

# Secondary School Parent Information







Dear Parents

Welcome to a new year in the Secondary School. This booklet is intended as a guide for parents and caregivers of all students in Years 7–12. I trust that you find the information that follows convenient, informative and useful as a reference for day-to-day matters that are integral to being a Secondary School student at BCC.

To the families who are joining our College community for the first time, I extend a very special welcome. I am glad you and your children have chosen to be a part of our community, and I trust that you will be blessed as you contribute to, and benefit from, the life of the College community.

We want to work together with you to nurture our young people to grow and thrive, not only academically, socially, emotionally and physically, but also in their knowledge of, and relationship with, a loving God. Of course, our staff teach each subject's NESAs approved syllabus, but we also want to practically recognise that every student has God-given abilities and talents, and it is our desire to equip them to realise their potential to be the 'influencers' in their communities for Jesus Christ. The College offers an outstanding program of academic, vocational, sporting, cultural and social experiences aimed at transforming lives. As well, our intention is to integrate into all facets of College life distinct opportunities for developing an understanding of a Christian worldview and for spiritual growth. A range of programs assist and support students in their holistic growth to achieve success at school and to enable them to be future-fit. Our high academic expectations, flexible course structures and learning pathways, optimum class sizes, and individualised academic counselling promote a positive, productive learning environment for all our students.

Please feel welcome to make contact with your child's teachers via email and/or by making an appointment through the College Office. Research shows that your involvement in your child's education, as the family and school work together, children do better, have higher levels of focus on their work, stay in school longer, have better patterns of attendance and behaviour, and better social skills. Parent engagement also results in longer-term economic, social and emotional benefits.

The Secondary School staff and I look forward to sharing the year ahead with you and your child as, together, we encourage your child to 'grow up into Christ'.

Steve Tidey  
Assistant Principal/Head of Secondary School





## SECONDARY SCHOOL

### CONTACT DETAILS:

Postal Address: PO Box 492  
Belmont NSW 2280

E-mail: [college@bcc.nsw.edu.au](mailto:college@bcc.nsw.edu.au)

College Location: John Fisher Road, Belmont North

Telephone: 4922 8300

Fax: 4945 8704

Web Address: [www.bcc.nsw.edu.au](http://www.bcc.nsw.edu.au)

### Who Should I Contact?

- Secondary Administration Assistant: Kathy Evans 4922 83 Ext 505 - absences, bus passes, school fees etc.
- Registrar: Teena Knott 4922 8300 Ext 512 – enrolment enquiries
- Connect Teacher
- Stage Leader
- Subject Teachers
- Subject Coordinators
- Assistant Principal/Head of Secondary School: Steve Tidey

Appointments to speak to your child's teacher can be made by contacting the College Office or the teacher direct via email.



## **ABSENCES**

If your child is absent from school, you are legally required to provide the College in writing stating the reason for the absence. This notification can be in the form of an email or paper note and should be sent to your child's Connect/Pastoral Care teacher and/or the Secondary School Administration Assistant [Kathy.evans@bcc.nsw.edu.au](mailto:Kathy.evans@bcc.nsw.edu.au) as soon as possible after your child has returned to school. Or you can use the Skoolbag App to complete an eform.

Government Attendance Register requirements mean that the College must receive explanations of absences **within 7 days** of the absence for the absence to be included as an 'explained absence' on student attendance records. We would value your assistance in this matter in order to keep your child's record up to date by providing a *written* explanation within 7 days. Unfortunately, we are not able to make any changes to the record **after** the 7 days.

Monitoring of partial attendance is undertaken so that students who arrive late or have to leave early provide a written explanation signed by a parent/caregiver and presented to the Office on arrival or when leaving. For Years 7-10, parents/caregivers can communicate partial absence information in the student diary.

Year 12 students may leave during specified study periods after 12.10 pm if they have submitted a parent/caregiver signed Study Leave Permission Form. They must sign out at the electronic 'swipe' link to the Student Management System as they leave.

If you are planning an absence of **6** or more days with the intention of travelling you will need to apply to the Principal for 'Extended Leave – Travel'. Applications can be acquired from the College office or on the Skoolbag App. (See also "Extended Leave – Travel")

## **ACCIDENTS** (See, also, "First Aid and Sick Bay")

In case of sudden illness or accident the College will endeavour to contact parents/caregivers at home or at work. In serious cases, if neither parent/caregiver can be contacted, children will be taken to appropriate medical help. In the case of an emergency, an ambulance will be called. Minor first aid is dealt with by College staff with first aid qualifications. Medicines that need to be administered at school should be sent handed to the College Office (see note under "Medications").

