2015
P-12
STUDENT HANDBOOK
Balmoral Community College
No. 8872

ADDRESS: Harrow Road,
          Balmoral, VIC, 3407
          Telephone: 03 5570 1247
          Fax: 03 5570 1419

MAILING ADDRESS: Harrow Rd
                  Balmoral, VIC, 3407

REGION: South Western Victoria

MUNICIPALITY: Shire of Southern Grampians

PRINCIPAL: Mrs Wendy Hobbs

-----

BUSINESS MANAGER: Ms Adele Brown

SCHOOL SUPPORT STAFF: Mrs Maria Merryfull
                        Mrs Deb Salter
                        Ms Julie Mutch
                        Mrs Tania Shalders
                        Mrs Alex Mason

TEACHING STAFF: (As known at the end of 2014)
Mrs Betty Perry, Mr Graham Lewis, Ms Dana Talbot, Ms Emma Wallace, Mrs Lyndal
Shewry, Mr Tristan Frechette, Mrs Bernadette Kirby, Mr Mark Kuchel, Mr Glenn Hayes,
Mrs Rhonda Merryfull, Mrs Suzanne Smith, Mrs Julie Lyons, Mrs Deb Mutch, Mr Dennis
Sharkey, Mr Daniel Thomson & Mr Tom Middlebrook, Ms Maryanne Wilson, Mrs Jackie
Grant.

SCHOOL NURSE: Mrs Jo McCure
CHAPLAIN: Mrs Cherryl Amery
DEAR PARENTS

Welcome to our unique K-12 college, offering a genuine choice of pathways for students and a vibrant and supportive learning community.

The first year of a new school is a very important step in a child's education. We, as a staff, will endeavour to make this step an enjoyable learning experience. We have a beautiful well equipped school and caring teachers to achieve this aim.

Parents are encouraged to take part in their child’s education as this partnership is vital to children’s learning. We welcome you into our school at any time. This should be done by phoning or contacting the college office before entering a classroom and signing the visitor’s book.

There are many opportunities for parents and community members to participate in our college. Please join in any college assemblies, social events, sports and picnic days, curriculum days and Parents’ and Friends’ Association meetings. We also encourage you to participate in any out of school hour activities held on our college grounds. This will give you the opportunity to learn about our college and allow you to have input into your child's education.

All school policies are available to be read in the school administration building, copies are available for parents and all required and relevant documents are available on the school website.

Let us be a team of children, parents, community and staff working together as an informed group.

COLLEGE PURPOSE:

Engaging Every Student, Every Lesson, Every Day.

MISSION STATEMENT:

Balmoral Community College's mission is to:

• Provide an energetic, innovative and collaborative learning environment for people of all ages
• Fully utilize resources from within the local community
• Use technology to draw resources from the wider world
• Promote community, global and environmental responsibility
• Nurture individuals to become capable, resilient and resourceful citizens
• Provide a safe environment for teachers, students and community members

COLLEGE VALUES:

• Respect
• Cooperation
• Positive Relationships
• Striving for Excellence
• Honesty
• Trust
• Knowledge
**TERM DATES FOR 2015**

<table>
<thead>
<tr>
<th>Term 1:</th>
<th>Staff return</th>
<th>Tuesday 28th January</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students return</td>
<td>Thursday 30th January</td>
</tr>
<tr>
<td></td>
<td>Last Day of Term</td>
<td>Friday 4th April</td>
</tr>
<tr>
<td>Term 2:</td>
<td>Wednesday 22nd April to 27th June</td>
<td></td>
</tr>
<tr>
<td>Term 3:</td>
<td>Monday 14th July to Friday 19th September</td>
<td></td>
</tr>
<tr>
<td>Term 4:</td>
<td>Monday 6th October to Friday 19th December</td>
<td></td>
</tr>
</tbody>
</table>
INFORMATION FOR NEW PREP PARENTS

The transition into Prep is a long term process helping each child to move from dependence to independence. This is a dramatic change which needs the co-operation of parents and teachers. The early school years will set the pattern for success or failure in the future. Parents and teachers can do a lot to support the children and ease the transition from home/kindergarten into the state school system. We encourage all parents to work in partnership with the school for the development of the physical, social, emotional and intellectual abilities of your child.

School days:
Following the procedure that Preparatory Grade children have shorter school hours during February, all such students will attend school for four days per week during that month. The first few weeks are very tiring for Prep children. Therefore, during the month of February, Prep students do not attend formal schooling on Wednesdays. You will be required to bring your child in for an assessment interview on one of these Wednesdays.

Assessment:
Prep entry assessments will be administered during February using the new DEECD English Online testing and the Early Years Numeracy Program.

A nursing sister from the School Medical Service examines all children in the Prep grade. Children with known problems may be referred to her from any grade. Parents will be contacted if the nurse considers that a child needs further medical attention.

Prep Information Session:
An information session will be held for all prep parents within the first month of schooling to discuss curriculum, the classroom program and structure, behaviour management and to answer any questions or to discuss issues you may have.

