



Bunbury Cathedral  
Grammar School

# Year 7 Handbook



Pre-Kindergarten to Year 12 :: Anglican :: Independent :: Co-Educational :: Day & Boarding

# Year 7 Goals

- Build positive relationships between parents and the School
- Build academic, social and emotional skills and attitudes for a successful transition into secondary school
- Provide excellent wellbeing support for students
- Set high academic and behavioural standards for students
- Provide a challenging and supportive environment which promotes a love of learning and caters for individual differences and needs



# Welcome from the Head of School

Welcome to Year 7, the start of your exciting journey through Secondary School at Bunbury Cathedral Grammar School.



We know that Year 7 can be daunting and even a bit scary, which is why we have a purpose-built Transition Centre for our Year 7 students. This centre is our Year 7 students' home away from home, with dedicated staff, classrooms, lockers and its own playground, nestled in the beautiful bush. We were one of the first schools in Western Australia to move Year 7 from the primary school into secondary school and have well developed strategies and techniques to assist your transition.

From the start of year, when you go on camp to get to know all the new friends you have not yet met, it will be important that you take advantage of every opportunity that is given to you. Get involved in your own learning with a great study plan and positive approach to learning. Keep healthy and physically active for your body and brain. Try new things, test new ideas and make a difference, both to yourself, your fellow Year 7 students, and our wonderful Bunbury Grammar community.

Sometimes Secondary School might push you outside of your comfort zone, challenging you either physically, mentally, or emotionally; this is not something to be concerned about, as challenge is important for all of us to learn, live and grow. You will learn new things, have wonderful experiences, and most importantly you will find who you are, continuing to define your path in life. Year 7 and the Year 7 Transition Centre is your safe place, where everyone has the right to be treated with respect and fairness, feeling safe and secure.

I wish you well on the start of your secondary school journey here at Bunbury Cathedral Grammar School.

Mr Matthew O'Brien  
Head of School

# Year 7 Staff

## Teaching and Learning



### Mr Jeremy Potter

Director of Teaching and Learning (Middle Years)

Year 7 Science and Mathematics

jeremy.potter@bcgs.wa.edu.au



### Mrs Meredith McCarthy

Year 7 English, Religious and Philosophical Studies (RaPS)

### Miss Amy Brown / Miss Lauren Howell

Year 7 HASS

### Miss Sophie Hartley

Year 7 Science

### Miss Abbey Leighton

Year 7 Mathematics and Technologies

### Miss Shannen Jenkin

Year 7 Physical Education and Sport

### Mrs Jocelyn Lockhart

Year 7 Health, Physical Education and Sport

### Miss Natalie Ferrier

Year 7 Health, Physical Education and Sport

### Mr Matthew O'Brien

Technologies

### Ms Sandra Motteram

Art

### Mr Glen Strindberg

Media

### Mr Jason Bancroft

Drama

### Ms Sarah Hindley

English Enrichment and RaPS

### Mr Matthew Cabala

Technologies and Music

### Mr Paul Good

Technologies

### Madame Wansborough

French

### Mrs Roxanne Wilson

English Enrichment



To contact any of the staff refer to the communication model on page 15.



**Ms Keren Claassen**  
Year 7 & 8 Year Level Co-ordinator  
keren.claassen@bcgs.wa.edu.au

## Student Wellbeing

Student wellbeing is central to everything we do. By getting to know students as individuals, building their self-esteem and making them feel happy and safe at school, we enable them to maximise their involvement and achieve their potential.



## House System

Complemented by a range of wellbeing programs, our House system strengthens the crucial staff-student-parent relationships as well as providing many leadership and role modelling opportunities for students.

### Goldsmith House

**Head of House:** Mr Ryan Dawson  
ryan.dawson@bcgs.wa.edu.au

### Knight House

**Head of House:** Mrs Tina Maree  
tina.maree@bcgs.wa.edu.au

### Redding House

**Head of House:** Mr Rob Brooksbank  
rob.brooksbank@bcgs.wa.edu.au

### Wilson House

**Head of House:** Mrs Jocelyn Lockhart  
jocelyn.lockhart@bcgs.wa.edu.au

## Administration and support

**Head of School:** Mr Matthew O'Brien

**Head of Secondary:** Mrs Kathy Chiera

**Head of Boarding:** Mr Justin Forbes

**Director of Students:** Mr Kelvin Green

**Director of Teaching & Learning (Senior Years):** Mr David White

**Director of Co-Curricular & High Performance Sport:** Mr Andrew Lincoln

**Head of Diverse Learning:** Mrs Roxanne Wilson

**Academic Talent Development Co-ordinator:** Mrs Naomi Smith

**Sport Co-ordinator:** Mr Jason Reid

**School Chaplain:** The School is supported by the Anglican Diocese of Bunbury



# Transition Program - Timeline

Our purpose-built Year 7 Centre and Transition Program was one of the first in the State and reflects the importance we place on this year.