## **ASSESSMENT APPEALS**

When a student has a reason that they consider valid for not completing or attempting a task by the due date, an APPEAL FORM must be completed (available from the Office) and submitted to the teacher within ONE week of the absence and/or due date for consideration by the Assessment Appeals Committee, comprising the relevant teacher, the KLA Co-ordinator

## **Assessment Appeals cont'd...**

and the Director of Teaching and Learning. The Assistant Principal will make the final determination if circumstances deem this necessary, and the decision will be communicated to the student by the relevant KLA Coordinator.

## **BEFORE AND AFTER SCHOOL SUPERVISION**

Formal supervision of students does not begin until 8:10am and concludes at 3:10pm each day. Students should not arrive before 8:10am. Please note that students who arrive before 8:10 am, or who remain at school after 3:10pm, may not be supervised. Students still at school after 3:10pm will generally be supervised in the Office foyer.

## **CANTEEN**

Canteen service is available each day of the school week. A price list is available from the Canteen, the Office and on the Skoolbag App. When ordering lunch for your child, write their name and class clearly on a paper lunch bag. Write the order on the outside of the bag. Lunch orders should be placed in the Lunch Order Box at the rear of the canteen by 9am. Lunch orders should also be placed on-line by registering at <https://www.munchmonitor.com/> using Code: belmontcc Password: munch2280. Parent volunteers are essential for the functioning of the Canteen. Please contact the Canteen on 4922 8300 Ext 525 if you would like to help.

## **CHAPEL/CONNECT**

Secondary School students meet together on a regular basis for Chapel as part of the Connect program, which often features a celebration of worship and Bible teaching. A Years 7-12 Chapel is normally held in the Multi-Purpose Building, or will at times have a Stage 4, 5, or 6 focus and be able to be held in size-appropriate rooms as required.

## **CHANGE OF SUBJECTS**

From Year 9 students will chose elective subjects. There is a normal period of adjustment time of one cycle of the timetable (currently 7 periods) after which students may change to a different elective subject if they have made the wrong choice. Note: only ONE change is possible. Students will need to obtain a 'Change of Subject' form from the College Office. There are certain conditions that will apply, particularly for Stage 5 and Stage 6 students.

## **CHROMEBOOKS**

Belmont Christian College utilitises a 1:1 program for all Secondary School students to ensure device uniformity and to enable staff to effectively integrate technology into the classroom. The designated device is a low

## **Chromebooks cont'd...**

cost Chromebook managed through the College's Google for Education environment.

In addition to our 1:1 program, the College provides a range of facilities and dedicated desktop computers to enable students to participate in engaging, high value learning experiences with digital technologies. Students have access to machines for specific purposes such as graphics and media work, laser cutting, 3D printing, robotics and software development.

Student Chromebooks must be purchased through our purchase portals to ensure uniformity and efficiency of management. Please visit one of the websites below to order.

LWT - <https://belmontcc.orderportal.com.au>

JB Hifi - [www.jbeducation.com.au/byod](http://www.jbeducation.com.au/byod) (School Code = BCCBYOD)

Please email [chromebooks@bcc.nsw.edu.au](mailto:chromebooks@bcc.nsw.edu.au) if you have any questions or concerns about this process. Students must complete an online digital discipleship course prior to use.

To protect the Chromebooks the College provides lockers for all Secondary School students to use at recess, lunch and when not using their Chromebook for extended periods of time during the day. At the end of each school day, students must take their Chromebook home to complete their homework and to have the device charged and ready for the next day. No student Chromebook is to be left in the lockers overnight. Chromebooks are required to be in a case or hard cover bag when not in use. We strongly recommend you purchase a sturdy cover to give your child's Chromebook maximum protection and prevent costly screen damage.

## **Alternative Devices for Years 11 and 12**

Year 11 and 12 students can access their choice of software tools for specialist electives (e.g. Music, Visual Arts, or film production, etc.) should they not wish to continue using their Chromebook.

- Students must maintain their own device, including ensuring it is charged each day
- Warranty, repair and device functionality is the responsibility of the student
- Students must allow the College to install antivirus software on the device. This software must not be deactivated. **The device must run an operating system that supports Sophos Endpoint Protection (Windows S editions are not sufficient).**

The ICT Help Desk will provide minimal support only, i.e. password resets, etc.



