

handbook

parent information



"We will support and challenge every individual to have a passion for learning, to strive to do their best and to be friendly and happy."

2017

WELCOME

Lake Bolac College is an outstanding P-12 rural College, which displays all the advantages of a small country College. Students are able to be involved in a wide range of activities, to feel a sense of belonging and to receive individual attention. The welfare of students is always a high priority.

The College concentrates on the development of fundamental literacy and numeracy skills and the students are able to develop their interests and abilities in such fields as Science, Language Studies, Business Studies, Environmental Studies, Technology and the Arts. Through strong links with educational and vocational partners we offer students a comprehensive curriculum with a full range of pathways and place an emphasis on high standards of achievement. We are very proud of the excellent academic, sporting and artistic achievements of our students over many years.

The College offers extensive extra-curricular programs which include, Stephanie Alexander Kitchen Garden Program, whole school Performing Arts Productions, ADVANCE, Duke of Ed, Surf Life Saving, CFA Basic Skills, Instrumental Music, Life Education, and enjoys participating in local events such as the Eel Festival.

Located on the edge of Lake Bolac, the College makes use of the Lake and surrounding rural environment. The buildings and grounds of the College are ample and well maintained. The College also enjoys sharing nearby community facilities including the Aquatic (Boat) Club, Swimming Pool, Golf Course, Bush Nursing Centre, Local Hall, Information Centre and Library.

Work Hard, Be Nice.

George PORTER | **Principal**

VISION *and values*

VISION

We will support and challenge every individual to have a passion for learning, to strive to do their best and to be friendly and happy.

VALUES



ACHIEVEMENT

- > Something accomplished, especially by hard work, ability, special effort, great courage
- > The act of achieving; attainment or accomplishment
- > Work hard

RESPECT

- > A positive feeling of admiration or deference for a person or other entity (such as an animal, the environment or a religion), and also specific actions and conduct representative of that esteem.
- > Be nice

RESILIENCE

- > Courage - Be enthused by challenge and change
- > Creativity - Develop talents and opportunity
- > Connection - Respect and care for others and nature
- > Bounce - Toughness and recovery skills in adversity

COLLEGE *times*

The General Office and Library are open from 8.00 am to 4.00 pm each school day. College administrative organisation, financial management, word processing and announcements are completed through the office. All contact with the College should be made via the General Office.

(No student is to be at school prior to 8.30am and after 3.45pm unless specific arrangements have been made with parents)

TERM DATES

Term 1	30 January – 31 March*
Term 2	18 April – 30 June
Term 3	17 July – 22 September
Term 4	9 October – 22 December

BELL TIMES

Homeroom	8.50 am
Unit 1	9.00 am
Unit 2	9.50 am
Spelling/Maths Mastery	10.40 am
Recess	11.00 am
Unit 3	11.20 am
Unit 4	12.10 pm
Lunch	1.00 pm
Unit 5	1.50 pm
Unit 6	2.40 pm
End of Day	3.30pm

*The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students.

For all other student free dates and public holidays, please refer to the weekly newsletter.

JUNIOR SCHOOL *curriculum*

Our Junior School is based on small homerooms, with specialist primary years teachers who know their students well.

We recognise the importance of a strong start in literacy and numeracy, while being equally committed to inspiring our young people to learn through creativity, imagination and experience. Our programs are deliberately developed to integrate the essential skills of literacy and numeracy into a wide range of experiences, to ensure the learning is meaningful and constructive.

During adolescence young people are working through a critical time in their learning, relationships and emerging sense of self. Our programs foster an environment where students continue to develop strong foundations for learning, explore their passions, celebrate their successes and build positive relationships with their peers and teachers.

This is achieved by creating a structured learning environment that balances opportunity for authentic decision-making and guided student choice. We provide young people with the opportunity to explore our diverse range of learning programs, with strong foundations in English, Maths, Sciences, Humanities, The Arts, critical and creative thinking.