Parent Classroom Helper Program:
A Parent Helper Training Session will occur during Term 1 for all interested prep parents and new parents in the Early Years.

Uniform:
It is compulsory for all students at Balmoral Community College to wear the college uniform. This includes a blue college hat from September 1st to April 1st. The college has a no hat, no play policy.
The Education Act requires that children of school age (six to seventeen years) to be in full-time attendance at a school unless they are receiving approved home tuition. Our school requires that post-compulsory aged students also attend school unless a valid reason exists.

All enrolled students are required to attend the college unless reasonable and valid grounds exist for them to be absent. Illness is reasonable grounds for an absence - shopping excursions or birthday parties are not. Parents have a responsibility to ensure that their children attend the college regularly.

Parents have the responsibility of providing a written note or return a completed absence form to the school explaining why an absence has occurred. In cases of infectious diseases, an early phone call to the school is appreciated. For other illnesses you are welcome to advise the college and please ensure that your child brings a note of explanation on his/her return. If students are going to be absent from school for an extended period, parents should advise their year level coordinator or classroom teacher of this prior to leaving, so a student absence learning plan can be fulfilled to support their education. Independent students not living with parents or guardians are also required to provide notes.

During the day children are not permitted to leave the college grounds during recess or lunchtime, except when permission is granted to children who have brought a written request to do so from home.

Parents are also responsible for providing a signed note for any classes missed due to a late arrival to the college or an early departure from the college as per the designated bell times.

If you call to collect your child during college hours, please inform the class teacher of your action with a note. Parents are required to sign out the child and collect them from the front office.

The college relies heavily on community support and is appreciative of that which is given. An invitation is again extended to those families who have yet to become involved to consider some form of participation during the school year.
**ANAPHYLAXIS**

Anaphylaxis is a severe, rapidly progressing allergic reaction involving breathing and/or circulation that is potentially life threatening. It is a medical emergency that requires a rapid response.

**Management Plans**

- Parents/carers develop, in consultation with staff, a management plan for individual students at risk of anaphylaxis and provide a management plan signed by their doctor with an up-to-date photo, yearly. A copy of the plan will be clearly displayed and accessible to staff. Permission is sought for a copy of the management plan to be provided to the local Bush Nursing Centre.
- Avoidance of any known triggers if possible.
- Determine if allergic reaction is mild, moderate or severe
- Follow individual management plans for students with anaphylaxis risk diagnosed.

**Risk management**

- Allergens/triggers can be ingested, inhaled, injected or placed on the skin. Symptoms may be localised or generalised, and range from mild to severe.
- There are eight foods that account for 95% of allergic reactions: Peanuts, tree nuts (walnuts, almonds, cashews, pistachios, pecans, etc) fish, shellfish, eggs, milk, sesame and soy products.
- Permission is sought for a management plan copy to be provided to the local Bush Nursing Centre.
- A practice of reducing risk to a child at risk of anaphylaxis by removing, as far as is practicable, major sources of the allergen and develop strategies to help reduce the risk of anaphylaxis.
- No Food Sharing. The practice where the child at risk from anaphylaxis from a food allergen eat only the food that is supplied or permitted by the parent/carers and does not share food, utensils and containers with or accept other food from any other person. Bottles, drinks and lunch boxes should be clearly labelled.

**Parent Responsibilities**

- Inform the college regarding their child's health needs upon enrolment or diagnosis
- Provide the college with a written individualised management plan signed by a medical practitioner and reviewed and updated annually in consultation with their medical practitioner.
- Provide an EpiPen and/or other medication required for their child
- Replace the EpiPen when it expires or if it is used.

**ANNUAL EVENTS**

Students, upon enrolment, will be entered into one of three college houses. Henty (Green), Glenelg (Red) and Mitchell (Yellow).

**Swimming Carnival, Athletics Sports and Cross Country Run**

Swimming Carnival for Yr 3 – Yr 12 is held in term.
Swimming Carnival for P-Yr 2 – this may be held after swimming lessons (lessons can only be offered if we have sufficient parent helpers to assist with the program.
All students compete in activities appropriate to age levels, in a school house competition.
Students from 9–12 years of age also participate in the interschool competition Kowree District Sports and have the opportunity to compete at Zone, Regional, State and National levels.
Students from 13-21 years of age have the opportunity to represent the school at Little Desert, region and VSSSA state final levels.

Each child is asked to bring a safety pin on the day of the Athletics Sports so that cards and ribbons can be securely pinned to their t-shirt.

**Interschool Sports Program**

Students in Grades 4, 5 and 6 participate in interschool sports programs which are programmed at the beginning of each year.

**End of year celebration/awards night**

Balmoral Community College will hold a P-12 end of year celebration, which will incorporate college awards and other presentations as programmed.

**College Camps**

The School Council has the responsibility of approving camp arrangements (including programs, staffing and the like), and all overnight activities also require permission to be granted by the Department of Education and Early Childhood Development (DEECD). Parents can be assured that very careful planning precedes all camps and the staff attending each camp are capable and meet with DEECD regulations.

Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

In 2015 we have added an overseas trip to France – offered to students in Yrs 8 to 10 and will be on offer every three years.

**ASSEMBLY**

Balmoral Community College holds a brief assembly each Monday morning to prepare students for the week, hand out Ad Alta Silver awards and for the raising of our National flag and singing of the National Anthem.

We also hold one more formal assemblies each term for which all parents and community members are invited to attend. Student performances and a showcase of work are a focus of these assemblies and any Ad Alta awards are presented. Dates and times for these assemblies will be made available in the college newsletter.

**ASTHMA**

Parents are required to inform the college if your child suffers from asthma and complete a standard notification form which includes an asthma Action Plan signed by the student’s doctor. These action plans are available to staff. Students are responsible for carrying their appropriate asthma medication with them at all times. In addition, a spare reliever puffer may be kept in the first aid cupboard provided it is clearly labelled. A large volume spacer and reliever are also kept by the college in each First Aid Kit. As a part of the school’s Asthma policy, students must not use aerosol cans, as they can be a trigger for asthmatics, such as deodorant in confined spaces for example locker areas and change rooms.
**BEHAVIOUR MANAGEMENT POLICY**

Please refer to the attached policy for further details.

**BELL TIMES**
Balmoral Community College currently operates with a six period day. The bell times for these periods are as follows:

- 8:55am - 9:00am Home room
- 9:00am - 9:50am Period 1
- 9:50am - 10:40am Period 2
- 10:40am - 11:05am RECESS

(3 minute warning bell at 11:02am)

- 11:05am - 11:55am Period 3
- 11:55am - 12:45pm Period 4
- 12:45pm - 1:45pm LUNCH

(3 minute warning bell at 1:42pm.)

- 1:45pm - 2:35pm Period 5
- 2:35pm - 3:25pm Period 6
- 3:30pm - BUSES

Students are not to be in the college grounds prior to 8:35am as there is no teacher supervision prior to this time.

**BOOK LISTS**

Students receive a book list to purchase books and equipment that they will need for the following year. The book lists are compiled by Slade’s Newsagency for Pto Yr 6 and Warrnambool Books for Yrs 7 to 12. These booklists are a guide and you are under no obligation to purchase materials from these suppliers. Secondary students may wish to purchase second hand texts from students.

**BULLYING POLICY**

The Balmoral Community College has a Bullying Policy. Please refer to the attached Behaviour Management Policy for further information.

**BUS TRAVEL PROCEDURES**

**Discipline:**
Drivers are responsible for the safety and the overall supervision of students while they are on school buses. The driver must report to the School Principal all cases of misbehaviour or vandalism. Bus captains are to assist the driver to maintain discipline. Cases of inappropriate or
persistent misbehaviour must be reported to the driver, bus coordinator and principal. All incidences will be dealt with according to our school Behaviour Management Plan.

**Suspension:**
Students must adhere to the School Bus Rules for their own safety and the safety of other bus travellers. Failure to follow these rules could lead to indefinite suspension from the school bus. In the case of serious misdemeanour a student can be suspended from the bus. In such a case, the driver should try to contact the parents or the school, possibly arranging for the child to stay at someone’s home along the route.

**Parents:**
Please wait for your children on the same side of the road as the bus travels. If this is not possible, ensure that your children wait until the bus leaves before crossing the road. Travel in school buses is a privilege and not a right. Bus travel is from home to school and should not be used for travel to sporting events or other venues.

Parents must complete an application form and sign a code of conduct along with their child. More details will be provided to parents in a Balmoral Community College bus handbook at the beginning of the school year.

**Illness:**
If a child is ill or injured on the bus they will be carried to their stop or the college, depending on distance. If the driver considers the student to be too ill he/she should try to contact the parents or the college, possibly arranging for the child to stay at another home along the route. Pertinent medical information is supplied to the bus drivers (with written parental permission) at the start of each year.

**Eligibility for travel:**
At present, only students and staff of the Balmoral Community College actually travelling to or from home and school are to travel on buses. Kindergarten students will be allowed to use our bus network if a space is available on the appropriate bus. Kinder students must have turned four years of age to travel on the school bus.

**Other bus use – Bus passes:**
1. If it is known that your child will not be on the bus in the morning, please inform the driver or the bus captains.
2. If your child is to change his/her normal procedure in the afternoon a note stating the change, the date and your signature must be handed into the office in the morning. This also applies to children waiting at school to be picked up or staying on the same bus but getting off at a different stop. **These procedures apply to all children regardless of their normal afternoon travel arrangements.**
3. For on-going programs such as Auskick, regular sports training, dancing classes etc, one bus pass at the beginning of the program stating the intended dates for change is sufficient.

**Please date all requests for bus passes.**
Remember that no pass means no permission to travel. Please do not telephone bus passes through to the school unless it is an emergency. We have these measures in place to ensure the safety of all students.
**BREAKFAST CLUB**

The college offers breakfast to students on a Tuesday morning. This activity is run by the school chaplain and volunteers. All students are welcome to attend breakfast prior to the start of class on a Tuesday.

