



Junior School Handbook



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Principal's Welcome to Berwick College

We are excited that you have chosen Berwick College for your secondary education and look forward to getting to know you. I am proud of this school with our outstanding results and specialist facilities, and feel privileged to work with such wonderful young people and dedicated staff. Our students thrive, learn and make a difference to our community each day.

Our school motto, Crescam "I shall grow", reflects our commitment to nurturing academic success and engagement by offering rich and varied educational programs in a caring and supportive environment with pathways for accelerated learning.

Over time you will become a part of our extensive alumni with global connections in an amazing variety of fields and part of a rich 44 year history in the City of Casey.

I encourage you to take advantage of every opportunity, whether it's an extra-curricular activity such as the performing arts, sporting and instrumental music programs, student leadership, or the many interstate and overseas tours offered to extend your learning.

Our ICARE Values: Inquiry, Cooperation, Achievement, Resilience and Empathy support our classroom teaching and learning as well as our relationships and interactions with each other.

Enjoy being part of our vibrant Learning Teams, which, together with our specialised transition days and programs, will help you build a sense of connection and promote wellbeing as you adjust to the change to secondary schooling.

We hope, through your interest and participation, you will come to feel very much a part of the school community.



Ms Kerri Bolch

Principal

College Principal Team



Mr James Doble
Assistant Principal



Mrs Alison Birkett
Assistant Principal



Mr Andrew Barker
Assistant Principal



Mrs Cassandra Marinopoulos
Assistant Principal

Junior and Senior School Leaders



Mrs Michelle Lewis
Junior School Leader

Michelle.Lewis@education.vic.gov.au



Ms Erin McCarthy
Senior School Leader

Erin.McCarthy@education.vic.gov.au

Our Learning Teams

At Berwick College we have a vertical pastoral care system comprising eight communities known as Learning Teams. Learning teams have been named after Australians who have served and made a significant contribution to the Australian community. Learning Team colours have been named after Australian gem stones.

Each Learning Team focuses on providing a supportive community that gives students an identity within the school and vertical support outside their immediate peer group.

Chisholm

Learning Team Leader



Ms Amy Hooper

Logo



Colour

Topaz (Light Blue)

Origin of Name

Caroline Chisholm

Dunlop

Learning Team Leader



Ms Rebecca Hann

Logo



Colour

Citrine (Yellow)

Origin of Name

Sir Edward
'Weary' Dunlop

Flynn

Learning Team Leader



Mr Vaughan Chaplin

Logo



Colour

Amethyst (Purple)

Origin of Name

John Flynn

Frost

Learning Team Leader



Mr Matthew Oke

Logo



Colour

Sapphire (Royal
Blue)

Origin of Name

Dame Phyllis Frost

Hollows

Learning Team Leader



Ms Deana Mihalos

Logo



Colour

Peridot (Lime
Green)

Origin of Name

Fred Hollows

Kenny

Learning Team Leader



Mr Gavin Watson

Logo



Colour

Ruby (Red)

Origin of Name

Elizabeth Kenny

Monash

Learning Team Leader



Mr Paul Roberts

Logo



Colour

Emerald (Dark Green)

Origin of Name

Sir John Monash

O'Donoghue

Learning Team Leader



Mr Jesse Nugent

Logo



Colour

Cornelian (Orange)

Origin of Name

Lowitja O'Donoghue

Curriculum and Learning

Berwick College is a learning community focused on improving learning for everyone in our College. We want to ensure that our students are engaged and inspired to strive for excellence in learning.

The curriculum at Years 7-9 is designed to provide rich learning experiences in a wide range of areas, thereby preparing students to make objective decisions with regard to their studies in the later years of their schooling. Lessons are differentiated, so that all students can experience success in their learning. There is a focus on English, Maths, Science and Humanities. This is complemented with opportunities to study sports, arts, technology and languages.

All areas of study are underpinned by the Victorian Curriculum Standards.

We offer opportunities for students to participate in co-curricular activities that further enhance their classroom experiences and encourage students with a passion for basketball or dance to participate in our Basketball Academy or Dance Academy. The College's High Achievers' Program aims to extend and/or accelerate students through a specially developed curriculum.

Berwick College also places a strong emphasis on positive student teacher interaction to ensure students feel safe, supported and challenged in their learning.

A cornerstone of Berwick College's values is Pathways. We offer a breadth of subjects and pathways to cater for all student interests in the senior years including the Victorian Certificate of Education (VCE) or the Victorian Certificate for Applied Learning (VCAL). Vocational Educational Training in schools (VET) is available to all students in Years 10-12.

The student e-Portfolio is a platform developed to map learning and growth over the student's time at Berwick College. The e-Portfolio also assists with the development of a Career Action Plan and student goal setting.

Berwick College Vision

Excellence In Learning

Berwick College fosters the pursuit of knowledge and skills. We strive to do our best, we consider new ideas and encourage best practice, and we select our learning opportunities.