CURRICULUM OVERVIEW

PREP – YEAR 4

Literacy & Numeracy (20 units)
Science (2 units)
Humanities/Cultural Studies (2 units)
HAPE (2 units)
Arts – Visual & Performing (3 units)
Technology (1 unit)

YEAR 5 – YEAR 7

Literacy & Numeracy (20 units)
Science (2 units)
Humanities/Cultural Studies (3 units)
HAPE (2 units)
Arts – Visual & Performing (2 units)
Technology (1 unit)

SENIOR SCHOOL *curriculum*

The Senior School provides students with opportunities to grow and learn in ways that respect and acknowledge this critical phase of their lives. Students are engaged in a diverse and varied set of learning experiences to ensure they develop to their fullest potential as knowledgeable, skilled and productive individuals.

It is an exciting time, when students have the opportunity to explore many new and challenging learning experiences, as well as building on the fundamental skills developed through their Primary years. New friendships will be formed as students experience the joys and challenges of adolescence. Our program focuses not only on our young people's academic development, but on their emotional and social wellbeing.

Lake Bolac P-12 College students take advantage of a broad range of VCE offerings. Students in the Senior Years are able to do a full three-year VCE. In Year 10 they can commence exploring their VCE by taking a wide range of Unit 1-2 studies as well as Year 10 studies. They then move comfortably into their full studies in Years 11 and 12, completing Unit 3-4 Studies over both years. There is a huge range of VCE subjects, Vocational Education and Training (VET) programs and the opportunity to undertake School Based-Apprenticeships.

Our rigorous academic programs provide students with the opportunity to excel, while the option to participate in VET programs helps students relate learning to work, develop important workplace skills and go onto post-school vocational options.

CURRICULUM OVERVIEW

YEAR 8 – YEAR 10

Literacy & Numeracy (12 units)

Students select the remaining subject combination from a range of electives.

YEAR 11 – YEAR 12

Students select their own combination of subjects based on their interest and career pathway.

LITERACY *programs*

READING RECOVERY

Reading Recovery is a one to one early intervention program that provides opportunities for students, who have been identified as needing additional assistance, to develop effective reading and writing strategies. Students participating in the program receive intensive daily lessons from a qualified Reading Recovery teacher. The Reading Recovery program is offered in addition to the regular classroom reading and writing program.

MULTILIT

Multilit is a program to assist students from Year 2 and above in supporting them to build their knowledge in reading sight words. Other work is done developing decoding and spelling skills. Students share reading and discuss their understanding of what has been read.

DAILY 5

The Daily 5 is more than a management system or a curriculum framework, it is a structure that aims to help students develop the daily habits of reading, writing and working independently that will lead to a lifetime of literacy independence.

The Daily 5 consists of a series of literacy tasks - 'Read to Self', 'Read to Someone', 'Listen to Reading', 'Work on Writing' and 'Word Work'.

Students complete these tasks daily while the teacher meets with small groups or confers with individuals.

CAFÉ

CAFE is an acronym for Comprehension, Accuracy, Fluency, and Expanding Vocabulary, and the system includes goal-setting with individual students, posting of goals on a whole-class board, developing small group instruction based on clusters of students with similar goals, and targeting whole-class instruction based on emerging student needs and fine tuning one on one discussions.

SPELLING MASTERY

Spelling Mastery is a six-level Direct Instruction series that teaches students dependable spelling skills by blending three approaches: the phonemic approach,

LITERACY *programs*

the whole word approach and the morphemic approach. Each approach has advantages and possible disadvantages. Spelling Mastery is designed to maximize the advantages of each approach and minimize the disadvantages.

SEVEN STEPS TO WRITING SUCCESS

The Seven Steps is a unique system that chunks writing into seven main techniques.

1 Plan for Success, 2 Sizzling Starts, 3 Tightening Tension, 4 Dynamic Dialogue, 5 Show, Don't Tell, 6 Ban the Boring, 7 Exciting Endings.

