

Welcome to the college



" Bendigo Senior Secondary College encourages personal growth and enrichment in a learning environment that is safe and supportive."

I welcome all parents and carers to Bendigo Senior Secondary College for 2020. I hope that you find this handbook useful as you work with us in supporting your child through the final years of secondary education.

As the largest provider of senior secondary education in Victoria we are proud to provide a diverse range of programs to meet the individual learning needs and pathway aspirations of all students. Our students are supported by professional and passionate staff who work hard to support every student to be successful in their pathway of choice.

We place significant value on our relationship with parents and carers as partners in learning to support students to be successful. I hope that this handbook will assist you in developing your understanding of the college and we look forward to working with you and your student in successfully completing their studies at the college.

Dale Pearce

Dale Pearce
Principal



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Supporting Parents and Students

Advisors

At the start of the year, students are placed in an Advisor Group with an individual Advisor who is generally one of your child's classroom teachers. Advisors are the first point of contact for any concerns or questions. The Advisor will see your child in classes, Advisor meetings that occur each week, assemblies, for personal interviews and will get to know your child and develop a good relationship. Advisors are responsible for helping guide your child through their studies and assists them to set goals and develop their Individual Education Plan.

Advisor Meetings

Advisor meetings are held once a week. These meetings are a regular part of the college program and students are expected to attend. Meetings provide the opportunity for Advisors to work with students on a range of topics such as:

- Individual Education Plans;
- Careers and work opportunities;
- Sporting events in the college;
- VCAA full details checks;
- Discussion of absences;
- Goal setting and progress towards achieving set goals;
- Time management;
- Exam preparation;
- Course selection;
- Upcoming events.



Students are required to attend scheduled Assemblies, programs such as 'Whole New World' and other presentations.

Student Engagement Coordinators

Each Advisor Group belongs to a Year Level which is overseen by a Student Engagement Officer, the Student Engagement Coordinators and an Assistant Principal - Engagement and Wellbeing.

The Student Engagement Coordinators are responsible for coordinating each student's program and along with Advisors monitor attendance and academic progress of students within the Year Level. The Advisor is usually the first point of call, but parents and carers are welcome to communicate with the relevant Student Engagement Officer or Student Engagement Coordinator about any concerns you might have, Contact details on pages (5-6)

Supporting Parents and Students

Student Engagement Coordinators can assist with:

- Enrolment procedures;
- Course planning;
- Changes to subjects or programs;
- Absences;
- Issues arising from illness;
- Special Provision;
- Wellbeing concerns;
- Family holidays during term time;
- Issues with a teacher;
- Issues with other students.

Student Engagement Officers

Our Student Engagement Officers are responsible for supporting students to achieve and maintain strong engagement during their time at the college, to increase the chances of student success. They work closely with the Student Engagement Coordinators and Assistant Principal for each year level. A Student Engagement Officer will make contact with parents or carers if there are any early indications of disengagement, such as absenteeism or overdue work. Parents and carers are encouraged to contact a Student Engagement Officer if they have any concerns about their child's progress.

Blast Off Program

To assist students with their transition into the college, to get to know new students and to develop relationships with their Advisor, the first week of the school year is a combination of classes and events that are designed to 'Blast Off' into the new year. Parents/carers and students are asked to

make an appointment to come in to meet their Advisor and contribute to the development of their Individual Education Plan goals. The following week after Blast Off interviews will be filled a range of fun activities for students to get involved in during lunchtimes.

Step Up

All students making the transition from Year 10 -11 or Year 11-12 are required to attend an end of year 'Step Up' program in early December. This is a great opportunity for students to experience their subjects for the following year and access staff to talk about their chosen pathway. All new students attend an orientation day then a five day school program. Returning students attend the five day school program.

Student Wellbeing Support

The BSSC Wellbeing Team's focus is on supporting students to develop their physical, social and emotional health. The Wellbeing Team provides individual support, as well as support through college programs and events.

The Wellbeing Team is comprised of a Wellbeing Coordinator, Wellbeing Advisor, Youth Health Nurse and visiting Psychologists and Social Workers.

The Wellbeing Centre is located under C block, opposite the Student Services Centre.

Student Support

The Student Engagement Coordinators provide a range of services to meet the individual needs of students funded through the Program for Students with Disabilities (PSD). They also provide advice and strategies to teachers to support other students with learning difficulties.

Special examination arrangements such as scribes, extra time and rest breaks for PSD funded students can be applied for through the Student Engagement Coordinators. Literacy and numeracy support is available for students individually or in small group situations.

Aboriginal and Torres Strait Islander Student Support

Our Aboriginal and Torres Strait Islander (ATSI) Student Support Program provides support for ATSI students in a number of ways.

We aim to work closely with students, parents, families and community members in assisting students to complete their senior secondary qualifications and prepare them for further study or employment.

A number of programs are offered to our ATSI students at the school to support them in attaining their academic, extra-curricula and pathway goals. Each year we have successfully connected students to various scholarships and to SBAT opportunities. We work with the Weenthunga Women's Program to help young women achieve health related pathways. We support students to connect with the Richmond REAL

program. We host an ATSI Pathways Day where students can connect to tertiary and industry pathways as well as other ATSI students in the region. There are also leadership activities offered throughout the year. We encourage our students to be a voice on the Student Leadership Team and to consider giving the Acknowledgement of Country at school wide assemblies and at celebration evenings.

Connection to Culture and Community is important to us. We have Elders and Community members come and share their stories with our students at various times in the year. Information on ATSI specific programs outside the college is also collected and distributed, including information about work and Community related opportunities. We encourage students to be involved with promoting Culture at important times through the year such as Cultural Diversity Week, National Reconciliation Week and NAIDOC.



NETschool



NETschool Bendigo

NETschool is a second campus of BSSC designed for young people aged 15-19 who are unable, for many reasons, to attend mainstream classes. It provides both online and off campus delivery of VCE, VET and VCAL units at the NETschool centre which is located in Williamson Street.

NETschool works one on one with learners. Each learner decides what they wish to study and with the support of their NETschool mentor, goals are set and achievable steps are taken to move forward. NETschool works with families and community agencies to collectively support and help the young person get to where they need to be.

Learning can take place at the centre or online from home.

NETschool learners undertake a curriculum program that meets their individual needs. They are able to:

- Learn through their interests via research based projects;
- Plan their work around real world projects, community service and work placement;
- Complete VCAL, VCE and VET certificates through Bendigo Senior Secondary College.



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NETschool Program Facilitator
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Student Engagement Team - Key Contacts

Year 11

Student Engagement Officer:

Contact me to discuss illness, family holidays, other absences and SAC rescheduling.



Jan Densley
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Student Engagement Coordinators:

Contact one of us to discuss Special Provision, learning difficulties, health concerns & wellbeing support.



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Assistant Principal: Engagement & Wellbeing



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Student Engagement Team - Key Contacts

Year 12

Student Engagement Officer:

Contact me to discuss illness, family holidays, other absences and SAC rescheduling.



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Curriculum



A Brief Introduction

Bendigo Senior Secondary College provides a wide range of pathways into further education, training or directly into the workforce. There are two senior certificates available for students.

- The Victorian Certificate of Education (VCE) which is the preferred pathway to further study at University and most TAFE courses;
- The Victorian Certificate of Applied Learning (VCAL) which gives students practical work-related experiences and suits students interested in a vocational career or pathway directly into employment or some TAFE courses

Vocational Education and Training (VET) programs can be studied as part of a VCE program and are an essential part of a VCAL program.