**CAREERS, WORK EXPERIENCE AND VET**

A Careers Coordinator is available to counsel students to help clarify job interests, to assist in choosing subjects which complement the career aspirations of the student, and to provide information which ensures that those interests and aspirations can be followed up with appropriate training after leaving school.

A careers reference section is maintained and displayed in the school. Careers support lessons are provided within the Years 10-12 pastoral care program and a number of professional visits to the school on different career and further educational opportunities.

All students in Year 10 have two weeks of work experience and Year 11 students have one week. Students need to locate and apply for their own work experience placement. The aims of the program are to ensure students have the satisfaction of gaining placement through their own efforts and on their own merits.

- Students gain some experience in a responsible work situation as a valuable learning and growing exercise.
- Students gain some experience in a chosen field of work in order to make their career choice more informed.
- Students are assisted in their work experience planning by the Work Experience coordinator.

All senior students will receive a VCE/VET/VCAL handbook, which outlines all requirements.

**CHAPLAINCY PROGRAM**

Balmoral Community College received funding to support the employment of a college chaplain. Mrs Cheryl Amery works 2 days a week in the college as a friend and confident to counsel and assist all students, staff members and wider members of the college community. Activities which promote and enhance interpersonal relationships and reinforce high self-esteem and positive values are a major focus of her role.

**COLLEGE FORMAL**

The senior school formal is held approximately every 2 years with students in Years 10 & 11 invited to participate. This event will occur if there is enough interest from the student body.

**COLLEGE MAGAZINE**

A college magazine is produced as a record of the school’s activities for the year.

**COLLEGE NURSE**

Balmoral Community College employs a college nurse to support our welfare program. Mrs Jo McCure works 2 days a week in the college as a friend and confident to counsel students (yr 7 to
12) and be a part of the implementation and co-ordination of an effective welfare strategy determined on a case by case basis. She will liaise with parents, the leading teachers, the College Chaplain or professional organisations on student welfare matters.

**COLLEGE POLICIES**

College policy statements have been developed across a number of areas. Interested parents may obtain copies of any of these policies from the administration office and many of these are available on the college website.

**CULTURAL ENRICHMENT PROGRAM**

Advantage is taken of a number of worthwhile dramatic and musical performances, which from time to time become available to the school. Forthcoming performances are advertised in the newsletter and parents are welcome to attend.

**CURRICULUM**

**Kinder - Grade 4** – Follow classroom Early Years program. Specialist classes include Art, Physical and Health Education, Music and LOTE (French) and Science.

**Years 5 - 8** – Middle Years Schooling will function with a core of teachers for education based on ‘Inquiry Learning’. Specialist subjects include Art, Physical and Health education, LOTE, Music, Performing Arts, Woodwork, Metal Work, Home Economics and Textiles, dependant on grade.

**Years 9** – Year 9 will follow an individual program based on inquiry learning and community interaction and service through the completion of their Duke of Edinburgh award.

**Year 10** – Year 10 will return to a more core based curriculum in preparation for VCE/VCAL. They will have core Maths, English, Health and PE Education, Science and humanities. They will combine with year 9 for an elective based program following their individual pathway.

**Years 11-12** – Are offered a selection of VCE and VCAL subjects as well as VET and work placement opportunities.

**DIARIES**

Diaries may be purchased through the booklist from Prep – Year 12 at the beginning of the school year. Diaries are used as a means of communication between the college and the home. Diaries are used as a tool for behaviour management and to communicate accidents/incidents to families. Parents of students in Grades 1 – 12 are encouraged to use the diaries to write small notes to the classroom teacher. Students are encouraged to use the diaries as an instrument for the organisation of homework, class requirements and college events. College diaries are required to be in each class with the students as part of their day to day organisational skills.
FIRE PRECAUTIONS

Action to be taken in fire emergency.

Introduction:
The college is conscious of the danger to lives and school property in the face of bush fire. This has been heightened by disastrous fires in our area and by discussion at the joint meetings of local fire brigades, police, CFA and the school. As a result of these meetings, we have decided to try to communicate to all parents action likely to be taken in most foreseeable situations.

General Precautions:
On days of fire danger, parents are urged to listen to the ABC, 3HA and/or 3WM for announcements about cancellation of college buses.

Buses will not run in regions that have been declared a ‘Code Red Day.’

Parents are urged to consider keeping students at home if they are worried about fire(s) in the locality.

On such days, under no circumstances should children be left alone to wait for college buses, nor should they be set down to return to empty houses.

If police are not in the area to take charge and a bus commences a run and enters a danger zone, local brigades have agreed to try and provide a radio-controlled vehicle to cover the bus until out of danger.
If bus drivers encounter a fire situation they will move the bus to the nearest safe spot, close all windows and doors and keep the children in the bus.

No bus driver will set down a student unless he is assured that a parent is picking up a student or the parent is visibly about to do so.