Seven Steps provides students with proven and fun techniques to use in their writing. We have created a broad sporting program that helps our students form a positive attitude towards physical activity and a positive self-image.

HEALTH AND PHYSICAL EDUCATION (HAPE)

Sport is an integral part of Lake Bolac P-12 College life and plays an important role in the development of the 'whole person.' Sport also helps the students develop many qualities they can rely on throughout life, such as teamwork, social skills, a sense of fair play and leadership.

A House system operates at Lake Bolac P-12 College, where students are divided into House groups (Tasman – Maroon, and Flinders – Blue) for an exciting range of activities. The House system provides students with three major carnivals throughout the year - Swimming, Athletics and Cross-Country - where students represent their Houses in competition.

Our students have the opportunity to participate in a wide range of sports, from Swimming, Athletics, Cross-Country, Triathlon, Basketball, Badminton, Soccer, Football, Netball, Tennis, Golf and Rowing.

INSTRUMENTAL *music*

We aim to encourage students' abilities, to build confidence, creativity, resilience and perseverance in the challenge of learning to play music well. Students are able to have tuition on guitar, drums, clarinet, singing and piano, both with individual lessons from our music teachers and in group and classroom settings.

Different combinations of students form groups from time to time, giving children the opportunity to work cooperatively and to show their talents in performing. Concerts and out of school performances are also a part of our program.

STUDENT PATHWAYS

The Careers Room is located in the Library with a wide range of resources available. The Job Categories section contains a range of information from a variety of sources including industry and educational requirements as well as University and TAFE information.

Students have access to a range of additional services including, sitting the Victorian Learner Permit, Centrelink information and Youth Pathways officer referral process. The Keys Please Learner Program for parents and new Learner/Probationary drivers is held annually.

MIPs (Managed Individual Pathways) is a mandated process of ensuring all students across Year 9-12 have an action plan or goal beyond secondary school education. This is referenced when selecting appropriate programs and subjects at the College. The individual plans are reviewed annually and are also used for subject selection and work experience.

COMMUNICATION & *reporting*

Avenues of effective formal and informal communication exist to provide opportunities for teachers and parents to establish a friendly, supportive and co-operative working relationship. The College policy is for the relationship to be honest, open, supportive and sensitive to the needs of all members of the College community. These include:

COLLEGE DIARIES

These are used by all class teachers and are a means of daily two-way communication between home and school. Parents, like teachers, are free to use this means of communication whenever they feel there is a need. It is important that these are checked daily by parents.

COLLEGE NEWSLETTERS

A College Newsletter is sent via **email** each Wednesday. Please ensure that you read your Newsletter carefully, as it includes items of interest and details of coming events. It is also the most important means of communication between the school and home.

COLLEGE WEBSITE

The address for the Lake Bolac College website is www.lakebolacc.vic.edu.au. This website will give you access to information about the College, including the latest newsletter and calendar of events.

COLLEGE PORTAL - COMPASS

The College has setup an information portal for students, parents and staff. The portal is accessed through the College website. This portal allows parents to book parent teacher interviews, keep track of your students' academic progress, allows you to communicate with teachers, monitor attendance and keep up-to-date with College news and events. The school will provide you with family login details.

COMMUNICATION & *reporting*

REPORTING

Students are issued with reports on their progress and achievements during the year. A detailed report on each student is provided mid-year and at the end of the year. The report will cover both the academic and social development of the child. Interim reports are provided at the end of Term 1 and Term 3. 'I Can Statements' for English and Maths are also provided at the ILP interviews which are held at the end of each term. Parents access school reports via Compass.

FACEBOOK / INSTAGRAM

Lake Bolac P-12 College has a Facebook and Instagram page. These pages are constantly being updated with photos of students' daily activities, excursions and sporting events. It is a great way of seeing what the students are up to.

