

YEAR SEVEN

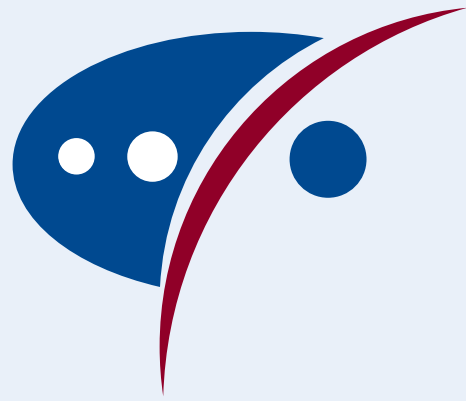
# 2018 Handbook

Bentleigh  
Secondary College



“Being the best you can be”

# Bentleigh Secondary College



“Being the best you can be”



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# WELCOME

*The greater danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it*

— Michelangelo (1475-1564)

Bentleigh Secondary College places great emphasis on students working to achieve their very best, and on students challenging themselves. We all dream of things we want to accomplish during our lives. The difference between those whose dreams come true and those whose don't, can be summed up in one word, 'effort'. Effort is the demonstration of hard work and achievement. We believe that the college motto, "Being the best you can be" is something everyone in our school community must aspire to by raising their own expectations.

As a learning community, we set high standards for both staff and students and provide an inclusive learning environment which facilitates the best possible outcome for all students. Our curriculum is innovative and academically challenging. Our co-curricular programs offer outstanding opportunities in the performing arts, instrumental music, leadership, sustainable practices and sport. Positive relationships are the cornerstone of our inclusive college culture. These relationships are supported by our code of conduct which is based on the following principles: the right to learn, the right to be treated with respect and the right to be safe.

Bentleigh Secondary College has a strong commitment to promoting cooperation, tolerance, self-discipline and concern for others through active participation in the House Sport Program, music, sustainability and performing arts. Involvement in these activities enables students to develop relationships with students across a variety of year levels and encourages a sense of community. Students are also encouraged to be actively involved in decision making. College Captains, Students' Representative Council (SRC) and House Captains are important participants in this process.

We are delighted to welcome your family to our school community for the next six years. At Bentleigh Secondary College, we invite students on an educational journey where they can develop their potential in a supportive environment, challenge themselves to be the best they can be whilst fostering resilience and social awareness.



Ms Helene Hiotis  
College Principal



# YEAR 7 CURRICULUM

## Introduction

Moving from primary school to secondary school is a challenge, an opportunity and above all, a very exciting experience. The move is often from a small school to a larger school, to a school with more subjects, teachers and facilities, and to a school where Grade 6 students were the oldest, to a school where Year 7 students are the youngest. At Bentleigh Secondary College, we manage and organise the transition to secondary school in a careful, respectful and thoughtful way.

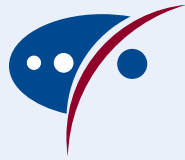
This handbook outlines much of what we believe in and much of what we do. At Bentleigh Secondary College, our motto is one that all of our community can aspire to:

**"Being the best you can be"**

## The Year 7 Program

The timetable at Bentleigh Secondary College has 6 periods each day. The learning program for Year 7 students is outlined below.

| YEAR 7 LEARNING PROGRAM        |                               |
|--------------------------------|-------------------------------|
| English                        | 5 periods                     |
| Maths                          | 5 periods                     |
| Science                        | 3 periods                     |
| Humanities (History/Geography) | 3 periods                     |
| Languages                      | 3 periods (Japanese)          |
| Physical Education/Health      | 3 periods                     |
| Sport                          | 2 periods                     |
| Art/IT                         | 2 periods - one semester each |
| Textiles/Food Technology       | 2 periods - one semester each |
| Drama/Music                    | 2 periods - one semester each |
| Total per week                 | 30 periods                    |