Students can select a program that suits their individual needs and career aspirations.

Students may:

- Study a Year 12 subject (Unit 3 and 4) in Year 11;
- Complete a VCE course in a standard two year timeframe;
- Plan to complete VCE over three years to include part time work or other commitments;
- Include one or more VET programs in their VCE;
- Include a School Based Apprenticeship or Traineeship in their VCE or VCAL program.

Head Start Apprenticeships and Traineeships Assistance

Head Start staff are available to meet with students and parents by making contact through the Student Services Centre at BSSC.

There are a range of resources in the college to assist students and their parents/carers with any curriculum based questions. A good place to start is to contact the relevant Student Engagement Coordinator.

Curriculum - VCE

Now for the Detail

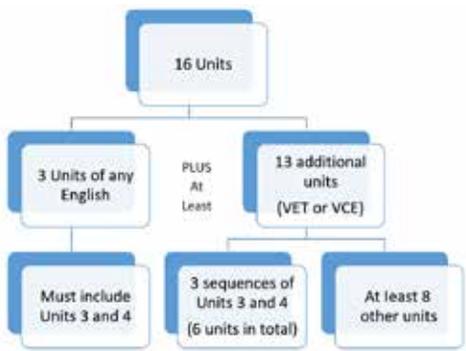
Victorian Certificate of Education (VCE)

The college offers a wide choice of VCE subjects with each subject comprising up to four semester based units. Units 1 and 2 are the equivalent of Year 11 studies and Units 3 and 4 are the equivalent of Year 12 studies. Most students study ten units in Year 11 and ten units in Year 12. Units 3 and 4 must be undertaken as a sequence; that is, studied for a full year. While most students will complete their VCE in two years, some students choose to take three years or longer.

Achievement of the VCE requires:

- Satisfactory completion of at least 16 VCE or equivalent units (which can include an unlimited number of VET units);
- Successful completion of three units of English, English as an Additional Language (EAL), Literature or English Language of which two must be Units 3 and 4.
- Three other Unit 3 and 4 sequences.

Satisfactory completion of VCE



Students are awarded an S (Satisfactory) or N (Not Satisfactory) for each VCE unit they study. Satisfactory completion of a VCE unit requires students to meet each of the **Learning Outcomes** designated for the unit in the relevant **Study Design**. This is based on students having completed the required **Essential Learning Activities** and their performance on a range of **School Assessed Coursework (SACs)**.

In some Unit 3 and 4 subjects, students must also satisfactorily complete **School Assessed Tasks (SATs)** which are prescribed by the **Victorian Curriculum and Assessment Authority (VCAA)**. Assessment in VCE can be very different to assessments and completion in the Victorian Curriculum through years P-10.

Each Unit 1 and 2 subject has a mid-year and end of year examination. In Units 3 and 4, students sit VCAA examinations in late October/November.

In preparation for these examinations, students are expected to attend practice examinations that are held in the second week of the September/October term break. Parents and students are expected to plan for this when making arrangements such as family holidays or work schedules.

Students' level of understanding on SACs and exams is reported to throughout the semester on Compass.

At Unit 3 and 4 level results are indicative only and are statistically moderated by the VCAA.

Curriculum - VCAL



Victorian Certificate of Applied Learning (VCAL)

VCAL provides students with an opportunity to study a combination of VCAL and VET units and enables students to build a flexible pathway to the workforce, further vocational training, apprenticeships, traineeships or to the VCE.

The emphasis of VCAL is on applied learning and project based learning. Links are made to areas of vocational interest and subjects that provide young people with the skills needed for employment and training.

The college offers VCAL at two certificate levels: Intermediate and Senior. Satisfactory completion of a VCAL certificate is achieved by gaining at least 10 credits across four specific curriculum strands. These include Literacy and Numeracy Skills (English and Maths), Industry Specific Skills (a VET Vocational subject), Work Related Skills and Personal

Development Skills. These credits are required to demonstrate competency in each of these learning strands. Students will also study an Applied VCAL subject or can select an additional VET subject.

Vocational Education and Training (VET)

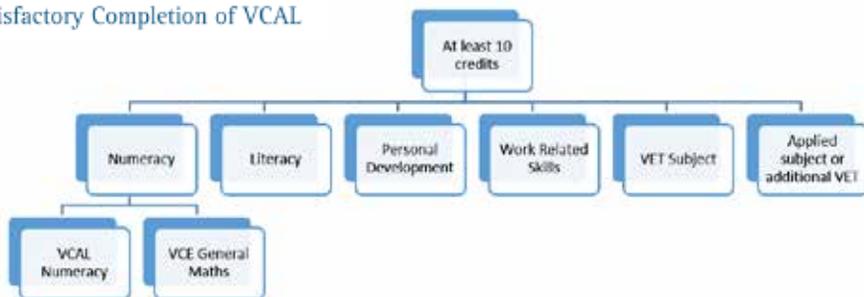
Students can choose from a variety of VET programs representing a range of industry areas approved by the VCAA. Vocational programs enable students to gain training in the skills and knowledge of a particular industry and gain an industry qualification that is recognised nationally. Students can include VET programs in their **ATAR** for university entrance if they choose to complete the scored assessment requirements or in the case of non-scored as a 10% increment.

VET programs suit students who are thinking of obtaining an apprenticeship or traineeship. They are also appropriate for students who would like an industry qualification in addition to their VCE or VCAL and enjoy a hands-on learning environment.

Satisfactory completion of a VET subject is based on demonstrated competence in required units and modules. Students receive a C (Competent) for each unit of competence gained, as assessed by the trainer.

All students undertaking VET must have a Unique Student Identifier (USI). Opportunities are provided to students to support them in the application process.

Satisfactory Completion of VCAL



National Recognition/Credit Transfer/ Recognition of Prior Learning

BSSC recognises Australian Qualifications Framework (AQF) Certificates and Statements of Attainment issued by other RTO's. To claim National Recognition or Credit Transfer, a certified copy of the qualification must be provided to the Assistant Principal VET and RTO.

The college recognises that students undertaking VET programs may have prior learning/life experiences, informal or formal training, or other qualifications that may provide exemptions for part(s) of their course. The process for claiming RPL will be explained by VET teachers during VET classes.

Head Start Apprenticeships and Traineeships Assistance

The Head Start Apprenticeship and Traineeship program allows students to combine the completion of their VCE or VCAL pathway with the part-time progression within an apprenticeship or traineeship in one of 34 prescribed qualification areas. Students will usually integrate 2 – 3 days undertaking work and their Certificate III apprentice training, with 2 - 3 days of VCE or VCAL studies. Students can continue apprenticeships or traineeships commenced in Year 10 or move into the program if they secure an apprenticeship within Year 11. As students graduate after the successful completion of their Year 12 VCE or VCAL, they move into full time employment within their apprenticeship or traineeship.

Information and Communication Technology (ICT)

Students will be required to supply their own notebook/tablet device as part of the BYOD program. The college provides recommendations on appropriate devices for BYOD on the college's public website

(www.bssc.edu.au) under the Enrolments tab.

In some circumstances it may be possible for students to be loaned a college notebook for use throughout the year. The allocation is based on financial need and students using it appropriately for educational purposes. Students will need to return the device upon exiting the college or at any stage as requested by the college. Students need to make an interview with the Wellbeing Team to arrange for a college device to be allocated.

Printer Access

Students can print to various printers around the college. Students are charged for all sheets printed. Students can purchase print credits from the Finance Office in the Administration building.

Internet Access

Students are expected to be familiar with the Student Rights and Responsibilities with regards to what is suitable internet usage for school purposes. A breach of policy in this area can result in a range of disciplinary actions.



