



BEMIN
SECONDARY COLLEGE

SENIOR SCHOOL HANDBOOK

Years 10 and 11



2025



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BEMIN SECONDARY COLLEGE - SENIOR CAMPUS

805 Morris Rd,
Truganina, VIC 3029

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2025 Senior School Handbook
Published November 2024

Acknowledgement of Country

Bemin Secondary College respectfully acknowledges the Bunurong People of the Kulin Nation, who are the Traditional Owners of the land on which Bemin Secondary College is located in Melbourne's west, and pay respect to their Elders past, present and emerging.





WELCOME TO SENIOR SCHOOL



Joanne Camozzato
College Principal

Welcome to the Bemin Secondary College learning community and to the final three years of secondary school - Years 10 - 12.

Vision

At Bemin Secondary College, all students are empowered to achieve their individual best learning and wellbeing outcomes. The learning growth and achievement of all young people is underpinned by creativity, innovation and a commitment to respectfully work together to create a sustainable future for themselves and their families.

Mission

The College's mission is to foster a learning community identified by high expectations, a commitment to evidenced based practices and a deep pride in the school values. The College will promote a strong sense of community by building strong home/school partnerships and welcoming all students from across the local neighbourhood.

All students will be supported to develop their identity by differentiated pathways while acknowledging that their individual cultures and personal identities are sources of strength.

As a dual campus facility, the school acknowledges the importance of transition periods for young people in the community. All students will be supported with transition into high school at the Junior campus, from one campus to another and for some, beginning at the school for the first time on the Senior campus. The two key transitions stages into the College will be strengthened by celebrating individual achievement and growth across academic, pathway and extra curricula programs. Bemin Secondary College will build lasting cultural traditions and links with the neighbourhood community by actively inviting school community members to experience and share it's facilities across the two campuses.

At Bemin Secondary College, our students will experience the skills and capabilities they need for economic, social and cultural success in the 21st Century. The personalised learning needs of all young people at the school will be catered for via a highly differentiated curriculum where students will be able to have access to a broad program of curriculum offerings. The College aims to deliver an inclusive curriculum which targets the specific needs of the student cohort.

As the foundation principal, my goal is to make Bemin Secondary College a vibrant, welcoming, inclusive and caring school that is the centre of the Truganina community.

COLLEGE VALUES

Bemin Secondary College's values are **Respect, Excellence, Innovation and Community**. These values provide a foundation for students to individually create a strong authentic community identity at an inclusive school.

 <p>RESPECT</p> <p>We respect ourselves by treating ourselves with kindness and by drawing on our strengths.</p> <p>We respect everyone for who they are and show a willingness to understand individual differences and rights.</p> <p>We respect the environment by recognising that we must act responsibly to maintain our world.</p>	 <p>EXCELLENCE</p> <p>We aim to achieve our best in at least one aspects of school life.</p> <p>We take pride in our achievements while encouraging others to do the same.</p> <p>We all learn best when our values, beliefs and attitudes are valued as strengths.</p>
 <p>INNOVATION</p> <p>We encourage original ideas, positive risk-taking, and different ways of expressing our ideas.</p> <p>We use questions to further our knowledge and stretch our thinking.</p> <p>We value actively finding solutions to our challenges.</p>	 <p>COMMUNITY</p> <p>We work to develop shared understanding of learning and culture between staff, students and families.</p> <p>We encourage community involvement by meeting with others, sharing ideas and building relationships.</p> <p>We make welcome all those new to our school.</p>

Bemin Secondary College acknowledges that the behaviour of staff, parents, carers and students has an impact on our school community and culture. We acknowledge a shared responsibility to create a positive learning environment for the children and young people at our school. Such an environment can be developed when based on the value of mutual respect, shared responsibility and co-operation between staff, students and parents.

KEY PEOPLE & CONTACTS

KEY PERSONNEL

College Principal
Joanne Camozzato

**Assistant Principal
Senior School**
Aaron Dass

**Assistant Principal
Student Wellbeing & Engagement**
Bryce Baumgarten

**Assistant Principal
Teaching and Learning**
Sandale Ambegoda

**Assistant Principal
College Innovations & Organisation**
Anthony Asta

**Assistant Principal
Junior School**
Elyshia Sheldon

Business Manager
Samantha Kelly

Contacting Members of Staff

Parents/guardians are encouraged to contact staff members via phone or Compass regarding any issue concerning your child. Staff will answer emails and phone calls as soon as possible during the school week. The first point of contact is generally the Check and Connect teacher (or subject teacher for specific subject concerns).