## BELL TIMES

|              |   |
|--------------|---|
| Locker Bell  | 8:45am  |
| Warning Bell | 8:55am  |
| Homegroup    | 9:00am–9:08am                                     |
| Changeover   | 9:08am–9:10am                                     |
| Period 1     | 9:10am–9:58am                                     |
| Changeover   | 9:58am–10:00am                                    |
| Period 2     | 10:00am–10:48am                                   |
| Recess       | 10:48am–11:10am<br>(Warning Bell 11:10am–11:15am) |
| Period 3     | 11:15am–12:03pm                                   |
| Changeover   | 12:03pm–12:05pm                                   |
| Period 4     | 12:05pm–12:53pm                                   |
| Lunch        | 12:53pm–1:32pm<br>(Warning Bell 1:32pm–1:37pm)    |
| Period 5     | 1:37pm–2:25pm                                     |
| Changeover   | 2:25pm–2:27pm                                     |
| Period 6     | 2:27pm–3:15pm                                     |



## OUR TRANSITION PROGRAM

Every school has a careful plan about how to make the move from primary to secondary school as positive and safe as possible. At Bentleigh Secondary College, our Transition Plan is based around the following:

### HOMEGROUP MEETINGS—YEAR LEVEL ASSEMBLY

This is the start of the school day. All students must be seated, quiet and ready for the Daily Bulletin to be read out and the roll marked digitally, and visible on Compass. Home group teachers will take this opportunity to request notes for absences and to check student uniform including jewellery.

Students will also attend a Year Level Assembly once a week on Friday morning in the Performing Arts Centre (PAC).

### THE TRANSITION CAMP

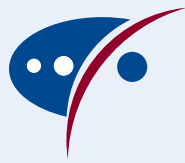
The Year 7 transition camp will be held early in Term 1. The camp is held near Foster, and is an excellent opportunity for students and staff to get to know each other, build positive relationships and understand the importance of everyone working co-operatively.

### PARENT GET TOGETHER

In late Term 1 we will have a parent get together evening. This is an opportunity to meet teachers, other parents, see students' work and even join in some of the activities our students are involved in every day.







## COMMUNICATION

### A critical part of the home/school partnership

At Bentleigh Secondary College, communication between parents and the college is very important. There is a fortnightly newsletter that is available electronically via an email from the Head of Year 7. This newsletter is also on the college website. The Head of Year 7 will also organise a parent email list, and regular information will be sent to all parents on the list. We encourage all parents to sign up for this email list. Staff members also welcome parent contact by email. Our website is also an effective way for our community to find out what is happening at our college. The Compass portal is an exciting and efficient way for all members of our community to communicate and engage further with one another. Parents and students will be provided with usernames and passwords to access our Compass portal towards the start of the school year.

### Student Reports and Parent Teacher Interviews

Parent Teacher interviews are held twice a year. Online bookings need to be made for these interviews. More detailed information will be made available through the newsletter, our website and the Compass portal.



## STUDENT CODE OF CONDUCT

The aim of the Bentleigh Secondary College Code of Conduct is the development of self-discipline based on the following principles:

- The right to learn
- The right to be treated with respect
- The right to be safe

Responsibilities are attached to these rights. Students who feel safe and secure will be capable of,

### “Being the best you can be”

| RIGHTS   | RESPONSIBILITIES   |
|--|--|
| The right to a positive learning environment.  | The responsibility to be punctual, fully equipped, co-operative and prepared to follow instructions and complete set tasks to ensure that lessons proceed without interruption.  |
| The right to be secure and to be treated with respect, politeness and understanding, and to feel emotionally secure. | The responsibility to treat others with respect, politeness and understanding. This means students must not engage in any forms of bullying whether it is physical, verbal or cyber bullying. Bullying will not be tolerated at any level. |
| The right to be treated fairly and equally irrespective of individual differences.                                   | The responsibility to treat others fairly and equally irrespective of individual differences.  |
| The right to be physically and cyber safe in the school environment.   | The responsibility to behave in a way that will not threaten or endanger oneself or others. This includes the responsibility to report any defective equipment or hazards and to follow any rules which are designed to avoid accidents.   |
| The right for one's personal school approved belongings to be safe.  | The responsibility not to steal, damage or destroy the property of others, to hand in any items which are found, and to follow any rules which are designed to protect people's belongings.  |
| The right to spend time at school in pleasant, clean and well-maintained buildings and grounds.                      | The responsibility to care for the school environment by keeping grounds and buildings neat and clean, and to correctly dispose of litter.   |
| The right to expect the community to support, respect and have pride in the school.                                  | The responsibility to behave and wear uniform appropriately, which demonstrates respect for the school in the wider community.   |



## BENTLEIGH SECONDARY COLLEGE RULES

Respect is the premise on which the Code of Conduct is based and the key to its successful implementation.