## **Chromebooks cont'd...**

If you are considering buying a computer or already have one you would like to use, please bear in mind that it should be fit for the purpose of schooling. Your child's choice of subjects will influence your decision, but please be aware that higher end laptops, e.g. gaming laptops, will probably not have sufficient battery life to be viable as a school device. Any laptop that is misused or does not comply with College requirements will be removed from the network. Device requirements include:

- A reasonable screen size (not too small, not too big to be practical. A diagonal size of at least 10" would be the minimum)
- Sufficient battery life for a school day (8 hours is a good guide)

An I.T. Helpdesk is available to students each school day should they require help and it is located in the Learning Hub (Library). Parents/caregivers can also contact the Helpdesk at [helpdesk@bcc.nsw.edu.au](mailto:helpdesk@bcc.nsw.edu.au) if they have any concerns or questions about Chromebook function, operation and/or usage.

## **COMMUNICATION WITH MEMBERS OF STAFF**

The College wants to work with parents/caregivers, so communication is vital. Parents/caregivers are welcome to make contact with members of staff if there are matters of concern that they wish to communicate.

It is usually best to make an appointment to speak with a member of staff, and this can be arranged through the College Office or by contacting the teacher direct via email. Unless on duty, teachers are generally available after school on most afternoons. Staff are generally not available before school, as they are often involved in necessary preparation for the day.

## **COMMUNICATION HOME**

- **Skoolbag** - provides an easy and convenient means of communication of essential information including College newsletters, notices and alerts which are communicated directly to parent/caregiver through the Skoolbag Mobile App on your iPhone, iPad or Android devices. Simply search for '**Skoolbag**' in the APP Store/Google Play on your device and install. Open App and add BCC and relevant groups, eg. Primary / Secondary.
- **Newsletter** - The College produces a fortnightly newsletter. This is a vital form of communication which is available on the College website, with a link emailed out every second Thursday during school term time. The Newsletter contains important information about coming events and is designed to keep your family informed.
- **Email** - Excursion permission notes as Google Forms and other important information is emailed home from time to time. Please endeavour to regularly check your inbox to keep up to date.
- **Google Classroom** - student information is conveyed by Stage Leaders and teachers to each year group via a Google Classroom page. Parents/caregivers are advised to ensure it is regularly checked. A summary of classwork is available by requesting your child's teacher to add you as a 'guardian'.

## **CURRICULUM**

Belmont Christian College is a Registered School, teaching programs based on the NSW Education Standards Authority (NESA) syllabus requirements. Secondary School students enjoy a wide variety of learning experiences that cover the Key Learning Areas that are taught in all NSW schools, including:

- English
- Mathematics
- Science
- Human Society and its Environment (HSIE)
- Personal Development, Health and Physical Education (PDHPE)
- Creative Arts (including Music, Visual Arts, Dance and Drama)
- LOTE (Languages other than English)
- TAS (Technological and Applied Studies)

In addition, Biblical literacy is an integrated part of the College program, with a particular focus in the two Connect sessions held each week. These sessions provide students with opportunities to learn from God's Word together, to share, serve, worship, work collaboratively and pray.

While the content of the Secondary School syllabus is similar to that taught in most other schools, the foundation of what is taught is distinctively Christian. All aspects of the curriculum are approached from a Biblical perspective. Throughout the day, students are encouraged to respond to the world around them, and all that they learn, from a Biblical perspective.

## **DIARIES**

Each Secondary School student in Year 7 is issued with a College Student Diary which provides College specific information and general advice intended to help students organise themselves for school and to assist them in their study. It also enables students to better plan their work in one place to record homework, assessment tasks and College events. As well, teacher and parents/caregivers can use the diary as a means of communication

Students in Year 7 must have their College diary on their desks in every lesson. We ask students to have their diary pages signed each week by parents/caregivers. Years 8 – 12 have instruction in the set up and use of Google Calendar.

## **DISCIPLINE and COMMENDATION**

The College's discipline (censure) and commendation policies and procedures are based on procedural fairness which relates to the right of a fair hearing; the right of an unbiased decision; and the right of appeal. In BCC's relational teaching model, staff in Secondary School place emphasis on mutual respect, genuine care and restorative discipline in order to help the student return to positive and effective teacher/student/peer

## ***Discipline and Commendation cont'd...***

relationships. Consistent positive example, fair rules, reasonable standards and appropriate and reasonable consequences for negative behavior, with the over-riding concern being for the wellbeing of the student and the College community is integral to our practice. As part of our approach to equip students to work through conflict effectively we have integrated the Peacewise Principles and Restorative Practice to help equip students to work through conflict in a God-honouring and peacemaking way.

