Department of Education



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Tasmanian Government logo



**Student Information Handbook**



**Welcome**

Dear Students

On behalf of our wonderful community, I want to give you a very warm welcome to our school.

You have joined a fantastic school community, which is proud of its strong history, but now is also an exciting and innovative school of the future. The school has moved into a new era where we are a year 7-12 secondary college, and we have amazing partners working with us to ensure that each and every student can reach their full potential. We have so many opportunities for you to take advantage of during your time here. I hope you will take every opportunity to connect with us and your education.

The following information is for all students of Bayview Secondary College, to enable you to transition smoothly into our school.

If you have any questions please contact the school office or your Grade Manager.

*Gill Berriman*

*Principal*

**“*Connect Inspire Achieve”***

This is your school motto, as you know.

*But how to achieve?*

By working to your best all the time.

### **Here’s How:**

* be fully equipped at all times
* avoid distractions
* keep neat and tidy notes
* help your teacher by asking questions - or - offering extra information
* keep your locker tidy

Don’t be afraid to ask for help when you don’t understand something. (The person next to you probably doesn’t know either.)

The teachers won’t mind. That’s what they’re there for.

***Daily Routine***

Sirens will sound at the following times:

08.40 Doors Open

08.45 - 09.10 Group Time

09.10 - 10.20 Period 1

**10.20 - 10.45 RECESS**

10.45 - 11.55 Period 2

11.55 - 12.00 Break

12.00 - 01.10 Period 3

**01.10 - 01.45 LUNCH**

01.45 - 02.55 Period 4

**Before School**

* Enter the building at 8.40am when the duty teacher opens the door. Go straight to your locker and get your books for Group Time and Lesson1. Then go to your Group Time area.
* If you need to go to the office, library or see another teacher, ask your Group Time Teacher first.

### **Recess and Lunch Time**

* Go to your locker only at the beginning and at the very end of recess or lunch time.
* Go to the toilet, if necessary, and then spend as much time as you can in the fresh air.
* You should not be in the building unless you are under a Teacher’s supervision.
* Recess & lunch activities - 310, Library, Computer Lab, Dance, Music and Sport

##### **Wet Weather Days**

You may eat lunch in Room 310 (near the canteen) and then you move outside. If it is really wet/cold you can stay in Room 310 or find other options that teachers will explain, such as the gym. Be quiet and sensible in the building, and make sure all rubbish goes in the bins.

**Staff Roles**

Principal - Gill Berriman

Assistant Principal - Mr Ben Bannister (daily running of the school)

Assistant Principal - Ms Teena Dunstan (teaching and learning)

Assistant Principal – Mr Adrian Eberle 10/11/12 Extension school

Grade 10 Manager – Mr Eberle

Grade 10 Co-ordinator Ms Tilley

Grade 9 Manager - Mr Dilger

Grade 9 Co-ordinator – Mr Wickham

Grade 8 Manager – Mr Goward

Grade 8 Co-ordinator – Mr Matthey

Grade 7 Manager– Mr Robinson

Grade 7 Co-ordinator – Mr Youl

A/AST - Community liaison and partnerships – Mr Pete Goward

AST - Flexible learning support – Mr Andrew Dilger

Student learning support – Ms Abi Roberts & Ms Thurlow

**Access to the Building**

**PLEASE DO NOT USE THE ENTRANCE AT THE OFFICE  
 THIS IS FOR PARENTS AND VISITORS**

**Attendance**

You are expected to attend school every day. If you’re away from school for all or part of a day, you are required to bring a note from home and give it to your Home Group Teacher, or ask an adult from home to phone the school. An sms will be sent home if you are an unexplained absence. If you know you are going to be away from school for a long time, please let us know. Your Group Time Teacher can arrange for work to be sent home for you to do.

Sometimes you may have a medical or dental appointment and will have to leave school during the day or arrive late. (If possible though, arrange these appointments out of school time).

* Bring a note from home from parent/carer and ask your Grade Manager to initial it and give you a pass. When you have to leave, take your pass to the office and sign out.
* If you come back to school, sign in and then get a pass from the office staff.

**Bullying**

We have a Peer Support team at Bayview Secondary College. These students assist with mentoring and supporting all students and by raising awareness of the damage bullying can cause.

Bullying is not ok. We have an anti-bullying and harassment policy at this school which is not negotiable. Please see your student leaders or your home group teacher for a copy of our policy and the procedures for stopping harassment. Please report any bullying incidents promptly.

