



# Junior School Handbook





# 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 47-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



Mrs Alison Birkett  
**Assistant Principal**



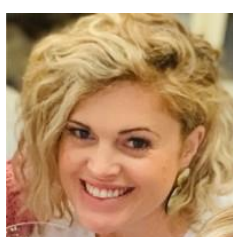
Mr Andrew Barker  
**Assistant Principal**



Ms Claire Hanley  
**Assistant Principal**



Mr Kevin McCall  
**Assistant Principal**



Ms Amy Mraz  
**Assistant Principal**



Mr Vaughan Chaplin  
**Assistant Principal**



Mr Daniel Coco  
**Assistant Principal**

# Junior and Senior School Leaders



Ms Lauren Varadi  
**Junior School Leader**  
[Lauren.varadi@education.vic.gov.au](mailto:Lauren.varadi@education.vic.gov.au)
















Ms Rebecca Hann  
**Senior School Leader**  
[Rebecca.hann@education.vic.gov.au](mailto:Rebecca.hann@education.vic.gov.au)

# Bell Times

BERWICK COLLEGE - BELL TIMES								
DAY	HG	PERIOD 1	PERIOD 2	BREAK	PERIOD 3	PERIOD 4	BREAK	PERIOD 5
Monday	9:00-9:10	SINGLE	SINGLE	RECESS 25 min	SINGLE	SINGLE	LUNCH 1:31 - 1:56 / 1:52 - 2:17	SINGLE
Tuesday	9:00-9:10	SINGLE	SINGLE	RECESS 25 min	SINGLE	SINGLE	LUNCH 1:31 - 1:56 / 1:52 - 2:17	SINGLE
Wednesday	9:00-9:10	SINGLE	SINGLE	RECESS 25 min	SINGLE	SINGLE	LUNCH 1:31 - 1:56 / 1:52 - 2:17	SINGLE
Thursday	9:00-9:10	SINGLE	SINGLE	RECESS 25 min	SINGLE	SINGLE	LUNCH 1:31 - 1:56 / 1:52 - 2:17	SINGLE
Friday	9:00-9:10	SINGLE	SINGLE	RECESS 25 min	SINGLE	SINGLE	LUNCH 1:31 - 1:56 / 1:52 - 2:17	SINGLE
If necessary, classes with a Period 0 will run from 8:10 – 8:50am								
A warning bell will sound 8 min prior to the start of Home group, end of recess and lunch								
Blue column indicates a 2minute change of class or classroom if necessary								

# Our Learning Teams

At Berwick College we have a pastoral care system comprising eight communities known as Learning Teams. Learning teams have been named by Berwick College students, 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 support outside their immediate peer group.

<b>Chisholm</b> Student Learning Leader <b>Mr Daniel Bowen</b>			Colour Topaz (Light Blue)	Origin of Name Caroline Chisholm
<b>Dunlop</b> Student Learning Leader <b>Ms Rebecca Kosach</b>			Colour Citrine (Yellow)	Origin of Name Sir Edward 'Weary' Dunlop
<b>Flynn</b> Student Learning Leader			Colour Amethyst (Purple)	Origin of Name John Flynn
<b>Frost</b> Student Learning Leader <b>Mr Brandon Reeve</b>			Colour Sapphire (Royal Blue)	Origin of Name Dame Phyllis Frost
<b>Hollows</b> Student Learning Leader <b>Ms Annabel Bond</b>			Colour Peridot (Lime Green)	Origin of Name Fred Hollows
<b>Kenny</b> Student Learning Leader			Colour Ruby (Red)	Origin of Name Elizabeth Kenny
<b>Monash</b> Student Learning Leader			Colour Emerald (Dark Green)	Origin of Name Sir John Monash
<b>O'Donoghue</b> Student Learning Leader <b>Mr Jesse Nugent</b>			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 and technology.

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 service 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 VCE Vocational Major (VM). Vocational Educational Training in schools (VET) is available to all students in Years 10-12.

## Berwick College Vision & Values

**At Berwick College our community fosters resilient, empathetic students who challenge themselves to learn, grow and become contributing members of society. We pride ourselves on providing an inclusive, positive and respectful learning environment.**

**ICARE Values:** At Berwick College ICARE about being cooperative, empathetic and resilient, to inquire and achieve my best.



### 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 well 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

**Dr Saraya Lubarsky**



### 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 Melissa Quenette**



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](mailto: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**. VSL 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](http://www.vsl.vic.edu.au) or please contact the Area Manager on 9791 9289.

