



## **BEAUFORT SECONDARY COLLEGE**

### **INFORMATION FOR NEW PARENTS**

(Edition: 13/10/2008)

ORIENTATION FOR YEAR 7 STUDENTS - held early in December for three days.

PARENT INFORMATION EVENING – held during May each year.

BOOKLISTS - distributed to Year 7 students during orientation and during the first week of December for other students.

- Booklists need to be returned to the school by the due date or directly to Ballarat Books.
- Early in the new year the book shop sends out notification directly to parents advising them that books are ready to be collected from their store in Armstrong Street North, Ballarat.
- Ballarat Books is the schools recommended book shop and the school receives a commission on all booklist items sold by them.

SECONDHAND BOOKS & UNIFORM - The Parents and Friends Association operate a secondhand book and uniform stall at the school on Tuesday or Wednesday during the Orientation program, commencing at 12.50 pm. Students are able to sell and purchase books and uniform items, on commission, on **the nominated day only**.

UNIFORM - Messer and Opie, located in the Bridge Mall, Ballarat, are the authorised supplier of the School Uniform.

TEXT BOOKS - Ballarat Books, located in Armstrong Street North, phone 5333 3222.

NEWSLETTERS are distributed weekly on Thursday and include a student home work schedule for each year level. Newsletters can be emailed in a PDF format by request to the General Office. At other times “Special Notices” are sent out. These documents are **ESSENTIAL COMMUNICATION LINKS** between the school, parents and students. **KEY DATES** should be regularly reviewed. The rule is that **“if it isn’t written, it doesn’t happen....”**.

ABSENCE NOTES - Students are required to provide explanations for any absences from school. The notes, signed by a parent/guardian, should be handed in to the General Office or parents may phone the College on 5349 2305. Absence forms have been included in the information pack and further copies are available from the General Office. If students are absent and the school has not been notified, a staff member will contact parents to verify the absence. Remember – “It is not OK to be away”.

BUS TRAVELLERS who will not be travelling on their authorised bus should provide a note from their parents to the General Office **before** school, for each variation. Blank bus forms are included in the information pack and extra copies can be obtained from the General Office. Students who are not regular bus travellers cannot use the bus service without permission from the Principal or Assistant Principal. A parent note requesting travel on a bus, in advance, is required. Buses are not available for student social events ie. travelling to birthday parties etc.

Parents are invited to consider membership of the following bodies:

SCHOOL COUNCIL meetings are held on the second Tuesday of each month.  
(Elections are held in March).

PARENTS AND FRIENDS ASSOCIATION (PFA) meetings are held on the first Tuesday of the month commencing at 2.00pm. Everyone is most welcome.

THE SCHOOL ANNUAL REPORTING MEETING is held during Semester 1 to enable the School Council to present the annual reports to parents and the community.

STUDENT REPORTS are distributed at the end of each term.  
Term 1 and 3 are interim reports.  
Term 2 and 4 at the end of each semester are detailed final reports.

PARENT TEACHER INTERVIEWS are held at the end of Terms 1, 2 and 3.  
If required they can be arranged at the end of Term 4, by request from the parent or teachers.  
They are held during the afternoon (after school hours) and the evening, "by appointment". Parents are required to complete a request for interview form that is included with reports and return it to the school. Appointment times are scheduled and appointment times sent home.

HOMEWORK/HOME STUDY is a Work Requirement. Students are encouraged to develop an appropriate home study habit with parent support. Expected Homework is consistent with the Department of Education's guidelines.

WELFARE SUPPORT for students is provided by the school.

CANTEEN: This is open every day for students to purchase their lunch, drinks and snack foods. Lunch orders must be arranged with the canteen staff at recess.

Students are NOT permitted to go down the street for lunch  
Lunch passes for going home only, can be arranged by a parent note.

OUT OF UNIFORM DAYS are conducted by the SRC to raise funds for various projects. These are usually for charities, for example the State Schools Relief Committee. Parents are always notified when Out of Uniform days will take place. Information will appear in the newsletter or via a special notice.

SPORT: Students are required to complete a permission form at the beginning of the year which will cover them for all sporting trips and swimming at the local pool.  
Interschool sport trips are held within the Mid Western Complex, Ballarat Secondary Schools Sports Association, Western Zone and State Levels. When students are competing in these events letters are sent home to parents advising them of departure times from school and expected time of arrival back at school. These events do incur a cost to the students involved but are subsidised by the School Council.