Thus, discipline is always carried out in the light of the teaching of God's Word and in the context of a loving community. A wide range of disciplinary measures may be used including counsel, recognition, encouragement, correction, restoration and time-out (detention). Where serious offences occur, or there is a pattern of repeated behaviour that is causing concern, contact will always be made with parents/caregivers. The support of parents/caregivers is most often of great assistance in resolving some issues. Please remember that an enrolment condition is that parents/caregivers "... uphold in every way possible the College's authority and right to administer appropriate discipline in accordance with the policies of the College." As per the requirements of the Education Reform Act (1995), corporal punishment is not used at the College.

Recognition of achievement through positive referral fosters students' connectedness and sense of belonging to the College community. It also builds students' positive regard for themselves, their peers and their school.

Staff are encouraged to openly and regularly recognise student achievement in academic, community, cultural and sporting domains as well as for general support and commitment to the College community. The regular Assemblies and Year meetings allow for the recognition and celebration of present and ongoing achievement. The end of year whole College community Presentation Night recognises a range of academic, community, cultural and sporting achievements.

## **EDUCATIONAL SUPPORT/STUDENT SERVICES**

Students with particular needs that may affect learning are supported by the Secondary School's Educational Support staff (Student Services). Support programs may include small-group withdrawal lessons and in-class one-to-one support. Student Services staff can be contacted if you have concerns about your child's educational needs.

In addition, extension and enrichment is provided to students. We seek to develop the gifts of individual students using a variety of strategies that may also include acceleration. Enquiries regarding programs for enrichment should be directed to the Head of Student Services and Wellbeing.

## **ELECTRONIC EQUIPMENT & GAMES**

Because of problems associated with theft and damage, electronic equipment such as games, radios, I-Pods, and MP-3 players should not be brought to school.

## **EQUIPMENT**

At the beginning of each new school year, Secondary School provides book and art (where needed) packs and associated materials that are needed as a start-up pack. However, we do ask that parents/caregivers provide pens, pencils, scissors, highlighters etc.

In addition to the above items, individual teachers may request that other, specialist items be purchased for your child's use.

Chromebooks are a compulsory item (see also "Chromebooks").

## **EXCURSIONS & CAMPS**

Various day excursions, and camps are arranged by Secondary School staff to provide a stimulus and practical experiences for themes and topics being taught in class. Parents/caregivers may at times be asked to help with transport of their child. Whilst we consider the College camping program as a compulsory component of the educational development of all students, if for any reason your child is unable to attend camp please be aware that a refund for camp fees is not possible.

## **EXTENDED LEAVE – TRAVEL**

If you are planning on being absent from the College for **6** or more days for the purpose of 'travel' you will need to apply to the Principal for 'Extended Leave – Travel'. Once the Principal grants permission you will be issued with a Certificate of Extended Leave – Travel that you will need to carry with you whilst on leave. This is a NSW State Government requirement. Applications can be acquired from the College Office or on the Skoolbag App.

## **FIRST AID AND SICK BAY**

All Secondary School staff have First Aid qualifications, including the Office staff who oversee the College Sick Bay. Children who become ill, or injured at school can be referred to the Sick Bay by their teacher. The Sick Bay is a facility for short-term or minor incidents only. If a student's illness or injury is other than minor, a parent/caregiver will be contacted so that they can collect the student from the Sick Bay in order to seek medical advice.

## **FOOD ALLERGIES**

The College has a comprehensive policy for the management and care of children with food allergies. If your child has severe, life-threatening allergies to certain foods or substances, please contact the College Office so that a management plan can be implemented for your child.

## **FUNDRAISING ACTIVITIES**

There are a few occasions throughout the year when Secondary School students are encouraged to participate in fundraising activities, and a Fundraising Planning Committee is convened each year to formulate a calendar of events for the coming year. Fundraisers take many forms including 'muffi days' (non-uniform days), barbecues, stalls and special collections at 'Chapel'. Special activities are often arranged to support Compassion and other such organisations. Details of fundraising activities are provided in the College's fortnightly Newsletter.