**Canteen**

There is no need to order your lunch - you can purchase items over the counter:

See the canteen price list for what’s available.

Don’t forget to stand in line at the window*,* the second person must be behind *the* white line.

**Code of Conduct**

At Bayview Secondary College all students are expected to abide by our values of:

RESPECT

LEARNING

SAFETY

We have a code of conduct which clearly describes the types of behaviours that we expect to see from students at our school. Please read this carefully and sign when you enrol.

SY01191_**Finding Your Way About**

* It’s a big building, but you’ll soon know your way about.
* In your first week your teachers will guide you around the school.
* You will soon learn the layout of your new school.
* Move quietly and sensibly around the building.
* Keep to the left.

**Flexible Learning**

At times, students may need a more flexible approach to learning. This can include working in our alternative programs, working from home or undertaking work experience. If you feel this type of flexibility might suit you please discuss this with your grade manager. We would rather negotiate a learning environment that suits you, rather than you choosing to be absent from school.

**House Names**

CHIPMAN BLUE

MATHER RED

STANFIELD WHITE

**You will find out which house you are in during the first few weeks.**

**Leaving Early?**

Sometimes you may have a medical or dental appointment and will have to leave school during the day. (If possible though, arrange these appointments out of school time)

* Bring a note from home from parent/carer and get the Grade Manager to initial it and give you a pass. When you have to leave, take your pass to the Office and sign out.
* If you come back to school, sign in and then get a pass from the office staff.
* The office and teachers do not accept text messages on phones.

**The Library**

You will be given an introductory talk on

how to borrow books and use the Library.

Then you will be able to borrow books.

**Lockers**

All students are allocated a locker. All your books, gear and school bags are stored in your locker. Bags and handbags are not permitted to be carried around the school and into classrooms, unless to the gym for sport. You are expected to use your locker.

You will need to bring a padlock (either combination or key) to use on your locker.

Give a spare key to your home group teacher.

You are responsible for what is kept in your locker.

**DO NOT LEAVE YOUR BOOKS OR BAG IN OTHER STUDENT’S LOCKERS AND NEVER SWAP LOCKS OR LOCKERS**

**Lost Property**

Make sure all your property and clothing are clearly marked with your full name.

**IF YOU DO LOSE SOMETHING**

**CHECK AT THE OFFICE**

**We do not take responsibility for loss of mobile phones or other expensive equipment. These items should be stored at the office if brought to school**

**Medical Issues**

If you feel unwell, or have an accident, tell the nearest teacher, or student leader, who will help you.

They may ask you to seek the help of the First Aid Officer or send you to the school office.

The school nurse may be available if the matter is serious, but it is not her job to provide you with band aids.

**Out of Bounds**

Students have restrictions about where they go in the grounds at break times. Please ensure that you have spoken to a duty teacher about where you are allowed to go if you are unsure. Being new is not an excuse.

Recess & lunch activities - 310 Games room, Library, Sport, Music, Gym, Court Yard.

**Prefect Board and Student Leadership**

The Prefect Board is made up of elected Grade 10 students. We also have a Student Representative Council made up of student leaders from each class. The SRC help the prefects to support the students. If you want to change or improve aspects of our school talk to these students, or even better, try to get involved.

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**Punctuality**

**TRY NOT TO BE LATE BUT IF YOU ARE:**

* Ask an adult from home to phone the school or write a note explaining why you are late. Our school App can be used to send a note via email.
* Sign the late book at the office
* Get a Late Pass
* *THEN - quickly go to home group or class*

**Riding To School**

The school encourages students to be active and walk or ride to school. In doing so, we need to remind students of the dangers involved and encourage safe behaviour on the way to and from school.

While we support the riding of bikes, scooters and skateboards to and from school:

* Students should wear helmets as required by law.
* Under no circumstances are students permitted to use the equipment on school grounds.
* Students MUST place equipment in the bike cage next to the Canteen as soon as they arrive at school.
* Students will be expected to sign a code of conduct regarding safety if they wish to travel to school using bikes or scooters.

**Student Support**

We encourage students to contact their home group teacher in the event of a personal issue.

If the matter is urgent, or very important, the Grade Co-ordinator is usually the best person to talk to, followed by the Grade Manager, Assistant Principal or Principal if available.

Every lesson there is a senior staff person available on call to assist with urgent matters, so there is no excuse for not seeking help and support. Contact the office to assist with locating a senior staff member to assist with any issue.