If parents/guardians would like to meet with a member of staff in person, an appointment should be made. To do this, you may contact reception and leave a message for the teacher or contact the teacher by email or phone to arrange a time.

LOCATION & CONTACT DETAILS

**Bemin Secondary College
Morris Road Campus**
805 Morris Road,
Truganina VIC 3029

P: 03 7300 7979
E: bemin.sc.morris@education.vic.gov.au

beminsc.vic.edu.au

CAMPUS OFFICE OPENING HOURS
The College office hours are 8.30 am – 4.00 pm.

Payments of accounts (by CompassPay, cash, EFTPOS and credit card) are accepted during these times.

KEY DATES AND TIMES

School commencement times are as follows: Students to be in attendance by 8:45am. Students are dismissed at 3.10 pm.

8.30am - 8.52am	Before School
8.52am - 9.00am	Check and Connect
9.00am - 10.00am	Period 1
10.00am - 11.00am	Period 2
11.00am - 11.30am	Recess
11.30am - 12.30pm	Period 3
12.30pm - 1.30pm	Period 4
1.30pm - 2.10pm	Lunch
2.10pm - 3.10pm	Period 5
3.10pm - 3.30pm	After School

Bemin Secondary College operates a 10-day timetable promotes an immersive learning environment. This scheduling approach diversifies the weekly routine, offering depth and variety in educational content. Extending the cycle ensures that each subject is given focused time, fostering a broad and engaging learning experience for our students.

Our day is thoughtfully segmented into five one-hour periods, with strategic breaks and a lunch period to maintain focus and engagement. This balanced schedule is aimed at enhancing learning outcomes, providing an ideal blend of academic rigor and personal development.

Students are expected to arrive by 8.45am each day and be organised for Check and Connect, which begins at 8.52am.

2025 Term Dates

Term 1

January 28, 2025 (students commence January 30) - April 4, 2025

Term 2

April 22, 2025 - July 4, 2025

Term 3

July 21, 2025 - September 19, 2025

Term 4

October 6, 2025 - December 19, 2025



FURTHER INFORMATION FOR FAMILIES

Access to the College / Parking

In the interests of student safety, please observe parking restrictions in our boundary streets. The rules are for student safety so your observance is important. Only authorised cars are to use the College car parks. *Please do not use the staff carpark for pick-up or drop off of students.*

Additional Programs

Attendance at organised camps, excursions, and involvement in interschool sporting activities are not included in the yearly parent contribution. The cost of these activities will vary, and parents will be notified of details.

Attendance and Absences

Attendance at school in Victoria is compulsory from the ages of six to seventeen. All children need to attend school every day. Regular attendance is vital in helping the continuity of learning experiences, social adjustment and the development of independence, dependability and responsibility. However, home is the place for a sick student, as students who are ill cannot work well and run the risk of infecting others.

Bemin Secondary College believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance. On both the senior and junior campuses, students should be in attendance from 8.45 am – 3.10 pm.

Whenever your child is absent, please log the day and reason for absence directly via the Compass Online Management system. If you wish to provide any further information, please email the Home group or subject teacher via Compass. Arrangements should be made through the office when Students are required to leave the College early for appointments. Any person other than the parent wishing to collect a Student during College hours must supply written permission from the parent. Students who leave the College early or arrive late are to be signed in/ out at the office. Parents of students who are consistently late will be contacted by the College.

Bicycles and E-scooters

Students are permitted to ride their bikes to and from the College. **All students are required to wear a helmet and comply with State laws for bicycle riding.** Bikes must be left at the College bike shed or secured area provided. **Bikes are not to be ridden in the school grounds.**

E-scooters are not permitted for those under the age of 16. Please see <https://www.police.vic.gov.au/electric-powered-scooters-e-scooters> for more information.