Glossary

- **Learning Outcomes:** Define what students will know and be able to do as a result of undertaking a study. Students must demonstrate they have the knowledge and understanding to meet each of the outcomes in order to pass a subject or unit.
Study Design: Specifies the content for the study and how students' work is to be assessed.
- **Essential Learning Activities:** Students will undertake Essential Learning Activities throughout the semester based on key skills and key knowledge. Essential Learning Activities can take a variety of forms including: self assessed tests, class discussion, worksheets, research and other activities. These tasks form part of a portfolio of evidence necessary for meeting outcomes.
- **School Assessed Coursework (SACs):** School based assessment that is reported for VCE Units 1-4. These tasks assess the level of achievement of the VCE outcomes.
- **School Assessed Tasks (SATs):** Set by the VCAA and designed to assess specific sets of skills in subjects within the Arts, Business and Technology Studies.
- **Victorian Curriculum and Assessment Authority (VCAA):** Responsible for curriculum, assessment and reporting of VCE, VET and VCAL.
- **ATAR:** Australian Tertiary Admissions Rank. This is calculated by each state's Tertiary Admissions Centre (Victoria is VTAC) and is a rank used for Tertiary education selection purposes. The ATAR is a percentage rank ranging from 0.5 to 99.95 and is calculated using any Unit 3 and 4 English, the three next best scored Unit 3 and 4 studies and 10% of up two other Unit 3 and 4 studies (if applicable).

ATAR Calculation (Unit 3 and 4 results only)



Attendance and Assessment



Attendance

BSSC expectations

Students are expected to attend all classes, assemblies, Advisor meetings and other compulsory activities.

What to do if your student is absent

Log on to Compass to explain the absence as soon as possible (preferably before the absence occurs or on the day of the absence).

Alternatively, contact may be made through:

- The absence line (5442 7416);
- A written note.

Approved absences (examples)

- Illness;
- Funeral;
- Job interview;
- Professional appointments (medical/legal/centrelink). Please provide documentation such as a certificate, appointment card or receipt;
- Sport – College/State/National representation;
- Drivers Licence testing.

Absence from School Assessed Coursework (SAC)

Approved absences from SACs may occur due to:

- School-based activities, such as curriculum excursions or approved sporting events;
- Illness supported by a medical certificate.

Parent/carers should make contact with the Student Engagement Officer on the day of the SAC if a medical certificate cannot be obtained when a SAC is missed due to illness.

Unapproved absence from School Assessed Coursework (SACs)

If a student is absent from scheduled SACs and the absence is unapproved the student will not receive a score for that SAC. This will impact on study scores achieved and a student's ATAR if the subject is a Unit 3 or 4 study.

Extended absences – 3 consecutive days or more:

- Please contact the Student Engagement Coordinator to arrange support.

Support available for extended absences:

- Teachers can be contacted via Compass;
- Work can be sent home;
- Email contact can be made with teachers;
- Work may be modified;
- SACs may be rescheduled;
- Work may be waived.

Extended absences as a result of family holiday, participation in sport or other events:

- Should be confined to set school holiday time where possible;
- Families are strongly discouraged from taking family holidays during the school year given the impact on student learning.
- If unavoidable, students and parents/carers need to complete an Extended Absence Form available through the Student Engagement Coordinator.

Some examples of unapproved absences are:

- Driving lessons;
- Personal issues (*without further explanation*);
- Personal appointments (*without further explanation*);
- Family matters (*without further explanation*);
- Preparation for debutante balls;
- Shopping;

- Frequent car or bike breakdown;
- Sleeping in;
- Missing the bus;
- SAC/SAT preparation or completion of work for other classes;
- Part time work commitments;
- Supporting an upset friend (*without further explanation*);
- Timetable mixups;
- Extension of holidays (*without prior approval*).



Attendance and Assessment

Student Rights and Responsibilities

Bendigo Senior Secondary College's Student Rights and Responsibilities are a condition of student enrolment at the college. The Student Rights and Responsibilities form the basis by which the college is able to provide a supportive learning environment for everyone within the college community.

Students and parents/carers are required to support the expectations and procedures outlined within the Student Rights and Responsibilities agreement.

Breaches of the Student Rights and Responsibilities

Sanctions for breaches of the Student Rights and Responsibilities are clearly outlined within the agreement.

Sanctions may include:

- Withdrawal of privileges, including access to ICT resources;
- Banning from college excursions, camps, or social functions;
- Community work for the college outside school hours;
- Withdrawal from class;
- Suspension;
- Expulsion;
- Involvement of law enforcement agencies.

Monitoring and communication about absences

The following process occurs when a student has unapproved absences:

Parents/carers are notified via SMS when a student is absent (same day notification);

If the student continues to have unapproved absences further consultation between the college, parent/carer and the student will occur and student may be placed on an attendance agreement;

If a student continues to have absences after the interview, they may be unable to pass the unit and asked to consider their commitment to an enrolment at the college.



Request to Change Classes

The college does not encourage students changing classes once they have been placed within a timetabled class.

Any request to change classes must be made through an Assistant Principal - Engagement and Wellbeing).

This request should be put in writing, be signed by a parent/carer, and should outline the reasons for the request. This written request needs to be followed up by the student making an appointment with an Assistant Principal to discuss the request.

Requests to change classes for the following reasons will not be considered:

- Being with a friendship group;
- Altering a study period to allow opportunities for part-time work;
- Not liking a teacher.

Changing a subject

Students may be able to alter their program choices at appropriate times.

Any request for changes to subjects should occur prior to the commencement of Step Up, or immediately prior to Semester 2 for Year 11 students.

A change of subjects often requires the purchasing of new text books. It is the student's responsibility to acquire these texts if a subject change occurs.

Changing a Unit 1 and 2 subject

Students will be notified in May of the process to change subjects for Semester 2.



This process will include appropriate subject counselling, and documentation which requires parent/carer consent and discussions with the subject teacher. Any changes must be made by a Student Engagement Coordinator.

Changing a Unit 3 and 4 subject

Students can make a change to their program prior to the commencement of the school year.

Units 3 and 4 must be undertaken in the same year unless interrupted study status has been granted by the VCAA.

Students cannot change Year 12 subjects mid year.

Attendance and Assessment

Assessment and Personal Difficulties or Illness

Throughout their time at Bendigo Senior Secondary College students may experience long-term impairment, become ill, or experience personal trauma or hardship that will have an impact on their assessment. A range of options are available to assist students in dealing with these issues.

All issues and applications associated with personal difficulties and illness must be dealt with and made through a Student Engagement Coordinator.

Special exam arrangements

If it can be demonstrated that a student's achievement in an exam will be adversely affected by:

- Accident or sudden onset of illness;
- Personal circumstances;
- Long-term impairment;
- Learning disability,

the student may be eligible for special exam arrangements.

These arrangements may include:

- Extra reading time;
- Extra writing time;
- Rest breaks;
- Access to medication during the exam;
- The assistance of a scribe for the exam;
- Use of a computer.



Applications for special arrangements must have supporting evidence provided by appropriate professionals and must be made by the end of February for Year 12 SACs and exams.

Derived exam score

If a student becomes ill or experiences an accident or personal trauma at the time of the Year 12 exams, contact should be made with the appropriate Student Engagement Coordinator as soon as practicable. The student may make an application for a Derived Exam Score which may be awarded by the VCAA after consideration of the student's circumstances.