Rich and Varied Pathways

Berwick College aims to prepare each person for diverse pathway choices and to make a successful transition into further education, training and employment.

Positive Relationships

Berwick College uses democratic processes in its decision making and promotes social justice and equality of opportunity. We treat others with consideration and understanding, we are truthful and trustworthy, and we work with others.

Personal Growth

Berwick College values the unique qualities of each person and accepts their worth as individuals. We meet our expectations, we are accountable for our actions and we work with effort, energy and persistence.

Guiding Principles of Berwick College

As students progress along their journey at Berwick College, we aim for them to:

- Possess the life skills which enable them to face challenges with confidence, resilience, empathy and respect.
- Be adaptable to change and embrace ongoing learning through problem solving, creativity and thinking critically.
- Have a continuing sense of community, both locally and globally, and an awareness of the importance of the environment.

Specialist Programs

High Achievers' Program

"A highly sought after program that enables students to expand their minds in creative and innovative ways ensuring students' engagement and academic acceleration."

At Berwick College we strive to cater for all students within our vibrant learning community. Students who show high academic aptitude and have high academic aspirations are particularly suited to our High Achievers' Program.

The High Achievers' Program is an enrichment program designed to foster 21st Century learners, with a focus on inquiry-based learning, collaboration, critical thinking and creativity. We are focused on preparing our students for future learning and to become positive contributors to their community as adults. Our high achieving students follow the Victorian Curriculum guidelines, however work presented is more intellectually challenging, allowing teachers to assess each student's current learning level and learning needs to provide a learning program appropriate to the development of each child.

High Achievers' Program (HAP) Coordinator

Ms Kylie Duncan

kylie.duncan@education.vic.gov.au



Dance Academy

The Berwick College Dance Academy (BCDA) is a full-time academic and dance program, which will link students' educational pursuits with their performing arts interests. The program caters for passionate and aspiring artists, increases student engagement and improves student outcomes. It is designed to prepare students for VCE Dance, VET Dance and Theatre Studies, as well as the world of professional dance.

The BCDA has a focus on individual pathways, 21st Century learning and the creation of a professional resume and portfolio. As well as learning from an industry expert at the College, students will engage in an extensive dance program, including professional workshops, excursions and incursions, and performances within the College as well as in the local and wider community. Each and every student will be provided with a rich and meaningful experience that aims to excite and motivate them to reach their full creative potential.

Enrolment in this elite academy is by audition. Auditions will take place next year with dates to be confirmed, please refer to the College website to confirm dates. The Academy has one class group per year.

Dance Academy Director

Ms Mel Quenette

melissa.quenette@education.vic.gov.au



Basketball Academy

The Berwick College Basketball Academy aims to provide an integrated academic pathway driven by young students' sporting aspirations. Students experience an elite and specialised sports program that allows young athletes to enhance and develop their sporting talent, whilst concurrently receiving their secondary education and providing unique future employment opportunities. Expert internal coaches deliver training and theoretical sessions, Certificate III in Sport and Recreation and VCE Units 1 to 4. Expert external coaches assist with training sessions and tournaments. The Academy has links to the Victorian Junior Basketball League, Dandenong Rangers, Pakenham Warriors, Casey Cavaliers and Keysborough Cougars.

Enrolment in this elite academy is by trial only. Trials take place next year with dates to be confirmed, please refer to the College website to confirm dates. The Basketball Academy has two classes per year.

Basketball Academy Director

Mr Chris Pentland

chris.pentland@education.vic.gov.au



Victorian School of Languages (VSL)

Berwick College is proud to be a centre for the Victorian School of Languages (VSL), a government school providing language education for students in Years 1 to 12. The school's language program is delivered through face-to-face teaching **on Saturday mornings, from 9:00am – 12:20pm**. Berwick College currently delivers Spanish, Hindi, Malayalam, Mandarin, Chin (Hakha) and Chinese (Mandarin). Cost: Foundation to Year 10 \$80 per year and Year 11 to 12 (VCE) \$95 per year. Further information, including how to enrol, can be found at www.vsl.vic.edu.au or please contact the Area Manager on 9791 9289.

2021 Key Dates

Due to the possible impact of COVID-19, key dates surrounding Year 6 to 7 transition are to be used as indicative.

- Wednesday 5th May, 2021 – Year 7 2022 Information Evening 6:00pm
- Monday 6th December, 2021—Year 7 2022 Parent Information Evening. Details will be emailed directly to families of Year 7, 2022 students.
- Tuesday 7th December – Grade 6 Orientation Day (see below).

Grade 6 Orientation Day

Subject to change pending COVID-19 guidelines, Orientation Day will take place on December 7th, 2021.

On Orientation Day all Grade 6 students should report to the Leisure Centre by 9am. Students are to wear their Primary School sport uniform so they are easily identifiable.

They will meet their 2022 class (subject to change) and attend a variety of introductory lessons throughout the day. They should bring an exercise book and pencil case on the day.