Online eBooks, Stationary Packs and Requisites

Families are able to pre-order from the Champion booklist all stationary and equipment requirements (e.g pens, calculators etc.) or choose to source their own stationary from preferred suppliers. *If families*

choose to purchase their own materials please purchase ALL items that are listed.

Canteen

The College will introduce canteen lunch order services at the Junior Campus in 2025, but it is recommended that students bring their own lunch. Further information on days and times for lunch orders will be released in 2025.

No mobile phones are allowed to be used at the Canteen. Payments can be made with cash, physical card or by online pre-order.

Compass School Manager

Compass is our online hub for your child's learning which allows you to:

- Keep up to date with school news
- Access their learning tasks and achievements
- Check attendance and unapproved absences
- Make online payments
- Give permission for participation in school events (incursions, excursions, camps)
- Communicate electronically with teachers
- Book parent- teacher interviews

Usernames and Passwords will be provided early in 2025.

Curriculum, Assessment and Reporting Days

During the course of the year, days are set aside

for curriculum development and staff professional learning. Students are not required to attend the College on these occasions. Parents will be advised of the dates and topics. Parents/Carers will be advised of any variation of a school day for Assessment and Reporting purposes.

eLearning and BYOD (Bring Your Own Device) Program

Bemin Secondary College is promoted as a 21st Century School providing all students with the opportunity to engage with technologies that enhance their learning. As part of this program, all families are strongly encouraged to equip their child with an appropriate device.

This can be any device with:

- a screen no smaller than an iPad Mini
- a device that hold a minimum of 5-hour charge
- the age of the device does not exceed three years
- tablet or laptop
- the device must operate on one of the following operating systems: Windows 10 and above, MacOS 12.0 (Monterey) and above, iOS 15.0 and above.

Google Chromebooks are not acceptable.

For storage purposes – sizes larger than the standard 16GB are recommended if your child wants to store photos and videos as well as their schoolwork.

Please note that our school does not have insurance

to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device. Bemn Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. We also have digital technology that can be loaned to students in certain circumstances.

eBook Subscriptions

At Bemn Secondary College we use electronic books (e-books) and a cost is incurred each year for a license to access these e-books through our bookseller. We have significantly reduced the cost of old-fashioned textbooks by using to e-books. **You have the option of purchasing online books and/or hard cover books. Only one is needed.** Your child MUST have either the online or hard cover text books.

Students will have their eBooks delivered via Campion. Campion provide both students and teachers access to many textbooks from different companies. This allows teachers to specifically choose and build from a range of texts various chapters or sections a customised resource for each individual student and class. This enables teachers to cater for individual differences and truly personalise learning while ensuring all students continue to develop the literacy skills required for future study, training and work.

Emergency Information / Student Records

To help us, and your child, please advise us of any

changes or anything unusual in your child's medical history such as asthma, epilepsy, vision or hearing problems and learning difficulties. Also, advice of any temporary disability would be appreciated. It is important that we have up-to-date telephone numbers, private and business, where you can be contacted, and the names, addresses and phone numbers of two people who are able to look after your child in your absence should he/she become ill at school. **The College should be advised immediately of any changes to emergency information.**

Excursions

School excursions are well-planned curriculum-related activities that aim to maximise students' learning experiences. Students will participate in excursions to enhance and support classroom studies. Excursions provide practical experiences to extend learning in a particular area, for example, a visit to the Law courts or Melbourne Museum.

Extra Curricular Opportunities

The College is committed to supporting students both within and outside the classroom to extend their skills, interest and talents. Through the commitment of our staff, students have the opportunity to explore their interests through a range of extra-curricula activities. Activities may weekly during lunchtime, some activities may run afterschool and occasionally there may be special all day events and excursions. The types of extra-curricula activities may include:

- Breakfast Club
- Peer Support Training

- Sporting skills workshops
- Lunchtime House sports competition
- Dance classes
- Minecraft club
- Debating club
- School Productions
- Student Representative Council
- Environment and Sustainability Club
- Homework Club
- Robotics

Extreme Weather Conditions

During extreme weather conditions Students are supervised indoors during recess and lunch play. Extreme weather includes hot days, windy days and wet days.