- R** – Rights, Responsibilities and Relationships
- E** – Empathy and Enthusiasm
- S** – Safety and Security
- P** – Punctuality, Presentation and Preparedness
- E** – Environment- Physical and Social
- C** – Consideration, Co-operation and Calmer Classrooms
- T** – Teaching and Learning

If a Bentleigh Secondary College student behaves in a way that impinges on the rights of students and staff or is unable to meet the responsibilities outlined above, teachers will use a series of steps to assist the student to become a more positive member of our community. Some of the behaviours that will challenge our co-operative learning community and the steps that teachers will use are outlined below. All of these steps are underpinned by the college's Restorative Practices.

Our college considers that a positive approach to behaviour is desirable to foster a school climate within which personal responsibility and self-discipline will be developed.

Students are expected to:

- Behave in a responsible manner, obey staff directions, and allow other students to learn without interference
- Respect personal property of other people and the school environment
- Comply with all school policies including the Student Code of Conduct and the Sexual Harassment Policy
- Wear correct school uniform to and from, as well as at school
- Be punctual, be prepared for all classes and complete homework

We are committed to the following strategies to encourage our students to develop self-discipline:

- Provide positive reinforcement to improve self-esteem
- Acknowledge differences and encourage sharing, tolerance and compassion among students in order to develop respect for others
- Provide consistent and fair forms of discipline
- Foster community pride in the school
- Work with students in conjunction with parents

### ACCEPTED CONSEQUENCES FOR NON-COMPLIANCE WITH THE STUDENT CODE OF CONDUCT INITIAL CONSEQUENCES

All classroom teachers will follow the 5 steps in their classroom management plan. If a student continues to misbehave they may then be sent to the Head of Year Level. The following types of severe misbehaviour come under the severe clause and follow up consequences will apply:

- Physical abuse
- Willful damage of property
- Verbal abuse of teachers or students

### FOLLOW UP CONSEQUENCES

Teachers need to follow up with the Head of Year Level and discuss further consequences. These may include:

- Discussion of student's responsibilities
- Individual program that reinforces responsibilities and rules
- Withdrawal from group activity to enable the student to evaluate behaviour
- Written and/or verbal apology
- Consultation with parents
- Detention
- Referral to appropriate counselling
- Re-assessment of privileges
- Belongings or clothing not in line with college policies will be confiscated where appropriate

Every effort will be made to ensure that logical consequences are applied for inappropriate behaviour. This code of practice acknowledges the Racial and Religious Tolerance Act 2001 which supports racial and religious tolerance and prohibits vilification on the grounds of race or religion.



## UNIFORM

Students are required to wear the correct college uniform at all times. Should a student be unable to wear full uniform for the day due to unforeseen circumstances, the student is required to present a parent note to the Head of Year Level **before** school. The uniform card in the back of the student organiser will then be annotated. The student must present him/her self in full school uniform on the next school day.

### College Uniform — Approved By School Council

The College uniform is compulsory for all students and must be worn at school, while travelling to and from school, and on any school excursion except where the teacher in charge has obtained the approval of the Assistant Principal for other clothes to be worn and this is noted on the consent form. All uniform items should be clearly named for identification.

#### Jewellery

Jewellery is not to be worn apart from a watch. For students with pierced ears, a pair of simple studs or sleepers in the ear lobes only are acceptable. No earrings or studs of any kind are to be worn in the nose, eyebrow or any other part of the anatomy—even if it is a clear earring or covered with a band aid.

#### Footwear

The required shoes for boys are flat, black, polishable, leather, lace-up or business shoes. Black sports shoes are not acceptable footwear and must not be worn by students. Girls are required to wear flat, black, polishable, leather, lace-up shoes or black, polishable, leather t-bar shoes (these must be buckled up at all times). Under no circumstances can students participate in workshop classes without correct school shoes, even on a casual dress day or with a uniform pass.