Students should also bring a small backpack with food and a drink, however the canteen will be open for them to purchase food and drinks at recess and lunchtime if they wish. The Canteen price list can be found on the school website under 'General Information'.

At the end of the day, students will be escorted to the lower bus bay (main car park) for dismissal at 3pm.

2021 – School Photo Day

The 2021 whole school photo day is **Tuesday, 2nd February**. Every student will have their photo taken on this day and parents may order photos through the Compass Portal. The cost of the photo packages range from \$20 to approximately \$50. Photos can be ordered throughout the year but orders placed two weeks or more after photo day will incur a late fee.

Students must be in correct, full school uniform for this special event.

ICARE Day and Meet the Home group Teacher

In Term 1 all year 7 students participate in a fun filled activity day. The day is designed to enhance connection to their peers, their Learning Teams and their teachers. Students play games, complete a scavenger hunt and compete for Learning Team points through a range of exciting challenges. A BBQ lunch is supplied.

To support transition and help families and students in settling into high school life a “Meet the Home Group” teacher” evening is held. The evening provides a chance for Student Learning Leaders and Home Group teachers to meet parents and carers and further support them in navigating the structures and processes of Berwick College. Further information and dates for this event will be published in term 1.

Daily Monitors

Students in Years 7 and 8 are rostered for one to two days per year to assist the office staff and assistant principals with administrative duties. The aim of the program is to encourage teamwork, responsibility, initiative, organisational skills and self-esteem. Students on duty are listed on the student daily bulletin.

Bring Your Own Device

It is compulsory for all students at Berwick College to bring their own IT device to school as part of their essential booklist. The type of device is left to the parents' discretion and may include either tablet or laptop type devices, but cannot be a mobile phone or IPAD mini due to eye strain. Where possible, required textbooks for each subject will be in a digital format. Using an IT device in conjunction with digital textbooks is very cost effective for parents when compared to the traditional textbook model.

Through their nominated device, students can access a vast range of information and educational apps. It opens up a world of learning where tasks and activities can be tailored to individual student interest and learning styles. Students will have anytime, anywhere access to a suite of digital tools and will be able to communicate and collaborate far more efficiently. They will be able to connect with people and issues all across the globe with a global classroom, whilst completing learning tasks in creative and innovative ways. Ultimately, embracing cutting edge technology in the classroom today will help students develop the skills required for success in their real-world futures.

The device needs to meet the following requirements:

- Wi-Fi operating speed of 5 GHz to be able to operate on the College's network.
- A minimum storage of 16GB is required (this is enough for school use – if a student will be using the device for videos or gaming out of school, more storage may be required).
- A suitable case – should be sturdy enough to withstand daily use and transport in and out of school.

The following are not required but highly recommended:

- Accidental damage and theft insurance is optional and is not provided by the school
- 8 hr battery life
- Solid State Drive
- For a laptop 5 or equivalent CPU and Windows 10 (previous operating system not supported by Microsoft)

For all questions regarding BYOD at Berwick College please contact our Digital Learning Coordinator:

Ms Devi Aruna (Sankardevi.Arunagirinathan@education.vic.gov.au)

Phone: 8768 1000

E-Learning

At Berwick College we seek to equip our students to embrace the latest eLearning technologies. The Year 7, Year 8 and Year 9 students use an IT device to access a vast range of educational information. Whilst completing learning tasks in creative and innovative ways, students can communicate and collaborate far more efficiently and tasks can be tailored to individual student interest, ability and learning styles. All staff and students have their own school-based Google account for online and collaborative communication, organisation and document creation. This ensures students can be learning anywhere, anytime and on any device.

Communication

The Compass Platform is the main communication portal for our College. Parents can access Compass via their unique login. Through this platform parents message teachers directly, view student reports, make parent teacher interviews and receive all school notices and communication. Students use Compass for timetable and daily organisation. Further information regarding the Compass Platform is provided upon enrolment. More information about the Portal can be accessed here: <https://schools.compass.education/>

Berwick College Newsletters are released to our Community via the Compass portal.

Camps and Activities

Berwick College offers an extensive range of camps and activities available to both junior and senior students which enhance the learning and engagement of all students at the College. These camp programs are in conjunction with subject specific camp programs such as Outdoor Education.

The following camps are currently offered at Berwick College:

- Central Australia Community On-Country Service Learning Program Northern Territory.
- BCDA - Dance Academy USA Tour
- BCBA - Basketball Academy USA Tour
- Year 7 Phillip Island Adventure Resort
- Year 8 Canberra Study Tour
- Year 9 Tasmania Study Tour
- Years 9 – 11 Indonesian Study Tour



Year 7 Camp 2021 Phillip Island Adventure Resort

Situated on 80 acres of landscaped grounds in the heart of Phillip Island, The Resort benefits from its close proximity to many local attractions and beaches.

Featured among The Resort's large choice of recreational facilities are two solar heated pools, one indoor heated pool, an extensive range of professionally built and accredited adventure activities including three giant swings, two high ropes courses and multiple twin flying foxes, as well as two large recreational lakes. The Year 7 camp assists in a smooth transition to secondary school. Students get to form new friendships and get to know their teachers, learning team leaders, assistants and the Wellbeing Team. All students are expected to attend. 2021 dates to be provided in Term 1.