## **HOMEWORK**

Homework is a valuable part of schooling. It allows for practising, extending and consolidating work done in class. Homework provides training for students in planning and organising time and develops a range of skills in identifying and using information resources. Homework tasks are assigned with a specific, explicit learning purpose and establish habits of study, concentration and self-discipline. On completion, and review of homework, Secondary School teachers are encouraged to acknowledge student effort and provide feedback related to student learning. Secondary School staff endeavour to provide homework that is:

- appropriate for each student's age and ability
- relevant to each student's needs
- purposeful and designed to meet specific learning goals
- varied and challenging, but achievable
- built on knowledge, skills and understanding developed in class
- clearly stated and requirements made explicit during class time
- supported by teacher strategies for students having difficulties with homework.

## **INTERNET**

The College internet connection is available for students to use within the College. These facilities are to be used for educational purposes only. The College endeavours to provide a safe, ready access to meet all of our students' educational needs. In the Secondary School, Internet access will usually take place in the course of lessons held under the supervision of a teacher or librarian.

## **LATE FOR SCHOOL**

Children who arrive after 8:50am must report to the College Office to be signed in on arrival. Parents/caregivers are required to provide a note or email explaining the reason for the partial absence from school. For Year 7 students, parents/caregivers can communicate partial absence information in the student diary.

## **LEARNING HUB**

The College Learning Hub (includes the Library and ICT Help Desk) is open from 8:15am to 4.00 pm daily. Students are encouraged to responsibly use the learning spaces available to them. Parents/caregivers may also access the College Learning Centre where parenting resources can be found that may be of particular interest.

## **LOST PROPERTY**

Please mark all clothing and private property to ensure quick return to owners. The lost property box is located in the College Office.

## **MEDICATIONS**

For the safety and well-being of the students, all medications should be kept in the College Office. If your child requires medication at school (either for a short period of time, or in the longer term), please complete a medical form at the College Office, providing written instructions for the administration of the medication. The medication should be handed to the Office for safe-keeping. Your child will need to report to the Office to receive the medication at the appropriate time.

It is equally important to ensure that parents/caregivers provide written instructions to the Office for the dispensing of the medication, and particularly if medication arrangements need to change (eg. dosage, times, etc).

## **MOBILE PHONES**

Because of problems associated with misuse and theft, special conditions apply if students must bring mobile phones to school. While it is recognised that, on occasions and in certain situations, it may be desirable for a student to have a mobile at school, the general use and possession of mobiles at school is discouraged. If brought to school, mobiles **must not** be used without teacher permission and supervision. They **must be switched off** during school hours and, when in class switched off and place face down on the student's desk. If a phone is "seen" when students are **not** in class, it will be confiscated. Students who need to bring a mobile phone to school must first have read, signed and submitted the College Mobile Devices Agreement, available from the College Office.

If students need to contact parents/caregivers during the day, they should obtain permission from their class teacher to use their mobile, or preferably come to the College Office to use the Office cordless phone.

## **'N' DETERMINATION**

In Years 10 to 12, if students are not satisfactorily completing a course, parents/caregivers will receive an 'N' Warning Letter (a letter that warns of a Non-Determination of a grade for that subject) notifying them of the issue. Should the issue of the missed task(s) or incomplete work not be adequately addressed and rectified, the course of study is at risk of being deemed 'Not Completed' and this may mean that students are not eligible for the award of a NSW RoSA or HSC in that year. For further information see [N Determinations](#)

Students have the right to appeal against an 'N' determination. The appropriate form can be obtained from the College Office. Appeals against 'N' determinations should be lodged with the Principal, who will advise you of the date by which your appeal must be submitted. If parents/caregivers are dissatisfied with the result of the College review of the appeal, you should advise the Principal that you wish the appeal to be referred to NESAC. Further information about assessments is conveyed in each year group's Assessment Booklet issued at the start of each school year.

## **NEWSLETTER**

The College produces a fortnightly newsletter. This is a vital form of communication which is available on the College website, with a link emailed out every second Thursday during school term time. The Newsletter contains important information about coming events and is designed to keep your family informed.

## **PARENT/CAREGIVER ASSISTANCE**

Parents/caregivers have many opportunities to assist the College in a variety of ways. Opportunities for parent/caregiver help include sports coaching, community garden, working bees, and canteen. Notices requesting help regularly appear in the College Newsletter. Please note that all volunteers who assist at the College must undertake and provide to the College Office a current 'Working with Children Check' and complete a Volunteer Booklet which is available at the Office.