#### Grooming

Hair must be kept regularly washed and in a healthy state. Hair grooming, styling and colouring must be appropriate to a school setting. No extremes will be acceptable including dreadlocks, bright hair dyes or shaved heads. Make-up and nail polish are not to be worn and students doing so will be expected to remove it. Students in Years 7 to 10 must be clean shaven.

#### Hats

Only the college sun hat is acceptable and must be worn outside for protection from the sun.

#### Jackets

Coloured jackets of any description are not to be worn over the school uniform, either at school or while travelling to or from school. The navy college waterproof jacket is an option for all year levels.

#### Blazer

The college blazer is optional for all students in Years 7 to 12. This may be worn throughout the year with both the Summer and Winter uniform.

### GIRLS' UNIFORM

A combination of Summer and Winter Uniforms is not to be worn.

Summer Uniform is worn in Terms 1 and 4, and changed into Winter Uniform as directed by the college during Term 2. Winter uniform is worn in Terms 2 and 3.

#### Summer

College blue navy trouser slacks  
(PSW brand with Bentleigh Secondary College Logo).

OR

College dress (no shorter than 2cm above the knee)  
with plain, knee length, white socks.

College white cotton shirt  
(PSW brand with Bentleigh Secondary College Logo).

Plain, black, flat, leather, lace-up shoes or black,  
polishable, leather t-bar shoes (these must be buckled  
up at all times).

College blue woollen pullover or blazer or college jacket.

#### Winter

College blue navy trouser slacks  
(PSW brand with Bentleigh Secondary College Logo).

OR

College winter skirt (no shorter than 2cm above the  
knee), maroon tartan with white over-check with black  
tights or plain knee length white socks.

White cotton college shirt  
(PSW brand with Bentleigh Secondary College Logo).

Plain, black, flat, leather, lace-up shoes or black,  
polishable, leather t-bar shoes (these must be buckled  
up at all times).

Navy or black belts only.

College blue woollen pullover or blazer or college jacket.

Navy scarves with college logo are optional (available  
from PSW) or plain black scarves are acceptable,  
any other type of scarf is not acceptable.

Hair ribbons — navy blue or maroon.



## GENERAL INFORMATION

### BOYS' UNIFORM

#### General Wear

College navy blue trousers and shorts  
(PSW brand with Bentleigh Secondary College Logo).

College white cotton shirt  
(PSW brand with Bentleigh Secondary College Logo).

Navy socks.

Plain, flat, black, polishable, leather, lace-up shoes or business shoes. Black sports shoes are not regarded as acceptable footwear and must not be worn by students.

College blue woollen pullover or blazer or college jacket.

Navy or black belts only.

Navy scarves with college logo are optional (available from PSW) or plain black scarves are acceptable, any other type of scarf is not acceptable.

### PHYSICAL EDUCATION UNIFORM BOYS AND GIRLS — UNI-SEX

College blue sports shorts.

College polo shirt with logo.

White sports socks.

College sun hat for sun protection, outdoors only.

Runners or sports shoes (non-marking soles).

Optional: College rugby top. Plain navy tracksuit pants.  
(available from PSW).

Note: Students are not permitted to do PE unless they are in correct uniform. Students representing the college in sports teams should be properly attired in transit—either in PE or college uniform.

### SCHOOL BAGS

A school bag with the college logo is available from PSW. This is the preferred school bag for all students. Absolutely no graffiti on school bags is allowed.

### OFFICIAL SUPPLIER OF COLLEGE UNIFORM

PSW Quality Apparel

15 Mills Street Cheltenham

Phone: 9581 3361

Website: www.psw.com.au

#### Shop Hours:

Monday: Closed

Tuesday to Friday: 8:30am–5:00pm

Saturday: 9:00am–1:00pm

(Saturday 9:00am–5:00pm for Terms 1 and 4)

### Absences, Late Arrivals and Early Dismissals

Except in cases of illness or family emergency, students are required to attend school every day. This includes sporting carnivals, excursions and school activities. When a student is absent from school, her/his parents are requested to phone the college by 10.00am to notify the college of the absence. A signed note, outlining the reasons for the absence, should be brought to the college on the day student returns and handed to the Attendance Office the following day.