Unless there is medical documentation advising otherwise, students should sit the exam and do their best. Not all applications for Derived Exam Scores are accepted by the VCAA.

SEAS (Special Entry Access Scheme)

Students who have experienced long-term illness or personal hardship throughout Years 11 and 12, that has impacted on their performance, can apply through VTAC for consideration of these chronic circumstances.

This information is then forwarded to Universities and/or TAFE institutions to which students have applied and may be given consideration as part of the selection process.

SEAS applications must be submitted through the VTAC website by the advertised date in early October.

Compassionate late withdrawal or interrupted studies

At times illnesses or personal circumstances can be so severe for students that they are unable to meet the requirements within a subject area or for the certificate as a whole. If appropriate professional supporting evidence is provided, students may apply to withdraw from subjects or the certificate without penalty. Contact a Student Engagement Coordinator for further information.



Parent Participation



Supporting Students through their Final Years of Secondary Schooling

The final years of schooling are important in helping set your child up for successful pathways after secondary school. To support your child to do their best and be successful there are many things you can do to help:

- Keep the year in perspective.
- Try to be realistic with expectations.
- Encourage self-belief and give lots of positive, encouraging feedback.
- Be available to listen and talk through things when needed.
- Access Compass on a regular basis to keep up to date with your child's academic, wellbeing and pathways progress.
- Have realistic expectations about the amount of household support that is expected.
- Try not to compare them or their marks to others.
- Keep an eye on both their physical and emotional health and seek help if needed.

- Encourage them to get lots of sleep.
- Encourage them to start the day with a healthy breakfast to provide energy for the brain and make concentration and learning easier.
- Provide a suitable place for study that is quiet and free from distractions.
- Encourage uninterrupted homework/study time by recommending they switch off their mobile phone and other social networking devices or programs.
- Discuss other ways you can provide support to your student.

"It was hard for me to remember at first that it was my daughter who was doing Year 12 and not me. I just wanted her to do well so that she got a good start."

MOTHER OF YEAR 12 STUDENT

Homework and Study

Why is homework/study important?

Homework allows students to finish work that has been started in class and complete exercises and tasks given by the teacher. It allows for important consolidation of daily learning through preparation of summaries and the use of revision strategies. Homework helps students consolidate learning into their long term memory.

Homework is an important part of the learning process. It helps students keep up to date with course work, manage deadlines and identify areas where more assistance is needed.

Sometimes homework requires students to familiarise themselves with content before they come to the next class.

How much time should be spent studying?

In the lead up to examinations and SACs, more time may be needed for thorough preparation. However, encourage a reasonably regular homework/study routine that is realistic and which sets aside time for regular breaks, meals, sport, socialising and relaxation.

Typically, Year 11 students would be expected to complete 2-3 hours of 'out of class' time per subject, per week and 3-4 hours per subject, per week for Year 12 students for optimal results. However, this may vary depending upon the subjects selected.

Study Centre

Our Year 11 supervised Study Centre assists students to build their study skills and provides strategies and

guidance to support all students to be as successful as possible at the college. For some of the time that students are not in subject classes they will be timetabled to attend the Study Centre as part of their schedule at the college. A variety of skill building sessions will be delivered as well as the Centre providing a quiet and supportive environment for study which assists students to become confident and independent learners. Student attendance and progress will be closely monitored and supported by their Study Centre teacher and other staff. The Empowered Learner Indicator, generated twice per semester, will be used to help track student progress and guide further support approaches with students. The encouragement of parents in talking with students about the benefits of the Study Centre will be important in building a strong study culture, strengthening our student, family and college partnerships and delivering improved outcomes for students. Year 12 students will be expected to undertake their private study in other study spaces located across the college.

Organisation

The Student Handbook provides students with a useful tool for organising school work and other commitments. It includes:

- Diary pages;
- Monthly and annual planners;
- College Policies;
- College key dates and altered days.

Advisors can assist students to implement strategies to improve their organisational skills.

Parent Participation

Juggling Part-Time Work and School

Parents/carers are often concerned that part time work will mean too much time will be taken away from study. On the other hand part time work can help a student gain confidence, take responsibility and manage their time. As with most things during these years of schooling it is about balance. More than 10 hours a week may become unmanageable. It is also useful if the employer is understanding and willing to reduce work hours during busy times at school and during exam times.

Stress and Distress

Helping your child cope with stress can be challenging for parents/carers. Encourage your child to see that stress is a part of every day life and can be a positive force if used well. When stress causes distress it becomes a concern.

Advice that parents/carers can give to students:

- Know what causes stress: If they know what causes stress they are able to avoid it or do things differently so there will be less impact;
- Be well prepared and try to keep up to date: Do the things that need to be done and leave the things that can wait longer;
- Make a plan: Be sure to stick to it when things are busy;
- Talk through concerns: If something is causing worry or concern, talking

it through with somebody else is often a good way of preventing stress from escalating;

- Take regular time out: Stress can be lessened by taking regular time out to exercise or do something else they enjoy that takes their mind off things;
- Eat properly and get plenty of sleep;
- Eating healthy food, drinking plenty of water and getting the right amount of sleep ensures their body is in top condition to cope with any challengers;
- Spend time with positive people: Just as spending time with stressed people can promote stress levels, spending time with positive people can help to make them feel more positive;
- Seek help: If work levels have become overwhelming or there are other things going on that are causing problems, seek help and talk to someone.

Parent Teacher Interviews

Parent Teacher and Advisor Interviews are conducted each semester.

- Parents/carers will be notified of these interviews and how to make bookings via Compass;
- Interviews are 10 minutes in duration. If you know that you will need longer to discuss something with the Advisor or teacher, please phone to arrange an alternative time.
- Speak to your child. Find out if there are concerns that they wish you to raise with the teacher or Advisor.
- Students are strongly advised to attend the interviews.
- Parent Teacher Interviews are a good chance to meet teachers. Even if students are progressing well, it is valuable to meet with teachers and the Advisor as it helps to develop a good relationship that can be built on throughout the year.
- Discuss ways to assist your child to make improvements to their learning.
- In second semester, interviews will take place with the student's Advisor and will focus on pathways choices for the following year.

Neither schools nor parents can do it alone; communication and positive relationships are the key to a student's success at school.

Empowered Learner Indicator Reports (ELIs)

These reports are provided through Compass three times each Semester.

These reports provide parents/carers and students with a summary of performance across a range of indicators that represent work and study habits and behaviours. These attributes are important for your child to develop as they underpin success in their studies and pathways beyond BSSC.

There are a number of strategies parents/carers can use that will assist in guiding and supporting students through their senior years of schooling:

- Access Compass on a regular basis.
- Include college activities and important events in family discussions.
- Access the BSSC website regularly and read News items which are regularly published online.
- Become a member of the College Council.
- Follow us on social media including Facebook and Twitter.
- Attend Parent Teacher Interviews.
- Become familiar with the many support structures in the college. e.g. Wellbeing support and the Pathways and Careers Teams.
- Communicate with your child's teachers, Advisor or Student Engagement Coordinator about any concerns you may have.

Parent Participation

There are a variety of ways you can be involved in what is happening at the college.

College Council

The College Council comprises parents/ carers, the Principal, staff and members of the community. You don't need any special qualifications to be on College Council, just some enthusiasm and a desire to help improve the learning outcomes for students.

Nominations for College Council are called for in February each year via Compass and we encourage all parents/ carers to consider nominating.

If you have any questions regarding College Council please contact the Principal, Dale Pearce.