First Aid/Student Illness or Injury at School

Minor ailments and injuries are treated sympathetically at the College. We will notify parents to collect their child in the case of an accident or illness. Upon presenting to Sick Bay, First Aid trained staff will then assess the student's condition, provide first aid treatment if necessary and decide whether the student needs to go home or return to class. If the student needs to go home, the College will contact the parent or an emergency contact to make arrangements. Students will not be sent home on their request. If any emergency situation arises, we will take prompt action to ensure the best interests of your child are protected and your needs are met. All reports in regards to First Aid will be logged on Compass where the entry is

visible to Parents/Carers. It is therefore imperative that all Emergency Information be up to date and accurate.

As a matter of Duty of Care, students are not permitted to call/text a parent/guardian themselves to arrange to be collected from school.

Check and Connect Program

Each student is placed in a home group that makes up a Learning Community. Each Home group works with a smaller number of teachers who plan together weekly. The Check and Connect teachers and students each morning to take the morning roll, discuss any issues of the day, check uniform, remind students of key information, and check on general wellbeing. The Check and Conenct teacher is ideally placed to be the first point of contact for parents where their questions and issues surrounding their child. The Check and Connect teachers work with each other and are responsible for delivering a weekly pastoral care program that includes examining the school values and expected behaviours; positive thinking and mindfulness skills; leadership and social skills; cybersafety and planning for House activities

Homework

Homework benefits students by complementing classroom learning, fostering good study habits and providing an opportunity for students to be responsible for their own learning. The degree of difficulty and length of homework will also be set according to the age and abilities of the student. Homework will become more challenging in late

Junior school and in the final years of education.

Some examples of homework tasks:

- Independent reading on a daily basis – 30 minutes minimum
- Tasks such as continuation of classroom work, projects and assignments, essays and research
- Online learning programs like Education Perfect.
- Practice tasks related to their personal reading, writing and numeracy goals

House Program

Students at Bemn Secondary College will be allocated to Houses. The House program structure is currently under development in consultation with students, with six houses now established. Names will be consulted and announced in 2025.

The House system provides regular and friendly competitions/activities and forms part of each student's identity and sense of belonging to our College. The competitions include carnivals for swimming, athletics, performing arts, debates and range of other activities.

Infectious Diseases

Parents are requested to promptly pass on to the College any information related to infectious diseases as this allows us to take appropriate measures. If your child is to be absent for an extended period (for whatever reason), a phone call to the College would be appreciated.

Head Lice

Schools are subject to periodic outbreaks of head-lice which can be persistent if not treated properly. It is imperative that each parent undertakes regular checks and treat their child in an efficient manner. Please let us know if you have detected head-lice in your child as we can then take steps to make sure that the problem does not spread further.

Late Arrival / Early Departure

All students who arrive late for school must report to the administration office. They will collect a late pass which is then taken to class. If your child needs to be picked up early for any reason, parents must sign their student out at the office. The student will be called to the administration area to meet the parent/carer. Parents are requested to collect their Student during lunch and recess times wherever possible.

Local Excursion Permission Form

All Students are required to have a local excursion permission form signed at the commencement of the year. This form covers all local excursions involving walking to nearby sporting facilities and between campuses. This will be sent out via Compass.

Medications

The College will follow the Medical Administration Policy in all matters related to medications at school. In most cases, parents/carers should arrange for written

advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete. If advice cannot be provided by a student's medical/health practitioner, the Principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.

Mobile Phones and Digital Technology

In 2020, the Victorian Government introduced a mobile phone policy that requires student mobile phones to be switched off and stored securely during the school day.

The policy is designed to support teaching and learning in an environment that is free from unnecessary distractions and disruptions which are often caused by mobile phone use. We believe the announcement was a positive step towards ensuring our students are focused on their classwork. It also promotes a culture where our students communicate effectively to each other in person rather than via a device or on social media.

All Victorian Schools are directed to strongly enforce this policy.

Students will be required to have a functioning padlock to attach to their locker at all times. Students who choose to have a mobile phone in their possession during the school day will have their phone confiscated by a member of staff if they are taken out

for use or are proven to be using it.

Generally a mobile phone will be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school
- Threatens or is likely to threaten the safety or wellbeing of any person or is in the breach of the law. For example: students using their phone to bully, intimidate or otherwise harass others through any SMS, text message, photographic, video or data transfer system available on the phone is not acceptable and the Principal and College reserves the right to take action.