Students who are late need to visit the Compass Kiosk located in the General Office area and electronically register their arrival time. This lateness will be excused if students have a note or where parents have contacted the college. Students who are late without a good reason will be required to attend a detention.

If students need to leave school early, a note outlining the reasons must be given to the Head of Year Level. Students need to then electronically register their departure time via the Compass Kiosk located in the General Office area. Parents are requested to enter any approved student attendance details onto Compass. If this is not completed, please make a phone call to the General Office on that morning, and provide a note for your child to hand into their relevant Head of Year Level.

### Allowances

#### Bikes

Students should place their bicycles in the bicycle enclosure before school. The enclosure is locked during the day. Nonetheless, bikes must be padlocked. The wearing of a helmet is compulsory. Students are expected to courteously observe road rules travelling to and from school. Bikes must not be ridden in the college grounds.

#### Canteen

The Canteen services are available at recess and lunchtime. Students are not to use the Canteen during class time. The Canteen has a focus on healthy food and sustainable practices.

### First Aid

#### GENERAL

If a student develops an illness or suffers an injury during class time, their classroom teacher will send them to the General Office. Staff will ensure that students receive appropriate attention. If a student is not well enough to remain in class, parents will be contacted to make arrangements for the student to go home. Students who are not well enough to participate in classes should remain at home. (Please refer to the procedures for absences)

#### AMBULANCES

Where it is impracticable to communicate with parents/guardians regarding urgent medical or surgical treatment, a relevant staff member will organise the student's transport by ambulance. This applies whether the student is in the ambulance fund or not.

#### STUDENT ACCIDENT INSURANCE

The Department of Education does not provide student accident cover. Parents may wish to obtain student accident insurance cover from a commercial insurer, depending on their health insurance arrangements and any other personal considerations.

#### MEDICAL CONDITION MANAGEMENT

Students with medical conditions such as Anaphylaxis, Asthma, Diabetes, Epilepsy and Haemophilia must have an up to date written management plan to ensure safety at school. At Bentleigh Secondary College, we have a policy to record information on every student with a serious medical condition. To ensure his or her individualised care, we request that a form be completed at the start of the college year. These written management plans should be filled out by the family doctor, in consultation with the student's parent/guardian. The plan will be attached to the student's records, and a copy kept in the First Aid room.

Any parent wishing to discuss the management of their son or daughter's health, especially those with chronic illness, should contact the college. Copies of the forms are available from the General Office or from Steve Ryan, our School Nurse Educator.



## House System

Our House system is used as the basis for many intra-school competitions such as athletics, swimming and debating. We have four houses, **Fawkner** (Red), **Dendy** (Green), **Wickham** (Gold) and **Hawker** (Blue). All students are allocated to a house. Our house names are based on those used by the two schools that were previously Moorabbin Technical School and Bentleigh High School.

### From Moorabbin Technical School:

**Hawker** (Blue) – One of Australia’s greatest airmen. He came from Moorabbin, went to Worthing Road Primary School, built and designed the ‘Sopwith Talbot’ and founded H.G. Hawker Engineering Company.

**Wickham** (Gold) – F.D. Wickham was the original owner of the land where Moorabbin Technical School stood (now Holmesglen TAFE) in 1853.

### From Bentleigh High School:

**Fawkner** (Red) – Established the first settlement in Melbourne. Opened a store and hotel, issued the ‘Melbourne Advertiser’, one of Melbourne’s first councillors.

**Dendy** (Green) – Came from England and purchased 5,120 acres south of the Yarra in 1841. The area purchased was the boundary by the bay, North Road, South Road and Boundary Road. Therefore the original owner of the land where Bentleigh High stood and we now stand.

## Lockers

All students are allocated a locker. Bags are to be kept in the locker, and are not permitted to be carried to classes. Students are required to supply their own lock. A sturdy keyed lock is very effective, with a spare key kept at home and with the Head of Year Level. The locker must be kept neat and tidy, and the locker area is also to be kept clean. Students are expected to take books and materials for two classes at a time, and only on rare occasions will students be allowed to go to the locker area during class time.