## 2024 Term 1 Key Dates

- Tuesday, 30<sup>th</sup> January 2024 – Parent Teacher Conferences - Year 7 on-site only, year 12 at Federation University and Parent Teacher Conferences years 7 – 11
- Wednesday 31<sup>st</sup> January - Years 7 to 12 all on-site
- Monday, 5<sup>th</sup> February to Wednesday, 7<sup>th</sup> February – Year 7 Camp 1 – Hollows, Chisholm, Frost, O'Donoghue
- Tuesday, 6<sup>th</sup> February – Whole School Photo Day
- Wednesday, 7<sup>th</sup> February to Friday, 9<sup>th</sup> February – Year 7 Camp 2 – Monash, Flynn, Dunlop and Kenny
- Monday, 12<sup>th</sup> February - Final School Photo Day
- Friday 8<sup>th</sup> March - Professional Learning Day (Student Free Day)
- Monday 11<sup>th</sup> March - Public Holiday
- Thursday 28<sup>th</sup> March - Final Day Term One/Parent Student Teacher Conferences 9:00am to 2:30pm

## Grade 6 Orientation Day

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

They will meet their 2024 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 lunchtime if they wish. The Canteen price list can be found on the school website under 'General Information'. Orders can be placed online via the QKR! APP by recess (normally by 9:15am each morning). Orders are collected from the service window behind the canteen.

At the end of the day, students will be escorted to the Stadium for dismissal at 3pm. Students interested in auditioning for the 2024 School Production 'Aladdin Junior' will have the opportunity to do so from 3:00pm to 4:30pm in the Performing Arts Centre.

## 2024 – School Photo Day

The 2024 whole school photo day is **Tuesday, 6<sup>th</sup> February**. (Year 7 Camp 2 will have their photo taken on the Photo Catch Up Day, Monday, 12<sup>th</sup> February. Every student will have their photo taken on these days 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.

## Bring Your Own Device (BYOD)

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 due to DE regulations 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.

When choosing your child's device please consider the College's preferred supplier **Edunet** who also provide aftersales support and warranty/accidental damage protection. To receive your device before Christmas, orders must be placed and paid for by November 20<sup>th</sup>. To receive orders for Day 1, Term 1, orders must be placed and paid for by January 2<sup>nd</sup>. All devices will be delivered to the College for setup and you will be advised when your device is ready to be picked up.

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
- An intel i5 or equivalent CPU and Windows 10/11 (previous operating system not supported by Microsoft)

For all questions regarding BYOD at Berwick College please contact the College.

## 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.

## 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.

# 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 New York Tour – (2025)
- BCBA - Basketball Academy USA Tour – (2025)
- Year 7 Adventure and Orientation Camp – Arrabri Lodge

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

- Year 8 Canberra Study Tour – TBC
- Year 9 Tasmania Study Tour – TBC

# 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, Vocational Major, ICT, Performing Arts, STEM, Sport, Environment
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, the end of year Celebration of Achievement Evening and special events such as Valedictory and whole school assemblies.

Berwick College recognises and celebrates students with 100% attendance, with Every Period In Class (EPIC) awards through Learning Team assemblies and the newsletter.

### 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:



# 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 Celebration of Achievement Night.

# STUDENT RIGHTS AND CLASSROOM RULES

At Berwick College we have established a set of classroom rules to protect the rights of all students and to help all students to achieve their best.

## Student Rights

- The right to learn without distractions from others.
- The right to feel safe.
- The right to be respected and treated fairly.

## Classroom Rules

- **Uniform** – Students are to arrive to class in correct school uniform.
- **Arrival/Exit** – Students are to arrive to class on time, remain in class for the duration of the lesson and wait until the bell to be dismissed.
- **Prepared to Learn** – Students are expected to bring the correct equipment for each class including stationery, diary, charged iPad or laptop and writing materials.
- **Bags** – Students are not to bring their bags to class; they are to be kept in their lockers.
- **Devices** – Students are not permitted to use mobile phones, headphones or Air Pods in class.
- **Respect** – Students are to show courtesy and respect to all members of the class, listen when the teacher is speaking and follow instructions the first time they are given.
- **Work Tasks** – Students are to attempt all tasks to the best of their ability.

# 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.

## College Uniform



We are proud of our College Uniform. The College believes that a uniform policy and student dress code will help to develop a sense of belonging to the College and a sense of personal pride in students. To ensure student safety, students need to be readily identifiable by staff both on and outside the College grounds. 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.

Students in year 7 and 8 may wear their full PE uniform to school on the days they have PE or Sport.

On training days, Basketball Academy students may wear their full PE Uniform or Basketball Academy shorts/track suit pants and singlet with their PE Polo on top to school. The College jacket is to be the outermost garment if required.

On practical dance days, Dance Academy students may wear their BCDA uniform, BCDA t-shirt or long sleeve, BCDA spray jacket and Berwick College tracksuit pants. Uniform infringement notices will be issued if students wear a blend of their Academy uniforms and College uniform.

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. 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.

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 Rugby Top	Pullover or Vest with Berwick College logo Royal blue: Year 7, Year 8 & Year 9 Navy blue: Year 10, Year 11 & Year 12 Rugby Top
SHORTS	Grey Melange shorts with Berwick College logo	Navy shorts (must be purchased from Noone) with Berwick College logo
DRESS		Berwick College Summer Dress ( <b>knee length</b> )
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 ( <b>knee length</b> )
TROUSERS/SLACKS	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. 
	<b>NB: In technology classes strong leather shoes are required to protect feet from falling objects</b>	
	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
FOOTWEAR	Appropriate sports footwear e.g. runners (not skate shoes)	Appropriate sports footwear e.g. runners (not skate shoes)
TRACK PANTS	Navy track pants with zip leg and pocket	Navy track pants with zip leg and pocket
	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. <b>Note:</b> 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.