## **PARENTS/CAREGIVERS VISITING THE COLLEGE**

As part of the College's Child Protection Policy, all visitors entering the College grounds and staying for any length of time, including parents/caregivers and volunteers, should report to the Office to sign in and receive a visitor's sticker. At the conclusion of the visit, they must return to the Office to sign out.

## **PARKING AND CHILD SAFETY**

Arrival and dismissal times are very busy at the College. In the interest of safety, we ask parents/caregivers and students to observe the following procedures:

- A drop-off zone is available at the front of the Administration building. To access, turn left after entering the College driveway. Parents/caregivers should not leave their vehicles, nor leave vehicles parked in this area. It is vital that the College entrance driveway is not blocked.
- Some parking spaces are available for parents/caregivers in the car park.
- Some parking spaces have been reserved near the Prep area for the use of parents/caregivers who are dropping off or collecting Prep children.
- When entering or leaving the College grounds, please take extra care in the vicinity of the pedestrian crossings that are located near the entrance gates.

## **PHOTOS**

The College arranges for a commercial photographer to come to the College to take class and individual photographs once each school year. Parents/caregivers can order copies of these photographs. Details of 'Photo Day' are advised in the College Newsletter.

## **PLAYGROUND EQUIPMENT**

The fixed playground equipment that is located on the Pleasance should only be used by Primary School children, and only under the supervision of a member of the College staff. For safety reasons, parents/caregivers are requested not to allow their children to play on this equipment at other times.

## **REPORTS**

Parents/caregivers will receive a comprehensive, written report on their child's progress at least school towards the end of Terms Two and Four. Parents/caregivers have the opportunity to discuss the report with their child's teacher at Parent/Teacher Meetings, which are held shortly after the issuing of the reports. Parents/caregivers are also encouraged to meet with their child's teacher at other times throughout the year if they have any concerns about their child's progress. Appointments can be made through the College Office or by contacting the teacher direct via email.

## **ROLL CALL**

Roll call for the start of the day will be done each day in Period 1 from 8:40am to 8:50am by the Period 1 teacher. Student attendance/absence is marked every period of the day.



## **SCHOOL HOURS**

Students are asked to arrive after 8:10am and up to 8:40am

Period 1: (includes brief PC and Roll call)	8:40 – 9:50am
Period 2:	9:50 – 10:50am
Recess:	10:50am – 11:10am
Period 3:	11:10 – 12:10pm
Period 4:	12:10 – 1:10pm
Lunch:	1:10 – 1:50pm
Period 5:	1.50 – 2.50pm
End of School:	2:50pm
College Office hours:	8.10am – 4.00pm

## **SPORTS**

The Secondary School offers a comprehensive sports program. Your child will have designated days during which they will be engaged in Sport and PE activities. On those days, your child should wear sports uniform. PDHPE and Marine Studies teachers will advise you of the particular days appropriate for sport uniform.

Throughout the year, Secondary School students have the opportunity to participate in a variety of special sports activities:

- Swimming Carnival - held in Term 1
- Cross-Country Carnivals - held in Term 2
- Athletics Carnivals - held in Term 2
- Triathlons and Biathlons
- Interschool Team Sports - Soccer, Netball, Cricket, Touch Football, Oztag, Basketball and so on are all held at various seasonal times throughout the year.

Details of these special activities will be announced at assemblies and appear in the College Newsletter, flyers or notes home. Parents are welcome to attend these events to encourage student participants. Successful students are selected to represent the College at Zone and State carnivals that are arranged by the Christian Schools Sports Association.

## **STUDENT BEHAVIOUR AND PROGRESS**

Teachers will inform parents/caregivers via email or by a phone call of any concerns about a student's behaviour or academic progress. Teachers may want to arrange a meeting to keep you informed. Parents/caregivers are also very welcome to initiate a meeting should there be a concern. It is important that parents/caregivers remain aware of the importance of arranging formal meetings with class teachers and to avoid catching teachers 'on the hop', for example in the carpark. Inevitably, teachers are busy organising their classes and lessons and will be unable to give the attention a formal meeting enables, so please be mindful of this.

## STUDENT LEADERS

Each year, students from Years 10, 11 and 12 are nominated and elected by the student body and staff as College Captains and Prefects. Our student leaders exercise a number of functions within the College including meeting with staff to plan student led activities, running assemblies, taking Secondary School devotions, representing the College at special ceremonies and community events, and being positive role models for younger students. The nomination and election process occurs during Term 3 of the previous year.