Parent Attitudes to School Surveys

Each year the Department of Education collects information from parents about a range of factors related to the school. These are completed online and we encourage all parents to provide us with feedback. This feedback helps us identify areas that are working well and any areas we need to further strengthen. These surveys are undertaken in August and will be communicated to parents via Compass and through our social media platforms.

Alumni

Our Alumni Program seeks to connect with former BSSC and BHS students and provide them with the opportunity to be involved in the life of the college in a whole range of meaningful ways. As Alumni you can get involved in college events, share your career and life experiences with current students, support students through sponsoring awards and scholarships, or simply stay up-to-date with what's happening at the college and network with other Alumni. To find out how you can be involved email: alumni@bssc.edu.au.



Beyond the Classroom



Sport at BSSC

The College offers a wide range of sporting activities which provide opportunities for our students at both a social and elite level.

Students can obtain information about selections, trainings, and competitions from the Director of Sport or team coaches. Sport is advertised and promoted via the BSSC Sport Facebook group, Compass News, eNews, and on the Sport noticeboard outside the Sport Office.

Sport at BSSC primarily follows the School Sport Victoria (SSV) calendar, with competitions in the Sandhurst

Division (Bendigo district), Loddon Mallee Region, and State finals. We also compete in events outside the SSV calendar, such as the Australian School Basketball Championships, Netball Victoria Schools Championships, Victorian Schools Cycling Championships, Secondary Schools Lacrosse Competition, and several other events.

The College has been very successful in recent years, with numerous teams and individuals making it through to the SSV State Finals.

Students are not required to purchase uniforms to participate in sport, as there is a set of College uniforms available for all sports.



Drew Cathcart
Director of Sport
cathcart.drew@bssc.edu.au
mobile: 0419 139 591



Sports available for students may include:

- Athletics
- Badminton
- Basketball
- Clay Target Shooting
- Cricket
- Cross Country
- Cycling
- Football (AFL)
- Football (soccer)
- Futsal
- Golf
- Hockey
- Lacrosse
- Lawn Bowls
- Mountain Bike Orienteering
- Netball
- Orienteering
- Swimming
- Table Tennis
- Tennis
- Volleyball

The college has also supported students who compete individually eg: Equestrian, Triathlon, Water-skiing, Dance and Weightlifting.

Specialist Sports Program

This program offers students who are operating at an elite level in sport, an opportunity to be involved in a Specialist Program. Students can choose from a broad range of subjects and will be provided with an individualised program to suit their needs. The Specialist Sport Program provides motivated, like minded students with opportunities to excel in their chosen sport and achieve their academic goals. The program also includes a 'Life Skills Program' covered by experienced and elite level athletes and guest speakers. An individualised learning program uses the flexibility within the timetable to assist students to meet the demands associated with having to travel, train and compete in their chosen sport. Ongoing monitoring and tracking of academic progress and the provision of pastoral care is central to the program. The program will offer AFL, Basketball and Netball on site programs in 2020 in partnership with the Bendigo Pioneers, Bendigo Basketball Association and Carol Cathcart (High Performance Netball Coach).



Dean Sheldrick
Specialist Sports Coordinator
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Beyond the Classroom

Extra-Curricular Activities

A range of activities are available across the college to ensure that students with varied backgrounds and interests have an opportunity to be involved in many extra-curricular activities.

Student Leadership Team

Being part of Student Leadership Team provides a wonderful opportunity to get to know other students, develop skills and make a positive contribution to the college and wider community. Student Leadership Team members are active and valued contributors on college decision making committees. Involvement on the Executive, as a committee member or as a volunteer to help out with a specific activity is encouraged.

Students can volunteer to be part of this group early in Term 1. All students who volunteer will have the opportunity to elect their representatives from within the group. All students are given specific leadership training to help enhance their leadership skills.

The Student Leadership Team organises a wide range of activities such as:

- Bands and BBQs;
- Fundraising Events;
- Breakfast Program, with the support of the Wellbeing and VCAL Teams, three mornings per week;
- Youth Parliament;
- Model UN Conference;
- Student Advisory Forums;
- Education Committee;
- College Council.



International Experiences

BSSC has a strong international focus. Each year we host full fee paying students and exchange students from around the world. BSSC offers students the chance to experience overseas travel or cultural exchanges to China, Greece, Germany, Italy and Indonesia. We also encourage students to embrace the various cultures represented across our student body.

Cultural Diversity Week

To acknowledge and celebrate the diversity of cultures and languages represented in our college we run a cultural diversity week program in March each year. Students share food and activities in our Language Centre to raise awareness and appreciation of our Karen, Chinese and Aboriginal and Torres Strait Islander cultures and also learn a little more about the culture of the languages we study at BSSC. This is always a popular week as we get to enjoy German, French, Indonesian, Chinese and Auslan activities as well as tasters of an array of wonderful cuisines. Our week ends with a much enjoyed Harmony Day program where we share food and fun at lunch time with invited community groups and agency staff.

ParticipACTION Week

During Term 2 we have a week of promoting active involvement in extra curricula activities at the college. We run a variety of 'opt in' fun activities at lunch time and provide opportunities for students to perform. We finish the week with a much anticipated event

as our very talented students compete on stage in the 'BSSC's Got Talent' competition.

Wellbeing Week

To celebrate the importance of student wellbeing, one week in September becomes an action packed wellbeing focused week. Students, staff and community groups come together to enjoy a range of activities that celebrate young people's contributions to our community, have fun and promote a better understanding of issues affecting young people. These activities include BBQs, competitions, music, dance, sporting activities and a range of information sessions.

Energy Breakthrough

Students can be involved with the Energy Breakthrough by enrolling in a VCE Competition Vehicles unit or by volunteering as a support crew member. It is a valuable experience for anyone who has an interest in pedal vehicles.

Other Activities

There are opportunities for students to be involved in many other activities across the year including:

- Debating;
- ANZAC Day commemoration;
- Reconciliation Week;
- Regular lunch time activities;
- Graduation Ceremony;
- Music concerts;
- Chess Club;
- Writers Workshop;
- VCAL Market Day;
- Last Day of Year 12 celebration day.

Pathways Office



The Pathways Office at Bendigo Senior Secondary College consists of the Careers and Pathways Team and the Structured Workplace Learning and Work Experience Team.

Careers and Pathways Team

The Careers and Pathways Team at Bendigo Senior Secondary College is committed to providing support that will meet the needs of, and manage the success of, all students in Year 11 and 12.

By improving retention rates and positive transitions through a range of tailored services, students are encouraged to continue their education and complete Year 12. They can confidently transition to full time employment, apprenticeships or traineeships, or move onto University, TAFE or other training.

The Careers and Pathways Team share information about guest speakers, careers events, short courses and job opportunities to students and parents via:

- Advisor meetings;

- Careers and Pathways website;
- Compass posts;
- Careers and Pathways Facebook page.

Success relies on regular access to this information.

Individual support offered by the Careers and Pathways Team can include:

- Career counselling;
- Career testing, encouraging further investigation and experience opportunities;
- Pathway planning – transitioning to, during and beyond BSSC with your career action plan (CAP);
- Subject planning – selecting and changing programs, including advice on prerequisites required for further study.
- Motivating students to stay and be engaged at school and complete Y12, for more sustainable outcomes
- Researching courses available for further study.
- Applying for further study – University, TAFE, and other tertiary options.

Pathways Office

- VTAC application process.
- ATAR and prerequisite guidance.
- SEAS application process (special consideration) for university applications.
- Online jobs board advertising current job opportunities for students – full time (including apprenticeships and traineeships) and casual work.
- Employment assistance - resumes, job searching, job applications and interview skills .
- Advice on apprenticeships and traineeships.
- Tertiary scholarships information and assistance.
- Accommodation applications.
- Ongoing career and pathways support to all BSSC past students, including destination calls/texts.