## Logo

The first two circles represent a student passing through the college, the maroon moon represents the point of departure leading to a career, further development and later life and the final circle is the individual who has become more rounded and developed.

## Lost Property

All books, equipment and items of clothing should be clearly labelled. Students finding lost property should hand it in to the Head of Year Level. The college cannot take responsibility for lost or misplaced items. Private insurance for items lost at school can be taken out with a number of private companies.

## Library

The Library is open between 8:15am and 4:30pm.

The Library provides a wide range of print, audio-visual and electronic resources to assist students to complete their work requirements. The Library is a quiet study and research area and students have to respect the rights of others when using this wonderful facility. Students accessing the computer network must do so appropriately at all times. The Library and ICT Centre is open for Homework Club activities on one afternoon each week after school until 4.30pm.

## Mobile/Camera Phones/Other Electronic Devices

Mobile/camera phones/other electronic devices are brought to the college at the owner’s risk. The college does not have insurance cover for lost electronic devices.

Mobile phones/camera phones/other electronic devices must be switched off and out of sight during class time and during other educational activities such as excursions, camps and sport. These should not be used to take photographs or video footage in any school situation or educational activity including of students, staff or visitors to the college. If a class is interrupted by a mobile phone/camera or other electronic device, the student will have it confiscated and will face disciplinary action.

## Payments

Payment to the college can be made at the Finance Office. Payments can be accepted from students before school, recess, lunchtime and after school. The Finance Office is open from 8:30am to 4:00pm (closed from 12:15pm to 12:45pm and 2:00pm to 3:00pm).

The college accepts the following payment methods:

|               |  |
|---------------|--|
| BPay          | Your biller code and reference number as on your School Council payment request  |
| Cash & EFTPOS | At the Finance Office between 8:30am and 4:00pm, Monday to Friday  |
| Credit Card   | By Phone to the Finance Office on 9579 1044 between 8:30am and 4:00pm, Monday to Friday.   |
|               | In person at the Finance Office between 8:30am and 4:00pm, Monday to Friday, or by completing the payment slip on the School Council payment request form and return via your child to the Finance Office. |

## Sport

Sport Education in Year 7 and 8 involves the students choosing their own specialised sport and participating on a weekly basis. Most sports involve the students playing competitive inter-school matches against other schools in the Kingston Division. Non-competitive movement based sports are also offered each term. Students will pick a different sport each term, train in their sport and then play the competitive matches for the remainder of the term. If their sport is successful in the weekly Kingston Division, students are able to progress to compete in the Southern Metropolitan and State finals.

The Sports offered are:

### TERM 1

|                           |                        |
|---------------------------|------------------------|
| Boys and Girls Tennis     | Boys and Girls Cricket |
| Boys and Girls Volleyball | Girls Softball         |
| Boys Baseball             | Dance                  |

### TERM 2

|                       |                          |
|-----------------------|--------------------------|
| Boys and Girls Soccer | Boys and Girls Badminton |
| Boys AFL              | Girls Netball            |
| Martial Arts          |                          |

### TERM 3

|                           |                       |
|---------------------------|-----------------------|
| Boys and Girls Basketball | Boys and Girls Hockey |
| Boys and Girls Futsal     | Touch Rugby           |
| Table Tennis              |                       |

### TERM 4

|                   |                         |
|-------------------|-------------------------|
| European Handball | Ultimate Frisbee        |
| Soft Lacrosse     | Cricket Super 8’s       |
| Lawn Bowls        | Gymnastics/Trampolining |

## Student Leadership

Students are provided with many opportunities to develop their leadership including the Student Representative Council (SRC), working with the sub-school leaders, as class captain or house captain, as environmental officer, peer support leaders, and assisting in running the college production. Students are encouraged to develop their public speaking skills through forums such as Whole School and Year Level Assemblies, Student Representative Council, and via inter-school debating.

## Student Wellbeing Team

The Student Wellbeing Team provides assistance for students to gain access to a wide range of support structures to increase their opportunity for success with their studies. Such assistance may be helping with Austudy applications, emergency housing and linking to local community youth support counsellors. The Head of Student Wellbeing, Mr Wayne Davis, is the initial contact person for all matters relating to student wellbeing and welfare.