## TERM DATES FOR 2021 - for Secondary School Students

<b>Term 1 (10 weeks) commences</b>	27/1/21
(Yrs 7, 11 & 12)	27/1/21
(Yrs 8-10)	28/1/21
Last day of Term 1	1/4/21
*Easter falls during holidays (2-5 April)	
<b>Term 2 (10 weeks) commences</b>	19/4/21
Anzac Day falls on a Sunday (25/4/21)	
Queen's Birthday Public Holiday (14/6/21)	14/6/21
Last day of Term 2	25/6/21
<b>Term 3 (9 weeks) commences</b>	19/7/21
Last day of Term 3	17/9/21
Labour Day falls during holidays (4/10/21)	
<b>Term 4 (9 weeks) commences</b>	5/10/21
Last day of Term 4 for students	2/12/21
Term concludes for staff	3/12/21

In addition to the above term dates, College staff participate in Staff Development and Training weeks, one at the beginning of the school year and a second one at the beginning of Term 3.

## TRANSPORT

A number of bus routes service the College. Children coming by bus may be eligible for free travel. For bus passes, bus routes and timetables please visit <https://bcc.nsw.edu.au/transport/>. Children who travel to the College by bus are supervised by staff when boarding.

## UNIFORM SHOP

The Uniform Shop is operated by Alinta Apparel and is located within the Student Services building. Opening hours are Tuesday 1pm - 3:30pm and Thursday 8am - 11am. Price lists are available online, as are purchases

## **Uniform Shop cont'd...**

should you wish to transact business using that platform.  
<https://bcc.nsw.edu.au/uniform/>

## **UNIFORM AND DRESS STANDARDS**

Wearing the uniform plays an important part in maintaining the tone of the College. Dress standards are in place to encourage positive attitudes and to ensure that students represent their families, themselves and the College well. It is only when parents/caregivers, students and teachers work together in full co-operation that consistent standards can be maintained. We would ask for your support in helping to ensure that appropriate standards of dress are maintained at all times. Please note information about the College uniform code can be found at <https://bcc.nsw.edu.au/uniform/>. We appreciate your support with the effective implementation of our uniform standards.

The following notes regarding uniform and dress standards are provided for your information and reference throughout the year:

### **Dress Standards**

- All items of College uniform, including shoes, should be neat and in good condition.
- Hats are a compulsory component of the sport uniform. Secondary School students are encouraged to wear their hats at recess and lunch times.
- Navy or maroon gloves and navy or maroon scarves may be worn in winter.
- Skirts are to be knee-length.
- Boys' shirts are to be tucked in at all times.
- Regulation black, enclosed, polishable leather lace-up school shoes with substantial soles and a distinct heel. The leather must cover the whole upper foot and not have a platform sole or extend over the ankle. This style fulfils safety requirements for practical subjects (ie, Science, D&T, Industrial Technology, Visual Arts, Food Technology and Hospitality). Ballet types, buckle or strap styles, slip-ons, high heels, open weave, open toe or open heel styles are not to be worn nor are jogger or skater styles, shoes with extensive laces or perforations, casual or canvas shoes.
- Joggers or cross trainers are only to be worn with the sports uniform.
- Girls are not permitted to wear make-up which draws undue attention. Only clear, colourless nail polish may be worn.
- Girls are permitted to wear a watch, a simple ring and only one pair of silver or gold sleepers or studs in their ears. No other piercings are accepted.
- Boys are permitted to wear a watch, but no other jewellery, including earrings or piercings.

### **Dress Standards cont'd...**

- If new piercings are done they **MUST** be done at the beginning of summer school holidays, to ensure sufficient healing time to avoid the wearing of unacceptable piercings which will need to be removed.
- No visible tattoos are permitted.
- Unless specifically told otherwise, full school uniform is to be worn on all school excursions. Students without the proper uniform will not be permitted to attend the excursion.
- Hair styles should be neat and tidy and of a conservative style. Outlandish hairstyles or colours are not acceptable.
- Boys' hair is to be tied back in order to be kept clear from the face for practical lessons.
- Girls' hair is to be tied back in order to be kept clear from the face for practical lessons.
- The College reserves the right to decide whether a haircut or style is acceptable.
- Girls' hair ribbons must be in school colours: navy blue or maroon. Hair clips must be as close to hair colour as possible. No other hair accessories are to be worn.
- When students are requested to wear formal school uniform, this means full winter uniform, irrespective of the time of year.
- T-shirts (long or short sleeve) worn under school shirts should not be coloured, patterned or visible.
- Only BCC school bags may be used. These bags are available from the Uniform Shop.
- All clothing should be labelled with the owner's name.
- Swimming Costumes - Girls must wear a modest, one-piece costume. Boys' costumes should, likewise, be modest.