Students are introduced to the world of Secondary School through a progressive integration. The Year 7 Centre features a dedicated recreational space, open learning areas, play and outdoor spaces, with access to all a Secondary school has to offer.

## Pre-Year 7 (Year 6)

- Term 1 - Year 7 Scholarship testing (interested students only)
- Term 3 or 4 - Families meet with Head of School/Head of Secondary
- Term 4 - Orientation Day

## Year 7 - Term 1

- Week 1 - Starting Well Program and Year 7 Camp
- Week 2 - Starting Well Program Continues
- Week 4/5 - Parent Information Evening
- Week 7 - NAPLAN Testing
- Interhouse Swimming Carnival
- Introduction to Houses

- Peer Support Program (ongoing throughout the year)
- Surviving High School Program
- Personal organisation: Effective use of Home Study Diary, study planners and laptop familiarisation
- Familiarisation with Assemblies and Eucharists



## Year 7 - Term 2

- Positive Education - Introduction to Character Strengths program
- Interhouse Cross Country
- Year 7 Parent-Home Group Teacher meetings



## Year 7 - Term 3

- Year 7 Class Parent-Teacher interviews
- Positive Education - Identifying and working with our Character Strengths
- Interhouse Athletics Carnival
- Year 7/8 Winter Carnival
- Readers Retreat



## Year 7 - Term 4

- Poetry Recitals
- Year 7 'Shark Tank'
- Study skills program - preparing for examinations
- Year 7 Examinations
- Orientation to Year 8 Day



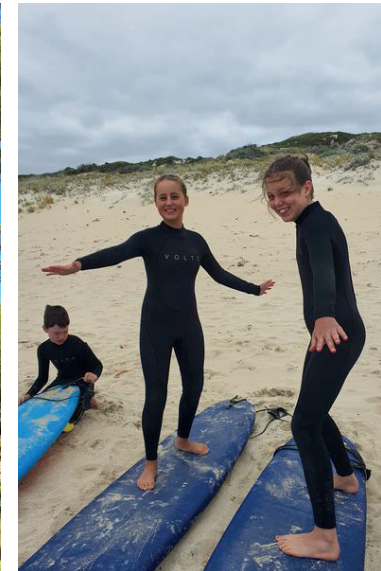


## The Starting Well program has an explicit approach which focuses on the following:

- Personal organisation - use of Home Study Diary.
- Using lockers and locks.
- Friendships.
- Meeting Year 7 teachers.
- Using timetables.
- Learning to use laptops and associated software.
- Introduction to teacher expectations including homework and course outlines.
- Meeting Peer Support leaders and participating in peer support activities.
- Learning new routines and structures.
- Introduction to SEQTA.
- Eucharist and Assembly etiquette.
- Working your way around the School campus.
- Camp preparations.
- Introduction to other key staff - Head of School, Head of Secondary, Director of Students, Director of Co-curricular & High Performance Sport, Heads of House and Year 7 & 8 Year Level Co-ordinator.

## Starting Well Program Term 1 - Week 1 and 2

We have a dedicated focus on ensuring our Year 7 students get the best start to secondary school. In the first two weeks of Term 1, we have designed a program that aims to reduce student anxiety and prepare students for what is ahead.



# Tips to be successful in Year 7

# Frequently Asked Questions

- Organise files and notebooks - make sure you listen to what each teacher requires and expects of you.
- Have a quiet area to complete homework and revision. Put mobile phones away/turn them off.
- Set time limits for screen time.
- Learn how to use SEQTA and how it can help you get organised.
- Use the Home Study Diary to write down homework tasks and other important reminders.
- Regularly re-organise and clean lockers.
- Develop a homework plan to work around non-academic commitments. Plan specific times to complete homework and assignments. Then stick to it!
- Avoid procrastinating - start assignments early and try not to leave things to the last minute.
- Always speak to your teacher if you do not understand something or are unsure how to complete assignments.
- Most importantly make sure you have a good school-life balance - get plenty of sleep, make time to socialise with your friends, spend time with family and dedicate time to playing sport, music or your hobbies.



## How much homework is expected to be completed?

The School's policy for the amount of homework/study to be completed in Year 7 is six hours per week. The staff consider this to be a process of building the students towards this goal as opposed to expecting this to happen straight away. The Year 7 staff expect this to be a challenge for many students as part of the transition to secondary and are a great resource to assist students and their parents. We would encourage parents to make contact with the relevant class teacher if this becomes an issue.

## Who do I talk to if I need further information or have an issue?

We have designed a communication chart which enables parents and students to make contact with the appropriate staff member when they have an issue. The first contact on the chart is usually the best person to contact. Should this fail to resolve the

issue, parents are encouraged to seek support from the second contact on the list. (refer to back page)

## Can my child wear sports uniform to and from school?

Students can only wear sports uniform on their timetabled Sports Day. The exception to this rule is when students are involved in outside school sporting carnivals when they are expected to wear their sports uniform.