INFORMATION NIGHTS

These are held for various year levels and subjects. They are arranged as necessary to meet current needs. Information nights are an opportunity to discuss a particular area of the curriculum or College initiative.

PARENT CONTACT

Contact with the College is always welcome. Please feel free to contact the College on 5350 2302 to make an appointment.

STUDENT *wellbeing*

The foundation of our positive school culture is the active participation of all members of the school community so that they feel valued, safe and secure; are provided with meaningful opportunities to contribute to the school; and have every opportunity to meet their personal and educational goals. The school consults with students, parents, support organisations and the broader community on an ongoing basis to ensure that we are responsive to students' social, emotional, cognitive and cultural needs.

SCHOOL-WIDE POSITIVE BEHAVIOUR SUPPORT (SWPBS)

Lake Bolac College is implementing the School-wide Positive Behaviour Support (SWPBS). This is an evidence-based framework for preventing and responding to student behaviour. It aims to create a positive school climate, a culture of student competence and an open, responsive management system for all school community members. It includes analysis of data in professional learning teams, implementation of evidence based practices and organisational systems for establishing safe, purposeful and inclusive school and classroom learning environments while providing the individual behaviour and learning supports needed to achieve academic and social success for all students

PHYSICAL DISABILITIES

If your child suffers from any physical disabilities which may affect his/her College activities, or which may require particular attention by members of staff, please let us know at an early stage. This can be done personally, by letter, or on the enrolment form.

FIRST AID

In the case of illness or accident, a student is treated at the College and, if necessary, taken to the Bush Nursing Centre. The parent is informed as soon as possible. We have a number of qualified staff in first aid and they are the people students see initially. First Aid equipment is kept in the General Office and the Staff Rooms, and is taken on excursions.

WELFARE SERVICES

The College has a designated Welfare Officer and has access to guidance and counselling services on a regional basis. The School Nurse is based at the school every fortnight to provide health information and support to students including individual and confidential health counselling and advice as well as in the

STUDENT *wellbeing*

classroom for health education across the school. Although we do not expect students to be kept home unnecessarily with minor ailments, we strongly advise that unwell students should be kept at home until they can effectively take part in the classroom activities.

BIRTH AND IMMUNISATION CERTIFICATES

All children enrolling in primary school levels are required to have presented on their behalf an "Immunisation Certificate" at the time of enrolment. A copy of the child's Birth Certificate must also be presented and a copy retained in the College.

HEAD LICE

These unwelcome little visitors sometimes make visits to the College and require constant vigilance and attention. Please notify the College in the event of discovery so that we can take precautions. Information can be obtained from the College office.

ASTHMA

Asthma is a condition that can be serious and may require emergency treatment while at school. It is important therefore that the College has up to date information about your child's asthma. If your child has asthma, please complete a School Asthma Action Plan in consultation with your child's Medical Practitioner. Forms can be obtained from the Office.

MEDICINE

All medicines brought to school should be managed through the student's Home Room Teacher.

STUDENT LEADERSHIP *program*

The importance of student leadership is recognized by Lake Bolac College with an annual whole school Leadership Induction Assembly early in the school year. This is not only in the formal positions in the school, but also in providing a leadership focus and training for each year's level group. To this end, a responsibility position has been created to expand this area in the school

Lake Bolac College runs one SRC group, consisting of student captains in the 7-12 and (JSC – Junior School Council) P-6 plus all the P-6 student class captains.

The students meet once a month to discuss concerns raised by the students or fundraising ideas. These fundraising ideas are then organised by the students. The money raised may be for the school, for example a disco, or for a charity organisation, e.g. Red Nose Day.

COLLEGE CAPTAINS

College Captains are selected by all students at the end of the year. They are expected to represent the interests of the students officially and to exercise leadership within the College.

SPORTS CAPTAINS

Elected by students to represent the College at inter College sporting activities.