Buses will not deviate from their route without the specific instruction from a person of authority such police or CFA.
If it is unsafe to travel the students will remain at school and the school will commence the Emergency Management Plan.

The College:
The college will hold one fire drill each term to prepare students to follow the correct procedure in the case of fire or emergency.

Please refer to Balmoral Community College’s Emergency Management Plan for more detailed information.

FIRST AID

All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid or when feeling unwell.
• All injuries or illnesses that occur during class time will be referred to the administration office, who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty.
• A confidential up-to-date register will be kept of all injuries or illnesses experienced by students and staff that require first aid. These will be located in the first aid cupboards.
• Minor injuries only will be treated by staff members on duty, while more serious injuries will require a Level 2 first aid trained staff member to provide first aid.
• No medication, including headache tablets, will be administered to children without the express written permission of parents or guardians.
• For injuries requiring attention by Level 2 first aid trained staff, or requiring treatment by the bush nurse or doctor, the parents/guardians will be notified by the attending staff member. Any injuries to a students’ head, face, neck or back will be reported to parents/guardians. Where possible, parents will be contacted to arrange transport to medical attention. When this is not practicable, they college will either call the Bush Nurse to attend at the school or call for an ambulance.
• Parents of ill children will be contacted to take the children home.
• All staff have authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member may confer with others before deciding on an appropriate course of action.
• All students attending camps or excursion will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment.
• At the commencement of each year, request for updated first aid information will be sent home including request for any management plans. It is the responsibility of parents to provide up to date plans for the school.

Please refer to the Balmoral Community College First Aid Policy for further information.

HEALTH LESSONS

Health lessons are taken for all students by teachers with some assistance on a voluntary basis by the staff from the College Nurse and Balmoral Bush Nursing Centre.

HEATED LUNCHES

All students at Balmoral Community College have the choice of bringing lunch that requires heating during Terms 2 and 3. All food for heating must be thawed, wrapped in foil or a brown paper bag and clearly named along with year level. Students must place wrapped food in the designated containers before the college bell at the beginning of the day. Parents and friends association provide sauce and organise a roster of willing parents to heat the food. This roster will be published in the college newsletter.

HOMEWORK

Homework benefits students by complementing and reinforcing classroom learning, fostering good study habits and providing an opportunity for students to be responsible for their life long learning.

Classroom teachers may set daily homework appropriate to each child’s skill level and age and this may include unfinished or missed classroom activities. Homework activities should be interesting, challenging, purposeful, meaningful and relevant to the current classroom curriculum. Homework is developed as a communication between parents, students and teachers so that
parents are aware of, and able to support, what is expected of their child. The use of a homework diary or communication book will be utilised as appropriate.

**Early Years (Prep – Year 4)**
- Homework will generally not exceed 30 minutes per day and will not be set on weekends or during vacation periods.
- Incomplete homework will result in parental consultation. Students in Grade 3 and 4 may be required to finish their homework during a supervised lunch period.

**Middle Years (Years 5 – 8)**
- Homework will generally not exceed 45 minutes per day for students in Grades 5 & 6.
- Homework will generally not exceed 1 hour per day for students in Grades 7 & 8.
- Homework must be coordinated between teachers to avoid excessive workload, and may be set during weekends and school vacations.
- Incomplete homework will result in attendance at the supervised lunchtime homework club and parental notification.

**Senior Years (Years 9 – 12)**
- The recommended homework time allotments are:
  
  - Year 9 = 6 hours per week
  - Year 10 = 8 hours per week
  - Year 11 = 12 hours per week *
  - Year 12 = 15 hours per week *

  * V.C.E. Students are expected to complete 40% of their course work outside normal lessons, that is, in private study at school and as homework. V.C.E. students need to develop regular and effective study habits to cope with the increased amount of homework.

**ICT POLICY**

All students are provided with a school email address and Internet access via the school server for college related matters. All students and parents must sign an ICT Acceptable Use contract at the beginning of each school year. Please note that inappropriate use of email or internet facilities may result in forfeiting ICT privileges. On enrolment, parents must sign and complete a media form, giving the school permission to publish students photos and names. Please refer to our ICT policy for more detailed information.

**INFECTIOUS DISEASES**

Students presenting with any of the following or other infectious diseases will need to take absence from the college and will need to abide by the exclusion periods outlined by the DEECD. Parents may be required to complete and sign a declaration, outlining treatment and other details on return to the college.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Period</th>
</tr>
</thead>
</table>

---
Chicken Pox  For 1 week after eruption of skin.
Head Lice  Return to college one day after appropriate treatment. Treatment must be repeated in 7 days.
Impetigo  Until sores are healed (or sores completely covered with an adhesive covering e.g. band aids).
Measles  For 5 days after appearance of rash (non-immunised siblings or other contacts should be excluded for 13 days from the appearance of rash).
Mumps  For 9 days after swelling appears
Rubella  For 5 days after onset of rash
Ringworm  Until raised sores are healed (or sores completely covered with a non-slip adhesive covering).