Year 7 Camp Coordinator

Ms Michelle Lewis

Michelle.lewis@education.vic.gov.au

Student Leadership

Berwick College shall offer a wide range of leadership opportunities for interested students from Year 7 to 12 to develop leadership skills, to provide a forum for student voice and agency and a shared responsibility for a positive and engaging learning culture.

Berwick College believes student leadership roles give students the opportunity to actively participate in decision-making processes that affect their learning and school experience. This will enhance the overall college community, improve student connectedness and engagement, and build pride in the College.

Following is an overview of the range of leadership roles:

Year 12	Four College Captains Domain Captains: Legacy, ICARE, Curriculum, Applied Learning, ICT, Performing Arts, STEAM, Sport, Environment, Language
Years 10 to 12	One Senior Dance Academy Captain
Years 8 to 11	Two Learning Team Captains for each Learning Team
Years 7 to 11	Two College Council Representatives; Two Home Group Captains, ICT Leader
Years 7 to 9	One Junior Dance Academy Captain
Year 9	Two Junior Sport Captains

Reward and Recognition

Berwick College aims to provide a learning community that promotes personal growth and excellence in learning. In addition to the ICARE Value framework, there are a number of ways Berwick College recognises and celebrates students who represent our College proudly and consistently, achieve significant learning growth, outstanding attendance and academic excellence in their subjects. Students are acknowledged for their achievements at Learning Team Assemblies, End of Semester Presentation Evenings and special events such as Valedictory and whole school assemblies.

Reward and Recognition Program

To promote and recognise educational excellence and students' overall commitment to their learning each year, Year 7 to 12 students can become eligible to receive an excellence badge.

Eligibility for the badge is assessed by the following:

- Attendance
- Academic Achievement
- Academic Application
- Promotion of College Values
- Involvement in Extra Curricular Activities.

Students must obtain Bronze before a Silver, and a Silver before a Gold and so forth.

There are 4 levels of recognition students can achieve:



Bronze



Silver



Gold



Platinum (Principal's Award)

School Wide Positive Behaviour: ICARE

Our school community has identified and defined our five school Values, also known as our ICARE values. At Berwick College, we recognise our students who continue to uphold our ICARE values, both in school and out of school.

Inquiry (Our Learning)

- Challenging themselves
- Seeking assistance as required
- Being prepared and organised for their learning
- Participation in extra-curricular activities



Cooperation (Our Community)

- Following staff instructions
- Staying in designated areas and respecting the environment
- Being responsible for their actions

Achievement (Our Growth)

- Bringing the required equipment to classes
- Staying on task
- Wearing the correct school uniform
- Striving to improve their grades

Resilience (Our Character)

- Trying again if something does not work the first time
- Using problem solving skills
- Taking constructive feedback on board and acting on this feedback
- Outstanding attendance

Empathy (Our Awareness)

- Listening to others
- Apologising for mistakes
- Including others

If a student demonstrates these values, the following will occur:

The teacher will enter a green chronicle on Compass. This is visible to both the student and their parent/ carer. Attached to the chronicle will be an ICARE postcard, and a brief description regarding how the student has earned the green chronicle.

The student will go to their Learning Team office to collect an ICARE reward ticket.

Students can collect these tickets, and then hand them in at the front office for a small reward. The student from each year level who receives the most green chronicles for the year will also be recognised at the end of year Presentation Night.

Major and Minor Behaviour Descriptors

Minor Behaviours:

- Disruptive behaviour - When students are being disruptive, for example making inappropriate noises, calling out, talking when they should be quietly working, throwing a pen across the room
- Late to class - When students arrive after the last bell
- Inappropriate verbal language - When students are using inappropriate words such as idiot, dumb etc. (but not using swear words or vilification)
- Inappropriate physical contact (non-serious) - When students might be nudging each other or poking, kicking someone's chair, or taking someone's pencil case etc.
- Defiance/disrespect (non-serious) - When students are not doing what they were told, calling out or being rude (not swearing)
- Property misuse - When students write in another student's book, misusing practical equipment such as Bunsen burner and chemicals in Science, oven and equipment in Cooking, saw/tools in Wood
- Arguments - When students are having non-serious words with each other
- Not staying on task - When students should be working quietly and getting work completed, they are getting distracted, not doing the work or being disruptive
- Single incidence of bullying - Any action completed with the intention of being negative or hurting another student mentally, socially, or physically.