## Valuables

The college cannot take responsibility for valuables brought to school by students. Neither the college nor DET has insurance for these items.

## Visitors

Visitors to the college should present themselves at the General Office on arrival. A visitor’s pass will be issued by our Compass Kiosk machine including all relevant details of the person and whom they are visiting. Parents/Guardians are requested to make appointments to see staff unless an emergency situation arises.





## HOME STUDY POLICY

### RATIONALE

The Bentleigh Secondary College learning philosophy places great importance on the role of homestudy in our students' development into flexible autonomous learners. Homestudy is an opportunity to reflect upon and consolidate learning, to utilize the unique features of the home to develop skills, and to transfer learning to the choices made in the home about such diverse matters as food, imports, energy use, and resource management.

Homestudy can be defined as theoretical or practical work undertaken at home, and reinforces learning and extends work undertaken in school hours. This includes the completion of set tasks, assignments, work requirements, preparation for test and examinations, revision and research and wider reading.

Success at secondary level requires the students' balanced and consistent application to learning in school and at home. The setting and completion of homestudy is, therefore, viewed as an integral part of the educational process at Bentleigh Secondary College. This is seen to reinforce and enrich the curriculum, and to encourage excellence, which requires the support of parents, teachers and students.

### OBJECTIVES

- To develop organisational and time management skills
- To develop the students' capacity to assume responsibility for their own learning
- To encourage students to realise that high aspirations and consistent effort in school and homestudy maximise the likelihood of success
- To develop a balanced and consistent approach to study at home and at school
- To further the learning partnership between parents, teachers and students through cooperation, communication and common goals

### GUIDELINES

- The nature and amount of homestudy at each Year Level will vary according to individual age, learning needs and contexts
- Students at junior levels are introduced to appropriate tasks, study techniques and time management skills in preparation for senior studies
- Sequential development of these skills assists preparation for the senior years, when individual initiative and planning are particularly vital
- It is also important that homestudy is balanced by hobbies, social and sporting pursuits in order to provide appropriately for individual interests, growth and relaxation

As a general rule the college recommends the following minimum guidelines:

|         |                      |
|---------|----------------------|
| Year 7  | 3-4 hours per week   |
| Year 8  | 5-7 hours per week   |
| Year 9  | 7-9 hours per week   |
| Year 10 | 10-12 hours per week |
| Year 11 | 13-15 hours per week |
| Year 12 | 15+ hours per week   |

- It should be recognised that these are only recommendations. Individual differences between students and additional factors, such as varying subject demands, other commitments including family responsibilities need to be taken into account
- It is the student's responsibility to ensure that work is subsequently completed after absence due to illness, appointments, sporting commitments, religious or other holidays
- Teachers, Learning Area Heads and Year Level Heads form a partnership of responsibility in overseeing the nature and frequency of appropriate Homestudy tasks for students

- Parents share responsibility for encouraging maximum input and levels of performance, and for contacting Year Level Heads in instances of extended student absences due to illness or family holidays
- Students are responsible for recording homestudy details in their Diary/Daily Organiser and completing the tasks involved. Students are required to replace (at their own cost) Organisers that are defaced or used inappropriately
- Both parents and teachers share the responsibility for checking students' Organisers regularly to ensure their correct use, to monitor and report on individual progress
- Teachers are responsible for ensuring that clear instructions regarding homestudy are given and that set tasks are regularly monitored and corrected
- Teachers should ensure that homework is appropriate to the learning needs of the individual student, and should be developed in keeping with the differentiated learning and inclusive learning philosophy of Bentleigh Secondary College
- Students are able to request an extension for assigned work at least four days prior to the due date, and it is at the teacher's discretion to evaluate the student's explanation
- Students may be required to attend a detention in order to complete items of overdue work, given a 24 hour detention notification to parents through a detention slip
- Staff will notify parents when homestudy tasks are frequently not attempted or are incomplete
- Students who fail to meet work submission deadlines on assignments will forfeit marks at the rate of 10% per over-due school day
- A Homework Club is provided by the college one afternoon a week in the Library.







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