Depending on the circumstances action may include:

- Confiscating the mobile phone and returning to a carer; storing it in a secure pouch or returning it to the student at the end of the day
- Banning the student from having a mobile phone in their locker during the course of the school day for a period of time
- Meeting with the student and/or parents
- In extreme circumstances when the law is breached, the school will be required to contact the Police to assist with supporting and counselling the student/s.

We ask Parents/Guardians to support the College with teaching children and young people the appropriate use of mobile phones and devices by suggesting the

phones/devices are checked only at the end of the school day for messages. We also ask that parents are conscious of not messaging students during class time. In the case of a family emergency or unforeseen circumstance it is best for the wellbeing of the young person if parents/guardians directly contact administration. Staff members will be able to assist in supporting your family.

Parent Involvement and Participation

Parents are encouraged to participate in a variety of College activities. Parent involvement is a significant feature of our College life and is actively encouraged and greatly valued. There is a shared community interest to work towards supporting everyone's young person to achieve their best. We strongly believe that working in partnership with the College community is essential in achieving successful educational outcomes for all young people.

Family/Teacher Communication

We are always happy to discuss your child's wellbeing and learning development. Parent/Teacher conferences provide formal opportunities to attend a meeting to discuss how your child is progressing. Student Support group meetings can and will be arranged to provide further wellbeing, engagement and learning support to students.

Disability Inclusion Program & Program for Students with Disabilities

The College caters for all students including those with

additional needs. Students who meet the eligibility criteria will receive funding under the DE Program for Students with Disabilities. Disability Inclusion with its new tiered funding model and Disability Inclusion profile will be introduced through a staged roll-out over the next 5 years.

Smoke and Vape-Free Environment

Bemin Secondary College is a **VAPE & SMOKE FREE ZONE**. All Department of Education properties are smoke free.

Student Leadership

The College's Student Leadership system at Bemin Secondary College provides students from all year levels with the opportunity to access leadership training and skill development, as there are many opportunities to experience positions of responsibility. Our students relish the opportunity to make decisions, take on responsibility and have input into the direction of the College.

Student Engagement and Wellbeing

Student Engagement and Wellbeing is an integral part of the effective teaching and learning process for all students at Bemin Secondary College. Although all teachers have a direct role in supporting the wellbeing of our students, Bemin Secondary College also has a dedicated Student Wellbeing Team whose role is to coordinate prevention and early intervention programs in relation to providing education and support to the school community in relation to issues that impact on a

student's emotional and social wellbeing. The College aims to provide a comprehensive program that builds and promotes a sense of belonging and resilience that will assist students to achieve a successful pathway in a safe and supportive environment

The Student Wellbeing team will be supported when needed by speech therapists, occupational therapists, social workers, and counsellors. Education Support Staff – Inclusive Education aides and DE SSSO staff also provide support and guidance to our students, staff and families. All students and staff at Bemin Secondary College have the right to work in a safe, secure and supportive environment. The College believes in a positive approach to student management, focussing on personal responsibility, self management, resilience and explicitly teaching expected behaviours.

Sun Protection

Bemin Secondary College promotes active protection from the sun. All students are encouraged to wear a College hat when participating in outside activities during Term 1 and 4.

Uniform

Bemin Secondary College has a uniform and general appearance policy, stating that the wearing of the College uniform is compulsory. The uniform must be worn correctly without fashion accessories or enhancements. Please make sure every item of clothing is named.

We have high expectations of how our students are dressed and upon enrolment it is an expectation that students and parents agree to abide by the College Student Dress Code policy. The uniform is designed to provide a sense of belonging to the school and to foster equality amongst all students. It is expected that uniforms will be kept clean and in good repair and students will behave in line with the College values while wearing it. Uniforms can be purchased from PSW at 195 Old Geelong Road, Hoppers Crossing.

Yard Supervision

The yard is supervised by a staff member from 8.30 am to 8:50 am, during morning recess, lunch and from 3.10 pm until 3.30 pm.

Please do not allow your child to come early or stay later at the College as the yard is unsupervised outside of the times mentioned.



RESPECT | EXCELLENCE | INNOVATION | COMMUNITY

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