Further Study - VTAC Application Process

Students wishing to continue on with further studies after Year 12 may need to make an application through the Victorian Tertiary Admissions Centre (VTAC). In August the VTAC application process begins where students can list up to 8 course preferences. The completion of the VTAC applications are the student's responsibility although there is support provided by the student's Advisor and the Careers and Pathways Team.



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Lorelle Pearce
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Trish White
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Pathways Office

Further study - ATAR Requirements

Students who make an application through VTAC will receive an Australian Tertiary Admissions Rank (ATAR) which is used by many universities and TAFEs to determine placement. The ATAR is calculated by VTAC and is based on combined or aggregate study scores after scaling and ATAR calculation. Further information about scaling is available from the BSSC Careers and Pathways website or the VTAC website. To be eligible for an ATAR, students need to have satisfactorily completed a Unit 3 and 4 sequence in at least one of English, EAL, Literature or English Language and at least 3 other Unit 3 and 4 sequences. Up to 6 VCE sequences can be counted in a student's ATAR calculation.

Further study – Alternative pathways

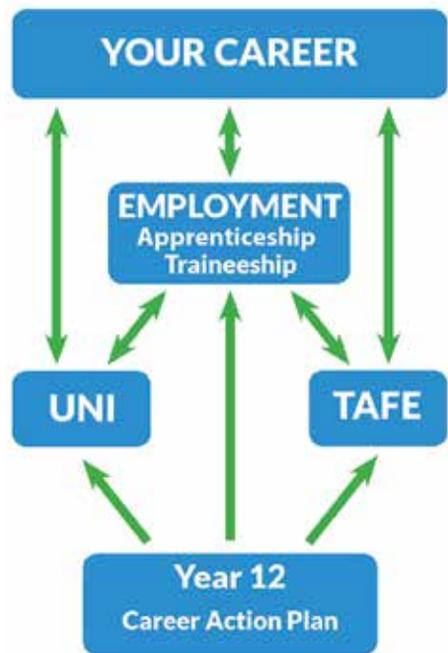
There are many alternatives to direct entry to university. Students can complete certificates, diplomas or bridging courses to gain entry into university courses. Students can meet with the Careers and Pathways Team or visit our website for more information about alternative pathway options.

Other pathways

Students transitioning from Bendigo Senior Secondary College can be supported by the Careers and Pathways Team to achieve success in a range of alternatives to university. This can include direct employment, apprenticeships, traineeships and short courses.

We strongly encourage all BSSC students to visit the Careers and Pathways team early in 2020 – parent involvement is also welcomed.

To arrange an appointment with the Careers and Pathways Team please email us on pathways@bssc.edu.au



Structured Workplace Learning and Work Experience

Many of the programs offered at the college have a real work focus. Students are encouraged to consider their areas of interest and be actively involved in organising a workplace learning experience. These experiences vary from the largely observational Work Experience VCE students undertake in an area of career focus, to Structured Workplace Learning, which provides VET students and students completing VCAL with opportunities to integrate their coursework with on-the-job experiences.

Students are encouraged to talk to their Advisor, teachers, Student Engagement Coordinator and Work Placement Coordinator about the specific requirements for both of these activities. Preparation and processing of the required placement paperwork can often require a lot of lead time and knowing what is required early assist with optimising opportunities and outcomes.



Kerry Weymouth
Work Placement Coordinator
weymouth.kerry@bssc.edu.au



Parental Involvement

Parental involvement can add to the positive experience of Work Placement. You can help at each step of the student's journey. The key is to be interested and involved.

Before the placement:

- Talk through possible placement opportunities and encourage contact with the Work Placement Coordinator early in the school year;
- Assist your child with organising work placements by using personal and professional networks.

Once the placement is arranged:

- Ensure the documentation is complete. Your signature will be required and it is vital that any of the student's pre-existing medical conditions and/or medication are included;
- Share your experiences of work and allay any uncertainties;
- Talk about travel arrangements;
- Help select suitable clothing.

During the placement:

- Discuss the day's activities;
- Encourage your child to discuss any problems with the Work Placement Coordinator;
- Remind your child to complete any logbooks or assessment tasks progressively to consolidate learning.

After the placement:

- Talk about experiences and explore the implications for career planning;
- Encourage your child to make an appointment with a Careers Counsellor in the Pathways Office to provide advice on courses available, prerequisites associated with such courses or alternative pathways into employment;
- Ensure all paperwork is completed and returned to the Work Placement Coordinator.



General Information

Absences/Illness

Students are expected to attend all timetabled classes, assemblies, Advisor Meetings and other special events. If students are absent, parents/carers will be notified via an SMS message at the end of each day. Parents/carers are requested to login to Compass as the preferred method of recording the reason for the absence prior to or on the day that a student is absent or provide a note to explain the absence on the day the student returns to the college. Alternately, parents/carers can contact the college absence line on 5442 7416. If students are absent for three or more consecutive days, a medical certificate is encouraged. If an absence occurs on a day when a Unit 3 or 4 SAC is being conducted, parents/carers must speak to a Student Engagement Officer on the day of the absence or provide medical documentation where possible, explaining the absence.

Accidents at the college

If a student has an accident or is injured at the college, they should report to the General Office. If the student is attended to by a first-aid officer, they will be asked to fill in an accident form, which will be stored on their file. Parents/carers will be contacted when student needs to be collected early.

Awards Ceremony

The college celebrates student achievement through our annual Awards Ceremony held in December. A range of special awards are presented as well as many academic awards which are given to individual students in each class in the college. Students are also recognised for outstanding achievement across the college in a range of categories.

Bicycles and Skateboards

Bicycles and skateboards must not be ridden in college grounds: they must be secured in the bicycle and skateboards racks below the student wellbeing building on arrival at the college.

These must be secured adequately to protect them from theft.

Booklists

Textbooks required for all classes are published in the college booklist. Booklists are submitted online to our supplier and books are collected from the college in early January. Enquiries regarding the booklist can be made to the Library Leader.

Building Fund

If you would like to contribute to our building program, donations can be paid as part of the booklist or can be made directly to the Finance Office. All donations to the College Building Fund are tax deductible.

Buses (country)

Country buses operate from the surrounding rural areas to transport students to BSSC and other secondary colleges. All students travelling on these buses must apply online through Public Transport Victoria: schoolbusapplication.ptv.vic.gov.au Students may be suspended from using the bus service if unsatisfactory conduct on their part endangers the safe running of any bus service.

Buses (public transport)

Bus passes and concession cards can be purchased from the Bendigo Railway Station. Application forms are available online at ptv.vic.gov.au, at the station or from the BSSC General Office.

Camps, Sports and Excursions Fund (CSEF)

CSEF is provided by the Victorian Government to assist eligible families to cover costs of school trips, camps and sporting activities. You may be eligible to apply if you hold a valid means-tested concession card or are a temporary foster parent. The annual CSEF amount per secondary school student is \$225. For more information about CSEF please visit: <http://www.education.vic.gov.au/csef>

Car/motor bike parking

Students may not drive in or park on college grounds. Car parking is available in Barnard Street, at the Queen Elizabeth Oval and Chinese Museum car parks. Students are also reminded that they must not transport other students in their motor vehicle to or from the college, or any college related function.

Change of name, address and other details

Students are required to inform the college of any change of name, address (or other relevant details). A 'Change of Student Details Form' is available from the Student Services Centre. Details cannot be provided by phone. Parents/carers are required to complete and sign the appropriate form.