INSTRUMENTAL MUSIC PROGRAM

The college is fortunate enough to have the services of classroom and instrumental music teachers. The teachers provide instruction to interested and committed students in brass, percussion, guitar, keyboards, woodwind and vocals. A good range of instruments are available for annual hire. Classes are taken in normal rotation throughout the college day. It is expected that students inform their class teacher and catch up on any class work for homework. Please refer to the Instrumental Music Policy for student eligibility and responsibilities.

LEARNING SUPPORT

Balmoral Community College endeavours to identify and support the special learning needs among its students. Students with special needs are supported by teachers and teachers aides in regular classrooms with assistance from the School Wide Positive Support Group where necessary.

LOST PROPERTY

Please ensure that ALL articles are clearly labelled, including shoes, jumpers, school bags, lunch boxes, dresses and shirts. It is most important that parents attend to this matter. Lost property is stored and may be inspected in the college administration office. Parents are requested to cooperate with the school by fostering an awareness of belongings and a sense of responsibility for them. Please name your child’s belongings.

LIBRARY

The college library is stocked with a wide range of references and fiction titles which not only support the students’ studies at the college but extends their interests too. Parents and other members of the community are also welcome to borrow from the school’s library.

LOCKERS

Middle and Senior school students are issued with a locker in which to keep their books and personal belongings. The lockers will be housed in the students learning areas. Lockers maliciously damaged in any way will be repaired at the expense of the student(s) responsible.
LUNCH ORDERS

The Balmoral Café has been awarded the licence for school lunches, Monday to Friday. We aim to provide healthy alternatives throughout this process.

All students requiring a lunch order will need to write on a brown paper bag their name, grade and food/drink required. Correct money is to be enclosed. The brown paper bag is placed in the appropriate plastic box at either end of the college. Lunch orders will be available for collection from the college canteen and junior school students from their classrooms.

A current price list is printed in the newsletter at the beginning of the year, with updates throughout the year, and parents are requested to ensure that sufficient money is enclosed with all orders. Only those food lines which are listed are available for school lunches. We do not allow lunches to be booked - cash must be paid. Parents are also asked to refrain from ringing orders direct to the café as this practice causes confusion for all parties.

Glass bottles or containers, soft drink and energy drinks are not permitted at school.

MOBILE PHONES, IPODS, MP3 PLAYERS

Students bring any technology devices to school at their own risk. The school does not take any responsibility for them. These devices should only be used in class under the specific instruction of a teacher. Mobile phones should be handed in to the office and collected at the end of the day. Please refer to Balmoral Community College’s ICT policy for further details.

NEWSLETTERS

These are issued once a week. Please read the newsletters carefully as they contain dates and details of forthcoming events as well as details of other matters, which may require your attention. There are also regular student reports and articles. The newsletters are sent home with the youngest in the family. Please contact the college if you do not receive a newsletter each week. The newsletter will also be available on the college website each week.

OFFICE HOURS

8:30 – 4:30 Monday to Friday

PARENT HELPERS

We welcome visits to the classroom but please arrange a time by telephoning the office first. If you wish to stay for some time, we do ask for your co-operation by not having toddlers with you, as they can be a distraction for the students when they are carrying out learning activities.

Each year a Parent Helpers Course is run for any interested parents wishing to help in classroom group work during literacy hours. We welcome parent helpers across all areas of Balmoral Community College. All parent helpers are required to obtain a Volunteer Working With Children Check and a copy of this need to be kept at the school office.

All school visitors are required to sign in and out of the school via the front office.
PARENTS AND FRIENDS ASSOCIATION

The Parents and Friends Association helps to provide an organised avenue through parents to contribute their time, labour and material resources to improve our school. Through meetings, parents have the opportunity to become aware of developments affecting the school and by promoting discussion of issues, meetings also provide a means for parents to learn about and take an active part in their children’s schooling. There are usually one or two meetings per term which are held in the meeting room in the administration building at the college. Dates and times for these meetings will appear in the college newsletter.

All families are allocated to one of three areas. Revised area lists are distributed in Term 1 each year. Each area is usually allocated only one catering job per year. This may vary depending on the fundraising activities planned for the year. We look forward to your support and involvement in the Parents and Friends’ Association.

Teachers work with students once a week, working through issues such as:
- College Values and Values Education
- Goal setting and achievement
- Research, study and homework skills
- Social and emotional development
- Effective time management
- Self esteem, confidence and leadership building

PRIVATE STUDY

All VCE and VCAL students have a number of private study periods each week. Since students are expected to do 40% of their course work outside of contact classes, it is extremely important that they use their private study lessons effectively. All private study periods are to be spent in library, or computer rooms where supervision is available.

Religious Education (SRI)

Special Religious Education is an opt in for students when parents have completed the Access the SRI form. SRI will only occur when the college can timetable classes and staff to adequately supervise those students who want to attend SRI and those students who do not wish to participate in the program.