MID WESTERN COMPLEX is made up of five schools, Beaufort, Derrinallum, Lake Bolac, Mortlake and Hawkesdale.

The schools compete against one another in swimming, athletics, triathlon and cross country.

There is a VCE 3,4 Camp held for the Year 12 students from the various schools at the University of Ballarat with lectures in all subjects offered.

At the VCE level a number of subjects are shared between the schools, where one school offers a subjects and it is taught to the students at one of the other schools in the complex. This is done using video-conferencing as well as the telephone, fax and school visits by the teachers.

SPORT HOUSES: There are four houses Tanaranga, Kambara, Taltarni and Wandarra.

Tanaranga the yellow house

Kambara the green house

Taltarni the red house

Wandarra the blue house.

Students are allocated to their house at the beginning of their first year and continue in this house for their school career.

HOUSE SWIMMING COMPETITIONS take place during Term 1 and are held at the Beaufort Pool commencing at approximately 9.30 a.m.

Parents are most welcome to attend as spectators.

Parents who are able to help as judges, time-keepers etc. should contact the office.

HOUSE ATHLETICS COMPETITIONS are also held during Term 1

Commencing at approximately. 9.30 a.m. at Llanberris Reserve in Ballarat, students are taken by bus to the Athletics Area.

Parents are most welcome to bring along their chair and sunscreen and cheer the students on.

With the large number of events that take place parental help with time-keeping and other jobs is greatly appreciated.

HOUSE CROSS COUNTY takes place during Term 2 with all students competing.

HOUSE TEAM SPORTS also take place throughout the year.

INTER-SCHOOL SPORT takes place during the year within the VSSSA and BSSSA.

THE SCHOOL CONCERT is held each year and involves as many students as possible using a wide range of talents. It is held in the school drama centre.

It is essential that tickets are booked as there is limited seating and this is very popular events. Tickets are sold from the General Office.

## SCHOOL CAMPS

Year 7 is usually held during Term 2 (depending on weather/fire conditions) at Roses Gap in the Grampians and will be approximately \$240

Year 8 held during Term 4 at Club Lorne in 2005 and was a surf camp. The cost will be approximately \$280.

Year 9 Camp in 2006 will be at Rubicon and will be a snow camp. The cost will be approximately \$300 with a deposit required during Year 8. Places are limited and it requires a training program.

Year 10 urban familiarisation and independent living skills is held in Melbourne for 5 days with a cost between approximately \$300.

Year 11 – In 2008, students visited Tasmania. Cost approximately \$600.

Year 12 MWC Study Camp at Ballarat University Cost Approximately \$300.

**SCHOOL LIBRARY:** Open Tuesdays to Fridays from 8.45 a.m. to 3.30 p.m.

Students from Years 7-10 may borrow up to four library books for two weeks. The Library has a large collection of educational magazines, videos, kits and an extensive book collection. The library allows access to the internet under supervision.

Students and parents must complete a computer and internet use form to gain access to the school computers and internet.

Student photocopying facilities at 20 cents per copy are also available.

A **LITERACY PROGRAM** is offered at the school and volunteers are required to run this program. The English Teacher and integration Aids co-ordinate the program and can be contacted if you are able to assist.

**PRESENTATION EVENING** is usually held on the last Tuesday of Term 4 commencing at 7.45 pm and has usually concluded by 9.30 pm. It is held in the School Drama Centre and is for the presentation of awards to students.

**EXIT FOLDERS** are highly valued and made available to all Year 12 students and those Year 11 students who are finishing their secondary school studies.

Exit folders include academic and sports achievements supplied by the student as well as their school reference and work experience reports.

It is recommended that students retain any materials that will be relevant and store it safely for inclusion in their folder (ie Mathematics Competition Results, Championship Medallions etc). (The envelope this document is in would be ideal to keep all this information in until the end of Year 12).

Exit Folders are a major P.F.A. project and incur no costs to students.

**IMMUNISATION PROGRAM** - The Pyrenees Shire provides an immunisation program to students who attend the College.

Year 7 and Year 10 students will be given the opportunity to receive scheduled immunisations which include Hepatitis B, Chickenpox, Adult Diphtheria and Tetanus (ADT) and Cervical Cancer Vaccination.