FORM/CLASS CAPTAINS

Elected by the students of that year level. They assist the Form Teacher where necessary and represent their year level at meetings of the S.R.C.

BUS CAPTAINS

Are nominated by the Principal and the Bus Co-coordinator at the beginning of the year. Their tasks are to mark the bus rolls daily, to assist the driver in the maintenance of good conduct on the bus, and to report breaches of bus rules.

UNIFORM

GIRLS' UNIFORM

Prep – 6

White, blue and maroon checked dress
White polo shirt with school logo
Navy shorts
Navy trousers or pinafore
White polo shirt with school logo or
skivvy
Navy polar fleece jumper or vest

Footwear

Black lace up / velcro / buckle leather
shoes
White or grey socks
Navy tights

Year 7 – 12

White, blue and maroon checked dress
White polo shirt with school logo
Navy shorts
Navy trousers or school kilt
White polo shirt with school logo
Navy woollen or polar fleece jumper or
navy vest

Footwear

Black lace up leather shoes
White or grey socks
Navy tights

*Sandals or T Bars are not permitted (for safety reasons).
Length of the dress must be decent.*

BOYS' UNIFORM

Prep – 6

White polo shirt with school logo
Grey trousers or shorts
Navy polar fleece jumper

Footwear

Black lace up / velcro leather shoes
White or grey socks

Year 7 – 12

White polo shirt with school logo
Grey trousers or shorts
Navy woollen or polar fleece jumper

Footwear

Black lace up leather shoes
White or grey socks

Sneakers, sandshoes or runners are not permitted.

OPTIONAL

Prep – 12

Navy spray / rain jacket

UNIFORM

SPORTS UNIFORM P-12

Navy and sky blue polo with school logo
Navy blue shorts or navy blue track pants

SWIMMING P-12

- > One piece bathers, footwear to be worn to and from the pool
- > One-piece bathers should be worn to avoid disqualification in competition
- > When representing the College, a designated swimming cap is worn

HATS

Navy cap, wide brimmed or legionnaire hat. The wearing of an approved College hat is compulsory for all P-12 students when outdoors during Terms 1 and 4. Hats are available for purchase from the Office.

UNIFORM SUPPLIER

Beleza, 22 Doveton Street South, Ballarat, Victoria, 3350
(03) 5176 5077 www.beleza.com.au

FINANCIAL *assistance*

CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) ALLOWANCE

The Camps, Sports and Excursions Fund (CSEF) will run over four years (2015-2018) and provide payments for eligible students to attend camps, sports and excursions.

CONVEYANCE ALLOWANCE

Where students attending their closest school have to travel 4.8 kilometers or more either to a College Bus or direct to the College, an allowance is available.

PAYMENT *policy*

School councils are able to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in the three categories – essential education items, optional education items and voluntary financial contributions.

Essential education items are those items or services that are essential to support the course of instruction in the standard curriculum program that parents or guardians are expected to pay the school.

These items include:

- > materials that the student takes possession of, including text books and student stationery
- > materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, photography, catering)
- > school uniform
- > transport and entrance for camps and excursions which all students are expected to attend.

Optional education items (or non-essential materials and services) are those that are provided in addition to the standard curriculum program, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them.

These items include:

- > student computer printing for personal use
- > extra-curricular programs or activities e.g. instrumental music, dance classes
- > school-based performances, productions and events
- > class photographs.

Voluntary financial contributions are for those items and services that parents or guardians are invited to make a donation to the school, for example for grounds maintenance, a library or building trust.

PAYMENT *policy*

LAKE BOLAC COLLEGE FEES & CHARGES

Lake Bolac College spends considerable time selecting the most appropriate items and services to meet the needs of our students.