### **Seasonal 'Change-Over' Period**

Summer to Winter - A two week 'change-over' period will take effect for the first two weeks of Term 2. During this period, students may wear EITHER Summer Uniform OR Winter Uniform, not a mixture of both. At the end of this period, students are required to wear Winter Uniform only.

Winter to Summer - A two week 'change-over' period will take effect for the last two weeks of Term 3. During this period, students may wear EITHER Summer Uniform OR Winter Uniform, not a mixture of both.

## SECONDARY SCHOOL STAFF 2021

Ms Sharon Sopher	<b>Principal</b>
Mr Steve Tidey	<b>Head of Secondary/ Assistant Principal</b>
Miss Melanie Melcum	<b>Director of Teaching &amp; Learning</b>
Mrs Bronwyn Rappeneker	<b>Head of Student Services &amp; Wellbeing</b>
Mr Chris Stewart	<b>Creative Arts Coordinator</b>
Mr Paul Hendriks	<b>English Coordinator</b>
Mr David Gray	<b>HSIE Coordinator/Director of Mission &amp; Community</b>
Mr Ian Brown	<b>Maths Coordinator</b>
Mr Mark Hall	<b>PDHPE/Sport Coordinator</b>
Mr Alex Cameron	<b>Science Coordinator</b>
Mr Cain Sanchez	<b>TAS Coordinator</b>
Mrs Janine Ferreira	<b>Stage 4 Leader</b>
Mr Phil Melcum	<b>Stage 5 Leader</b>
Mr Nate Miller	<b>Stage 6 Leader/Prefect Mentor</b>
Mrs Bronwyn Moulds	<b>School Counsellor</b>
Ms Liz Roberts	<b>School Counsellor</b>
Mr Mitch Forbes	<b>Chaplain</b>
Mr Joe Haig	<b>ICT Integrator/Teacher</b>
Mr Adam Lowth	<b>IT Manager</b>
Mr Hayden Gribble	<b>IT Helpdesk</b>
Mrs Susan Carter	<b>Careers Advisor / VET Supervisor Secondary Teacher</b>
Mr Paul Barnes	<b>Secondary Teacher</b>
Mr Ben Boyce	<b>Secondary Teacher</b>
Mr Alison Calderwood	<b>Secondary Teacher</b>
Mrs Liz Cameron	<b>Secondary Teacher</b>
Mr Rod Campbell	<b>Secondary Teacher</b>

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**Secondary School Staff cont'd...**

Mr Chris Denzin	<b>Secondary Teacher</b>
Mr Brent Donaldson	<b>Secondary Teacher</b>
Mrs Kate Donaldson	<b>Secondary Teacher</b>
Mrs Hannah Haggerston	<b>Secondary Teacher</b>
Mr Fraser Hannam	<b>Secondary Teacher</b>
Mr Andrew Kable	<b>Secondary Teacher</b>
Mr Stephen Lumley	<b>Secondary Teacher</b>
Mrs Teresa MacPherson	<b>Secondary Teacher</b>
Mr Jacob Neale	<b>Secondary Teacher</b>
Mrs Nyssa Potapczyk	<b>Secondary Teacher</b>
Mrs Vicki Quick	<b>Secondary Teacher</b>
Mr Ben Robins	<b>Secondary Teacher</b>
Mrs Brooke Robins	<b>Secondary Teacher</b>
Mrs Trudi Sanchez	<b>Secondary Teacher</b>
Mrs Naomi Stewart	<b>Secondary Teacher</b>
Mrs Bronwyn Thomas	<b>Secondary Teacher</b>
Mr Ross Urane	<b>Secondary Teacher</b>
Mrs Gail Vine	<b>Secondary Teacher</b>
Mrs Louise Osborn	<b>Teacher/Librarian/Distance Education Supervisor</b>
Mrs Bethany Clothier	<b>Student Services</b>
Mrs Elizabeth Troyer	<b>Student Services</b>
Mrs Sarah Newton	<b>Student Services</b>
Mrs Kaylene Taylor	<b>Student Services</b>
Mrs Kathy Evans	<b>Secondary Admin Assistant</b>