If you have a personal problem you would like to discuss in more detail, you could see the School Psychologist or Social Worker. You will need to talk to your Home Group Teacher or your Grade Co-ordinator/Manager about how to make an appointment. You can also pass on a message through the school office to seek an appointment if the matter is highly confidential.

**School Health Nurse**

Nurse Sallyann is our school health nurse and is available on Mondays and Tuesdays. You can self-refer to Sallyann via your Home Group Teacher or the office. Sallyann is available in the room next to the medical room in the mornings if you require an appointment.

**School Polices**

Students should read school policies and guidelines carefully. All students are expected to abide by our agreed school policies. These are regularly updated by the students and staff.

If a parent would like a copy of any school policy please contact the office, or take a look at our website.

* Code of Conduct
* Mobile phone
* Uniform agreement
* ICT and social media
* Library loans and usage
* Riding to school
* Smoking and drug awareness
* Emergency management
* Anti-Harassment and bullying

**Social Media**

Please read and follow our policy and student code of conduct. Students are expected to be respectful of the school and NEVER to post disrespectful comments on social media about the school, students or staff. Keep any school issues away from public viewing and solve issues through your teachers or support students. Students are expected NOT to use these sites during the school day.

**Stationery**

Pens, pencils, books and other stationery requirements will be issued during the year by your Group Time Teacher.

You should bring your own pencil case and lock for your locker.

**Sport**

**Sports Equipment**

You can borrow sports equipment at recess and lunch time. See the PE staff.

**Inter-high Sports**

You may have the opportunity to participate in sports exchanges with schools of similar sizes. Eg. Soccer, football and netball

**Participating in Sport**

Parents are encouraged to take on coaching and manager roles of teams.

Interested in sports competitions and rosters? We offer a number of different activities. Sporting competitions are normally held after school in the afternoon or on Saturday mornings.

Some of the sports available are:

Cricket Netball Touch football

Football Hockey Basketball

Futsal Soccer Rugby

If BSC does not have enough students to field a team then we will seek to place students in a combined team with another school.



**Student Information and Communication Kiosk – (S.I.C.K.)**

This is located opposite the library in the main corridor and provides students with regular information about what is going on in the school. You are advised to read it daily.

**Valuables**

These should not be left in lockers - hand them into the office at the beginning of the day. (including Phones)

**Uniform**

Bayview Secondary College is a full uniform school. We have a strong policy about what is uniform and what is not. Please read this carefully if you are unsure what you can and can’t wear to school.

If at any time you are out of uniform you must bring a note from home stating clearly the reason, and seek a uniform pass from your Grade Manager who will also provide you with uniform (where available) for the day.

You are not permitted to wear hooded tops or T-shirts/flannelette shirts with offensive symbols or pictures, even if you have a uniform pass for the day. Please refer to our student uniform agreements so that you know what is ok as school uniform.

Each year grade 10’s have the opportunity to earn the right to order a leavers hoodie. This is a privilege you can look forward to in year 10 provided that you support the uniform policy in grades 7-9.

**Questions and Worries**

A Grade Manager is in charge of each grade, with a Grade Co-ordinator to support.

If you have any questions or worries, ask your Group Time Teacher or your Grade Co-ordinator/Manager.

You’ll often see them near your locker area, your home group room and outside during recess and lunch.

###### Go and see them if

* you need help
* you lose your way
* you’re worried about something
* you have a question
* you need a leave pass for an appointment

If you have a personal problem you would like to discuss, you could see the School Psychologist or Social Worker. You will need to talk to your Group Time Teacher or your Grade Manager about how to make an appointment.

**Principal** Miss G Berriman

**Assistant Principal**  Mr B Bannister

**Assistant Principal** Ms T Dunstan

**Assistant Principal** Mr A Eberle

**Grade 7 Manager** Mr T Robinson

**Grade 8 Manager** Mr P Goward

**Grade 9 Manager** Mr Dilger

**Grade 10 Manager** Mr A Eberle

**Support Teacher** Miss A Roberts

**AST Community engagement** Mr P Goward

**School Psychologist** Mr K Murphy

**Social Worker** Ms E Sheedy

If you need any further information contact the school on

**6247 7800**

Contact details

170 Mockridge Road, Rokeby 7019

Ph: 6247 7800

Fax: 6247 8909

Email: bayview.secondary.college@education.tas.gov.au

Website: https://.education.tas.gov.au/bayviewsecondarycollege