PARENT LEVY – Essential Education Item, Compulsory Charge

A single Parent Levy will be applied to all parent accounts of students attending Lake Bolac College. The Parent Levy is considered an essential education charge and covers the following:

Prep – Year 6	Year 7 – Year 12
Swimming – Pool entry fee for Term 1	Swimming – Pool entry fee for Term 1
Art & Technology	Art & Technology
Diary	Diary
School Magazine	School Magazine

EXCURSION LEVY – Essential Education Item, Compulsory Charge

The Excursion Levy Charge covers activities which support the learning programs which operate in the classroom. The Excursion Levy varies from year level to year level depending on the nature and range of activities undertaken. All excursions are considered essential education items. Parents are required to meet the costs of their child's participation. The school is not funded by the Government to provide these programs. The levy covers all excursions for the year excluding camps, next level interschool sports and special events.

BOOKLIST CHARGE – Essential Education Item, Compulsory Charge

Student stationery (pens, pencils, exercise books etc) are items that parents are expected to provide and pay for. They are part of the student booklist. A booklist invoice will be issued for all students during Term 4 for the following school year. Booklists are considered essential education items.

CAMPS – Essential Education Item, Compulsory Charge

Specific year level and subject areas will arrange camps which enhance the school based learning. All camps are considered essential education items and parents will be provided with full details and costs prior to each activity.

PAYMENT *policy*

PAYMENT ARRANGEMENTS

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions. Costs will be kept to a minimum with payment requests/letters fair and reasonable.

Parent payments are to be paid in full during term 1. Payments can be made via following methods:

- > **Cash or cheque** via the General Office
- > **BPAY**. All family statements include BPAY reference details.

Payment plans can be arranged to ensure your child is able to be included in organised events. Please contact our Business Manager if you would like to arrange a plan.

NOTES

- > Payment requests to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.
- > Receipts will be issued to parents immediately upon making payment.
- > Reminders for unpaid essential education items or optional extras will be generated and distributed on a regular basis to parents, but not more than once a month.
- > Only the initial invitation for voluntary financial contributions and one reminder notice will be issued per year to parents and guardians.
- > All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.
- > Student participation in activities, camps, excursions and instrumental music can be subject to prior payment.
- > If charges are not paid, an alternative program will be provided for students.

This policy was last ratified by Lake Bolac College School Council on 20th October 2015.

PAYMENT *policy*

PARENT LEVY – ESSENTIAL EDUCATION ITEM (COMPULSORY CHARGE)

Parent Levy Prep – Year 6		Parent Levy Year 7 – Year 12	
Swimming – Pool entry fee for Term 1	\$30.00	Swimming – Pool entry fee for Term 1	\$30.00
Art & Technology	\$50.00	Art & Technology	\$100.00
Diary	\$10.00	Diary	\$10.00
School Magazine	\$30.00	School Magazine	\$30.00
	\$120.00		\$170.00

EXCURSION LEVY – ESSENTIAL EDUCATION ITEM (COMPULSORY CHARGE)

Excursion Levy Prep – Year 6		Excursion Levy Year 7 – Year 12	
Prep	\$62.00	Year 7	\$75.00
Year 1	\$62.00	Year 8	\$85.00
Year 2	\$62.00	Year 9	\$85.00
Year 3	\$77.00	Year 10	\$80.00
Year 4	\$87.00	Year 11	\$80.00
Year 5	\$87.00	Year 12	\$80.00
Year 6	\$87.00		

Note: Additional expenses can be incurred for students participating in camps, the next level of interschool sporting events, and special events.

BOOK LIST - ESSENTIAL EDUCATION ITEM (COMPULSORY CHARGE)

Book List Prep – Year 6		Book List Year 7 – Year 12	
Prep	\$113.89	Year 7	\$119.99
Year 1	\$129.89	Year 8	\$213.85
Year 2	\$124.26	Year 9	\$213.85
Year 3	\$122.62	Year 10	\$213.85
Year 4	\$122.62	Year 11	\$221.75
Year 5	\$119.99	Year 12	\$221.75
Year 6	\$119.99		

INSTRUMENTAL MUSIC CHARGE – OPTIONAL EXTRA (OPTIONAL CHARGE)

Instrumental Music Prep – Year 12	
Tuition fee	\$100.00

LAKE BOLAC COLLEGE *council*

The College Council is a representative body with a membership reflecting the important relationship between student, teacher and the home. In our caring school community it is valued as a guiding and supportive body responsible for the global operation of the school. School Councils are constituted as legal bodies under State Legislation.

