges are regained for a student when they have met expected targets OR have met individualised adjustment plans.

When a student regains their privileges:

- A formal notification will be provided to the student and their parent/caregiver
- Access to extra-curricular activities and events is reinstated

Definitions:

Co-curricular activities are learning experiences that take place outside of the classroom but are still tied to the classroom curriculum and may be assessed in some way. These activities are inclusive of all students studying a particular course and their attendance is required.

Extra-curricular activities are learning experiences that enhance learning, but these activities are voluntary and are not required for the completion of a course.

DIRECTOR OF STUDENTS (SECONDARY)

2024 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.

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, conditions, exclusions and limitations. A Schedule of Events and Compensation is available from the Finance Manager.

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 Finance Manager.

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 dependents, 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.

2024 EXTRA SUBJECTS (EXTERNAL PROVIDERS)

Tennis classes will be available in 2024 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 .

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 2024. 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 they run, is sent home at the beginning of each term.

Art Club (Years 7 to 12)

The club operates one afternoon per week, 3.30pm to 5.00pm.

Cost: Nil Contact: Miss Caitlyn Oberg

Writers' Club (Years 8 to 12)

This group meets weekly over lunch and provides the opportunity for students who have advanced writing and thinking skills to share 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 to 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: Mrs Naomi Smith

Duke of Edinburgh Ignite Award (Years 7 to 8)

This award is available to all students from Year 7 to 8. Students record achievements in four areas against a set of personally set targets. The areas are Expeditions, Community Service, Skills and Physical Recreation.

Cost: \$100.00 Registration Fee Contact: Mr Jeremy Potter

Duke of Edinburgh Award Scheme (Years 9 to 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: \$163.00 Bronze Award Contact: Mrs Roxanne Wilson
\$189.00 Silver Award
\$210.00 Gold Award

Woodworking and Metalwork

An afterschool workshop class is offered through the Design & Technology Centre on Tuesday, Wednesday and Thursday evenings for students in Years 9 to 12 that are enrolled in a workshop-based course. To keep workshop space free for Year 11 and 12 students, this class is limited to 10 students from Years 9 to 10. Students in Years 9 to 12 studying workshop-based subjects will have access to the workshop after School on these evenings at no cost. However, they will be required to supply their own material or pay a charge towards the use of materials from the School stocks if they choose to make additional projects that have not been set through normal class time.

Cost: Charges for any additional projects outside course work Contact: Mr John Poller

SCUBA Club (Years 10 to 12)

The Club organises dives courses and dives through a local company. Optional dive trips may be organised on weekends and during some school holidays, if appropriate operators are available.

Cost: On application Contact: Mr Robert Brooksbank

Swimming Squad - Primary (Years 3 to 6)

Students must have attained a minimum of Level 5 in Vac Swim to attend. The squad trains on three afternoons 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 (TBC) Contact: Mr Kelby Murray

Swimming Squad - Secondary (Years 7 to 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 (TBC) Contact: Miss Natalie Ferrier

Academic Talent Development Program (Primary)

Year 3/4 Philosophy Club – Wednesdays 3:20-4:30

Year 5/6 Philosophy Club – Tuesdays 3:20-4:30pm

Cost: Nil Contact Mrs Rachel Cook

Version Control	
Date of Update	3 September 2021
Nature of Update	Amendment of Attendance and Complaints Information
Person Updating	Gillian Glisson
Date Website Updated	3 September 2021