REPORTING TO PARENTS & ASSESSMENT

Parents are reported to by the college through:
- Parent/Teacher Interviews, which are held twice per year, during Terms 1 and 3.
- Five weekly short reports which update parents and students on their progress and next focus learning area.
- Other parent/teacher interviews will be held when requested by parent or teacher. Please ring the college to make an appointment if you have any matter to discuss concerning your child.
SCHOOL COUNCIL

This body of elected parents and staff representatives is responsible for college policy, the consequent management of college finances and other specified duties. The Annual Meeting and elections are held in March of each year, with 9 parent and 6 department representatives. The Last Tuesday of each month is the regular meeting night. Noting that there are a minimum of eight meetings per year.

There are four sub-committees formed by the school council:

1. Facilities (Buildings and Grounds / Urgent and Minor Works).
2. Promotion and Community Engagement
3. Finance (Management, Resources and Accountability).

If you would like to be on any of these committees as a parent you are welcome to attend. Let the college know and you will be given notice of future meetings. The committees make recommendations to school council and staff on areas for discussion.

SCHOOLGROUND GUIDELINES

We expect amenities to be kept in good order by following our policy of looking after the grounds, buildings, equipment and our own and other's property. Any attempt at damaging or misusing these amenities will result in action taken in accordance with Balmoral Community College’s Behaviour Management Plan (attached).

Students are permitted in all areas of the school grounds with the following exceptions:

**Out of bounds to Prep to 12 students:**

- All car parks
- The area around the cement tank and pump sheds on the eastern end of the college
- The plantation on the western boundary
- The kindergarten

**Reserved for Years Prep to 4 only:**

- The eastern basketball and netball courts

**Reserved for Years 5 to 12 only:**

- The western basketball and tennis courts
- The new play area at the western end of the school

Kindergarten students will remain within the kindergarten playground unless accompanied by the teacher.

Students are not permitted in any school buildings during recess or lunch time. They can use the college gymnasium and library during supervised times or under supervision if they request it. In the event of extreme wet weather conditions students will be notified to use classroom areas. Students can access the canteen/hall area for eating during the first 15 minutes of lunchtime only.
1. **Movement around the college**
Students are expected to remain within the school grounds while attending school, and not to leave without permission. Outside of school hours and during non-school days, students should not be within school buildings without permission. Students should move safely in and around school buildings – that is, walking rather than running or riding bikes.

2. **Health and safety while at Balmoral Community College**
Students are expected to behave in a way that respects the health and safety of themselves and others while at the college. Physically harming others is unacceptable, as is bullying (see Bullying Policy). All potentially dangerous activity should be avoided, such as throwing objects, climbing trees, climbing on structures or the school roof. Possessing or using tobacco products, alcohol and illegal drugs is not permitted; this includes any potentially hazardous items such as liquid paper.

3. **Respect for property**
The property of others, including college property – which belongs to all of us – must be respected and treated considerately. This will be shown by not handling or using the property of others without their permission, using college property with care, and by not littering.

4. **School uniform**
While at Balmoral Community College, students are expected to wear the prescribed uniform (see The School Uniform Requirements), and to not wear non-uniform items such as hats, coats and scarves within the college building. Uniform items should be worn conventionally – for example, jumpers should not be tied around the waist.

5. **Miscellaneous**
* Possession or use of chewing gum is not permitted.
* Sexual contact beyond holding hands is not permitted.
* Students are not permitted in the college car parks.
* Students are not to use sport balls or play ball games on the synthetic grass or out the front of the college buildings.

**STUDENT CARS**
It is recognised that some students will gain their driver's licence whilst attending school. However, if such students wish to drive a vehicle to the college, they must first request permission from the Principal. Students may not transport other students unless it is a relative and a permission request has been signed by parents and the principal.

**STUDENT LEADERSHIP**
The college student leadership comprises of school captains, chosen from Yr 11/12. Student Representative Council and House Captains. SRC is a voluntary student body and the President, Secretary & Treasurer are chosen from those students who wish to participate in the SRC. House Captains are chosen from Yr 6 and senior students.
STUDENT LEVY

College fees will be invoiced to families by the end of Term 1.

SUNSMART POLICY

Balmoral Community College are committed to the health and safety of the students in our care and therefore enforce our Sun smart policy. Students are required to wear the approved college brim style hat (as per the attached uniform policy) from the 1st September through to the 30th April each year. In accordance with the Sun smart policy students may also wear sunglasses outside during this period of time. We recommend all students wear sunscreen and sunscreen is made available to all students at the college during Terms 1 and 4.

SWIMMING

Students in Yr 3 to 6 will go swimming within school hours (with parental agreement) for two weeks during Term 1.

P-2 students will attend swimming lessons during term 4 when the pool has opened for the summer season. Students will be under teacher supervision according to current DEECD regulations. Information will appear in the school newsletter early in Term 1.

Students in Yr 7 to 10 will have a swimming program run during their timetabled PE lessons for 5 weeks during Term 1.

UNIFORM

After much consultation with the community, School Council has developed a Dress Code that we believe provides choice for the students, allows for students to safely engage in the many and varied school activities, and caters for the financial constraints of families.