Major Behaviours

- Defiance of teacher instructions- When a student refuses to follow a clear and reasonable instruction given by the teacher. The teacher addresses the refusal and the student still refuses to comply.
- Misuse of computer facilities- When students are not respectful with the computer facilities- try and remove keys, smash/scratch screen, damage the mouse
- Truancy- When a student does not attend a class when they were present for all other classes that day (and they were not in wellbeing or health centre) or when they leave the classroom, for example for a drink or toilet, and they disappear for longer than necessary
- Swearing in response to teacher instruction- When a student swears in response to a teacher not AT the teacher. For instance, they may not like the topic or task and say, "that is f*****".
- Disrespect- is more hostile than inappropriate behaviour and is usually aimed directly at another person for example, criticizing or dismissing and demeaning achievements or actions, degrading others, and shouting. This has happened after multiple requests to stop the behaviour
- Out of bounds- When a student goes outside the designated areas of the school
- Cheating/plagiarism-When a student copies content off the internet or somebody else's work and submits it as their own
- Multiple incidents of bullying- Any action completed with the intention of being negative or hurting another student mentally, socially, or physically. This has been repeated multiple times to the same person as a target.
- Swearing at a teacher - When a student swears directly TO a teacher such as "F*** you"
- Violence - When a student is physical in the classroom towards equipment, students, or staff, such as throwing a chair across the room or hitting someone
- Significant damage to property - When a student causes damage to property such as breaking a window and/or graffiti
- Vilification etc.- vilifies, defames, degrades or humiliates another person based on age, breastfeeding, gender, identity, impairment, industrial activity, lawful sexual activity, marital status, parental status, physical features, political belief or activity, pregnancy, race, religious belief or activity, sexual orientation,

personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes

- Behaving in a dangerous manner - When a student behaves in a way that will results in harm against themselves or others around them
- Continual bullying- A serious action completed with the intention of being negative or hurting another student mentally, socially, or physically. This has been repeated multiple times to the same person as a target.
- Theft- When a student steals something that is not their own property
- Illicit substance use or distribution- When a student is in the presence/using/selling/distributing any alcohol, illegal drugs or equivalent paraphernalia.

Expected Behaviours

	INQUIRY	COOPERATION	ACHIEVEMENT	RESILIENCE	EMPATHY
Bus Bay	<ul style="list-style-type: none"> Complete research when curious Attempt to meet and speak to others 	<ul style="list-style-type: none"> Line up and wait my turn Speak quietly on the bus Say please and thank you to the driver 	<ul style="list-style-type: none"> Have a topped up Myki Have my Myki out and ready to tap 	<ul style="list-style-type: none"> Ask to sit with someone new if my friend is away Go to the front office for help if I miss my bus 	<ul style="list-style-type: none"> Use graded language Give my seat up to someone who is injured Ask someone who is alone if they would like to sit with me
Canteen	<ul style="list-style-type: none"> Try something new if my choice is unavailable Ask for information about the food if required 	<ul style="list-style-type: none"> Purchase food before the warning bell Line up in the correct line 	<ul style="list-style-type: none"> Know/select my order before I get to the front Have the correct money ready 	<ul style="list-style-type: none"> Order something else if my choice has run out Go to Wellbeing or my SLL if I don't have lunch money or food 	<ul style="list-style-type: none"> Wait my turn Use please and thank you to the canteen staff Ask someone if they need help if they look confused
Classroom	<ul style="list-style-type: none"> Ask relevant questions Stay on task Seek feedback on my work Present my work differently 	<ul style="list-style-type: none"> Follow class routine Leave a tidy workspace Listen to the teacher 	<ul style="list-style-type: none"> Revise before a test Contribute to all group tasks Check the rubric before submitting an assessment Start tasks straight away 	<ul style="list-style-type: none"> Contribute to group discussion when directed Review feedback in marked assessments 	<ul style="list-style-type: none"> Encourage other people Speak quietly inside Put my hand up when I want to speak Arrive on time
Health Centre	<ul style="list-style-type: none"> Ask the Nurse if I have a question Explain how I am not feeling well 	<ul style="list-style-type: none"> Knock before entering Wait my turn 	<ul style="list-style-type: none"> Sit quietly Go to the Nurse as soon as I am injured 	<ul style="list-style-type: none"> Go back to class as soon as possible Go to the Nurse only when it is required 	<ul style="list-style-type: none"> Ask others if they are alright Give other students privacy
Leisure Centre/ Stadium	<ul style="list-style-type: none"> Try new games Learn new skills Take turns with positions 	<ul style="list-style-type: none"> Use equipment for its correct purpose Follow the rules of the game Keep my body to myself Only touch my belongings 	<ul style="list-style-type: none"> Set goals and revise them, gauging improvements Try my best at all times Take turns leading teams 	<ul style="list-style-type: none"> Ask for help if unsure Keep going if my team is losing 	<ul style="list-style-type: none"> Cheer on my peers Ask others if they need help Invite others to join my team Give others privacy in the change rooms
Library	<ul style="list-style-type: none"> Make and update a study planner Ask the librarian for help if needed 	<ul style="list-style-type: none"> Return books on time Wait for teacher permission to enter Sign in for private study Eat food before I enter 	<ul style="list-style-type: none"> Participate in Book Week Read books above my level Reference correctly 	<ul style="list-style-type: none"> Ask for help if I don't know what a word means Report any issues to the librarians Wait my turn 	<ul style="list-style-type: none"> Help new students learn the library system Speak quietly Give others space Offer to help the librarians
PAC/ Dance Studio	<ul style="list-style-type: none"> Try new styles when directed Ask how I can help others Seek feedback on my work/performance 	<ul style="list-style-type: none"> Give others privacy when changing Wait my turn 	<ul style="list-style-type: none"> Try my best when performing Ask for feedback to improve 	<ul style="list-style-type: none"> Listen to constructive feedback Try again if I make a mistake 	<ul style="list-style-type: none"> Applaud all performances Seek feedback from all Watch attentively during a speech/performance
Wellbeing Centre	<ul style="list-style-type: none"> Determine my self-regulation strategies Identify my emotional triggers 	<ul style="list-style-type: none"> Book an appointment Ask for permission from a staff member to be here Sit up on the couch Sign in when I arrive 	<ul style="list-style-type: none"> Go back to class as soon as I am finished Follow advice from Wellbeing staff 	<ul style="list-style-type: none"> Ask for help when I am not coping Tell a trusted adult when something is wrong 	<ul style="list-style-type: none"> Maintain confidentiality Ask others if they are ok Give others space Wait my turn
Yard	<ul style="list-style-type: none"> Join a lunch club/activity Invite new students to join me 	<ul style="list-style-type: none"> Use property for its correct purpose Listen for announcements Walk on the footpath 	<ul style="list-style-type: none"> Go to my locker at the warning bell Be at the classroom by the end of the music 	<ul style="list-style-type: none"> Ask someone else if someone doesn't want to hang out Tell a staff member or my SLL if something is wrong 	<ul style="list-style-type: none"> Ask others to join if they are alone Help others Return borrowed equipment Keep my hands to myself
All Settings	<ul style="list-style-type: none"> I am willing to challenge myself I ask for help if needed I am prepared for the day's learning 	<ul style="list-style-type: none"> I follow staff instructions I stay in designated areas I put my rubbish in the bin 	<ul style="list-style-type: none"> I bring the required equipment I stay on task I wear the correct school uniform 	<ul style="list-style-type: none"> I try again if something does not work the first time I follow our problem solving steps I admit my mistakes 	<ul style="list-style-type: none"> I listen to others I apologise for my mistakes I include others