This is the major policy-making body of the College. The College Council meets each month and its major concerns are with policy making in the areas of finance, curriculum, grounds and maintenance, future planning and the general College program.

MEMBERSHIP 2016/2017

Parent Members:	Co-Opted Members:	DET Representatives:
Mark Veale (President)	Pam McInnes	Kirrilee Keilar
Julia Coutts		George Porter (Executive Officer)
Lyndal Geddes		Rebecca Blackburn
Julia Dawes		
James Kinley		
Tracey Potatau-Wright		
Anna Giles		
Suzanne Neumann		

PARENT *club*

The Parent Club is a group of people committed to involving the whole school community in the continual advancement of the quality of the children's education. They aim to support staff and students in the day to day activities of the College. Their ability to be successful is directly related to the amount of support they receive from the parent community. The Parent Club meets throughout the year. All parents are encouraged and welcome to attend these meetings. Times and venues are notified in the newsletter. The Parent Club is a very active body in the area of fund raising.

President: Lyndal Geddes **Secretary:** Anna Giles

SCHOOL BUS *network*

Coordinator: Mr. George Porter

A large percentage of our students travel on the College buses.

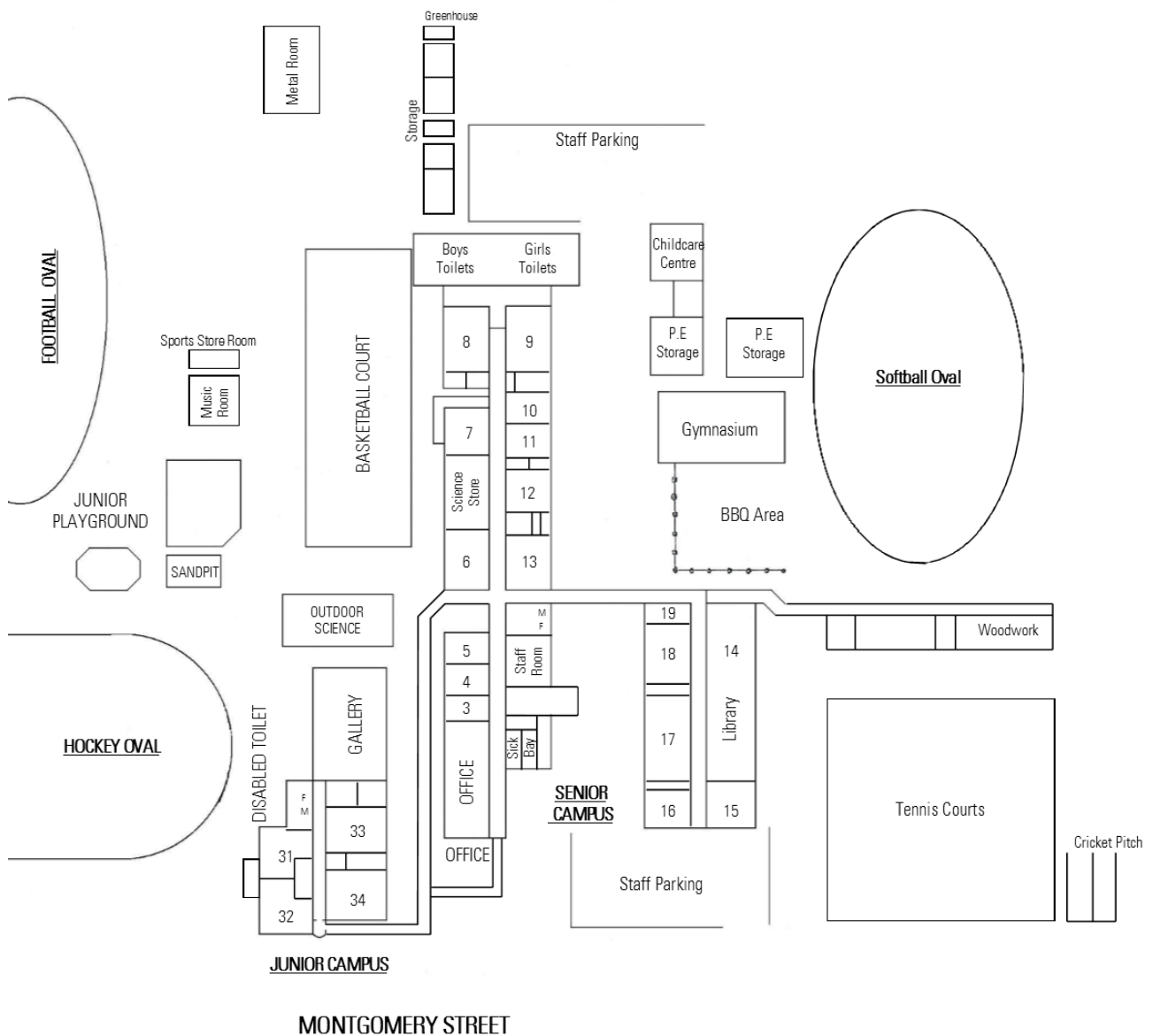
The bus routes are: Banongil, Tatyoon, Willaura, Yarrack & Glenthompson