Class Hours

Classes start at 9.00am each day. Students are required to be at the college 10 minutes before their first timetabled class. During non-timetabled class time students are expected to undertake private study in the library or other appropriate space. Year 11 students are required to attend the Study Centre in the James King Hall in order to support them in completing work and developing sound work habits and skills. Year 12 students will be expected to undertake private study in other allocated spaces within the College. Advance notice will be given of any variation in the normal day structure, or any day on which classes will not be held. Students who need to leave the college during a timetabled class (other than for research), assembly or Advisor meeting, must sign the 'Leavers Book' which is located in the General Office.

College Ulumbarra Café

Hours: 7.30 a.m. to 2:30 p.m. Monday to Friday. A great variety of high quality hot and cold food and drink options are available at reasonable prices.

College Council

The Bendigo Senior Secondary College Council consists of elected parents, teachers, students and members co-opted from the wider community. It meets monthly to determine college directions and priorities and monitor college finances. Elections for parent representatives are held in March each year. Parents/carers are encouraged to nominate.

Compass

Compass is our online parent and student portal and provides access to live, ongoing reporting throughout the year. The system makes communication between home and the college much easier and is one of the key ways we will communicate with you about your child's progress. On Compass, the college will communicate with you via direct emails, chronicle posts, ELI reports and reporting on assessment tasks as they are completed. Semester reports are also published online on Compass.

Computer and ICT Resources

Students have access to a range of ICT resources. These include desktop and laptop computers, printers, digital cameras, scanners, video cameras, data storage facilities, network and internet access. These resources can be accessed in classrooms, and various locations around the college. It is expected that students will use the ICT resources for educational purposes and comply with the ICT Usage Policy.

Conveyance Allowance

A Conveyance Allowance is paid to assist parents with the travel costs of students to and from their nearest appropriate school, where the distance to school or to a contract bus service pick up point is greater than 4.8km. Forms are available from the General Office or online via: <http://www.education.vic.gov.au/school/principals/management/Pages/schoolbus.aspx> and are to be returned to the Finance Office by early February.

General Information

Course changes

Students can request a change in their course prior to the Step Up program at the end of the year. There will also be some capacity for changes to be made very early in Semester 1 and (for Year 11 students only) prior to the commencement of Semester 2. Changes can only be made within the constraints of class sizes and cannot be guaranteed. A 'Change of Unit Request' form must be collected, signed by a parent/carer, and returned to the appropriate Student Engagement Coordinator. It is important that deadlines are observed as VCAA penalties apply for late withdrawal from subjects. Units 3 and 4 must be completed as a sequence and as such, students cannot enrol in a Year 12 subject in Semester 2.

Credit into VCE

Students with Year 11 or 12 equivalent studies from overseas or interstate may apply to claim credit into VCE. Applications should be made through the Student Services Centre.

Dress code

Although there is no college uniform, student clothing must always be neat, safe and appropriate and must not be offensive to others; it must not be inappropriately brief or revealing. Clothing must not display inappropriate or offensive messages, images or advertising (including references to alcohol, illegal drugs and violence.) Students will be required to remove or cover offensive or unsuitable items of dress. Appropriate and safe footwear which recognises the nature of the college environment must be worn at all times. Hard covered footwear is required in practical classes. Footwear must comply with compulsory Occupational Health and Safety (OH&S) guidelines. Staff may request students to remove caps during class. Students must select clothing which protects

them from the sun and use sunscreen, especially if they are in the sun for extended periods of time such as when they are on an excursion.

Email

All students are provided with a School email account to promote easy communication between staff and students. Parents/carers may use email to contact staff. Staff email addresses can be located on Compass and have the general format of *lastname.firstname@bssc.edu.au*

eNews

eNews is continuously updated and contains important information about college events, recent news, important dates, and careers information. eNews is published on the college website.

Examinations

VCE students undertaking a Year 11 subject are expected to complete examinations that are held at the end of each semester. Students undertaking a Unit 3 and 4 subject will complete VCAA examinations at the end of the year. These examinations are held at the college and students must abide by college and VCAA rules regarding these examinations. Students undertaking a Unit 3 and 4 subject will also complete the General Achievement Test (GAT) which is conducted mid-year and undertake practice exams during the second week of the September/October term break.

Exchange opportunities

All students undertaking an overseas exchange during their enrolment at the college must inform their Student Engagement Coordinator. Students enrolled in one or more Unit 3 and 4 VCE sequences must apply, through their Student Engagement Coordinator, for interrupted study status. While at BSSC, students may have the opportunity to visit overseas schools.

Fees

There are no compulsory college fees but parents/carers are encouraged to make a voluntary donation to the college Building Fund and/or Library Fund which can be paid via the booklist or directly to the Finance Office. Arrangements may be made with the Finance Office for payment by instalments. All donations are tax deductible.

Finance Office

Hours: 8.30am to 4.30pm (Monday to Friday). This office is located in the Administration building adjacent to the General Office. The following payments must be made at the Finance Office or online via Compass: Building/Library Fund donations, excursion charges and print credits. You can also purchase a Student Handbook and College Magazine from the Finance Office.

General Office

Hours: 8.30am – 4.30pm (Monday to Friday) during the school term. The General Office is not open during term breaks. The General Office assists students and parents/carers with general enquiries. All visitors to the college must report to the General Office. Students should see staff in the General Office regarding public announcements, lost property, travel concessions, bus passes, general notices and first aid requirements.

Graduation

The college conducts Graduation Ceremonies each year for Year 12 students and their parents/carers to celebrate the end of year 12 classes. Enquiries regarding graduation should be directed to the relevant Student Engagement Coordinator.

Harassment

The college does not tolerate any form of harassment or bullying. Refer to the Student Rights and Responsibilities document and see a relevant Student

Engagement Coordinator regarding any issues associated with bullying and harassment.

Homestay and host families

The college is always seeking families willing to host students. Generally the student stays with a family on a long-term basis, but the college also requires short-term hosts at times.

Families interested in hosting an overseas student should contact the college for more details.

Library

Hours: 8.15am – 4.30pm (Monday to Thursday). 8.15am – 4.00pm (Friday). Students can use the library facilities for study and research. The quiet reading area is available to read books, newspapers and magazines. Publishing facilities are available to allow students to scan, print, photocopy and laminate documents as required. The library also has a range of ICT equipment that can be borrowed for curriculum use. Access to the library resources is available online 24 hours a day via the college website. The library can provide a range of services to assist students in their research and SAC/SAT preparation. Students can also borrow from a range of fiction books for recreational and study purposes. The library staff are keen to assist students with advice and resources.

Library Fund

Parents are encouraged to support the college by contributing to the Library Fund. A donation to the Library Fund may be paid as part of the booklist. For those not submitting booklists, cheques may be mailed directly to the college Finance Office or payment can be made via Compass. Arrangements may be made with the Finance Office for payment of the donation by Credit Card, instalments or Direct Debit from a bank account. All donations are tax deductible and the money goes towards funding Library resources.

General Information

Lockers

All students are assigned a locker when they enrol at the college and are strongly advised to use it to store their school bags, mobile phones and books. The college cannot be held responsible for damage or theft of property left in bags or on bag racks/hooks. Students are also advised not to bring valuables to the college. Students will be charged a nominal cost for a lock on the booklist. Only college locks are permitted on lockers. Students can take their lock with them when they exit the college.