College Uniform

We are proud of our College Uniform. Students wear compulsory uniform items to not only help build school pride, but to ensure all students are able to be identified.

ITEM	Boys – Academic uniform	Girls – Academic uniform
SCHOOL JUMPER	Pullover or Vest with Berwick College logo Royal blue: Year 7, Year 8 & Year 9 Navy blue: Year 10, Year 11 & Year 12	Pullover or Vest with Berwick College logo Royal blue: Year 7, Year 8 & Year 9 Navy blue: Year 10, Year 11 & Year 12
SHORTS	Grey Melange shorts with Berwick College logo	Navy shorts (must be purchased from Noone) with Berwick College logo
DRESS		Berwick College Summer Dress (knee length)
SHIRT	White Short Sleeve Shirt with Berwick College logo OR White Long Sleeve Shirt with Berwick College logo	Long Sleeve White Opaque Blouse with Berwick College logo which can be worn with the skirt. White Short Sleeve Shirt with Berwick College logo which can be worn with the shorts.
SKIRT		Berwick College Winter Skirt (knee length)
TROUSERS	Grey Melange Trousers with Berwick College logo	Navy Slacks with Berwick College logo
TIE	Tie with Berwick College logo Not compulsory but recommended	Tie with Berwick College logo Not compulsory but recommended
SOCKS / TIGHTS	Plain (no logo) short grey socks (above ankle)	Plain (no logo) short white socks (above ankle) with the summer dress Navy Tights or short plain navy socks (above ankle) with winter skirt Note: Tights or navy socks are NOT to be worn with the summer dress
BLAZER	Blazer with braid and Berwick College logo Not compulsory, but highly recommended	Blazer with braid and Berwick College logo Not compulsory, but highly recommended
JACKET	Navy / White / Royal Jacket with Berwick College logo	Navy / White / Royal Jacket with Berwick College logo
SHOES	Traditional black hard leather 'oxford' style' round toe school shoe, black laces. No other style of footwear is acceptable. 	Traditional black hard leather 'oxford style' round toe school shoe, black laces OR buckle style. No other style of footwear is acceptable. 
NB: In technology classes strong leather shoes are required to protect feet from falling objects		
	Boys – Sports Uniform	Girls – Sports Uniform
TOP – Sports	Navy / White / Royal Sports Polo with Berwick College logo	Navy / White / Royal Sports Polo with Berwick College logo
SHORTS - Sports	Navy Sports Shorts with Berwick College logo	Navy Sports Shorts with Berwick College logo
TRACKPANTS - Sports	Navy/ White / Royal Microfibre Trackpants with Berwick College logo	Navy/ White / Royal Microfibre Trackpants with Berwick College logo
FOOTWEAR	Appropriate sports footwear e.g. runners (not skate shoes)	Appropriate sports footwear e.g. runners (not skate shoes)
Accessories/Appearance		
SPORT HAT	Hat or cap for sun protection	Hat or cap for sun protection
NAVY SCARF		NAVY HIJAB
SCHOOL BAG	Navy school bag with Berwick College logo No other bag allowed – Compulsory	Navy school bag with Berwick College logo No other bag allowed– Compulsory
PERMISSIBLE JEWELLERY	All allowable jewellery is worn at the owner's risk. Students are permitted to wear: one watch, one plain bracelet (removable), one plain finger ring (removable), one neck chain (worn under clothing), two plain ear studs or sleepers per ear. One piece of <u>discreet</u> facial jewellery, as defined by the Principal class of the college, such as eyebrow studs, nose ring, chin studs, nose studs. Note: Septum bars and ear spacers are not permitted. Jewellery that does not comply with the above or is considered a health and safety risk will be required to be removed, e.g. large rings, jewellery with spikes.	
PERMISSIBLE MAKE UP/HAIR COLOUR.	Natural coloured cosmetics only. Excessive make-up is not permitted. Only natural hair colour tones are acceptable.	
TATTOOS	All tattoos must be covered by an item of school clothing and must not be visible.	