The uniform dress code applies during school hours, while travelling to and from school, and where appropriate when students are on school excursions.

Students are required to wear the approved brim style hat as per the Sun smart policy from the 1st September through to the 30th April. In accordance with the Sun smart policy students may also wear sunglasses outside during this period of time.

For OH&S reasons the uniform dress code specifies sneaker style shoes or plain black leather shoes for years prep to 4 and plain black leather or black sneaker style shoes with enclosed toe and heel, footwear for students from year 5 to 12.

All students are required to wear the Balmoral Community College Uniform. The option of a non compulsory (years 11 and 12) top will be developed in consultation with senior students, which needs to be approved by school council prior to purchase.
Make up is not permitted and one pair of stud earrings or sleepers worn in the ears (one per ear), and watches are the only acceptable jewellery. Body or facial piercing is not acceptable. All students’ hair should be clean, tidy and of a natural colour. For OH&S reasons any hair longer than collar length, may be required to be tied back. Hair bands should be navy blue or white.

Parents seeking exemptions to the Dress Code due to religious beliefs, ethnic or cultural background, student disability, health conditions or economic hardship must apply in writing to the Principal.

**Uniform Requirements**

**Junior year levels K – 4**

Whilst in kindergarten it is not compulsory to wear the uniform, children have the option of wearing the school uniform available for juniors.

**Boys summer**
- mid blue polo shirt with embroidered logo (long or short sleeve)
- navy shorts
- navy or white socks
- sports shoes
- plain black leather shoes
- navy bucket or wide brim hat

**Boys winter**
- mid blue polo shirt with embroidered logo (long or short sleeve)
- navy pants
- navy fleecy windcheater with embroidered logo
- navy micromesh zippered jacket with blue & white stripes (optional)
- navy socks
- sports shoes
- plain black leather shoes
- school scarf and beanie may be worn outside.

**Girls summer**
- mid blue polo shirt with embroidered logo (long or short sleeve)
- navy skort
- blue tartan cotton knee length dress with action back and inverted pleats
- navy or white socks
- sports shoes
- plain black leather shoes
- navy bucket or wide brim hat

**Girls winter**
- mid blue polo shirt with embroidered logo (long or short sleeve)
- navy pants
- navy fleecy windcheater with embroidered logo
- navy or white socks
- navy micromesh zippered jacket with blue & white stripes (optional)
- plain black leather shoes
- sport shoes
- school scarf and beanie may be worn outside

**Senior year levels 5 – 12**

**Boys summer**
- mid blue polo shirt with embroidered logo (long or short sleeve)
- navy shorts
- navy/white socks
- navy bucket or wide brim hat
- plain black leather shoes

**Boys winter**
- mid blue long sleeve cotton button up shirt or mid blue polo shirt (long or short sleeve)
- navy cargo pants
- navy rugby jumper with mid blue and white bands through the chest and sleeves
- navy micromesh zippered jacket with blue & white stripes (optional)
- navy socks
- plain black leather shoes
- school scarf and beanie may be worn outside

**Girls summer**
- blue tartan cotton knee length dress with action back and inverted pleats
- or, mid blue polo shirt (long or short sleeve) with tailored navy shorts
- navy or white socks
- plain black leather shoes
- navy bucket or wide brim hat

**Girls winter**
- mid blue long sleeve cotton button up shirt with navy & blue tartan calf length skirt
  or navy pants (could be worn with either button up shirt or mid blue polo shirt)
- navy rugby jumper with mid blue and white bands through the chest and sleeves
- navy micromesh zippered jacket with blue & white stripes (optional)
- navy or white socks or navy tights
- plain black leather school shoes
- school scarf and beanie may be worn outside

**VCE rugby jumper**
- to be designed by year 11 & 12 students in consultation with staff and approved by school council.

**Sports uniform for Years 5 – 12**
- polo shirt. Predominantly white with navy sleeves & collar and mid blue side panels in micromesh sports fabric suitable for phys ed. class and interschool activities.
- Footwear- sport shoe with non marking soles are required for the gymnasium and tennis courts.
- Students own navy basketball shorts and/or navy tracksuit
- Bathers are required for swimming. Navy blue is the preferred colour and a one-piece swimsuit for girls.
WELFARE

A team of teachers and other adults such as the College Nurse, the College Chaplain and outside professionals work with students on issues such as:
- self esteem, confidence, leadership building, relationships
- stress and relaxation management, leisure activities
- research, study and homework skills
- careers and work experience planning
- effective time management
- future course planning
- transition through the Community College

The Year Level Coordinator
In the Junior School, students come under the care of their class teachers. In the Middle and Senior schools students come under the care the Year Level coordinator. These teacher's responsibilities are to guide and counsel students on matters related to their studies in general and their personal development in the college environment. Students should not hesitate to discuss matters of concern with their teacher or coordinator. Subject teachers should also keep class teachers and Leading Teachers informed of any welfare issues they are concerned with.

WEBSITE

Please keep up to date by checking our college website regularly:

http://www.balmoralcommunitycollege.vic.edu.au