Mobile phones/Electronic devices

Consistent with DET policy, mobile phones are not to be used during school hours, except for recess and lunchtime. All students are expected to have their mobile phones secured in their locker during school hours.

Parent/Teacher Interviews

These are held twice per year. These interviews are booked online and provide opportunities for parents to discuss the progress of their child with classroom teachers and Advisors. We strongly encourage all students and parents/carers to attend these interviews.

Print credits

All printing must be paid for by students. Print credits can be purchased from the Finance Office.

Private study / Study Centre

Students are expected to use non-timetabled time or private study periods effectively. Year 11 students will be required to attend the study centre when not in class. Students will have time and support to develop their study skills and habits and complete homework and Essential Learning Activities. Students not in the Study Centre are expected to stay within college grounds and may access the Library, Language Centre, E Block, C Block or other study spaces for the purposes of private study.

Property

Personal belongings should be clearly named. Valuables should be left in lockers or at the General Office. Lockers should be kept locked at all times. PRIVATE property brought to school by students is not insured nor is BSSC or DET responsible for any loss.

Rights and Responsibilities

The Student Rights and Responsibilities is a college policy which is signed by students on enrolment. Agreement to abide by the Student Rights and Responsibilities is a condition of enrolment at BSSC.

Rosalind Park

Students may use the park ONLY during lunch and recess for passive recreation (ie, no ball games). There is an expectation that the park and garden areas are treated with respect by all students, and left in a clean and tidy manner. The Fernery, Conservatory Gardens, RSL Gardens, the Rotunda and area beyond that (Lansell Gardens) are out of bounds to students during the school day.

Sick or injured students

Students who are sick or injured must report to the General Office. Students who go home sick before the end of the school day MUST sign the 'Leavers Book' in the General Office before going home. Analgesics will not be issued by the college. Students may rest in the Sick Bay for short periods and parents/carers will be contacted to collect students when necessary. You may need to speak with a Student Engagement Coordinator if Special Provision or other arrangements need to be made for assessment or exams.

Smoking

Smoking is banned in college buildings, on college grounds and any areas where staff supervise students including areas of Rosalind Park and outside the old Police Station. Smoking is not permitted during out of hours college functions and activities.

Student Engagement Coordinators

The Student Engagement Coordinators, with the support of Advisors and the Student Engagement Officers, oversee all aspects of student learning programs including enrolment, course changes, attendance and special provision.

Student Wellbeing

The college has full time Student Wellbeing Advisors who can assist students with any matters relating to student wellbeing such as coping with schoolwork, issues with peers, youth allowance applications, accommodation and mental wellbeing.

Theft

The college is not responsible for the theft of any student property; valuables should not be brought to the college. All property should be secured in lockers provided. Any theft must be reported to an Assistant Principal.

Traffic

Installation of 20-40 km speed zones around the college (*Gaol Road and Park Road*) recognises the importance of student safety as students arrive and leave school. The college treats concerns about traffic very seriously. See page 39 for further information.

Transitioning from school

It is the responsibility of the parent/carer to notify the college in writing if their student is exiting the college. Students must complete a 'Transition from School' form and return it to the college with all appropriate information filled in. Students under the age of 17 are only permitted to leave school if an exemption is in place. Exemptions are only available in certain circumstances.



Youth allowance

Centrelink has a Student Services Centre in Lyttleton Terrace, Bendigo to assist with matters concerning Youth Allowance. They can provide detailed information regarding eligibility and will assist with applications. There are penalties for continued absenteeism from classes. The BSSC Wellbeing Team can assist students with Youth Allowance applications: www.humanservices.gov.au

Traffic Movement around the College

In the interest of student safety, parents/carers and students need to be aware of access roads, walkways, school crossings, parking facilities and requests from the college regarding the drop off and pick up of students.

Installation of 20-40 km speed zones around the college (Gaol Road and Park Road) recognises the importance of student safety as students arrive and leave school. The college has serious concerns about traffic. Parents/carers are asked to abide by the following:

- Avoid Gaol Road and the Gaol Access Road (School Road) between BSSC and the Ulumbarra Theatre. A limited drop off zone is located near the theatre entrance in Gaol Road. Stopping at other points along Gaol Road is illegal and can incur a fine;
- To avoid congestion, it is requested that you drop off/pick up students adjacent to the pedestrian paths to the college – Williamson St, Barnard Street, the path between the swimming pool and bowling club;

QEO car park, (enter and leave via View Street), or use drop off parks in Park Road.

In the interest of student safety, parents/carers and students are asked to note the following requests:

- Please do not enter the Gaol Access Road (School Road) to drop off or pick up students;
- Please do not enter the college grounds to drop off or pick up students;
- Please discuss the issue of safety with your child;
- Country bus travellers should take care when crossing Park Road from the Tom Flood Carpark;
- Students are not to drive or park in the college grounds;
- Students are legally not permitted to transport other students to or from the college at any time.





- ALL DAY FREE PARKING
- ALL DAY METERED PARKING
- TIME RESTRICTED METERED PARKING
- TIME RESTRICTED FREE PARKING
- DISABLED PARKING
- DISABLED DROP OFF ONLY
- DROP OFF BAYS
- ⋯ WALKING PATH



Important Note:

- No parking is available in Gaol Road.
- A drop off zone (adjacent to the accessible ramp) is located near the theatre entrance in Gaol Road.
- Disabled/accessible parking is available off Gaol Access Road (via Gaol Road).

- Parking is available on-street throughout the Bendigo CBD and within the following major car parks:

McCrae Street Car Park (52 spaces) *

Park Road Car Park (149 spaces) *

* Note: Car Parks cannot be accessed from the Barnard Street end of Park Road.

Queen Elizabeth Oval (QEO Car Park) (123 spaces) Accessed via View Street. Ulumbarra Theatre is a short walk along Gaol Road.

Hargreaves Street Multi Storey Car Park (290 spaces)
Available: Monday to Thursday 7am - 7.30pm, Friday 7am - 9.30pm and Saturday 7am - 6pm.

Edward Street Car Park (420 spaces)
Available: Monday to Thursday 7am - 7.30pm, Friday 7am - 9.30pm, Saturday 7am - 6pm.

Timetable

Day	9:00	9:55	10:50	11:10	12:05	12:25	12:40	1:00	1:45	2:40	3:35	4:50
Monday	A [55]	A [55]	REC [20]	B [55]	Advisor [20] Extended Advisor [35] Presentations [55]			LUNCH [45]	C [55]	D [55]	Meeting & Professional Development time	
Tuesday	E [55]	E [55]	REC [20]	F [55]	F [55]			LUNCH [45]	G [55]	G [55]		
Wednesday	C [55]	C [55]	REC [20]	D [55]	D [55]			LUNCH [45]	A [55]	B [55]		
Thursday	D [55]	G [55]	REC [20]	C [55]	E [55]			LUNCH [45]	F [55]	Alternative A Friday /B Wednesday H [55]	Meeting & Professional Development time	
Friday	B [55]	B [55]	REC [20]	G [55]	F [55]			LUNCH [45]	A [55]	E [55]		

Term Dates*

Term dates 2020 and 2021**

2020

Term 1: 28 January (Students start 29 January in government schools) to 27 March

Term 2: 14 April to 26 June

Term 3: 13 July to 18 September

Term 4: 5 October to 18 December

2021

Term 1: 27 January (Students start 28 January in government schools) to 1 April

Term 2: 19 April to 25 June

Term 3: 12 July to 17 September

Term 4: 4 October to 17 December



*Please note that BSSC is able to set 4 student free days throughout the year.

**Information correct at the time of publication.