The uniform should be worn correctly, neatly and in clean condition. All students from Years 7 to 12 are expected to wear full school uniform from the time they leave home to the time they return home. To ensure student safety, staff must be able to recognise Berwick College students.

To reinforce College policy, parents who wish to enrol children at Berwick College are required to give an undertaking to abide by the school uniform policy (Student Enrolment Information - Consent Form on page 9)

All students out of uniform should have a note from their parent/carer and report to their home group teacher before school commences. Referral is made to the Student Learning Leader for major uniform breaches.

Purchase of School Uniform

Noone Imagewear

Beaconsfield Hub—Shop 4 52-62
Old Princes Highway, Beaconsfield, 3807
Telephone: 9769 9093
Email: beaconsfield@noone.com.au
TRADING HOURS:
Monday to Friday 9am – 5pm
Saturday 9am – 1pm



Second-hand Textbook & Uniform Trading

Sustainable School Shop - Telephone 1300 683 337

Buy and Sell second-hand textbooks, calculators, sporting items, musical items, stationery and uniforms. Simply register on the Sustainable School Shop website: www.sustainableschoolshop.com.au

- Browse and search for free.
- List Wanted and For Sale Ads \$1.50 per item. (48hr delay for new listings)
- Premium search \$3.95. (get immediate access to new listings)
- The school's book and uniform lists are loaded into the system to make the ad listing process easy, fast and accurate.
- Annual subscriptions \$21.95 (includes ad matching)
- The ad matching service shows you exactly the right items to buy, who has the most items you need and the cheapest items.
- Assistance is provided to accurately price items.

Transport

Overview

The College is serviced by bus routes from Cranbourne, Five Ways, Beaconsfield, Berwick South, Timbarra, Berwick Station, Upper Beaconsfield, Fountain Gate, Oatlands, Narre Warren North, and Pakenham. Some students travel by train to Berwick or Beaconsfield railway stations and connect with school buses.

Currently there are 13 morning runs and 12 afternoon runs that service Berwick College; buses stop at PTV bus stops.

Route details are available on the College Website under 'General Information/Buses' and click on the 'Bus Handbook' at the bottom of the page. Students must use a myki card to travel on all buses except the Upper Beaconsfield buses and the Narre Warren North buses. See below for specific information for these buses.

Upper Beaconsfield

Two buses run to/from this area. The student fare is \$1.50 one way to travel on these buses or \$3.00 for a return ticket. These buses DO NOT accept a myki card. A term pass is also available for \$118.00 as set by the Public Transport Authority. Fares are correct for 2020 and may be subject to change for 2021.

Narre Warren North

One bus runs from Wellington Road, Jacques Road and the Memorial Drive area. This bus is a contract bus and no fare is required. The bus company is paid directly by the government for this service.