Every care is taken by the Public Transport Victoria (PTV), DET, the College Bus Proprietors and the College to ensure that suitable and safe vehicles are used for the conveyance of students.

Students should adhere to the following guidelines:

- > Students should wait at the bus stop in an orderly fashion. They should not approach the bus until it has stopped.
- > Students should take extra care when boarding or alighting from a bus.
- > Students are to sit quietly in the bus and enter and leave the bus in an orderly fashion. Students are to remain seated while the bus is in motion and no part of the student's body is to protrude from the bus. It is important that student behavior is of a high standard so that the driver is able to give complete attention to driving.
- > Bus Captains have been appointed to assist the driver with supervision. Each morning and night, the Bus Captain will mark a Bus Roll to indicate if students are present. Students who do not intend travelling home on the bus should inform the Bus Captain and Bus Driver prior to the completion of the school day.
- > Parents bringing or collecting students should park on the bus stop side of the road. Students should be at the bus stop at least five minutes before the stated time.
- > Any misbehavior will be reported to the Bus Co-coordinator and appropriate disciplinary action will be taken. It should be stated clearly that in cases of vandalism, those responsible will be required to meet the cost of repairs. Continued misbehavior may lead to the student being excluded from school bus travel.
- > Students who wish to travel on a bus other than their normal bus must provide a written request from their parents. A written bus pass signed by the Bus Coordinator or their delegate e.g. Homeroom teacher will then be issued. Application to travel must be made on the appropriate form and parents and their students should be fully conversant with the rules applying at the time.

SCHOOL map



31 – Prep / 1 / 2

32 – Prep / 1 / 2

33 – Year 3 / 4

34 – Year 3 / 4

9 – Year 5 / 6 / 7

10 – Year 5 / 6 / 7

4 – Computer Room

6 – Junior Specialist Room

7 – Senior Science

8 – Art Room

11 – General Classroom (RFL)

12 – VCE Common Room

13 – General Classroom (GAL)

14 – Library Office

15 – General Classroom (MHO)

16 – Laundry Room

18 – Food Technology Kitchen

19 – Dining Room