## Can my child take their laptop home?

Once students have been allocated their laptops they are able to take them home. It is emphasised to students that having them is a privilege and great responsibility and they should be brought to school each day. Should students have any issues with their laptops they will need to take them to the School's IT Department to have their problem resolved. Teachers will work with students in the first few weeks to familiarise them with their laptops and the commonly used



software. Students should get into the habit of charging their laptops each night as this will ensure laptops are fully charged and available for the following school day. In general, students will not be allowed to charge laptops during class.

**What is SEQTA?**

SEQTA is the data management software program that is used across the School. This enables a whole range of data to be efficiently recorded and shared amongst the staff in the School as well as keeping parents and students informed of their progress. All assessments are recorded through this program by teaching staff. Parents will be given a login to SEQTA which allows them to view their child's progress by accessing the program at any time. There are training videos available for parents to assist them with how to use and get the most out of SEQTA.

**Who do I contact if I need to pass messages to my child during the day?**

The best way to ensure urgent messages are passed onto students during the day is to contact Student Services via telephone: (08) 9722 6000 or email

administration@bcgs.wa.edu.au. Our teaching staff are busy with students during school hours and therefore we discourage parents emailing students' teachers during the day with messages for their child. This will avoid a situation where these may not be passed on in time.

**Are students allowed mobile phones?**

Students are allowed to have mobile phones at school on the provision that they are placed in bags/lockers on arrival at school and only accessed at the conclusion of the school day. The School accepts no responsibility for lost or broken mobile phones.

**When are parent interviews?**

Parents/students have an opportunity to meet with Home Group Teachers in early Term 1 to discuss the students' overall transition to Secondary. Formal parent-teacher interviews are also conducted early in Term 3, after Semester 1 reports have been distributed over the winter holidays. This allows parents to discuss their child's progress with each of the core subject teachers. We encourage student attendance during our parent-



teacher interviews, although this is optional.

**How does the School report on my child's progress and achievement?**

In addition to the parent-teacher interviews and progressive reporting to parents through SEQTA, formal reports are issued to parents at the conclusion of Semester 1 and Semester 2. However, we encourage parents to contact the relevant staff throughout the course of the year if they have any concerns.

**How do I contact the School if my child is absent?**

If your child is absent from school, an email to our Administration is sufficient. For longer term absences or holidays during term, parents should apply to the Head of Secondary.



**How does my child order lunch from the canteen?**

Food and drinks can be purchased from the School Canteen at recess and lunchtime. Students can use their student ID card or pay cash. Parents can order their child's lunch online or the child can place an order before school at the canteen. To acclimatise the students to this arrangement, in Term 1, Year 7 students can place their lunch orders in the lunch basket which is housed in the Year 7 Centre, as they arrive to Home Group in the morning.

Our **Communication Model** on the back page strives to streamline the issues that may be faced by our students and parents during the year. We encourage parents and students to reach out to the first contact on the Communications Model if they have an issue, concern or query. If this should be unsuccessful for whatever reason, then the second person listed can be contacted to assist. There is also a feedback form for parents and students on the School website.





# Communication Model

Issue/Concern/Query	1st Contact	2nd Contact
<b>Wellbeing</b>		
Transition issues	Home Group Teacher	Year 7 & 8 Year Level Co-ordinator
Organisation/Time Management		
Social/Friendships		
Bullying		Head of House
Other wellbeing concerns		
House Carnivals/Events	Head of House	Head of Physical Education and Health
<b>Academic</b>		
Academic progress	Relevant Year 7 Subject Teacher	Relevant Head of Faculty
Class issues		
Homework/ Assessments		
Academic Talent Development Program	Academic Talent Development Program Co-ordinator	Director of Teaching/ Learning (Middle Years)
Special Needs/ Learning Difficulties	Head of Diverse Learning	
<b>Year 7 Program &amp; Year 7 Camp</b>		
Year 7 Program	Director of Teaching/ Learning (Middle Years)	Head of Secondary
Year 7 Camp		
<b>Miscellaneous</b>		
Attendance/Absentees	Student Services	Year 7 & 8 Year Level Co-ordinator
Holidays during School term	Head of Secondary	
Co-curricular/School sport	Coach/Teacher in charge	Sports Co-ordinator / Director of Co-curricular & High Performance Sport
Bus issues	Director of Students	Head of Secondary
Health Issues / Change to Health	School Nurse	Student Services
Boarding	Residential Boarding Co-ordinator	Head of Boarding
Counselling	School Psychologist/ Counsellor	Year 7 & 8 Year Level Co-ordinator
Messages to students	Student Services/Front Office Administration	
Feedback	A feedback form is available on the School website	

To contact staff please email: [firstname.surname@bcgs.wa.edu.au](mailto:firstname.surname@bcgs.wa.edu.au)