Bell Times

BERWICK COLLEGE - BELL TIMES									
DAY	HG	PERIOD 1	PERIOD 2	RECESS	PERIOD 3	PERIOD 4	LUNCH	PERIOD 5	PERIOD 6
Monday	9.00-9.15	DOUBLE		RECESS	DOUBLE		LUNCH	SINGLE	SINGLE
		9.15 - (10.02) - 10.50		25 min	11.15 - (12.00) - 12.45		(1.10)	1.35 - 2.25	2:25- 3:15
Tuesday	9.00-9.15	DOUBLE		RECESS	DOUBLE		LUNCH	SINGLE	SINGLE
		9.15 - (10.02) - 10.50		25 min	11.15 - (12.00) - 12.45		(1.10)	1.35 - 2.25	2:25- 3:15
Wednesday	9.00-9.15	DOUBLE		RECESS	DOUBLE		LUNCH	SINGLE	SINGLE
		9.15 - (10.02) - 10.50		25 min	11.15 - (12.00) - 12.45		(1.10)	1.35 - 2.25	2:25- 3:15
Thursday	9.00-9.15	DOUBLE		RECESS	DOUBLE		LUNCH	SINGLE	SINGLE
		9.15 - (10.02) - 10.50		25 min	11.15 - (12.00) - 12.45		(1.10)	1.35 - 2.25	2:25- 3:15
Friday	9.00-9.15	DOUBLE		RECESS	DOUBLE		LUNCH	SINGLE	SINGLE
		9.15 - (10.02) - 10.50		25 min	11.15 - (12.00) - 12.45		(1.10)	1.35 - 2.25	2:25- 3:15
If necessary, classes with a Period 0 will run from 8:10 – 8:50am and Period 7 will run from 3:15 – 4:00pm									
A warning bell will sound 8 min prior to the start of home group, end of recess and lunch									
Times in brackets denotes half of double session or half of lunchtime									

Physical Education (PE)

As part of the College's broad curriculum students undertake physical education up until Year 9 as a compulsory unit. In Years 7 and 8 this is core PE and covers a wide range of different sports and physical activities.

Students are required to bring their full PE uniform and change at school in order to participate.

Sign In / Out Procedures

Absences / Leaving Early / Arriving Late

The school has a "duty of care" and under NO circumstances are students permitted to go home without a note or a parent coming to sign the student out of the school.

The Compass School Management Portal is used for all matters of attendance. Parents are provided with individual log in access to ensure all absences and early departures or late arrivals are recorded. This is done by the parent or carer at the time of the late arrival or early departure.

Signing in / arriving late:

- All students who are late to school are to sign in with the attendance officer at the General Office.

Signing out:

- Students leaving early for an appointment should have Compass marked as such by the parent. At the time they are to leave they must go to the Attendance Office in the front office.

Signing out without a note:

- If the student does not have a note, a parent/carer or emergency contact is required to come to the General Office to sign the student out.
- Please allow 10 minutes for your child to be collected from class and to go to their locker.
- Only parents and emergency contacts can collect a student who needs to leave early.

NB: If a student signs out and then returns after an appointment, they must sign back in using one of the above procedures, depending on whether or not they had a note.

Feeling Unwell At School

- Students feeling unwell should not contact their parent to be collected from school.
- During class time a student should obtain a note from the teacher to see the College Nurse.
- The College Nurse will contact parents if the student needs to be collected.
- Only parents and emergency contacts can collect a student from the Health & Wellbeing Centre.
- Parents are reminded that the Department of Education does not provide personal accident insurance or ambulance cover for students. This is the responsibility of the parent/carer.
- The school has a "duty of care" and under NO circumstances are students permitted to go home without being signed out.

Reporting An Absence

If your student is absent from school, please use the Compass link to explain the absence. Should this be impossible please make contact with the school at-attendance officer on 8768 1000.

The student will still be required to bring a note upon their return to school. Unexplained absences can be viewed on the Compass portal and are required to be explained by parents and carers.

Enrolment Information

The following documents must be returned to the Berwick College.

- Completed Enrolment form, signed on page 8 (in two places) and page 9 (Consent form, fully completed). Signed by student and parent / carer
- A copy of your child's birth certificate (and relevant documentation*).
- If applicable, please also return the Instrumental Music Application form.
- Relevant documentation: If the student was born overseas, a copy of their passport and visa details is also required.
- Completed student medical form (include any detailed medical reports and diagnoses)
- CSEF form if applicable. Further information available on our website.

2021 Fees

Government schools are not fully funded for all programs or resources. To make up the short-fall the College Council has set annual fees for all year levels in addition to specific subject fees. Parent/carer's payment of these set fees ensures Berwick College continues to provide high quality educational programs and facilities.

Up-to-date information about fees and charges can be found on the College website.

CSEF (Camps, Sports and Excursions Fund)

The Victorian Government has announced \$148.3 million over four years for the Camps, Sports and Excursions Fund (CSEF) to ensure all eligible students are able to participate in school trips and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. An allowance of \$225 per eligible secondary school student will be paid directly to Berwick College to use towards expenses relating to camps, excursions or sporting activities for the benefit of the student. (Please note: This money cannot be put towards electives and school fees)

You will need to fill out a new application form when commencing at Berwick College. Application forms may be downloaded from: www.education.vic.gov.au/csef

Closing Date: Applications should be lodged at the school by 26th February 2021

Mobile Phone Policy

In line with Department of Education guidelines Berwick College enforces a strict mobile phone policy. Mobile phones must be switched off and left in student lockers between 9 am and 3.15pm each day. This includes recess and lunchtime.

Students are provided with lockers and all locker bays are security monitored. Infringements of this policy have a staged response.

Berwick College cannot accept responsibility for lost or stolen phones and it is recommended that where possible, phones are not brought to school.

College Map