## 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](mailto: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](http://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. Buses stop at PTV MET bus stops.

Students must use a myki card to travel on all buses except the Narre Warren North bus.

## 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.

## Bikes

Bikes should be stored in the bike shed during the school day. Shed use is at the bike owner's risk. The shed is usually locked from 9.10 to 3.10 each day and students are advised to secure their bike in the shed with a chain and lock. Students must exercise utmost care when riding their bikes on arrival and departure from school. Students are required by law to wear a bike helmet.

## CSEF (Camps, Sports and Excursions Fund)

From 2020, the Victorian Government is investing an additional \$160.9 million for the CSEF over a 4-year period. The CSEF provides payments to assist eligible families to cover the costs of camps, sporting activities and excursions.

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 your child.

You will need to fill out a new application form when commencing at Berwick College. Application forms may be downloaded from: [Application Form](#)

**Closing Date:** Applications should be lodged at the school by 28<sup>th</sup> June 2024.

## 2024 Fees

Government schools are not fully funded for all programs or resources. To make up the short-fall the College Council has provided the opportunity for voluntary financial contributions which are tax deductible and the availability to purchase optional extra-curricular items and activities on a user-pays basis. Parent or carer's contributions ensure Berwick College continues to provide high quality educational programs and facilities.

Up-to-date information can be found on the College website and Compass.

## 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.

### STUDENT ACCEPTABLE USE AGREEMENT

At Berwick College, we support the right of all members of the College community to access safe and inclusive learning environments, including digital, mobile and online spaces.

**STUDENT DECLARATION:** When I use digital technology at Berwick College I agree to:

- Be a safe, responsible and ethical user whenever and wherever I use it.
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
- Use the internet for educational purposes only and use the equipment properly.
- Not access group chat Apps or participate in group messaging that negatively targets or bullies a student or staff member.
- Use online sites for educational purposes and only as directed by teachers.
- Abide by copyright procedures when using content on websites i.e. ask permission to use images, text, audio and video and cite references where necessary.
- Think critically about other users' intellectual property and how I use content posted on the internet.
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student or staff member.
- Not share my password to anyone except the system administrator or the teacher.
- Not bring or download unauthorised programs, including games (unless permission is given by the teacher), to the College or run them on College computers.
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying. Mobile phones should not be used to harass others.
- Not access social media sites or communicate with others using any communication app other than those permitted by the teacher.

When I use my personal mobile phone, in accordance with the College's mobile phone policy, I agree to:

- Keep the device switched off and secured in my locker unless I am required to use it as part of an approved lesson.

If my teacher has given permission for my mobile phone to be used in a lesson, I agree to:

- Protect the privacy of others and never post or forward private information about another person using short message service (SMS) or other mobile phone applications.
- Not make audio or video recordings or take photos in change rooms, toilets, classrooms and College grounds that may cause discomfort or embarrassment to other students, staff, visitors or the College.
- Not use the device to project music to Air Pods or other headphones during class time.

When I use my IT (laptop, iPad) device I agree to:

- Charge my device before being brought to College with enough battery charge as to not require charging throughout the school day.
- Bring my device to class each day unless instructed by the Student Learning Leader or classroom teacher.
- Leave my device in my locker during PE classes unless instructed to bring it to class.
- Keep the device on top of the desk with the lid closed when not in use.
- Wait until instructed before using the device.
- Close my device when carrying the device from class to class.
- Not share my device with any other student.
- Handle ICT devices with care, notifying a teacher of any damage or attention required.

The Student Acceptable Use Agreement also applies during College excursions, camps and extra-curricular activities for the duration of the time the student is enrolled at Berwick College. Access to the College network and the internet will only be granted after the Student Acceptable Use Agreement has been signed and returned to the College. I understand that if I do not act responsibly and I breach these conditions, this will result in internet and mobile technology access privileges being suspended or revoked, and may result in further disciplinary action as per the College's Student Engagement and Wellbeing Policy.

# 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 relevant Learning Team office (C1s/F9) or the Administration 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 Officer in the Administration office.

Signing out without a note:

- If the student does not have a note, a parent/carers or emergency contact is required to come to the Administration office to sign their child 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

The Health Centre is located in the Health and Wellbeing Centre next to the Stadium. If you feel unwell or require medical attention, please see the College Nurse. If you are anaphylactic or asthmatic, your parent or carer will have provided a signed medical action plan.

- 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 in the Health Centre.
- 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/carers.
- 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 child is absent from school, please use the Compass link to explain the absence. Should this be impossible please make contact with the school attendance officer on 8768 1086.

Your child 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.

# College Map

